

TAHOE DOUGLAS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
June 30, 2020

Those Present:

Chairman Greg Felton
Vice Chairman Larry Schussel
Trustee Kevin Kjer
Trustee Ann Grant (via phone)

Trustee Bill Kirschner
Legal Counsel Alex Velto
Fire Chief Scott Baker

1. Call to Order.

Meeting was called to order at 1:30 p.m.

2. Pledge of Allegiance.

Pledge of allegiance was led by newly promoted Engineer Kurt Hamann.

3. Roll Call.

Chairman Felton, Vice Chairman Schussel, 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 Kjer seconded the motion. Motion approved 5-0.

5. Public Comment. None.

6. Board Trustee Comment. None.

7. Approval of the Consent Calendar.

Items:

- a) Board Meeting Minutes 05/19/2020
- b) Monthly Expenditures
- c) Financials – 12/31/19, 01/31/20, 02/29/20, 03/31/20
- d) Administrative Policy – Travel Policy

Trustee Schussel motioned to approve the Consent Calendar as presented. 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

Service Recognition:

Captain Chuck Salerno	28 Years of Service
Battalion Chief Todd Moss	22 Years of Service

Promotions:

Brandon Brady	Battalion Chief
Mark Norwood	Captain
Kurt Hamann	Engineer
Scott Vandover	Engineer (serving on a fire assignment)

10. For Discussion and Possible Action:

Discussion and Approval of Resolution #02-2020, proposing rate changes for EMS, Level III plan reviews, fire billing, personnel and standby rates to become effective on July 1, 2020. Second reading.

Fire Chief Scott Baker

No additional discussion.

Trustee Kirschner motioned to approve the Resolution #02-2020 as presented. Trustee Kjer seconded the motion. Motion approved 5-0.

11. For Discussion and Possible Action:

Discussion and possible approval of Resolution #03-2020 Budget Augmentation – General Fund in the amount of \$500,000, increasing the appropriations from \$11,172,660 to \$11,672,660 for additional unanticipated resources.

Fire Chief Scott Baker (Accountant Bill Johnson was not present.)

This resolution acknowledges money in the fund that was not originally accounted for in the budget that will roll over into the next year's budget.

Trustee Kirschner motioned to approve Resolution #03-2020 as presented. Trustee Grant seconded the motion. Motion approved 5-0.

12. For Discussion and Possible Action:

Discussion and possible approval of Resolution #04-2020 Budget Augmentation – Fire Safe Community Fund in the amount of \$300,000 increasing the appropriations from \$1,908,658 to \$2,208,658 for additional unanticipated resources.

Fire Chief Scott Baker

The District was in need of emergency funding to purchase a supervisor vehicle before the fire season. The funds were available and this resolution updates the budget to reflect this unanticipated expense.

Trustee Schussel motioned to approve Resolution #04-2020 as presented. Trustee Kjer seconded the motion. Motion approved 5-0.

13. For Discussion and Possible Action:

Discussion and possible approval of Resolution #05-2020 Budget Augmentation – Ambulance Enterprise Fund in the amount of \$200,000, increasing the appropriations from \$3,565,788 to \$3,765,788 for additional unanticipated resources.

Fire Chief Scott Baker

Chairman Felton asked why the ‘bad debt expenses’ increased by 33% and why the depreciation doubled since depreciation should be fairly predictable.

Chief Baker stated that with the unexpected expenses of several new vehicles, the depreciation expense was greater than budgeted. These purchases were not viewed as necessary until later in the fiscal year.

Bad debt expense is being addressed with our 3rd party contractor, will continue to look for to ways to improve.

Trustee Kirschner motioned to approve Resolution #05-2020 as presented. Trustee Schussel seconded the motion. Motion approved 5-0.

14. For Discussion and Possible Action:

Discussion and possible approval of Resolution #06-2020 Budget Augmentation – Special Services Fund in the amount of \$48,179 increasing the appropriations from \$241,600 to \$289,779 for additional unanticipated resources.

Fire Chief Scott Baker

Additional grant revenue had not been anticipated, therefore, this fund will be augmented to properly notate the funds.

Trustee Grant motioned to approve Resolution #06-2020 as presented. Trustee Kirschner seconded the motion. Motion approved 5-0.

15. For Discussion and Possible Action:

Discussion and possible approval of Resolution #07-2020 Identifying the terms and conditions for the Fire District suppression personnel response away from their official duty station and assigned to an emergency.

Fire Chief Scott Baker

In summary, this resolution is in place to receive payment from other agencies through agreements. This resolution adds the District's newly created suppression positions to ensure appropriate and timely payment when offering outside aid to neighboring districts or events.

Trustee Kjer motioned to approve Resolution #07-2020 as presented. Trustee Schussel seconded the motion. Motion approved 5-0.

