

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
December 18, 2019

Those Present:

Chairman Kevin Kjer	Trustee Bill Kirschner
Vice Chairman Larry Schussel	Legal Counsel Jason Guinasso
Trustee Greg Felton (via phone)	Fire Chief Scott Baker
Trustee Ann Grant	

1. Call to Order.

Meeting was called to order at 2:30 p.m.

2. Pledge of Allegiance.

Pledge of allegiance was led by Trustee Kirschner.

3. Roll Call.

Chairman Kjer, Vice Chairman Schussel, Trustee Grant and Trustee Kirschner were present. Trustee Felton attended (via conference). A quorum was met.

4. Approval of the Agenda.

Trustee Kirschner made a motion to accept the agenda with corrections made to Items 11 & 12 referencing five (5) Chief Officers, to correctly state four (4) Chief Officers. Trustee Grant seconded the motion. Motion approved 5-0.

5. Public Comment. None.

6. Board Trustee Comment.

Trustee Kirschner advised that the financial disclosure statements for board trustees would not be posted on the State website until 12/31/19; statements are due January 15, 2020.

Trustee Kjer attended a recent Glenbrook Homeowner's Association meeting, he stated that it was a pleasure to hear about the fuels reduction work being done there and he conveyed his appreciation for TDFPD's efforts.

7. Approval of the Consent Calendar.

Items:

- a. Board Meeting Minutes 11/20/19
- b. Job Description – Assistant Fire Chief
- c. Request for Extension for FY18-19 Annual Audit

Trustee Kirschner motioned to approve the Consent Calendar with a correction on P7, Item 13 to state that the motion was made by Trustee Kirschner and seconded by Trustee Felton. Trustee Grant seconded the motion. Motion approved 5-0.

8. For Possible Action: Consent items moved forward. None.

9. Presentation: Employee Recognition
Fire Chief Scott Baker

Chief Baker led off with a review of TDFPD's mission statement and core values connecting them to the employees who were recognized, as it is their efforts that are impacting our mission, values and goals on a day-to-day basis.

New employees FF/Ps Glover, Jensen, Keogan and Sloat - will be graduating from the Carson City Regional Fire Academy on – Friday, January 24, 2020.

Fire Inspector Rowlett – received a challenge coin.

Service Recognition:

Fire Chief Scott Baker

4 years of service

Pinning

New Employee: Mechanic Justin Dagenhart, pinned by wife, Ana.

Justin brings experience from the Town of Mammoth Lakes, Scorpio Gold Mining Company in Silver Peak and most recently, with the State of Nevada Department of Transportation. Justin is adept at performing maintenance, repair, diagnostics and rebuilds on light duty vehicles, semi-trucks, construction equipment, rotary snow blowers, snow plows and sanders. He's also proficient with welding and fabrication.

PT to FT - Office Assistant/Fire Board Secretary Mikayla Warner

Mikayla has been working part-time in a temporary position since March, and has demonstrated excellent customer service skills, organizational skills and a sincere desire to serve the community she lives in.

Promotions

Chad Baker promoted to Engineer

Chad was one of our SAFER grant firefighters in 2013, and has served as a highly competent firefighter/paramedic, a member of CQI, an EMS Instructor and a preceptor. He is a certified Confined Space Technician (Level I and II) and Rope Rescue Technician (Level I and II).

Matt Fogarty promoted to Crew Supervisor, pinned by wife Megan.

Matt began his career as a wildland firefighter with a TYPE II crew based in Susanville, Ca in 2005. He spent seven years with the Ruby Mountain Hotshots, and working his way through the ranks from crewmember to Acting Assistant Superintendent. Matt joined the Zephyr Crew in 2013 and has been instrumental in developing and retaining a strong leadership team to ensure the competency and safety of the crew.

Todd Moss promoted to Assistant Fire Chief, pinned by daughter Alexa, wife Kerri and EOC Gunner were present.

Throughout his 21 year career Moss has been involved in numerous projects and served on a variety of committees for the betterment of the District; the most unique of those being his appointment to the Bomb Squad in 2006. He has an AA degree from TMCC in Fire Science and is enrolled at American Public University working towards a bachelor's degree in Emergency and Disaster Management. In 2017, Chief Moss was appointed by Governor Sandoval to the Nevada Homeland Security Working Group which ensures statewide collaboration in the development and implementation of security and emergency management preparedness initiatives.

