

1 **NORTH LAKE TAHOE FIRE PROTECTION DISTRICT**
2 **BOARD OF DIRECTORS MEETING MINUTES**

3
4 **January 17, 2018**

5
6 **LOCATION:** 863 Tanager, Incline Village, Nevada.

7
8 **MEETING CALLED TO ORDER:** Chairman Perry called the meeting to order
9 at 12:00 p.m.

10
11 **ROLL CALL OF THE NORTH LAKE TAHOE FIRE PROTECTION BOARD OF**
12 **DIRECTORS:** Upon roll call, the following Board Members were present:
13 Dennis Perry, Chairman, Susan Herron, Vice-Chairman; Denise Bremer,
14 Secretary Treasurer; James Costalupes, Director; Greg McKay, Director; and
15 Beckie Dunn-Spomer, Secretary.

16
17 **GUESTS PRESENT:** Ryan Sommers, NLTFPD; Sharon Cary, NLTFPD; Devon
18 Reese, Legal Counsel; Bryan Calder, Assistant Fire Chief; Isaac Powning,
19 NLTFPD; Mark Regan, NLTFPD; Tia Rancourt, NLTFPD; Alan Green, NLTFPD.

20
21 **APPROVAL OF AGENDA** – Approved as submitted.

22
23 **NRS 241.020 RE: PUBLIC COMMENT: This is a Time for the Public to**
24 **Comment on any Matter, Whether or Not it is Included on the**
25 **Agenda of this Meeting.** No public comments were made at this time.

26
27 **CONSENT AGENDA** – Approved as submitted.

28
29 **Approval of Minutes of the November 15, 2017 Board of**
30 **Directors Meeting**

31
32 **Review of Accounts Payable for November 2017.**

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34 **Review of Accounts Payable for December 2017.**

35
36 **Approval of the November 2017 Monthly Management Report.**

37
38 **Approval of the December 2017 Monthly Management Report.**

39
40 **NEW BUSINESS:**

- 41
42 **1. Discussion and possible action to adopt Resolution 18-01 a Policy for**
43 **Public Document Requests and Fees for the Provision of Public**
44 **Documents. (Presented by Fire Chief Ryan Sommers)**

45 Chair Perry turned the meeting over to Fire Chief Sommers. Fire Chief
46 Sommers turned the discussion over to Business Manager Sharon Cary.
47 Business Manager Sharon Cary explained this resolution will allow the District

1 to charge a fee for compiling and distributing public records upon request.
2 She further explained there are few times a year when the District is asked
3 to prepare complex time consuming spreadsheets for entities such as
4 Transparent Nevada and these documents take multiple hours to prepare.
5 Business Manager Sharon Cary explained any electronic or Board of Directors
6 documents would be free; then any documents requested beyond those
7 would fall under this new Resolution where the first five pages are free then
8 \$1.00 for any pages after five. Director Herron said she believed that it is
9 not legal to charge entities such as Transparent Nevada, however she would
10 like to know if the District's legal counsel could get them to pay for
11 documents. Devon Reese, Legal Counsel said that entities such as
12 Transparent Nevada are not subject to these fees because they are not
13 asking the District to produce new documents just the information in
14 documents the District already has. Business Manager Cary commented it
15 takes several hours to compile the documents they are requesting. Legal
16 Counsel Reese stated the District should find a way to shorten the time it
17 takes to compile these documents so it is easy to repeat every year. Legal
18 Counsel Reese also said he is in favor of this Resolution and reviewed it prior
19 to this meeting; he feels it is a good Resolution for the District. Director
20 Herron said she was happy with the wording of the Resolution and asked
21 Business Manager Cary if the District had a retention policy. Business
22 Manager Cary said yes there is a retention policy. Chair Perry asked if there
23 was anything in the Resolution that was contrary to the law. Legal Counsel
24 Reese said no, this Resolution is within the Nevada law and with such agency
25 as the District it will allow them to charge for documents such as fire burning
26 records and other requests that would take considerable amounts of time
27 from the District to compile. Legal Counsel Reese stated this Resolution will
28 give the District a way to handle the inquiries with consistency and
29 transparency. Director Herron pointed out the Adversary Proceedings clause
30 that allows the District to deny records if the requestor is part of a lawsuit.
31 Director Herron asked if the rate of \$35.00 an hour is a reasonable rate,
32 Business Manager Cary answered yes.
33 Director Herron made the motion to adopt Resolution 18-01 a Policy for
34 Public Document Requests and Fees for the Provision of Public Documents.
35 Director McKay seconded the motion. Director Perry called for a vote, the
36 motion passed 5 Ayes to 0 Nays.