16. For Discussion and Possible Action:

Discussion and possible approval of Resolution #08-2020 Identifying the terms and conditions for the Fire District non suppression personnel response away from their official duty station and assigned to an emergency.

Fire Chief Scott Baker

In summary, this resolution mirrors Resolution #07-2020, and covers newly created non-suppression positions.

Trustee Kirschner motioned to approve Resolution #08-2020 as presented. Trustee Grant seconded the motion. Motion approved 5-0.

17. For Discussion and Possible Action:

Discussion and possible approval of Memorandum of Understanding (MOU) with Local 2441 International Association of Firefighters – Tahoe Douglas regarding changes in longevity (de-annualize to lump sum), sick leave incentive (remove from regular rate) and monthly retiree health reimbursement account (HRA) rate.

Fire Chief Scott Baker

These MOUs are not for approval in the current format, as discussions are underway with Local 2441. Discussion topics for possible changes are:

1. **Group Insurance – HRA** – change would update the District's contribution for Medicare retirees. The monthly contribution has not been updated since the inception of the Trust in 2012, and the CBA provides for updates not to exceed 5% (proposed change 27%) annually. The contract also needs to specify Part G to comply with current Medicare supplements, retroactive to January 1, 2020.
2. **Longevity** – change would return to the prior practice of a 'lump sum' payment, instead of the current practice of payments each pay period. Change will be implemented moving forward.
3. **Sick Leave Incentive** – correct FLSA pay was a gray area, with the District taking a conservative position, paying employees as such. The Department of Labor has now made a formal ruling that sick leave incentive does not apply to the overtime rate. Change will be implemented moving forward.

Chief Baker requested pre-approval from the Board, to move forward with the process and sign agreements as appropriate.

Trustee Kirschner clarified that these changes do not open the contract, but will be updated through the next contract negotiation.

Chairman Felton noted that by approving this motion the Board is not approving the changes that were presented; the trustees will be authorizing the Chief Baker to continue negotiations with local 2441 that will finalize changes in these three areas.

Chairman Felton motioned to approve the forward movement of Chief Baker's discussions with Local 2441 and to sign agreements as agreed upon. Trustee Schussel seconded the motion. Motion approved 5-0.

**18. For Discussion and Possible Action:
Discussion and possible approval of the Fire Chief's Annual Performance Evaluation.**

Trustee Kevin Kjer, Trustee Larry Schussel

Trustee Schussel thanked Office Manager Warner for her assisting with collecting all the information and coordinating the employees with the trustees.

Trustee Kjer added that by discussing the Fire Chief's performance with staff members and other board members definitely helped with the quality of information needed to execute these evaluations accurately.

Chief Baker stated his appreciation for the feedback and participation from the District and he looks forward to next year.

Trustee Kirschner motioned to approve the Fire Chief's evaluation as presented. Trustee Schussel seconded the motion. Motion approved 5-0.

**19. For Discussion and Possible Action:
Discussion and possible approval of Annual Goals and Objectives FY 2020-21 as part of the Strategic Plan update which includes the Annual Operating Plan and Capital Improvement Plan.**

Fire Chief Scott Baker

Goals and Objectives

Chief Baker stated that the goals and objectives, as established in the Strategic Plan will not change. These are:

1. Develop and refine department standards
2. Create a culture of ownership

3. Promote personal and community development
4. Improve data collection and technological capabilities
5. Develop new and sustainable funding opportunities

These goals and objectives have been put in place to ensure accountability to the District's values and mission statement. From these District goals, each division will set annual goals which will be updated on the bottom of each monthly division report in the board books. This monthly reporting, ensures everyone remains focused and on track towards completion. The FY 2020-21 annual goals and objectives were highlighted.

Trustee Kjer asked if there are monthly meetings to regroup and make sure we are reaching these set goals.

Chief Baker responded that thanks to the monthly division updates, we include in the board books each meeting; we are able to present and track progress towards achieving division goals.

Chairman Felton asked that these goals have been spaced out throughout the year to guarantee there is no overload in any particular months.

Chief Baker stated that with the help of the original creation of these goals, we are very aware of the gates we need to get through in order for each to be completed in a timely and stress free manner.

Capitals Investment Plan

Chief Baker clarified that the capital investment plan, is a tool used to document potential needs/costs, in the event a grant becomes available, the District will be ready to submit a request.

Annual Operating Plan

Chief Moss

- Performance Standards - required updating for new equipment, project is at 30% completion now, with the goal to be at 100% by next year.
- Special Event Staffing - a Google sheet has been created that aids in logistics, resource availability and overtime payment/billing.
- Electronic Formats – for training documentation are underway to create easier access and paperless procedures.
- EOD - introduced a model of a 5 YR and 10 YR operational plan for equipment replacements/update needs as funds become available.
- Capital InvestmentPlan – because needs were identified ahead of time, the District was able to purchase five (5) vehicles just before COVID-19.

BC Prather

- Performance Standards - updates will reflect what we are currently doing with all of our practices and training; and keep them accurate for the foreseeable future.

