NORTH LAKE TAHOE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES

March 20, 2019

LOCATION: 863 Tanager, Incline Village, Nevada.

MEETING CALLED TO ORDER: Chairman McKay called the meeting to order at 12:00 p.m.

ROLL CALL OF THE NORTH LAKE TAHOE FIRE PROTECTION BOARD OF DIRECTORS: Upon roll call, the following Board Members were present: Greg McKay, Chairman; Susan Herron, Vice-Chairman; Denise Bremer, Secretary-Treasurer; James Costalupes, Director; Art Cross, Director; and Beckie Dunn-Spomer, Secretary.

GUESTS PRESENT: Fire Chief Ryan Sommers, NLTFPD; Sharon Cary, NLTFPD; Bryan Calder, NLTFPD; Mark Regan, NLTFPD; Tia Rancourt, NLTFPD; Carol Green, NLTFPD; Isaac Powning, NLTFPD; Devon Reese, Legal Counsel; Scott Woodcock, NLTFPD; Zack Chatelle, NLTFPD; Jake Chatelle, NLTFPD; Tim Allen, NLTFPD; Brett Jacobsen, NLTFPD; Ron Johnson, NLTFPD; Brian Maples, NLTFPD; Jim Nelligan, NLTFPD; Dale Spieker, NLTFPD; Steve Park, NLTFPD; Anthony Sacci, NLTFPD; Allie and Theo Sacci; Kyle Clary, NLTFPD; Kelsey Berg; Georgia and Sonny Clary; Joseph Nolan, NLTFPD; Ryan Nolan; Madison Nolan; Carson Nolan; Kim Nolan; Dennis Nolan, Reno Fire Department.

APPROVAL OF AGENDA: Approved.

NRS 241.020 RE: PUBLIC COMMENT: This is a Time for the Public to Comment on any Matter, Whether or Not it is Included on the Agenda of this Meeting.

None

CONSENT AGENDA:
Chair McKay asked for any objections to the Consent Agenda. Board Secretary Dunn-Spomer said the wording in the minutes from January 16, 2019, Fuels Management report has an error, on page 5, line 29 through 32, reads as follows:
"Division Chief Powning said not really, maybe with some of the reimbursable expenses getting paid. Director Costalupes asked about the Nevada Division of Forestry (NDF) slash piles getting burned. Division Chief Powning said he had been in talks with NDF to start burning the piles on their lands but..." The use of NDF is incorrect, it should be U. S. Forest Service (USFS).
Director Herron called for a motion to accept the consent agenda with modifications noted. Director Bremer seconded the motion. The consent agenda was approved 5-0.

Approval of Minutes of the January 16, 2019 Board of Directors Meeting


NEW BUSINESS:

1. Badge Pinning Ceremony for the Hiring of Kyle Clary, Firefighter/Paramedic; Anthony Sacci, Temporary Firefighter; Joseph Nolan, Temporary Firefighter (Presented by Fire Chief Ryan Sommers)

Chair McKay turned the meeting over to Fire Chief Sommers to introduce the new employees. Fire Chief Sommers explained the Temporary in front of the new Firefighters title is there because the District has an unknown liability due to the tax revolt lawsuit; therefore, the District needs to be conservative in its spending. It is, however, Fire Chief Sommers’ intention to hire both firefighters as permanent employees within one year of their hire date.

Fire Chief Sommers introduced Firefighter/Paramedic Kyle Clary and his family. Kyle comes to the District from Pahrump, Nevada as a firefighter/paramedic. As Kyle is used to long transport times while working in Pahrump and the District has regular long transport times he will be a good fit for the District. Kyle was pinned by his father Sonny Clary who retired from Clark County Fire.

Fire Chief Sommers introduced Temporary Firefighter Joseph Nolan and his family. Joseph comes to the District from Remsa with three years’ experience as a paramedic, an advanced EMT in Churchill County and two years in Storey County. Joseph was pinned by his father Division Chief Dennis Nolan of Reno Fire.

