

**NORTH LAKE TAHOE FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
November 16, 2016**

1 **LOCATION:** 863 Tanager, Incline Village, Nevada.

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3 **MEETING CALLED TO ORDER:** Chair Herron called the meeting to order at  
4 12:00 p.m.

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6 **ROLL CALL OF THE NORTH LAKE TAHOE FIRE PROTECTION BOARD OF**  
7 **DIRECTORS:** Upon roll call, the following Board Members were  
8 present Susan Herron, Chair; Jeff Warner, Vice-Chairman; Dennis Perry,  
9 Secretary-Treasurer; Dale Smith, Director. (Paul Zahler, Director; Absent).

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11 **GUESTS PRESENT:** Ryan Sommers, Fire Chief; Sharon Cary, Business  
12 Manager; Gino Menchetti, Legal Counsel; Bryan Calder, NLTFPD; Allan  
13 Green, NLTFPD; Tia Rancourt, NLTFPD; Denise Bremer, Citizen; Christina  
14 Williams, Eide Bailly; Felicia O'Carroll, Eide Bailly; Jim Costalupes, Director-  
15 Elect; Greg McKay, Director-Elect; Steve Strand, visitor; Jay Euse, NLTFPD;  
16 Todd Basset, NLTFPD; Carol Green, NLTFPD; Beckie Dunn-Spomer,  
17 Temporary Admin Assistant.

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19 **APPROVAL OF AGENDA:** No changes were made to the agenda items;  
20 Chair Herron deemed it approved as submitted.

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22 **NRS 241.020 RE: PUBLIC COMMENT: This is a Time for the Public to**  
23 **Comment on any Matter, Whether or Not it is Included on the Agenda**  
24 **of this Meeting.** None.

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26 **CONSENT AGENDA:** No changes were made to the consent agenda items;  
27 Chair Herron deemed them approved as submitted.

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29 **APPROVAL OF MINUTES OF THE SEPTEMBER 21, 2016 BOARD OF**  
30 **DIRECTORS MEETING.**

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32 **APPROVAL OF ACCOUNTS PAYABLE REPORT FOR SEPTEMBER 2016.**

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34 **APPROVAL OF ACCOUNTS PAYABLE REPORT FOR OCTOBER 2016.**

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36 **APPROVAL OF THE MONTHLY MANAGEMENT REPORT FOR**  
37 **SEPTEMBER 2016.**

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39 **APPROVAL OF THE MONTHLY MANAGEMENT REPORT FOR OCTOBER**  
40 **2016.**

41 **NEW BUSINESS:**

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43 **1. Discussion & Possible Action to accept the fiscal year 2015-2016**  
44 **audit report from Eide Bailly.**

45 Business Manager Sharon Cary introduced Felicia O'Carroll, partner, and  
46 Senior Audit Associate Christina Williams, both with Eide Bailly, who were  
47 there to present the District's 2015 – 2016 Fiscal Year Audit Report. Ms.  
48 O'Carroll said Eide Bailly issued an unmodified or a "clean opinion,"  
49 which is an opinion based on the District's prepared financial statements,  
50 and the audit involves performing procedures to obtain audit evidence  
51 about the amounts and disclosures in the financial statements and to  
52 look at the District's internal controls. Ms. O'Carroll reminded the Board  
53 of Directors when looking at the District's noncurrent liabilities line item  
54 to keep in mind, GASB (Governmental Accounting Standards Board) No.  
55 68 was implemented last fiscal year and requires the District to report its  
56 proportional share of unfunded PERS liabilities. The North Lake Tahoe  
57 Fire Protection District is in a far better position than most agencies  
58 because the District has a very healthy reserve. GASB 68 is somewhat of  
59 an unfair presentation of one's financial standing as it requires you to  
60 book the liability but doesn't allow you to book the receivables. Property  
61 tax revenue was \$8.3 million and the intergovernmental revenues, which  
62 includes consolidated tax, AB104, and federal and state grants was \$4.3  
63 million. Miscellaneous revenues, which includes bank interest and fire  
64 suppression, was \$2.1 million. The District's expenditures were \$11.5  
65 million. The District transferred \$1.3 million into the Ambulance Fund.  
66 The ambulance fund charges for services increased by \$150,000 from  
67 last year. The District conformed to all significant statutory constraints  
68 on its financial administration throughout the year and Ms. O'Carroll was  
69 happy to report Eide Bailly did not find any violations. To summarize, Ms.  
70 O'Carroll said the District had a good fiscal year with no findings and the  
71 general fund balance increasing by \$1.5 million.