Justin Reddig promoted to Captain, pinned by daughter Kenadie, wife Kim and son Jaxon were present.

Hired in 2012, Justin has served as a paramedic preceptor and was promoted to Engineer in 2015. He has served as Lead Regional Training Officer for the fire academy and was part of the instructor Cadre that implemented a new evaluation system which provided a clear standard of progression based on a merit/demerit system which was fair, accurate and real time so that the recruits, RTOs and Fire Chiefs all know everyone's status.

James Ward promoted to Engineer, pinned by son Reeve, wife Sabrina and daughter Emerson were present.

James enlisted in the United States Air Force in 2003 as a Security Forces Member stationed at Moody AFB in Georgia. He is a three time Iraq War Veteran, Honorably Discharged in 2010. He obtained his paramedic certification in 2011, gained experience with REMSA and joined TDFPD in 2013. James is active Nevada Air National Guard and is the Lead on the *Stop the Bleed* program.

10. **Report Item: Update on fire district's financial statements FY2018-19 prepared by EideBailly LLP. No action will be taken.**

Fire Chief Scott Baker
Kurt Schlicker, Audit Senior Manager - EideBailly

EideBailly was not present; Chief informed the Trustees that it was necessary to update the 2019 actuarial report which resulted in a delay in the audit completion; and subsequently

required the District to file for an extension. Trustee Felton, noted that in the prior year we committed to not having to request an extension. Chief Baker agreed that was the intent, however, this was not anticipated, and was not avoidable.

- 11. For Discussion and Possible Action: Discussion and possible approval of Resolution #03-2019 which designates five (5) Chief Officers authority to enter into a Cost Share Agreement on behalf of Tahoe Douglas Fire Protection District in the event of major wildfire/urban interface fire event or other disaster within the Fire District jurisdiction.**

Fire Chief Scott Baker

Chief Baker introduced the two proposed resolutions which will allow newly promoted employees to have chief officer authority during emergencies. Resolution #03 addresses cost sharing. The need for a correction on both resolutions, to amend it to four (4) chief officers, not five (5) was noted. A motion was made by Trustee Kirschner to move approve Resolution #03-2019. Trustee Grant seconded. The motion was approved 5-0.

- 12. For Discussion and Possible Action: Discussion and possible approval of Resolution #04-2019 which designates five (5) Chief Officers the authority to sign a Transfer of Authorization "Delegation of Authority" on behalf of the Tahoe Douglas Fire Protection District in the event of a major wildfire/urban interface fire event or other disaster within the Fire District jurisdiction.**

Fire Chief Scott Baker

Chief Baker clarified that this resolution would involve a federal Incident management team and that the previous one would apply to a unified command situation with cost sharing. In this case, the district would delegate authority to the federal management team to operate within the district. Trustee Schussel made a motion to approve the resolution, as presented and amended. Trustee Kirschner seconded. Motion was approved 5-0.

- 13. Discussion and Possible Action: Discussion and possible approval of the 2020 Board of Trustees meeting schedule changing the monthly meeting date to the 2nd Tuesday of the month @ 2:30pm.**

Fire Chief Scott Baker

The proposal is to move the day and the week. Advantages to the change are that it will accommodate legal counsel, and it will not require changes for holidays. Trustee Felton asked about the possibility of a 3pm start. Chief Baker reiterated that staff prefers the 2:30pm start time. A motion was made by Trustee Schussel. Trustee Grant seconded. Motion was approved 5-0.

14. Discussion and Possible Action: Discussion and possible action to nominate and appoint the 2020 officers (from the following potential nominees – Trustees Grant, Felton, Kirschner, Kjer and Schussel) for the Board of Trustees.

Chairman Kjer

A motion was made by Trustee Kirschner to elect Trustee Felton as Chairman and Trustee Schussel as Vice Chairman. Trustee Grant seconded. Motion was approved 5-0.

15. Report Item: Report on District Activities Fire Chief Scott Baker

Congratulations to the Paul Apple family on the birth of baby Avalon, James Ward family on the birth of baby Emerson and Derrick Bean family who welcomed baby Gemma.

