

TAHOE DOUGLAS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING

March 10, 2020

Those Present:

Chairman Greg Felton
Trustee Kevin Kjer
Trustee Ann Grant

Trustee Bill Kirschner
Legal Counsel Devon Reese
Fire Chief Scott Baker

1. Call to Order.

Meeting was called to order at 2:36 p.m.

2. Pledge of Allegiance.

Pledge of allegiance was led by Chief Moss & Gunner.

3. Roll Call.

Chairman Felton, Trustee Grant, Trustee Kirschner and Trustee Kjer were present. A quorum was met.

4. Approval of the Agenda.

Trustee Kirschner made a motion to approve the agenda. Trustee Grant seconded the motion. Motion approved 4-0.

5. Public Comment. None.

6. Board Trustee Comment.

Trustee Grant thanked Captain Reddig & FFP Keogan for assisting in the CERT team's SCBA tank exchange training.

Trustee Kirschner thanked the staff for all the efforts in the IPad Implementation of the BOT meetings.

7. Approval of the Consent Calendar.

- a. Board Meeting Minutes 02/11/2020
- b. Monthly Expenditures

Trustee Kjer motioned to approve the Consent Calendar as presented. Trustee Kirschner seconded the motion.

Chairman Felton requested a status on monthly financial reports.

Chief Baker stated that David, Johnson & Larson is in their busy tax season as a public accounting office. There is always a three month gap in the receiving schedule; we are on a bit of a slower schedule due to tax season. Internally we have started a service & supplies where we track our invoices, revenue & expenses so that when we receive the financials we are still on schedule thanks to Accounting Specialist Nolting. We have evaluated the quality and timeline of work with other agencies and we feel David Johnson & Larson still delivers the best service we can receive in our district.

Motion approved 4-0.

8. For Possible Action: Consent items moved forward.

None.

9. Presentation: Employee Recognition

Service Recognition:

| | |
|------------------------------------|---------------------|
| Battalion Chief Bryce Cranch | 16 Years of Service |
| Captain Chris Lucas | 16 Years of Service |
| Captain Chris Peterson | 15 Years of Service |
| Captain Brian Zabel | 12 Years of Service |
| Captain Nathan Johnson | 10 Years of Service |
| Captain Will Morgan | 8 Years of Service |
| Captain Will Darr | 7 Years of Service |
| Engineer Jesse McDonald | 7 Years of Service |
| Engineer Mark Norwood | 7 Years of Service |
| Engineer Nick Robidart | 7 Years of Service |
| Engineer Ryan Sanders | 7 Years of Service |
| Engineer Chad Baker | 7 Years of Service |
| Firefighter/Paramedic Kurt Hamann | 7 Years of Service |
| Firefighter/Paramedic Ryan Pruitt | 7 Years of Service |
| Firefighter/Paramedic Juan Serrano | 7 Years of Service |
| Firefighter Ben Arrate | 7 Years of Service |

10. Report: Preliminary local government revenue projections FY 2020-21

Fire Chief Scott Baker

Highlights: Preliminary Projection presentation shows a summary of FY 2020-21 local government projected revenue based on what should be the tax rate within our district.

Chief Baker has scheduled County Clerk, Kathy Lewis to attend the April meeting with a formal presentation on proforma, abatement, Redevelopment Area No.2 Plan and the corresponding tax caps.

The projected overall proforma for FY 2020-2021 should be between \$6.5 - \$6.7 million total. There is a 9% increase that we will not see due to the RDA tax cap.

Chairman Felton clarified that this is all a projection, that overall sales tax is expected to increase, tourism is expected to increase, however continued to mention that due to the recent health crisis things could dramatically change.

Chief Baker agreed that we see the fluctuation of revenue from tourism more than anyone in the county. We are the center of tourism so that will significantly affect us.

Chairman Felton reiterated that this is just an advisory discussion and no decision will be made. Felton also requested a timeline from now until the new Fiscal Year.

Chief Baker clarified that a tentative budget is due to the state by April 15th which will need to be finalized and presented to the board by the end of May so that it is ready before June 2020.

11. *Report:*

Strategic Plan Update - FY 2020-21 Annual District Goals and Objectives

Fire Chief Scott Baker

Chief Baker reviewed that last year a comprehensive Strategic Plan was developed to establish what our main goals are as a Fire District with our mission to - prepare, prevent and respond to emergencies in the Tahoe Douglas area. To update the goals and objectives to this fiscal year, Chief Baker lead workshops, starting with our staff meeting to brainstorm for each division and then met with the Command Staff with the presents of Trustees Grant & Kjer to finalize the district goals.

Trustee Grant stated that by refining how things will get done in the near future and establishing a timeline shows great organization within each department. The meeting was incredibly collaborative and had great input from all divisions.

Trustee Kjer added that he appreciated the effort put forth by the TDFPD Staff.

The next step is to formulate a final draft for the new fiscal year in June.

12. *For Discussion:*

FY 2020-21 Budget Discussion. No Action Taken

Fire Chief Scott Baker

Summary: Each division submitted possible future cost of annual supplies, equipment, and resources.

Operations - life on our equipment and facilities is numbered and will need to be replaced or updated if not already underway.

Training - we've started to look at a long term goal of where we want to be with our skills which helps us evaluate and budget for the upcoming trainings throughout the year.

