

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**May 19, 2021**

**Those Present:**

Chairman Larry Schussel (via phone)  
Vice Chairman Bill Kirschner  
Trustee Kevin Kjer  
Fire Chief Scott Lindgren

Trustee Greg Felton (via phone)  
Trustee Janet Murphy  
Legal Counsel Alex Velto

**1. Call to Order.**

Meeting was called to order at 2:30 pm.

**2. Pledge of Allegiance.**

Pledge of allegiance was led by Trustee Murphy.

**3. Roll Call.**

Chairman Schussel, Vice Chairman Kirschner, Trustee Murphy, Trustee Felton and Trustee Kjer were present. A quorum was met.

**4. Approval of the Agenda.**

Trustee Kjer made a motion to approve the agenda as written. Trustee Murphy seconded the motion. Motion approved 5-0.

**5. Public Comment.**

None.

**6. Board Trustee Comment.**

Trustee Schussel expressed his support for the full body ultrasound offered with the annual physicals this year and was pleased to hear that many of our employees took advantage of the optional procedure.

Trustee Murphy asked if the District had checked with the homeowner who has the Logan Shoals marina just past Cave Rock as a possible location for docking Marine 24. Chief Brady confirmed that the District has spoken to that resident in the past and the breakwater drops to 6" during drought years, so it is not a viable option. Chief Lindgren reiterated that a committee was reviewing all options.

Trustee Kirschner shared his personal cancer diagnosis and announced that he has been accepted into a research program with Palo Alto Veterans Administration and sees this program as a wonderful opportunity for him and others.

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Chief Lindgren communicated strong support of the ultrasound and noted that the District also expanded the stress EKG, which is recommended for persons 40 years + and older, to all employees regardless of age. This decision was right for the employee to catch issues early and right for the tax payers because early diagnosis of an issue often reduces medical costs in the long run.

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

**Items:**

- a. Board Meeting Minutes 04/21/2021
- b. Monthly Expenditures

Trustee Kjer motioned to approve the Consent Calendar as presented. Trustee Felton seconded the motion. Motion approved 5-0.

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

None

**9. Presentation:**

**Employee Recognition & Staff Pinning**

**Service Recognition:**

Engineer Brad Petersen	14 Years of Service
Engineer Dusty Gooch	5 Years of Service
Assistant Foreman Jared Correll	3 Year of Service

**Promotions:**

Firefighter/Paramedic Gregory Koeck promoted to Engineer.  
Engineer Koeck was pinned by his wife Mary, and all uniformed employees took the Firefighter Oath with him.

**New Employee:**

Lora French

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**10. For Discussion and Possible Action:**

**Public hearing and possible adoption of the FY 2021-2022 Tentative Budget**

Fire Chief Scott Lindgren

The Tentative Budget, which was discussed at the April BOT meeting and distributed to the Trustees, was submitted to the State of NV. Chief Lindgren stated coming from California and Cal Fire, the State of Nevada budget was quite a learning process for him. He found the enterprise fund especially unique and acknowledged the support he received from Fire Chief Baker (Ret) & Finance Manager Nolting to get it done.

Overall the District is enjoying a healthy budget as the transitions out of COVID-19 restrictions continue. Revenues, from 2016-2020, have grown \$1.1M in reserves.

Past Fire Chiefs have practiced fiscal conservancy and the Board can expect that to continue into FY 2021-22. The current fiscal budget is on target and the District is meeting our goals to increase staffing, improve facilities, and replace or add equipment.

**Highlights on the Final Budget**

P ii - indicates that five funds will receive \$6.6M in tax revenues. The budget contains seven governmental funds with estimated expenditures of \$14.4M and one fund (enterprise/ambulance) with estimated expenditures of \$3.0M.

P S-2 – the census numbers were updated, though the census data for 2020 has not been officially released; budget reflects estimates.

**Changes from the Tentative to the Final Budget:**

A review with District accountant, Bill Johnson, resulted in the following changes to the final budget:

1. Transfer amount into the Enterprise Fund (Ambulance) was increased from \$300K to \$600K, with the funds coming from the reduction from the General Fund to the Health Insurance Fund.
2. Estimated revenue for the Enterprise Fund was reduced from \$700K to \$600K. The District is currently at \$580K in revenues and has never met that \$700K figure in the past.