72 Director Smith made motion to accept the financial statements as  
73 presented. Director Perry seconded the motion. Motion passed 5-0.

74

75 **2. Discussion and Possible Action to appoint a new Director effective**  
76 **January 1, 2017.**

77 Chair Herron discussed the resignation of Director Warner, and appointing  
78 Denise Bremer as an appointee to the vacant Director seat. The process  
79 is to fill the seat within 30 days to avoid having the Washoe County Board  
80 of Commissioners appoint someone. Discussion ensued regarding the  
81 previous process used to appoint a vacated position on the Board. Denise  
82 Bremer received endorsements from the current Board members and the  
83 Director-Elects.

84 Director Warner made a motion to appoint Denise Bremer to the vacant

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85 Director seat effective January 1, 2017. Director Bremer's term ends Dec  
86 31, 2018. Motion was seconded by Director Smith. Motion passed 5-0.

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88 **3. Discussion & Possible Action as to whether or not to have a**  
89 **December 21, 2016 Board of Directors meeting.**

90 Director Smith made motion to cancel December's Board of Directors  
91 meeting, motion was seconded by Director Warner. Motion passed 5-0.

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93 **4. Old Business:** None

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95 **5. Reports:**

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97 **Legal**

98 Geno Menchetti, Legal Counsel for NLTFPD, congratulated all new and  
99 current board members on their election and appointments. Mr.  
100 Menchetti discussed having a meeting to familiarize the new and  
101 current board members on what the meetings entail and what is  
102 required of public board members. Chair Herron proposed the date for  
103 the meeting to be Dec 14, 2016 at 12 noon. All concerned agreed.

104

105 **Board of Director Comments/ Reports.**

106 Director Smith thanked everyone for the privilege of serving 12 years  
107 on the Board. Multiple Board members expressed thanks and personal  
108 appreciation for his years of service.

109

110 **Fire Chief Reports**

111 Chief Sommers welcomed the new Board member elects and the re-  
112 elected Board members. He also introduced Alan Green as the new  
113 Logistics/IT Manager for the District. Chief Sommers stated that TRPA  
114 has approved five public piers, we actively pursuing that, there is one  
115 per county. Chief Sommers discussed the District's involvement with  
116 Little Valley Fire. The District participated in the suppression of the fire  
117 but not the actual prescribed burn. We were involved with the  
118 technical review of the prescribe burn plan four months prior to the  
119 event. We will continue to monitor the decisions reached from the  
120 investigation. It is our plan to continue with the broad burn projects in  
121 our District with conditions and weather permitting.

122 Chief Sommers said our hand crew was traveling to North Carolina in  
123 response to a request for wildland fire suppression assistance, but  
124 were diverted to Alabama. The Sierra Front Incident Management  
125 Team sent one person to North Carolina as well. Chief Sommers  
126 discussed the difference in our firefighting methods versus theirs. It is

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127 a great learning opportunity for our crews. We have been asked to  
128 extend our stay for one more week and are waiting on approval.  
129 Round 16 of Federal funding has been approved and the Lake Tahoe  
130 Basin has been awarded a 25 million dollar grant to be shared  
131 amongst various agencies for fuels reduction management projects.  
132 Eight projects were listed for the grant.

133  
134 Chief Sommers presented decorative axes to the retiring Board  
135 members Warner, Smith and Zahler. Director Zahler was not present.

136  
137 **Chief Officers Report**

138 Chief Calder discussed the Paramedic Refresher's progress and those  
139 working on it; Tia Rancourt, Chief Sambrano and Russ Barnum.  
140 The District's newest Firefighter/Paramedic Jordan Kohler will be  
141 assigned to C Shift and will begin next week.  
142 NLTFPD will be participating in a consortium in Carson City to establish  
143 a list for hiring paramedics.

144  
145 **Business Manager Reports**

146 Business Manager Cary said that NLTFPD will be hiring a new  
147 Administrative Assistant after Thanksgiving and then thanked her  
148 Administration staff for helping with the annual audit.