Fire Chief Sommers introduced Temporary Firefighter Anthony Sacci, his wife Alli with their son Theo. Anthony comes to the District from Remsa, where he just recently earned his paramedic badge. Anthony worked for the District as a seasonal firefighter and earned his firefighter certificates in the military. Anthony was pinned by his wife. Director McKay welcomed the new firefighters and their families to the District and excused them to enjoy refreshments.
2. **Discussion and Possible Action to Award the Contract for the North Lake Tahoe Fire Protection District’s Annual Audit of the Fiscal Year 2018-2019 Eide Bailly. (Presented by Sharon Cary, Business Manager)**

   Director McKay introduced Business Manager Cary. Business Manager Cary said the contract for the District’s audit has been awarded to Eide Bailly for the past several years. Business Manager Cary said their fee has gone up this year, however, Eide Bailly has not raised their fees except for the implementation of new GASB statements in eight years. The fee this year will be $46,000.00 from $43,000.00 last year. Chair McKay asked if there were any questions regarding the contract with Eide Bailly? Director Bremer made the motion to award the contract for the North Lake Tahoe Fire Protection District’s annual audit, of Fiscal Year 2018-2019, to Eide Bailly for the amount to not exceed $46,000.00. Director Herron seconded the motion. Chair McKay said he had one comment, he appreciates the service Eide Bailly has provided over the years; however, he would like to see the audit be presented to the Board sooner than the day before the Board of Directors meeting where they must approve or deny the audit. Director Cross asked if the contract has to go out for bid every year. Business Manager Cary said the District has not got out for bid in a few years, but it certainly could next year if the Board would like. The District did go out to bid about 5 years ago, with one response and the bid was approximately $44,000.00. Director Costalupes said he is very satisfied with Eide Bailly. They are professional and approachable, and he prefers to stay with a company that he knows rather than get something unexpected. Director Herron said Eide Bailly is the number one firm in Nevada and does most of the audits for the State, and there are not many firms who perform these types of audits.

   Chair McKay called for a vote. It was unanimous in favor of awarding the contract for the for the North Lake Tahoe Fire Protection District’s annual audit of Fiscal Year 2018-2019 to Eide Bailly.

**OLD BUSINESS:**

None

**REPORTS:**

*Legal Counsel Reports – (Legal Counsel, Devon Reese)*

Devon Reese, Legal Counsel, handed out a brochure of the services offered by Hutchison & Steffen, with his report. Mr. Reese said he had spoken with Fire Chief Sommers last week and realized it is coming up on ten years of representing the District. Mr. Reese said he wanted to go over with the Board on what his representation and responsibilities are to the District as there are a few new members and it has been a while. Mr. Reese said he
would like to meet with Director Cross soon, as he is the only Board member he has not had a one-on-one visit with yet. Mr. Reese said as he was recently appointed as a member of the Reno City Council and was asked if he would continue to practice law. He said “yes,” being a Reno City Councilman is an important position, however, it is not a fulltime vocation.

Mr. Reese said after his appointment he wanted to provide the best service to the District, so he joined the statewide law firm of Hutchison & Steffen. By joining the larger firm it will allow for access to a larger pool of resources and ensure the Districts needs are always met. His office will stay the same just the letterhead and staffing availability will change as the packet he provided will show what is available. Mr. Reese said his office provides approximately 30 to 50 hours of work to the District. Mr. Reese said, as for what his office does for the hours billed to the District, some examples are: being available for daily human resources counsel such as Americans with Disabilities Act (ADA), Workers Compensation, employee relations like payroll and benefits, and the communications with the Union, Local #2139 are just a few of the duties his office performs. Mr. Reese said he is also the lead counsel representing the District with any lawsuits that arise like the tax revolt and the two bankruptcies the District is involved with at this moment. Mr. Reese said his office monitors political issues which might affect the District. These include the interactions with entities such as City of Reno, Washoe County, local fire departments, REMSA, the Bureau of Land Management (BLM), US Forest Service (USFS) and the congressional delegates in Washington D.C. to avoid any surprises and add the expertise of his firm. Mr. Reese said his office reviews any contracts involving Interlocal Agreements, or homeowners as well as vendors. The firm also reviews the audits and any exceptions within it and he must stay current with the GASB standards. Mr. Reese said his firm must certify yearly and sometimes randomly that the District has no obligation that would put it in a negative financial position. Mr. Reese said he also represents the District with any grievances brought by the Local #2139 involving labor issues or collective bargaining agreement negotiations. Overall his firm is available to head off any small issues that arise and is an advisory to the executive staff and stays informed so they may stop any situations before they become a larger issue.