37
38 **2. Discussion and possible action to adopt Interlocal Agreement**
39 **Between Public Agencies, an Agreement Between Washoe County, a**
40 **Political Subdivision of the State of Nevada, acting by and through its**
41 **Washoe County Planning and Building Department and the North**
42 **Lake Tahoe Fire Protection District (NLTFPD). The Washoe County**
43 **Planning and Building Division, through its Building program, shall**
44 **collect the Fire Permit Fees (which includes both Fire Plan Review**
45 **and Fire Inspections) as set by the North Lake Tahoe Fire Protection**
46 **District Board Resolution 16-01 Fee codes PRF, MPR and MRR.**
47 **(Presented By Fire Chief Ryan Sommers)**

48 Fire Chief Sommers turned the discussion over to Fire Marshal Regan. Fire
49 Marshal Regan said this Interlocal agreement would help eliminate time from

1 the permit process for contractors. The way the program is set up now a
2 contractor must submit plans in Washoe County then they must pay for the
3 District to review their plans here in Incline Village at the Administration
4 Building. This Interlocal agreement will allow Washoe County to collect the
5 fees for the District's inspection at the time the contractor submits their plans
6 initially in Washoe County. Washoe County will then transfer on a nightly
7 basis our portion of the fees they collected. Fire Marshal Regan said the
8 District collected 364 permits through Washoe County building permits last
9 year. The District will still receive 12% of the building permit agreed upon in
10 Resolution 16-01 and Washoe County will take an additional 4% to process
11 the fees from the contractors initial permit fee. This will eliminate multiple
12 steps in the permit process for the contractors and the District. Director
13 Costalupes asked if the 12% is based on the Washoe County Building Permit
14 Fee. Fire Marshal Regan said yes, it is the same fee that is being collected
15 now. Director Costalupes said it should stream line the process. Director
16 McKay asked if this is a different Interlocal agreement then what the District
17 has now. Fire Marshal Regan said this is the first Interlocal agreement the
18 District has with Washoe County, it is only a hand shake deal and this
19 agreement is because Washoe County will now be responsible to transfer and
20 collect monies for the District. Director Costalupes asked if the county will
21 now be handling the Wildland Urban Interface (WUI) inspections. Fire
22 Marshal Regan said the District will still be doing all the inspections. Director
23 McKay asked how many of the 364 permits were done by a third party
24 individual not Tahoe Regional Planning Agency (TRPA). Fire Marshal Regan
25 replied, the 364 permits the District did were the building permits. Fire
26 Marshal Regan asked if Director McKay was asking about Washoe County and
27 the TRPA's agreement ending. Director McKay said yes, how many permits
28 the TRPA did verses a third party. Fire Marshal Regan said he would have to
29 research that, however the District will be doing all the Pre-TRPA inspections
30 and the District has already seen an increase in them. The District is working
31 with the County to stream line that process at this time. Director Costalupes
32 asked if the permit process in place is the District breaking even or taking a
33 loss at this time. Fire Marshall Regan answered and said the District has
34 taken in \$94,000 in permit fees last year. The District is below with the cost
35 of inspector hours and process, to break even the District should be
36 collecting the 18 to 20% to break even. Director Herron asked if the District
37 was to enter in to this agreement it would increase the permit fees to the
38 builders 4%. Fire Marshal Regan said yes it would at Washoe County.
39 Director Herron said if the District does not enter into this agreement the
40 District has some steps they could charge, what is the next step up. Fire
41 Marshal Regan said if he was to suggest a step it would be 4% to break
42 even, at this time staff is not presenting that proposal. Fire Marshal Regan
43 said the District is working with the builders to eliminate extra steps and time
44 to release the plans. The builders have expressed the understanding to pay
45 the 4% in order to eliminate time in the plans process. Director Herron said
46 that's assuming it is not a local builder. Director Costalupes said that the
47 District is only one of four departments who collects fees from Builders.
48 Director Herron asked if the County is having problems with their new
49 system and the wording of the refund process sounds odd and makes it a