- Task Books – are now available online, saving paper cost, and expanding our training and education time to more than just “in the station” activities.
- Training Request Process - on updating the policy. Software programs send email notification reminders to each employee.

BC Cranch

- EMS Protocols - have been revised to more fully align with the QUAD County region. Establishing an annual review committee to keep these protocols updated regularly.
- EMS Certifications - all are uploaded to Target Solutions to help make them easily accessible to district employees.
- Annual Training Manual - in addition to digital Target Solutions training, an annual training plan has been created and submitted to the state so that line personnel can be certified to train even more areas in the EMS world.
- Ambulance Billing - improved the District’s financial situation by renegotiating our 3rd party billing fee from 7% to 5.5%. Continue to look for opportunities to improve collection rate.

Fire Marshal Guevin

- Public Information - provided information on wildland fire risk and safety practices throughout many different platforms. A lot of this has to do with the Defensible Space Program that goes hand in hand with the Wildland & Fuels Division.
- Fee Collections – steps have been taken to be more fiscally diligent with our special events and plan review fees.
- Electronic Plan Review - aggressively moving forward to make it online which will be easier for staff and submitters. Implemented the use of Google sheets, Adobe and NV Blue to improve event information and plan review process, and store records electronically.
- Training - Inspector Rowlett completed residential sprinkler and plan review courses and is completing the pre-course work for Certified Fire Investigation (CFI). Captain Stroup attended the Edu-Code Conference for code adoption and enforcement, sponsored by the International Code Council. Fire Marshal Guevin is serving on the educational committee for Fire Shows West.
- VHR Fees - collection of payment through Host Compliance/Douglas County was implemented other options are under review.
- Standards for VHRs - establishing standards to help make the inspection process easier for all parties.

Chief Baker stated that the issues discovered in these vacation homes are major and it is necessary, for us as first responders, to be aware of them and help correct as soon as possible.

FMO Schafer

- Defensible Space Program - has now become entirely digital and training has been streamed and recorded for future use. Each round we find more efficient ways to get the information out to the public.

- Technology – the iPads being utilized to collect data in the field have been updated for better accuracy and to avoid lost data.
- Facility Upgrades - as the division continues to grow, facility upgrades at Station 22 will be needed. The building holds 19 people a day, 38 total employees. As funding becomes available, we will be seeking upgrades to make the crew quarters more accommodating for the larger crew.
- DSE Programs - the Compost Your Combustibles program is one of the most prized seasonal services. We'd like to extend the drop off longer into the season with the approval from Heavenly Vail Resorts. This year we had to begin hauling away fuel before the program closed to continue to have space for more drop offs.

Office Manager Kate Warner

- Administrative and Personnel Policies – administrative policies are underway. POOL/PACT has kept their schedule and posted their personnel policy updates for review.
- Grant Application Process - is constantly being refined. FTO Schafer and Accounting Specialist Nolting have worked very hard to stay ahead of the information needed and be informed as to what funding is available.
- Website – seasonal updates have been the priority.
- Technology - *Point and Pay* credit card processing was implemented expanding payment options for services like plan review, public records requisition, merchandise sales and VHR re-inspections. District cell phones were purchased with FirstNet allowing District staff employees priority access during emergencies and discontinuing personal cell phone usage for business purposes. The Vonage phone system was also installed greatly upgrading equipment, functionality and reducing costs. The Collector App process is continuing to be refined.

Trustee Kirschner motioned to approve the Annual Goals and Objectives as presented. Trustee Schussel seconded the motion. Motion approved 5-0.

20. Report Item: Review of Monthly Fire District Activities.

Fire Chief Scott Baker

Local - There has been a lot of movement on agreements in regards to training and preparation with other agencies. This season there will be more hand crews and a Forest Service fire aircraft dedicated to the Tahoe Basin. The District has already tackled a few wildland fires and Marine 24 rescues, so plan to have a busy fire season.

COVID-19 - Biweekly updates continue to come with more new cases of COVID-19 continuing to show up in QUAD County and in the fire district. The District continues COVID-19 precautions with mask wearing both in and outdoors. We want to be perceived as a district that is taking this seriously.

Big thanks to Steve Teshara who through Sustainable Community Advocates continues to communicate wildland fuels reduction and water infrastructure needs in the Basin.

Trustee Kjer asked about the best source of information for wildland fires and updates.

Chief Moss suggested either the *PulsePoint* app or the TDFPD Twitter for up to date information for the District.

Public Comment: None.

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

Possible agenda items include:

- Salary survey information for Fire Chief and Assistant Chief
- Annual Insurance Renewal
- Resolutions adding new BC Brady
- Edward Jones Financial Update

Adjourn.

Chairman Felton adjourned the meeting at 3:45pm.

Mikayla Warner
Board Secretary
Tahoe Douglas Fire Protection District