

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

3
4 **January 22, 2020**

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

7
8 **MEETING CALLED TO ORDER:** Chairman McKay called the meeting to
9 order 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 Greg McKay, Chairman; Susan Herron, Vice-Chairman; Denise Bremer,
14 Secretary-Treasurer; Art Cross, Director; James Costalupes, Director.

15
16 **GUESTS PRESENT:** Fire Chief Ryan Sommers, NLTFPD; Sharon Cary,
17 NLTFPD; Geno Menchetti, Legal Counsel; Jeff Sambrano, NLTFPD; Isaac
18 Powning, NLTFPD; Jennifer Donohue, NLTFPD; Alan Green, NLTFPD; Tia
19 Rancourt, NLTFPD; Carol Green, NLTFPD; Andreina Quiroz, NLTFPD; Erick
20 Rodriguez, NLTFPD; Jeff Byrne, NLTFPD; Monte Santos, NLTFPD; Jeff Cutler,
21 NLTFPD; Russell Barnum, NLTFPD; Kurt Schlicker, Eide Bailly; Heather
22 Lunsford; Kelly Mullin, Washoe County.

23
24 **APPROVAL OF AGENDA:** Approved as submitted.

25
26 **NRS 241.020 RE: PUBLIC COMMENT: This is a Time for the Public to**
27 **Comment on any Matter, Whether or Not it is Included on the**
28 **Agenda of this Meeting.**

29
30 **CONSENT AGENDA:** Consent agenda approved as submitted.

31
32 **Approval of Minutes of the October 16, 2019 Board of Directors**
33 **Meeting.**

34
35 **Review of Accounts Payable for October 2019.**

36
37 Chairman McKay inquired about Denise Azzara listed on Accounts Payable
38 report for October in the amount of \$685.00.

39
40 Business Manager Cary did not have explanation for the A/P charge in
41 question but will investigate and would get back to the Board with an
42 answer. Business Manager Cary did state that she believes it was either a
43 Defensible Space Reimbursement Rebate or an Ambulance Refund, Business
44 Manager Cary more than likely believes it is a Defensible Space
45 Reimbursement Rebate.
46

1 No further questions.

2

3 **Review of Accounts Payable for November 2019.**

4

5 **Review of Accounts Payable for December 2019.**

6

7 **Approval of the October 2019 Monthly Management Report.**

8

9 **Approval of the November 2019 Monthly Management Report.**

10

11 **Approval of the December 2019 Monthly Management Report.**

12

13 **NEW BUSINESS:**

14

15 **1. Discussion and Possible Action to accept the Fiscal Year 2018-**
16 **2019 Audit Report from Eide Bailly, presented by Business**
17 **Manager Cary.**

18

19 Business Manager Cary introduced Kurt Schlicker from Eide Bailly to
20 present the Fiscal Year 2018-2019 Audit Report.

21

22 Kurt Schlicker, with Eide Bailly introduced himself as the Senior
23 Manager in charge of North Lake Tahoe Fire Protection District
24 Financial Audit. Mr. Schlicker also introduced Mr. Mike Nicholson who
25 called into the NLTFPD Board of Directors meeting. Mr. Nicholson is the
26 partner responsible for the audit. Mr. Nicholson is based out of Salt
27 Lake City and is unable to physically appear at the meeting therefore
28 Mr. Schlicker is present. Mr. Schlicker thanked the Board of Directors
29 for having them at the meeting. Mr. Schlicker expressed his pleasure
30 and stated it had been a good year. Mr. Schlicker stated that he would
31 commence by summarizing some of the items from the audit and he
32 welcomed any questions.

33

34 Mr. Schlicker began by stating that working through the Financial
35 Statements, this year they issued an Unmodified Opinion. Mr.
36 Schlicker stated that what that means is that the balances listed in the
37 Financial Statements are fairly stated within the reasonable amount,
38 the material amount. Having an Unmodified Opinion is good news, as
39 it is the object of every audit. In addition, having an Unmodified
40 Opinion allows for some reliance on the audited Financial Statements.
41 In the opinion, there is an Emphasis of a Matter paragraph, which talks
42 about correction of errors from a prior period, that Mr. Schlicker
43 assured he would talk about a little bit later as he talks through
44 Disclosures and other items.

45

1 Mr. Schlicker stated that their opinion is not modified with respect to
2 that matter, meaning we make the correction to have all the numbers
3 get updated and the numbers as they stand, appear fairly stated. He
4 further assured the Board of Directors it is nothing to get overly
5 concerned with the numbers.

6
7 Mr. Schlicker moved on to speak about the First section called
8 Management Discussion and Analysis found on Pages 4A-4C of the
9 Financial Statements. Mr. Schlicker stated that this is intended and
10 written by Management, in this case, Business Manager Cary would
11 write that, and what is intended to be is a Financial Highlight Summary
12 written by Management in more easy to understand non-Accountant
13 speak terms. The Financial Highlights are provided so the reader does
14 not have to read the next 80 pages to obtain the full run down. Mr.
15 Schlicker encouraged the Board of Directors to read the Financial
16 Highlights as there is good information.