1 two-step process again. Fire Marshal Regan said there have been very few if
2 any refunds for county plans. Director Herron said ten working days sounds
3 like the District is performing faster if they estimated, since the District did
4 364 permits last year, and maybe the District should wait a while and just
5 increase the Districts fees the 4%. Fire Marshal Regan said if the District
6 enters into this agreement it will save money by man hours and should be
7 able to make up the short fall in the permit process. Director Herron asked if
8 there was any negotiation on the 4% to the county. Fire Marshal Regan said
9 no the county is firm. Director Herron asked Director Costalupes as a builder
10 how he felt about the 4% to the county. Director Costalupes said there is
11 already a multitude of fees for builders and does not want to see more fees,
12 however this proposal is a good compromise and will save time for builders in
13 the long run. Director McKay said the District should make it clear that the
14 4% increase is to Washoe County and the District is not increasing the fees
15 from 12% and it is subsidizing the shortfall. Director Perry asked how many of
16 these 364 building permits were new construction, and is it not true that the
17 District gets a portion as Ad Volrem tax in the increased property value. The
18 Fire Marshal Regan said the Ad Volrem tax is not assed immediately and
19 could take multiple years to be assessed and directed to the District.
20 Director McKay made a motion to adopt Interlocal Agreement between Public
21 Agencies, an Agreement with Washoe County, a Political Subdivision of the
22 State of Nevada, acting by and through its Washoe County Planning and
23 Building Department and the North Lake Tahoe Fire Protection District
24 (NLTFPD). The Washoe County Planning and Building Division, through its
25 Building program, shall collect the Fire Permit Fees (which includes both Fire
26 Plan Review and Fire Inspections) as set by the North Lake Tahoe Fire
27 Protection District Board Resolution 16-01 Fee codes PRF, MPR and MRR.
28 Director Costalupes seconded the motion. Chair Perry called for a vote, the
29 motion passed 4 Ayes to 1 Nay.
30

31 **3. Discussion and possible action to hire and execute an agreement**
32 **between R & R Public Affairs, LLC as North Lake Tahoe Fire**
33 **Protection District's Government and Public Affairs Advisor for the**
34 **balance of the 2017-2018 Fiscal Year and for the 2019 legislative**
35 **session, ending June 30, 2019, at a fee of \$2,000.00 per month.**
36 **(Presented by Fire Chief Ryan Sommers)**

37 Chief Sommers explained last legislative session the District employed this
38 company, and as Fire Chief, he decided the District did not need them for the
39 off year. Fire Chief Sommers said the company has been tracking issues for
40 the last seven months, for free, that will greatly affect the District now and in
41 the near future. Fire Chief Sommers said by signing this agreement to hire R
42 & R Public Affairs, LLC, it allows R & R Public Affairs, LLC, to lobby for us in
43 the upcoming legislative session and to educate and inform Fire Chief
44 Sommers on any changes that would affect the District. Some of these
45 changes Fire Chief Sommers mentioned are certain private companies
46 lobbying to privatize ambulance service in the south, along many prevention
47 issues in the next legislative session. R & R Public Affairs, LLC has been
48 working with the Ground Emergency Medical Transport (GEMT) and has
49 obtained funds for Medicaid transports in the sum of \$460,000.00 for 2015-

