

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**October 13, 2020**

**Those Present:**

Chairman Greg Felton  
Vice Chairman Larry Schussel  
Trustee Kevin Kjer  
Trustee Ann Grant

Trustee Bill Kirschner  
Legal Counsel Jason Guinasso  
Fire Chief Scott Baker

**1. Call to Order.**

Meeting was called to order at 2:32p.m.

**2. Pledge of Allegiance.**

Pledge of allegiance was led by Former Trustee Ann Grant.

**3. Roll Call.**

Chairman Felton, Vice Chairman Schussel, 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 Schussel seconded the motion. Motion approved 4-0.

**5. Public Comment.** None.

**6. Board Trustee Comment.**

Trustee Kirschner noted that while traveling back east, he saw TDFPD's Marine 24 on East Coast news stations being praised for our efforts during a water rescue. Chairman Felton recognized the letter of appreciation from a neighboring district captain regarding Captain Zabel's positive and professional attitude while out on fire assignment.

Chairman Felton also honored the TDFPD employees who are actively furthering their educations in the fire industry and pursuing degrees.

**7. Approval of the Consent Calendar.**

**Items:**

- a. Board Meeting Minutes 09/11/2020
- b. Monthly Expenditures
- c. Job Description – Firefighter/AEMT – Revised

Trustee Schussel motioned to approve the Consent Calendar as presented. Trustee Kirschner seconded the motion. Motion approved 4-0.

**8. For Possible Action: Consent items moved forward.**

None.

**9. Presentation:**

**Employee Recognition – Years of Service, Promotions and Change of Command.**

Fire Chief Scott Baker

**Service Recognition:**

Firefighter/Paramedic Peter Keogan

1 Year of Service

Firefighter/Paramedic Danny Glover

1 Year of Service

**Promotions:**

Firefighter/Paramedic Dusty Gooch promoted to Engineer

Engineer Kyle Fine promoted to Captain

Captain Chris Lucas promoted to Battalion Chief

**Change of Command:**

Battalion Chief Bryce Cranch to Assistant Chief

Retiring AC Todd Moss pinned his replacement Bryce Cranch

AC Cranch pinned his replacement Chris Lucas

BC Lucas pinned his replacement Kyle Fine

CAPT Fine pinned his replacement Dusty Gooch

**Introduction of New Employees:**

Firefighter/AEMT Josef Almeida

Firefighter/AEMT Cade Bolton

Firefighter/Paramedic Joseph Fording

Firefighter/Paramedic Corey McCarthy

Firefighter/AEMT Matthew Steventon

Firefighter/AEMT Nolan Weintz

**10. Presentation:**

**Acknowledgement of Trustee Ann Grant's Service on the Fire Board.**

Chairman Greg Felton, Fire Chief Scott Baker and Office Manager Kate Warner

**Summary:** After serving a total of two terms, the district highlighted all the accomplishments TDFPD has achieved in 2017-2020 while Trustee Grant was in her last term of service. From fuels reduction programs, Community Emergency Response Team (CERT), blood drives, and numerous public educational events - Trustee Grant has been involved through it all and has accomplished so much for our Fire District. Her knowledge and record keeping efforts were key components to the District getting reimbursed through the Nevada Fire Safe Chapter bankruptcy. We appreciate everything Trustee Grant has done and she and her homemade baked goods will be deeply missed.

**11. Discussion and Possible Action:**

**Discussion and Possible Action on Trustee Grant's Vacant Position.**

Chairman Greg Felton

Trustee Kirschner suggested that the position remain vacant until the beginning of the New Year when our new board member is scheduled to start their term.

Chairman Felton consulted with the District's Legal Counsel Alex Velto to confirm that the board would be able to leave the seat vacant until the next board member starts their term in January of 2021.

Velto confirmed there is no obligation to fill the position at this time.

Trustee Kirschner motioned to leave Trustee Grant's position vacant until January 2021. Trustee Kjer seconded the motion. Motion approved 4-0.

**12. Discussion and Possible Action:**

**Discussion and Possible Action to Accept Chief Baker's Retirement Notification.**

Chairman Greg Felton

After five years of service to the Fire District, Fire Chief Baker has decided to retire. Chief Baker expressed his pride and appreciation for all the District has accomplished during his time as Fire Chief. Chief Baker plans to spend his days of retirement outdoors, enjoy fishing and camping adventures with his daughters.

Trustee Schussel motioned to accept Chief Baker's notice of retirement. Trustee Kirschner seconded the motion. Motion approved 4-0.

**13. Discussion and Possible Action:**

## **Discussion and Possible Action on a Recruitment Plan for the Position of Fire Chief.**

Fire Chief Scott Baker

Chief Baker described the ideal candidate as someone who knows the basin, the Basin Chiefs, and understands the WUI codes and the need for fuels and reduction programs. He stated that he was aware of several qualified candidates who may be interested in the position. Chairman Felton requested letters of interest and a recruitment plan.

### **14. Report Item:**

#### **Review of Monthly Fire District Activities.**

Fire Chief Scott Baker

#### **District Updates**

**Chief Officers Academy** – Chief Baker lead an information packed week to bring all the Chief Officers up to speed on a diverse variety of topics to broaden their awareness of the needs and demands they will likely be faced with in their roles. Speakers presented on each TDFPD Division, state and federal agencies as well as neighboring Chiefs to discuss emergency management, mutual aid agreements and dispatch

**Audit** - Are currently underway, huge thank you to Accounting Specialist Carrie Nolting and Financial Advisor Bill Johnson for being so involved and on top of those deadlines.

**New Hires** - HR orientation was completed for six new hires who will attend the Carson City Regional Fire Academy.

**Fireshows West** - Fire Marshal Eric Guevin gave a presentation that was very well praised by the attendees.

**IDT Plans** - Fully electronic plan review offers the contractors the ability to submit on-line, check in on their reviews, ask the inspector questions, see notes etc.

**Captain Zabel & Captain Salerno** - were both honored for their professionalism and positive leadership while on wildland assignment and during NHP Training.

**New Assistant Chief Cranch** - has been transitioning into the position very well under Chief Moss' guidance.

**Marine 24** - repairs have been completed and it's back in service after a few weeks of maintenance.

**Wildland Season** – is coming to an end. This season provided alot of experience for crews as they were dispatched a total of 79 days.

#### **District Division Reports**

Division Reports were summarized in Fire Chief's Report above.

**Public Comment:** None.

Confirm next meeting, with a proposed date of **Tuesday, November 10, 2020** with a start time of 2:30 p.m.

**Adjourn**

Chairman Felton adjourned the meeting at 3:58pm.

Meeting was conducted in person, virtually and recorded.

Mikayla Warner

Board Secretary Tahoe Douglas Fire Protection District

APPROVED