Mr. Reese said Hutchison & Steffen is a statewide firm which the former State Lieutenant Governor is a named partner as well as his former law partner Jason Guinasso, in Reese Kintz & Guinasso. As well as 50 other attorneys where he can glean information and expertise from to assist the District. Director Herron said she wanted the Board to know she has had multiple dealings with Hutchison & Steffen, as they are the law firm that represents Incline Village General Improvement District (IVGID). Their representation and interactions have been excellent and professional. They have always provided a great depth of experience for IVGID and will for the District, in the future. Director Herron also said she is very pleased with the
service Mr. Reese has given the District in the past ten years and hopes he will be around for another ten. Mr. Reese said he wanted to mention too, Geno Menchetti will be joining Hutchison & Steffen as well. Mr. Menchetti is an excellent resource on the District as he was the District’s legal counsel for years and has a wealth of knowledge on how the District came to be and as situations arise he will be able to help guide the firm through them with his knowledge. Director Herron asked Mr. Reese to share with the Board Hutchison & Steffens pro bono work in the community. Mr. Reese said each lawyer is asked to commit hours and talent to the local community. Mr. Reese said he sits on the Board of the local domestic violence resource center, and other lawyers are involved with organizations such as the local Big Brother Big Sister program, the Boys and Girls Club and other organizations and people who might not otherwise be able to afford legal counsel. Director Herron pointed out, Managing Partner Jason Guinasso is involved with the Tahoe Family Solutions here in Incline Village. Mr. Reese said it was brought to his attention there was a concern the Reno City Council meets on Wednesdays as well as the District Board. Mr. Reese said it is a different Wednesday of the month so there should not be any conflicts, however, the depth of the available lawyers with experience and knowledge of the District will be available through the new firm should the situation arise.

Director Bremer asked if the District will have to sign a new contract with Hutchison & Steffen or will it remain with him. Mr. Reese said he is required to have an Acknowledgement of Representation in his file and all the paperwork will be available after April 1, 2019. Chair McKay said “congratulations” on his appointment and he is looking forward to seeing the level of representation and expense continue at a level acceptable to the Board and staff. Mr. Reese said, “thank you” and he enjoys working with the staff, the Local #2139, the Board, and the District. Director Herron asked if the financial agreement will stay the same. Mr. Reese said, “Yes.”

*Board of Director Comments/Reports:
None

*Fire Chief’s Report.
Fire Chief Sommers said the public safety pier is back on the forefront with the new Washoe County Sheriff fully behind it. There have been a few locations mentioned; however, most have not worked within the parameters allowed by Tahoe Regional Planning Agency (TRPA). At this time, there is a potential location on Sand Harbor land. Mr. Reese said Fire Chief Sommers and he have had multiple talks with Sheriff Balaam about this and other issues (like Sheriff staffing levels in the area) and how it affects the District. Sheriff Balaam has been very receptive towards Fire Chief Sommers and has a great understanding of the issues affecting the District. Fire Chief Sommers said the District’s lobbyist said it is a great time to acquire funding
for this project as many legislators are interested in improving the Lake Tahoe Basin.

Fire Chief Sommers said he has had in-depth talks with Chair McKay about the facilities and goals they want to see achieved: the property at 866 Oriole really needs a solution as to what to do with it. Fire Chief Sommers said he has asked Director Costalupes to help with the planning and decision-making process to ensure the District gets a fair deal and does not pay too much for either a remodel of Incline Station or to find another location for the administration staff at 866 Oriole.

The legislature is in full swing and Lobbyist, Michael Brown would like to address the Board next month on all that is going on and will affect the District. Fire Chief Sommers said there are quite a few bills in the process. Fire Chief Sommers said he has been appointed to a working group for a Senate committee resolution to look at the response to wildland fires in the State of Nevada. It does not affect this District directly, however, it affects districts throughout the state. Fire Chief Sommers said he will be giving a presentation on March 26, 2019, and will be educating legislators and senators on how the State mutual aid system works and what the benefits are. Mr. Reese said there were many bills brought before the Legislature pertaining to fire even if they are not directly focused on fire districts they can affect how things are operated, it is important for members of the District to be present and aware of what could potentially affect the District. Mr. Reese said he and his firm monitor all things fire and stay informed on any changes before they happen.