17
18 Next Mr. Schlicker spoke about the Government Wide Financial
19 Statements on pages 5-6. They are called, Government Wide Financial
20 Statements and what is meant by that is that all the funds put
21 together and presented more in the way that a Commercial Entity
22 would present its numbers rather than a Budget. There are Capital
23 Assets, Depreciation, Debt, and Big Liability. Different from normal
24 Budget or Fund Accounting as they are putting it all together and
25 presenting more on a Commercial Basis, also known as a Full Accrual
26 Basis. Looking at that from the District as a whole, the total Deficit
27 was about \$4.4 Million. Mr. Schlicker stated that it sounds bad when
28 he says there is a Deficit meaning that the District Liabilities exceed
29 Assets by about \$4.4 Million. Mr. Schlicker added that the cause of
30 that, as we know from previous years, are the significant estimates
31 revolving the other post-employment benefits such as health cost for
32 Retirees and Pension costs. The District ends up picking up a share of
33 Public Employees' Retirement System (PERS) Liability for our
34 employees that earn service credits under that.

35
36 Mr. Schlicker expressed that those are really, really big numbers Other
37 Post-Employment Benefits (OPEB) and PERS combined are about
38 \$22.5 million. Those numbers are not numbers that we will have to
39 pay out immediately as PERS will not request immediate payment,
40 rather its paid as part of every employees' payroll we contribute a
41 percentage as we go and as they earn that. This is a 30-year liability
42 all compressed into a balance sheet all at once. With the deficit in that
43 position of a little over \$4 million, \$22 million of that are related to
44 those Liabilities that are going to be paid over the next 30 to 40 years.
45 We are not in a cash flow crunch right now with a big deficit.

46

1 Mr. Schlicker expressed that the good news is that there was a change
2 in that position this year of \$1.3 Million dollars, meaning that the
3 Deficit balance was lowered. There was income of \$1.3 million, of that
4 \$1.1 million was in Governmental Activities, so the General Fund,
5 Capital Projects, Debt Service and the other \$200,000.00
6 approximately was Ambulance Fund. Therefore, there is positive
7 growth, which is good for the District.

8
9 Mr. Schlicker continued saying that, in the Fund Financials found on
10 pages 7-13 this is the General Fund, Capital Projects, Debt Service,
11 Ambulance Fund, this is for Fund Accounting. In the Fund Financials,
12 the total Fund Balances in our Governmental Funds was \$12 Million,
13 this is where the Assets exceed the Liabilities by \$12 Million, which is
14 in stark contrast the Government wide due to those large liabilities
15 that get recorded Government Wide. PERS and OPEB are not recorded
16 in the funds.

17
18 Mr. Schlicker continued by stating that looking at funds everything is
19 very healthy. Of the \$12 Million, about \$10 Million is unassigned in the
20 General Fund, which is also very healthy. The District has a Strong
21 financial position. The change in balance was \$1 Million, Revenue
22 exceeded expenses by \$1 Million, which is positive. The District
23 budgeted that way for a potential refund of Property Taxes of \$3
24 Million so when those do come in, we have a strong year.
25 Ambulance Fund does have a Deficit Balance but again it is related to
26 pensions. Ambulance Fund report that Pension Liability approximately
27 \$2.6 Million allocated to the Ambulance Fund. There was positive
28 increase in the Net Position but that is because of the transfers from
29 the General Fund. The General Transfers to Ambulance Fund are to
30 subsidize the operations, so that is a factor of the transfers.

31
32 On Page 14, the Financial Statements Notes are found. The notes to
33 the Financial Statements are really, really detailed. Anything that we
34 want to know about the Financial Numbers in the Financial Statements
35 are generally disclosed, these notes are written by Accountants. The
36 notes are very technical and very detailed, items may be confusing.
37 Mr. Schlicker proceeded to go over some of the Note disclosures.

38
39 The District implemented two new accounting principles this year these
40 are Governmental Accounting Standard Board Statements, so the
41 standard making Board of Directors of governmental accounting issue
42 new statements every year that have to be implemented by
43 Governments. This year, the two standards that were implemented
44 were Governmental Accounting Standards Board (GASB) 83, which is
45 Asset retirement obligations, and that is if the District has a
46 Contractual obligation to retire an asset so for example if we entered

1 into a contract when we shut down a building or if we dispose of any
2 asset and there is some sort of liability at the end of that, we have to
3 dispose of it a certain way, that is called an Asset Retirement
4 Obligation, the District does not have any of those. In the future if we
5 have any, that will be a new liability that will pop up in the books.

6
7 The next item Mr. Schlicker explained was GASB-88 which is certain
8 debt disclosures. Mr. Schlicker stated that GASB wanted to make debt
9 easier to understand therefore disclosures are included and were
10 implemented this year in Note 7 of the Financial Statements. This note
11 talks about if there is any Events of default of debt what kind
12 acceleration clauses in Retainment are present. Governments across
13 the country got in trouble and declared bankruptcy with default of
14 non-debt and all of a sudden, that debt that was due over 30 years
15 became due immediately. People were upset, as they did not know
16 that that debt was due immediately or extra penalties if they defaulted
17 therefore GASB implemented these two new standards this year.