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Trustee Murphy asked about the capital budget, as it was not in the packet. Chief Lindgren said he was not aware that the State required that form. The District does have a 10 year Capital Improvement Plan (CIP) that is in our Strategic Plan and that document has been updated with committee input. He went on to review the CIP as follows:

Capital Project Fund \$140K – for updates for the Computer Animated Dispatch (CAD) system, and auto extrication equipment (1/2 completed in 2020). Fitness equipment replacements are included. As previously reported, a POOL/PACT grant for equipment replacement had been denied. Handheld radios and an *iPlan* table for Fire Prevention Bureau are also on the list.

General Fund \$51K – for ST23 remodel, ST23/ST25 asphalt

Ambulance Enterprise Fund \$55K – for heart monitor and auto pulse replacements

Special Services Fund \$70K – for new ballistic vests (current equipment is approaching the service life expiration), & canine program, rope and water rescue upgrades

Fire Safe Community Fund - \$250K – for remodel of ST22 to add restrooms and showers, auto gate opener for new fence (2020-21); electronic message board for public notification (red flag days, road closures, etc.) and a dump trailer for residential use

Fire Flow Fund \$275K – for public safety pier, \$125K in the current year will rollover. The District water tender needs to be replaced. The manual transmission makes for a complicated drive when our firefighters do not drive it frequently making it a safety concern. A water tender has been in the budget.

Trustee Felton motioned to approve the FY 2021-22 Tentative Budget as presented. Trustee Kjer seconded the motion. Motion approved 5-0.

Chief Lindgren reiterated it is the District's intent to continue to seek grant funding where appropriate.

**11. For Discussion and Possible Action:**

**Public hearing and possible adoption of the FY 2021-2022 Final Budget**

Fire Chief Scott Lindgren

No additional discussion.

Trustee Schussel motioned to approve the FY 2021-2022 Final Budget as presented. Trustee Kjer seconded the motion. Motion approved 5-0.

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**12. For Discussion and Possible Action:**

**Discussion and Approval of Resolution #006 - 2021, proposing rate increases to become effective on July 1, 2021. First reading - no action to be taken.**

Acting Fire Marshal Todd Stroup, Battalion Chief Brandon Brady and Finance Manager Carrie Nolting

**Fire Prevention Bureau - AFM Stroup**

Recommendations:

- 1. Vacation Home Rental (VHR) -** increase from \$150.00 to \$200.00

**Justification:** Additional costs for the program have proven to be more than anticipated. Data shows the District is re-inspecting over two-thirds of the VHRs.

- 2. VHR Re-inspection –** Clarification of purpose only, not rate change. Change to VHR On-site Re-inspection.

**Justification:** Inspectors are focused on the educational aspect of the inspection and when minor needs are required, they are accepting emailed photographs to verify that the safety measures have been met. However, on-site re-inspections indicate the homeowner had not prepared in advance for the inspections, or there were a lot of serious issues, which require more staff time to visit the home again.

Trustee Felton inquired as to why our initial VHR fees were not adequate.

AFM Stroup indicated that the District had little data or experience with fire and life safety inspections, so an estimate was utilized. Most of the issues inspectors are seeing are incorrect fire extinguisher size and non-functioning or non-existence of smoke alarms.

Trustee Murphy asked what the 2020 revenue from VHRs was for the District.

AFM Stroup estimated \$90K for the initial inspection, which includes the photos back to the inspector.

- 3. Concurrent Plan Review Level 1 & 2 – new fee**

**Justification:** Currently not a way to streamline plans that have sufficient information for construction but have not gone through TRPA approval. This new fee creates a plan review process that supports and encourages complete plans

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to be submitted in a more complete format to the District and reduces review time needed to receive District approval from 20 to 10 business days. Currently the process requires the applicant to submit a pre-TRPA Level 1 review and then resubmit for a construction Level 2 review. Cost savings of \$30 for the project proponent.

**Emergency Management Service (EMS) - Chief Brady**

Recommendations:

1. **Record Requests** – increase from \$15.00 to \$20.00

**Justification:** This fee reflects Office Assistant Warner's time to retrieve, prepare, and send as well as review by Chief Brady. This fee has not been increased in at least 10 years.