Fire Chief Sommers said himself, Division Chief Powning, and other staff members will be attending the Incident Management teams (IMT) training going on at the Grand Sierra the week of April 9, 2019. Fire Chief Sommers reminded on the Board he was assigned to the Sierra Front team as an Ops Section Chief and is signed off as an Incident Commander (IC) Type 3, so could be called up if the other two IC’s are not available.

Fire Chief Sommers said on March 25, 2019, he and Battalion Chief Green will be meeting with Washoe County Sheriff Captain Petterson and (TMFPD) Chief Moore to discuss the dispatch contract and there is a chance they could be increasing the cost of dispatch services.

Fire Chief Sommers said he gave a presentation of the ISO rating change at the IVGID board meeting. Fire Chief Sommers thanked the IVGID Board and explained how their efforts were instrumental in helping the District achieve the ISO level one rating.

Fire Chief Sommers said Director Herron and possibly Director Bremer, if available, will be attending a meeting on Monday, April 1, 2019, with the Incline Village Board of Realtors to discuss the Memorandum of Understanding and the Educational Campaign to get an update.

Fire Chief Sommers said on Friday, April 5, 2019, himself and Division Chief Powning will be in South Lake Tahoe meeting with Tahoe Regional Conservancy Department and the Lake Tahoe Basin Fire Chiefs to discuss
the Fire Adaptive Communities programs and grant funding. Division Chief Powning explained this meeting should help streamline the process on how the grant monies are being funneled into the different departments around the Basin and help the Basin get more money. Fire Chief Sommers explained the Wildland Fire Protection Plan (WFPP) is basically a statewide insurance plan with the NDF: if there is a fire in the District and it goes on to private or state lands and if it goes on to federal land the state would go to bat for the District as well. The premium for this year is going to be reduced from $60,000.00 to $1,038.00 due to the change by the State on how the rates are calculated.

*Chief Officers Reports.*

Assistant Chief Calder started his report by letting the Board know it is still snowing. Assistant Chief Calder said there are over 1000 fire hydrants in the District and there is a priority plan on how the hydrants are cleared. Two years ago when the District was hit with the record snowfall, a plan was implemented to take pictures of all the hydrants and a map was made with GPS locations of all throughout the District, so this year it has been easier to locate them under 12 feet of snow. The list of priority hydrants have been shoveled a few times this year and will be continuing to uncover them as the snow continues for the next couple of months. The District has been receiving multiple calls for hydrants to be uncovered and are trying to address them all, with the priority ones first.

The District’s call volume is up by seven percent (7%) from last year. Assistant Chief Calder said this year the District is seeing more structure collapses then two years ago and 17 significant gas leaks including where the snow is shearing off the gas lines and causing major leaks. During this time of the year, the crews try to catch up on training in-house, such as the Wildland courses offered by the Fuels department and off-site courses as well. Last week the District sent six shift personnel to a Rescue Systems 1 class, which focused on structure collapse rescues and other rescue skills in dangerous situations.

Director Costalupes asked if we are utilizing the new loader this year to uncover the hydrants. Assistant Chief Calder said “yes” and there has been a new loader task book to be signed-off in, and with the new program and map it has allowed the operators to get closer without hitting the hydrant. Chair McKay asked if Fire Marshal Regan had anything to add. Fire Marshal Regan said himself and Inspector Donohue attended training in Las Vegas for the new codes. Temporary Inspector Taylor covered the District along with other agencies such as Lyon County, Douglas County, and others because their inspectors were also at the core class in Las Vegas. Next month is the yearly investigation training in Las Vegas as well and a marijuana class in Carson City covering the increase in grow facility fires and other such fires related to the industry.

There is an increase in construction, last week alone, while they were gone,
the administration staff took in 32 plans. The Prevention team is working on continuing a plans turnaround time of 10 days and Pre-TRPA turnaround of 48 hours. The TRPA plan review training for Zac Bray is going good and he is doing an excellent job of keeping the process going. Boulder Bay and Cal Neva projects are moving forward and lots of changes going forward.

Chair McKay asked for any questions? Director Costalupes said they are getting the plans out faster. Director Cross asked if there were any updates on the vacation rental programs. Fire Marshal Regan said, “Yes,” there has been good feedback from the community on the education programs. Three weeks ago the Washoe County Commissioners voted to form a team to research and create an ordinance to help regulate the vacation rentals in the County. Fire Marshal said the team is looking at the program currently being used in Henderson NV., to regulate and focus on the life safety issues involved with vacation rentals.