1 2016 Fiscal year. R & R Public Affairs, LLC took the lead and followed it all
2 the way to the end. The District will receive and approximate of \$500,000.00
3 for the Fiscal Year 2016-2017 as well. Fire Chief Sommers would like to
4 enter back into the contract with R & R Public Affairs, LLC, so they will be
5 compensated for their efforts on behalf of the District. Chief Sommers asked
6 for questions. Director Herron said it was a professional services so the
7 District did not have to go out for bid, and could the Board get monthly or
8 quarterly reports from R & R Public Affairs LLC. Director Herron also
9 questioned whether the agreement would cover if the legislative session ran
10 long. Legal Counsel Reese said it would. Director McKay asked if the fees
11 would be covered under the 2016-2017 budget as it is now. Business
12 Manager Cary said it would be absorbed under Professional services in the
13 Budget for fiscal year 16-17 and next fiscal year there is a budget for a
14 lobbyist. Chair Perry asked for questions.

15 Director Herron made a motion to hire and execute an agreement between R
16 & R Public Affairs, LLC as North Lake Tahoe Fire Protection District's
17 Government and Public Affairs Advisor for the balance of the 2017-2018
18 Fiscal Year and for the 2019 legislative session, ending June 30, 2019, at a
19 fee of \$2,000.00 per month. Director Bremer seconded the motion. Chair
20 Perry called for a vote. The motion passed 5 Ayes to 0 Nays.

21
22 **4. Discussion of and possible action to elect the Officers for the North**
23 **Lake Tahoe Fire Protection District Board of Directors for 2018,**
24 **effective immediately after the adjournment of the January 17, 2018,**
25 **Board of Directors meeting. (Presented By Chair Perry)**

26 Chair Perry opened it up for nominations. Director Herron and Director McKay
27 volunteered to work as Chairman. Director Herron made a motion to elect
28 Director McKay as Chairman of the Broad of Directors for North Lake Tahoe
29 Fire Protection District for the year 2018. Director Bremer seconded it. Chair
30 Perry called for a vote, the motion passed 5 Ayes to 0 Nays. Director Bremer
31 made a motion to leave the rest of the officers the same. Director Herron
32 seconded the motion. Chair Perry called for a vote, the motion passed 5 Ayes
33 to 0 Nays.

34
35 **OLD BUSINESS:** None.

36
37 **REPORTS**

38
39 ***Legal Counsel Reports:**

40 Legal Counsel Reese updated the Board on two legal cases he is following.
41 The first is Nevada Fire Safe counsel litigation, everyone in the suit was
42 working a plan that was approved by the United States Bankruptcy court;
43 however, it was recently appealed by Cross Check so there is still no
44 resolution as of yet. The second one is a bankruptcy case involving the Cal
45 Neva, where the District had put in about \$17,000.00, there was a plan of
46 repayment offered but at this time the District is not aware of the amount to
47 be awarded yet. The legal team is watching both cases to protect the
48 Districts interest but not actively pursuing or spending the districts money

1 on these cases. The District is preparing appropriately in the event that it
2 must pay refunds to the home owners of Incline Village and Crystal Bay. The
3 litigation is being monitored and at last report the government entities would
4 not have to issue refunds however the home owners have appealed the
5 process so far. It will go to the Nevada Supreme Court for further ruling.

6
7 ***Board of Directors' Comments/Reports.**

8 Nothing to report

9
10 ***Fire Chief Reports. (Fire Chief, Ryan Sommers)**

11 Fire Chief Sommers thanked the Board for signing the agreement to allow
12 the District to go after the GEMT funds in the amount of \$401,000.00 for
13 Medicaid Transports. Fire Chief Sommers said thank you to Business
14 Manager Cary and her staff, with Battalion Chief Sambrano for his work in
15 putting the information together.

16 The District held its 22nd Annual Paramedic Refresher in December of 2017.
17 Business Manager Cary prepared the number from the event and it only cost
18 the District \$900.00 dollars to keep all of our employee current in their
19 certifications.