2. **Copies of Documents** – increase from \$15.00 to \$20.00

**Justification:** Reflects current costs.

3. **Stand-by Fee** – adding an EMS stand-by fee of \$202.50, an event First Aid stand-by fee of \$61.25, plus a 10% administrative rate. With provisions to automatically increase 3% each fiscal year.

**Justification:** New stand-by fees reflect FF/PM, plus the ambulance. The National Hockey League event brought to light that rates needed to be reviewed to ensure that the District was covering all expenses and not costing the tax payers money to support these events.

The added 10% administration fee mirrors what is currently being done with fire billing.

This 3% automatic increase parallels the average employee cost increase over the past three years of 3% each year. The current year Consumer Price Index (CPI) for the Western Region is 3.9%. The automatic increase allows the District to retain the same cost vs. service annually without having to review each year. This does not prevent the Board from pausing or even reducing fees in the future should the district and events see an economic downturn.

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Trustee Kjer asked what the standard was for stand-by fees.

Chief Brady reiterated that the EMS stand-by will provide 2 - FF/PM + ambulance for \$202.50 per hour and the First Aid stand-by will provide 1 – FF/PM + patrol truck for \$61.25 per hour.

The administration fee of 10% is a minimum fee charged for strike team billing and some events are highly demanding and very specific in their billing requirements. He added that these recommendations are in parity with other agencies. Chief Brady added that for tax paying entities like Whittell High School the fees are waived.

4. **Personnel** – rates have been updated for each rank, with the exception of Fire Chief and Fire Inspector.

**Justification:** These changes reflect the actual cost of personnel and all rates changed from Step 1 to Step 5 to cover when employees earning higher rates are utilized. As of this date, there are 50 special events scheduled for the summer.

5. **Equipment** – change Ambulance from \$108.00 to \$109.00

**Justification:** Reflects current costs.

6. **APPENDIX 3** – stand-by AMB \$108 will be removed under this heading.

**Justification:** This fee was for the equipment only, and it may have been confusing for event planners.

EMS transport fee rates were changed two years ago, so those will be reviewed next FY since the District just changed ambulance billing companies.

Trustee Felton asked for clarification on false alarm (malicious) vs false alarm (negligent) fees and is the fee appropriate to change behavior.

AFM Stroup explained that when an intoxicated person pulls an alarm and empties the hotel tower in the middle of the night that is malicious, whereas a business that fails to address a malfunction in their alarm system causing frequent unjustified responses is negligent.

FM Nolting clarified that malicious pulls are usually part of a court case and the District is asked to provide all related costs. These calls usually involve numerous personnel, apparatus and Fire Prevention staff.

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**Other Personnel & Equipment – Finance Manager Nolting**

FM Nolting confirmed changes reflect the actual cost for current personnel.

FEMA equipment rates are updated every 2-3 years, which involves the chipper rate change.

First read, no action taken.

**13. Report Item:**

**District Division Reports**

**Assistant Chief Bryce Cranch**

**Full body ultra sounds** – thank you to Local 2441 for supporting the change which has revealed that the District may need to make some changes in our fitness program/equipment.

**ENG Exam** – resulted in the immediate promotion of ENG Koeck and Acting Engineer roles for Alex Dennis and Ryan Pruitt. Thank you to all supporting personnel! The Engineer academy and test is the most in-depth of all our ranks and always takes a huge commitment from everyone involved.

**Captains Darr and Reddig** - Officer 1 series, completed.

**FF/P Isenberg** - completed the required reinstatement program quickly and efficiently. His experience and knowledge was evident on a response call, when he detected respiratory distressed patient which required an advanced protocol level, likely lifesaving.

**BC Prather/Training**– continues to refine the ENG program and is conducting testing for Brush 22 personnel.

**BC Brady/EMS** – continues to move EMS licensing for WF&F members forward, with training for EMT- Advanced in July. Probationary FF/EMTs are getting their paramedic training completed.

**BC Lucas/Facilities** – remodeling projects continue.

**OSHA Inspections** – upon Chief Cranch's request, an OSHA representative toured the District facilities and completed a training inspection. A few with minor needs were identified and are being addressed.