*Fuels Management Reports.*

Division Chief Powning said the crews have been busy with snow removal and training. There have been two of the required wildland classes taught already and there are two more and a few of the crew are in Oregon training. The new Fuels seasonal interview process is complete. They will be doing pack tests and the final drug screening next week and job offers by the second week in April. Division Chief Powning said the District has applied for three grants one is the FEMA Hazmat Mitigation and Home Hardening Grant, this will help extend the Defensible Space Evaluation (DSE) and chipping program. The amount applied for is around $750,000.00 with a $250,000.00 in match rebates. The next two grants are through NDF. The first one is for $220,000.00 and is a Landscape Restoration (LSR) Grant, which will give another $220,000.00, to allow the District to continue work for IVGID in the Diamond Peak area. IVGID is paying 100% of the cost to maintain those lands now, this grant will help with those costs and extend the work the District can do in other areas to $440,000.00. The other grant is for $140,000.00 and is similar to the LSR Grant, however, it is called the Farm Bill Community Protection Grant and it will provide money to complete the other project around the Diamond Peak area that are not IVGID lands. Chari McKay asked for questions, none heard.

*Business Manager Reports.*

Business Manager Cary said the April 9, 2019, Board of Directors meeting needs to be changed because Fire Chief Sommers will be unavailable due to training. The tentative budget is required to be submitted to the State by April 15, 2019, and the District does not receive final numbers from the County until March 25, 2019. Business Manager Cary asked if the Board would approve filing the tentative budget with the State on April 15, 2019,
and having the budget workshop and Board meeting on April 17, 2019.

Business Manager Cary said if there are any changes to the budget, they can
be made at the budget workshop meeting. Chair McKay asked for any
questions. Director Costalupes said he would be out of town after April 19,
2019, so it will work for him. The Board agreed to have the budget workshop
meeting on April 17, 2019, with the Board meeting; however, the time will
be 9 a.m.

Business Manager Cary said she will present the rewriting of two resolutions
at the April Board meeting, the first will be to revise the resolution from
2001 regarding the spending limit for the Fire Chief. The second resolution
to be revised is the capitalization resolution. The revision would increase the
dollar amount to a flat $5,000.00 for all items being capitalized. Director
Herron asked if $5,000.00 was high enough. Business Manager Cary said
$5,000.00 was the auditor’s suggestion, she would like it to be higher.
Director Herron advised her to ask the Auditors if they would approve the
limit being $10,000.00 for all items being capitalized.

*Public Education Information Officer Reports.*

Public Information Officer (PIO) Rancourt said the District’s Winter
Wilderness program in collaboration with Tahoe Nordic Search & Rescue was
on March 7, 2019, at the Incline Elementary School. KTVN Channel 2 news
was there and with the help of the on-duty crew, about 60, 4th-grade
students learned basic winter survival skills.

The Districts CPR program was taught at the middle school last Thursday.
The on-duty crew, B shift, and Jim Whitson were there with about 70,
seventh (7th) grade students learning basic CPR, AED, and what to do in a
choking situation.

The District’s blood drive is coming up on April 26, 2019, from 9 a.m. to 5
p.m. Sign up can be done online at www.bloodhero.com with the sponsor
code INCLINE. PIO Rancourt said, “Thank you,” to Director Bremer for
already signing up.

May is the Nevada Wildfire Awareness month and the theme this year is
“Wildfires Happen. Is your community prepared?”

June is Lake Tahoe Wildfire Awareness Month, there are many meetings
going on around the area preparing for this event.

EMS week will be the third week in May the theme is “Beyond the Call.”

Water Safety Day on June 5, 2019, and will be taught to the third (3rd) and
fifth (5th) graders of Incline Elementary School and the Lake Tahoe School.
The Community Pancake Breakfast on Friday, July 5, 2019, as, the holiday,
is on a Thursday this year.

The CPR classes from January 2019 to March 2019 there have been 83
classes and 875 students taught.

*Local 2139 Union Reports.*

No report
NRS 241.020 RE: PUBLIC COMMENT. This is a time for the public to comment on any matter, whether or not it is included on the agenda of this meeting. None

Meeting Adjournment. Chairman McKay adjourned the meeting at 1:00 p.m.

Beckie Dunn Spomer, Secretary

Greg McKay, Chairman