Chief Baker expressed the following acknowledgments:

- Insurance Committee secured a premium reduction, Apparatus Committees finalized the Type VI and initiated the refurbishing an ambulance and our staff members working through audits
- Prevention - VHR inspections, continue to find issues from crews and inspectors
- Fuels - pile burning and training at the academy
- Legal - for arbitration, POOL/PACT for support with contracts

Assistant Chief Todd Moss

- Grants – EOD purchased a bomb suit from the Justice Assistance Grant (JAG) for \$34K; a robot is in production from the Homeland Security grant process for \$220K; and a order for specialized tools for hand entry for EOD is in the queue, also from JAG for \$14K
- Assistance to Firefighters Grant (AFG) for portable radios, came back with a significant reduction in the cost which will allow us to purchase additional equipment for \$283K
- Public Safety Pier – locations are under review around the lake, USFS has yielded the lead to Chief Moss and a stakeholders meeting will be scheduled
- EOD building – conceptual plans have been completed with an estimated \$7.2M cost with 5 phases. Presentations have been made to the DEM and Sheriff's Advisory Council; looking for state grants and seeking letters of support from our congressman
- Captain Darr has been the Commander since July 2019; Engineer Sanders and another tech are planning on going to school

Trustee Schussel – asked about the desired locations for the piers – Chief Moss responded ideally one on each shoreline, north and east, existing locations are the most desirable.

Fire Marshal Eric Guevin

- Vacation Home Rentals - technical committee is conducting a review for the recommendations from the VHR committee
- Operational Permits – Hard Rock and Edgewood for NYE fireworks
- Plan Review – Tahoe Beach Development (Club) is quickly moving along and we are working out some addressing issues. Inspector Rowlett was flow testing the

underground; an elbow blew off and struck one of the construction workers in the chest and flooded the room. Flushing the lines insures that there are no objects in the lines to cause damage to our engines, or failures to our hoses which could place our firefighters in danger. Ten units are now occupied.

- Cave Rock Project – one home is enclosed
- Hell Kitchen – pushing hard, opening has been delayed until January
- Harvey Tower – \$6.5M renovation of the hotel tower
- Defensible Space Program - Ten citations down from 12, working through issues with the homeowners
- BOCC – Pittman Terrace creating a special assessment district through the county to pay for the standpipe
- KGID – *Can You Dig It?* program, to encourage homeowners to adopt a hydrant to keep them clear and accessible through the winter months, will be rolling out

Trustee Felton asked what caused the delay for Hell’s Kitchen? Fire Marshal Guevin stated that it is a remodel which is complicated; the Bureau actually worked with the contractor to fast track the approval process.

Fuels Management Officer Keegan Schafer

- Goals & Objective #4 – Technological advancement - A Forest Service grant is currently open that is only for planning purposes. One of items he is proposing is to use a vendor working in Glenbrook with equipment that can fly over an area and collect data. Proposal to fly over designated areas in the fire district to show fuel loading, fuel moisture and other information. Environmental Improvement Plan (EIP) tracking is required via TRPA, and the plan is on their website. It lists all projects underway in the basin.
- Tahoe Network *Living with Fire* has updated information on prescribed burning in the Basin.

Trustee Kjer inquired about the Glenbrook project. Schafer confirmed that the Zephyr Crew has just wrapped up a grant and will now need to burn there.

Office Manager Kate Warner

- Insurance Meetings are complete with a rollout of a customized TDFPD Benefit website. The Insurance Committee also reviewed new technology for an all-in-one app for members to track carriers, review claims, research pricing for services and locate providers.
- Point & Pay for credit card processing targeted for January; staff training and marketing are underway
- New Phone System equipment is on order

Public Comment: None.

- 16. Discussion: Confirm next meeting, with a proposed date of Tuesday, January 14 @ 2:30 p.m. and possible agenda items.**

Possible agenda items include:

- Audit
- Trustee Kjer to call in

Trustee Kjer thanked the employees for a great year.

Adjourn.

Chairman Kjer adjourned the meeting at 3:30 pm.

Kate Warner

Board Secretary

Tahoe Douglas Fire Protection District

Per NRS 288.220, a closed session was held immediately following for the Board of Trustees to discuss pending or threatened legal issues with TDFPD's general counsel.

APPROVED