149  
150 **Public Information**

151 Public Information Officer Tia Rancourt reported the following:  
152 **Flu Vaccine Program** – given out 90 of the 100 flu vaccines received  
153 from IVCH and will be getting more to continue the program through  
154 the winter. Thank you FF/PM Jill Andersen for overseeing and tracking  
155 program.

156 On-duty medics attended Incliners event September 20.

157 On-duty medics attended Oktoberfest on October 1.

158 On-duty medics attended Chamber Mixer on October 13.

159  
160 **Fire Prevention Week** – celebrated nationally 2<sup>nd</sup> week of October,  
161 we celebrate throughout the month of October hosting station tours  
162 and visiting pre-schools and day care centers throughout our  
163 community.

164 a. IES – 235 students

165 b. LTS – 66 students

166 c. IVNS – 50 little adults

167 d. Tahoe's Connection for Families – 16 little adults

168 TOTAL reached – 367 students.

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**Fire Extinguisher Training** – Thursday, October 20, 2016 at Incline Middle School Captain Tim Allen and Firefighter/Paramedic (FF/PM) Stephen Park taught all P.E. classes, approx. 150 students taught.

**BFIT Program** – BFIT is a Collaborative program with Incline Village community hospital, Tahoe Forest Hospital. FF/PM Todd Bassett, Captain. Dave McClellan and Tia will visit Incline Elementary school classrooms September 23, October 12 and November 17. They visit six to nine classrooms each time and give a ten-minute talk about a monthly topic and do a five minute energy burst set with the students.

**Warbonnet Block Party** – Saturday, October 15. April Shackelford, on-duty crew, Marybeth Donahoe, FAC (Fire Adapted Communities) and approximately 30 neighborhood residents attended the event. We had several folks that were to attend and present however, they were called out to Little Valley Fire.

**Trail of Treats & Halloween events** – Station #11 crews greeted trick or treaters at the Trail of Treats and in the Mill Creek neighborhood on Halloween and passed out 1,000 glow necklaces and candy.

**Tahoe Network FAC (Fire Adapted Communities)** – Forest Schafer, the District's Forester and Marybeth Donahoe, Lake Tahoe Basin FAC has been overseeing the development group which has evolved to steering committee that meets bi-monthly. Working on drafting policies and procedures, meeting with FPD's to educate about program. Over the course of the fire season, attended 11 outreach events, 861 educational materials distributed, 251 members receiving newsletters, 11 new leaders, 1,150 interactions at outreach events.

**SNPLMA Funding** – Round 16, is approximately \$25 million allocated for Lake Tahoe Basin, comprised of eight hazardous fuels reduction/mitigation projects; 1 of which in the amount \$973,250 and is directed for Incline Village and Crystal Bay. This Multi-jurisdictional funding is key to not competing with each other for dollars but working together to figure out best use for money is.

**Paramedic Refresher** - November 30 - December 2, 2016 – Is completely booked at 136 including instructors. 12 vendors have

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210 registered; NV Project Heartbeat and Cardiac Science are sponsoring  
211 the Chiefs Luncheon.

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213 **FEMA/AFG Grant application** – FF/PM Justin Ashby spearheaded a  
214 grant proposal for medical training equipment. Grant has been entered  
215 into the system, and needs edits; it will be submitted by November 17,  
216 2016.

217  
218 **Emergency Preparedness Brochure** – Aaron Kenneston, Washoe  
219 County Emergency Manager, secured a \$10,000 grant for NLTFPD to  
220 revise, update and reprint our brochure. Tia is working with Sheriff  
221 Allen and Mr. Kenneston to update Welcome messages, with photos  
222 and etc.

223  
224 **NRS 241.020 RE: PUBLIC COMMENT: This is a Time for the Public to**  
225 **Comment on any Matter, Whether or Not it is Included on the Agenda**  
226 **of this Meeting.**

227  
228 Carol Green, NLTFPD & Local 2139 President, discussed Fire OPS 101  
229 Thursday and Friday, two Board of Directors and appointee Bremer will be  
230 participating. Local 2139 Black Jack tournament December 1<sup>st</sup> 7pm at the  
231 Hyatt, for Children’s Cancer Foundation, special support to local fire chief’s  
232 child with brain cancer.

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234 **Meeting Adjournment:** Director Smith made motion to adjourn the  
235 meeting, it was seconded by Director Warner and the meeting was  
236 adjourned at 1:05 PM.

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241 Sharon L. Cary, Secretary                      Susan Herron, Chair