20 Fire Chief Sommers approved a change in the Holiday schedule for the
21 Administration Office to eliminate Columbus Day as a holiday and replace it
22 with the day after Christmas as Family day.

23 Fire Chief Sommers said the District signed the Memorandum of
24 Understanding with the Incline Village Board of Realtors on the vacation
25 rental and education program, the next meeting will be at the end of this
26 month.

27 The District has received a letter from Local 2139 to open up negotiations for
28 the Collective Bargaining Agreement (CBA) that expires June 30, 2018. At
29 the Chair's request, the District responded and will be setting up dates to
30 start negotiations before the CBA expires.

31 Fire Chief Sommers met with REMSA to discuss Emergency Medical services
32 of the Mount Rose corridor and has come to a tentative agreement with
33 them. Fire Chief Sommers will present it to the Board when it is finalized.

34 Fire Chief Sommers said talking with prevention the District is well aware of
35 the changes in Washoe County and TRPA. Fire Marshal Regan has been
36 keeping Fire Chief Sommers up to date on the needs of our citizens and
37 contractors, there will be more to follow.

38 Fire Chief Sommers reported he and Division Chief Powning attended
39 meeting with Bureau of Land Management (BLM) to discuss issues with the
40 fire billing system. The District will get paid back for the District's fires the
41 BLM has agreed to advocate for the District and other local fire agencies with
42 the US Forest Service main billing department in New Mexico to clarify and
43 make sure the proper payments are applied.

44 ***Chief Officers Report (Assistant Fire Chief, Bryan Calder)**

45 Assistant Fire Chief Calder told the Board that the District had one of our

1 Engines and crew at the Thomas Fire in Southern California and Battalion
2 Chief McClellan was assigned as a Strike Team Leader and was able to
3 complete his task book as a Strike Team Leader.

4 Assistant Fire Chief Calder informed the Board there will be two lateral
5 transfers starting in February, one from Carson Fire and the other from
6 Henderson Nevada.

7 Assistant Fire Chief Calder discussed the Districts involvement in the
8 Consortium Testing being held at Carson Fire. The District will be taking the
9 lead on the Paramedic Assessment portion; designing the test, providing
10 assessors and assisting in the interview process.

11 The District will be hold a Captains Testing for the current Captain's position
12 available with the District.

13 The District's Annual Avalanche training will be held at the end of the month.
14 Chair Perry pointed out that the District run volume is up almost 20% and
15 the overtime is up as well. Fire Chief Sommers answered, the overtime is
16 related to the out of District Fires the District has been assigned too, not the
17 lack of available staffing.

18 Chair Perry asked why our mutual aid responses are up almost a 100
19 compared to last year. Assistant Fire Chief Calder responded that we have
20 responded more to North Tahoe because of the boundary drop involving
21 Kings Beach area. The Battalion Chiefs have gotten together and discussed
22 the situation and are working towards a solution. Director McKay stated that
23 it's been this way for years. Director McKay said next year the Nevada
24 Commission on Off-Highway Vehicles (OHV) gave grant to Sierra Avalanche
25 so the District can go online and get Avalanche report for free.

26
27 ***Fuels Management Reports. (Division Chief, Isaac Powning)**

28 Fire Chief Sommers reported that the promotional badge pinning have been
29 postponed till next month due to Division Chief Powning and Battalion Chief
30 Green being unavailable this month.

31 Fire Chief Sommers informed the Board; Derek Chavez, Fuels Management
32 Specialist has resigned as of January 9, 2018, and the District will fill that
33 position as soon as possible. There is a lot of request due to the influx of
34 permits from the county.

35 The fuels team is continuing the burn piles as weather permits.

36 First round of seasonal applications closed last week. The District will have
37 most of the returnees from last year and this will allow the District to keep
38 its Initial Attack status.

39
40 ***Business Manager Reports. (Business Manager, Sharon Cary)**

41 Business Manger Cary said the budget schedule should be available next
42 month and the tentative budget workshop will be April 11, 2018.