Special Services - rope rescue, ice rescue, EOD have established a focus on areas where we need to grow.

Administration - staff is prioritizing where our spending needs to happen through the year with our events schedule and day to day projects. Along with reviewing each of our contracts such as printers, phone systems and insurance to see if there are any opportunities to save money.

Wildland - has mastered the need/want lists and are planning far in advance for major purchases throughout their season.

Fire Chief Baker looks at overall service and supplies, reviews last year's numbers and compares them with this fiscal year.

Trustee Kjer commented on the clarity and specification given in the report, which gives a clear idea of where the money is going throughout the year.

Trustee Kirschner asked Chief Baker how he was able to come up with his figures.

Chief Baker responded that he checks both the history and the recent trends of the districts spending in order to draft his figures.

Chairman Felton asked how far out does our capital budget go and do we update that every year?

Chief Baker confirmed that the Capital Budget is a 10 year outlook that has been delegated to Assistant Chief Moss who reviews and updates it with each budget year.

Chairman Felton asked if a 5th station located inside the casino core has been budgeted in our current or future budget.

Chief Baker stated that our current priorities are to update our crew facility and get a new and safe mechanic shop. A 5th station is on the district radar, but premature from a budget standpoint.

13. Report Item:

Report on District Activities

Fire Chief Scott Baker

GASB84 Update - Effective in 2020, there will be one audit instead of separate ones for the post retirement trust and the fire district as a result of GASB 84. At the recommendation of Eide Bailly, the fiscal years will not change and a plan was agreed upon spread out the workload throughout the fiscal year to help keep the two audit items as organized as possible. This new process will simplify the workload for all involved and there will be a modest savings.

RBIF Withdrawal - The Post-Retirement Trust board initiated the first RBIF withdrawal, has scheduled quarterly withdrawals for this calendar year.

Fire Safe Council – Additional claims will be accepted until 13th of March 2020. After that, we should anticipate receiving money within the next 90 days if all stays on schedule. TDFPD first filed a claim in 2011.

Operations: Chief Todd Moss

COVID19 - Chief Moss attended COVID19 EOC with other heads of the county. We are currently in stage 5 of a 6 step process, being that we have residents in our state affected.

- Douglas County - there are a few Douglas county residents that will be self-quarantine for 14 days after returning from the cruise ship docked in the bay area.
- Recommendation - is to continue life as normal with precautionary measures such as avoiding the big crowds and washing your hands regularly.
- Dispatch - has incorporated a specific code and screening questionnaire for possible cases within the district to notify first responders before reaching the scene.

Legal Counsel Reese - shared information from his seat on the City of Reno COVID19 Action Plan Committee and stressed that with the use of technology, the fire board is ready to host board meetings remotely, if necessary, to decrease risk of exposure and spread. No action at this time, we will continue to monitor the situation.

Fire Prevention: Eric Guevin

Tahoe Beach Club - project video presentation showed the progress to date.

Citation Updates - a citation with a \$1,000 fine was issued to a fraudulent cleaning company for tagging the kitchen vent hoods as cleaned to fire code standards throughout the casino core when they will not. Another \$500 citation was issued to CVS from New Year's Eve when they locked their back doors during business hours, and lastly a \$500 citation was issued to Sushi Pier for failure to update their fire sprinkler and alarm system.

Edgewood - will be building 4 villas on the southern end of the property that will share the border of California and Nevada.

Harvey's Summer Concert Series 2020 - approved for 21 concerts, in addition to celebrity golf, and other music festivals. .

TahoeSouth Event Center Project - in the final stages of approval, expecting plans will be submitted to break ground in April 2020.

Digital Plan Review - working with the county on this process.

Wildland Fire & Fuels: Crew Supervisor Fogarty

USFS Burning - Crew is assisting with a USFS burning on the back side of the Kingsbury Grade; he reported a few of their signs have gone missing.

Recruitment - Recruiting at LTCC's fire academy and is hoping to get some alternate positions filled.

Administrative: Office Manager Kate Warner

2020 Zephyr Crew - 21 returners, 13 new hires and one alternate. The labor intensive hiring process is now simplified thanks to vendors with online systems and support dealing directly with applicants. This is another example of technology freeing up administrative staff's time.

IPad's - thank you to the Trustees for their eagerness and support with this transition. We will enhance the electronic board books with a table of contents.

Admin Workshops - the number of Admin employees has allowed for some movement and delegation of projects and tasks. Staff is utilizing admin monthly workshops to discuss division deadlines, priorities and ongoing projects.

Phone System - Up and running, the installation took a bit longer than originally expected. Big "thank you" to Ed Johns for his experience and knowledge through this

process. A project after action review is planned as it changed numerous times through the process.

Public Comment: None.

Trustee Kirschner requested we research how to upload the presentation items onto the iPads from the meetings.

14. Confirm next meeting, with a proposed date of Tuesday, April 14, 2020 with a start time of 2:30 p.m. and possible agenda items.

Possible agenda items include:

- County Clerk, Kathy Lewis
- Augmentations
- Board Training - Ethics

Adjourn.

Chairman Felton adjourned the meeting at 4:13pm.

Mikayla Warner
Board Secretary
Tahoe Douglas Fire Protection District