**Call volume** - is back to 2018 levels (pre-COVID-19), and the VHR industry is booming. Both are impacting the District.



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**Acting Fire Marshal Todd Stroup**

**VHR inspections** – April was one of the busiest inspection months to date.

**Event Center** – underground inspection completed.

**Inspector Rowlett** - Fire Inspector II completed, as well as the week long Basic 40 (wildland certifications) with Zephyr Crew.

**BOCC** – Wildfire Awareness Proclamation was presented with FMO Schafer.

**Division Goals** – APX software will now be utilized for business inspections. In addition to building a database, this software creates shells for pre-plans which the line personnel can then use to establish occupancy limits.

**Lakeside Inn** – the purchase has been completed with Barton Hospital.

**FM Guevin** – is still in recovery, expected to return mid-June.

Trustee Schussel asked about firework requests for the summer.

AFM Stroup confirmed that the District has a request from Glenbrook for a small private show but waiting on LTVA decision.

Chief Lindgren stated that he would allow firework shows in the District as long as the Basin is not under red flag restrictions. There may be additional mitigation steps required, but he believes it can be done safely. He stressed that he is eager to support all efforts to get our community back to normal.

Trustee Murphy requested a list of physical locations of VHRs for the Tahoe District (Sewer).

Trustee Kjer commended AFM Stroup and FI Rowlett for covering in FM Guevin's absence and keeping the Bureau running smoothly.

**FMO Keegan Schafer**

**Compost your Combustibles** – opens in Heavenly's Stagecoach lower parking lot Saturday, May 22.

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**Curbside Defensible Space Inspections (650)** – since the inception of the program, these were completed every spring by the engine companies and are now being handled by the Wildland Fire & Fuels Division.

**Promotional Rakes (600)** - were donated to the District by DEM, so the District labeled them with the TDFPD logo and plans to distribute them to the public.

Trustee Felton asked about the timing of the homeowner notifications regarding the curbside inspection results.

AFM Stroup confirmed that initial notifications were mailed to all involved homeowners in early April; the next phase will be to mail their actual curbside inspections and that is scheduled for mid-June.

FMO Schafer reminded the Board that this program had 100% compliance in 2020, and Chief Lindgren added that few Districts see that compliance.

Trustee Murphy inquired about County codes regarding recreational fires and camping enforcement in relation to VHRs.

FI Rowlett stressed that during the VHR inspections he is reinforcing the recreational fire restrictions and encouraging propane use.

Chief Brady added that the Douglas County ordinance provides for recreational fires with conditions, so engine companies cannot enforce. Information is posted on the TDF website. The Fire Marshal does have authority during extreme fire conditions.

Trustee Schussel asked about the schedule for curbside inspections.

FMO Schafer clarified that when the program was initiated, small sections of each district were chosen deliberately to affect all of our districts. Then those properties are visited every 4 years; it is not divided by district or by streets.

**Office Manager Kate Warner**

**Accounting Specialist French** – is setting in, Division orientation continues and training has begun.

**Zephyr Crew** – the District went nine deep with alternates, almost twice what has been offered in past years, and all have been offered positions now. NV Energy has requested additional personnel, so contact has been made with candidates who were

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interviewed to see their level of interest and availability. There will likely need to be another round of hiring in June.

**NVPERS** – as follow up from the last NVPERS audit and to orientate Chief Lindgren, the District reached out for a conference call. Ideas that Chief Lindgren has for changes in personnel ranks were discussed, so staff has a clear understanding of their procedures and requirements. The open items will be addressed.

**Division Goals** – the next Admin Policy topic will be investments. The District will be meeting with East Fork Fire’s Kathy Lewis who has experience with the Local Government Investment Pool both in her former position in the Douglas County Clerk Office and in her new position with EFF.

**Fire Chief Lindgren**

Chief Lindgren had no additional items.

**Public Comment:** None.

Confirm next meeting, with a proposed date of **Wednesday, June 16, 2021** and a start time of 2:30 pm.

Chief Cranch will cover for Chef Lindgren who will be on vacation.

Trustee Kjer complimented Chief Lindgren on the successful completion of the budget process.

Adjourn @ 4:08pm.

Kate Warner  
Administration Division Officer