43 Business Manager Cary said the September Financial statement is available
44 and Director Bremer will meet with Business Manager Cary to go over it.

45

1 ***Public Education Information Officer Reports. (Public Education**
2 **Information Officer, Tia Rancourt)**

3 Public Education Information Officer (PIO) Rancourt reported the 22nd annual
4 Paramedic Refresher on November 29, 30 and December 1 at the Hyatt
5 Regency, had eleven vendors registered, 232 attendees. The program
6 provides 27 hours of continuing medical education (CME) annually.

7 PIO Rancourt shared the outpouring of appreciation from the Northern
8 California Fire victims. The District sent resources to both of these fires and
9 has received hundreds of thank you messages, both in writing and on social
10 media. The District's Facebook page received 26,000 likes for the November
11 1, 2017 post of E14 Strike Team reading the thank you cards. The statistics
12 on the Northern California fires in October there were over 250 fires 21
13 turned into major fires and burned over 245,000 acres and 8,900 structures
14 destroyed. There were 44 deaths and over 144 injured. In the Southern
15 California fires there were 49 fires and six became major fires that burned
16 over 307,900 acres. Thomas Fire burned 281,893 acres and is the largest
17 wildfire in modern California history. It destroyed 1,063 structures and
18 230,000 residents were evacuated. There were 2 deaths, one of which was a
19 Firefighter and one civilian, and there were 19 reported injuries.

20 PIO Rancourt discussed fuels team pile burning and Christmas tree chipping
21 programs. So far they have burned approximately 25 acres and 35 acres are
22 left to be burned. The collaboration with Incline Village General
23 Improvement District (IVGID) "Waste NOT", Waste Management program
24 they have chipped 1,214 trees to date, the program ends January 29, 2018.
25 Chief Sommers will be speaking at the IVGID Conversation Café on Thursday
26 January 25th.

27 PIO Rancourt will be presenting with Karli Epstein the Preparedness
28 Presentation at the Incline Village hospital on February 7, 2018.

29 The Every 15minutes program is slated for May 31 and June 1, 2018 at the
30 Incline High School. This is a drinking and driving cessation program. It was
31 last put on in 2008. Two planning meetings have taken place, next meeting
32 scheduled for January 24, 2018.

33 The District received an Assistance to Firefighters (AFG), FEMA Grant with
34 the assistance of Firefighter Paramedic Justin Ashby for Operations and
35 Safety, and Medical training equipment in the amount of \$49,180 and a 5%
36 match of \$2458 in June 2017 through June 2018. They have ordered
37 medical training equipment through Henry Schein who was the lowest
38 estimate.

39 The District is applying for another AFG FEMA Grant under the Operations &
40 Safety category for a mobile (sound house and trailer) industrial diesel
41 generator in collaboration with IVGID and Washoe County the application is
42 due by February 2, 2018.

43 The District's Cardiopulmonary Resuscitation (CPR) American Heart
44 Association Training Center Classes in 2017 taught 4,090 students, with
45 18 classes and 100 students for the Advanced Cardiovascular Life Support

1 (ACLS) classes. There was 324 Basic Life Saving (BLS) classes with 1,994
2 students, the Pediatric Advanced Lifesaving course had 15 classes and 115
3 students and the 209 Heart Saver classes with 1,444 students. The other 39
4 classes had 433 students. In 2018 to date there has been 25 classes, 85
5 students for ACLS, BLS, and Heart Saver. The District has placed 111
6 automated external defibrillators (AED) throughout Incline Village and
7 Crystal Bay.

8

9 ***Local 2139 Union Reports.**

10 **NRS 241.020 RE: PUBLIC COMMENT. This is a time for the public to**
11 **comment on any matter, whether or not it is Included on the agenda**
12 **of this meeting.**

13

14 **Meeting Adjournment.**

15 Chair Perry adjourned the meeting at 1:17pm

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17

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20 _____
Beckie Dunn-Spomer, Secretary

Dennis Perry, Chairman