18
19 Mr. Schlicker elaborated on the other disclosures, such as the Pension
20 Disclosures listed on Note 5; Note 5 tells us everything we want to
21 know about PERS.

22
23 Note 10 is OPEB, it tells us everything we want to know about the
24 District's Health Plan and the assumptions that go into creating those
25 estimates.

26
27 Note 13 is the disclosure on the Correction of the Error, essentially
28 with OPEB implemented last year, there was new guidance this year
29 that was released and some things that were learned this year that
30 caused them to go back and reevaluate a couple of numbers in the
31 prior year and under that new understanding and with new guidance
32 that was released it was determined our numbers needed correction.
33 Therefore, they rolled that correction through.

34
35 Director Herron asked Mr. Schlicker on how common it is for them to
36 have a correction of error with other agencies.

37
38 Mr. Schlicker answered that, for him personally and Eide Bailly, he
39 believes prior period adjustments happen especially with new
40 standards. They have had a couple this year and some are due to
41 errors from management to where no Board of Directors knew about
42 them. He added that some of them were unidentified and just came to
43 light in the new year. Some were guidance changes by GASB Q & A's
44 that come out saying please handle it this way and they at Eide Bailly
45 make the changes. Mr. Schlicker stated that it does not happen on
46 every job, he also added that it does happen for a handful of jobs.

1 Director Herron confirmed then that it was not uncommon and Mr.
2 Schlicker agreed and added that it is true especially with new
3 standards. Mr. Schlicker then stated that OPEB is very difficult as there
4 is a specialized actuary that are hired to come up with estimates as
5 their entire career is just on coming actuarial estimates for these
6 balances. They are very, very specialized and difficult so when GASB
7 writes these standards they try to write it for the Country as a whole
8 and for all Governments however not every Government is created
9 equal and there is a lot of very particular very nuance items that come
10 and GASB cannot predict all of those in the initial standard so it takes
11 about takes a year or two of implementation where people write in
12 stating that this or that is not addressed or what do we do in this
13 situation. They get is called Q&A's and those Q&A's are published over
14 the next years to try to answer questions. Mr. Schlicker confirmed that
15 it was not uncommon to have every statement with a new standard.

16
17 Chairman McKay asked if what is recommended is that people be
18 trained in the new standards and move on. Mr. Schlicker agreed and
19 added that with no criticism or the critique he confirmed that new
20 standards are very complex. Mr. Schlicker confirmed that he has
21 hundreds of hours in continuing education in trying to understand,
22 learn, and work through them, as they take repetition and a deep dive
23 as they are very complex and difficult.

24
25 Before turning over the conversation to Mr. Nicholson for discussion,
26 Mr. Schlicker moved on to speak about the one finding that they had
27 this year. He advised the Board of Directors that there is a new
28 standard coming out next year known as GASB 84, Fiduciary Activities,
29 this new standard will cause a change in the reporting entity where the
30 OPEB Trust will come into the Financial Statements of the employer. It
31 will be a separate fund, called a Fiduciary Component Unit and it will
32 essentially come after the Ambulance Fund, but it will be reported as
33 part of the District Audit next year. This is due to standard changes
34 that GASB has issued. It will be implemented for the year end June
35 2020 and the OPEB trust will be reported as a Component unit
36 meaning the District has Fiduciary responsibility over it and so now it
37 will be reported as a Component Unit next year and subject to audit in
38 the same audit timing as these Financial Statements, it will all be
39 combined in one.

40
41 Chairman McKay asked if with this change will it require additional
42 study by some Board of Directors and expense?

43
44 Mr. Schlicker responded that this there are a couple of things,
45 currently the District's OPEB trust is audited separately, under
46 separate Financial Statements, as separate engagement fee, different

1 cost for planning and its own Financial Statements. That separate
2 audit once they are all caught up will no longer be needed as it can be
3 covered under this audit. Which means the District gets to forgo the
4 cost of a complete full other audit. Probably of a little bit of increase in
5 this audit but it will not be as significant as the stand alone as there
6 will be cost savings because we do not need to do planning twice,
7 conclusion work papers twice, add another set Financial Statements.
8 There will be cost savings to the District but it will increase the timing
9 and the need for information the actual reports will not change it will
10 just be more impactful and important to get those early, as they will
11 influence the audit of the OPEB numbers which will have to be finished
12 before Financial Statements are even issued. The actuary report has to
13 come early or late summer, late fall, to make that timing. Mr. Schlicker
14 wanted to call to attention for the Board of Directors that the OPEB
15 trust will be coming in the Financial Statements next year and he did
16 not want the Board of Directors to be surprised.

17
18 Mr. Schlicker turned the presentation over to Eide Bailly Account
19 partner Mr. Nicholson.

20
21 Mr. Nicholson expressed that he was glad to be on the call. He
22 confirmed that Mr. Schlicker walked through the emphasis of the
23 matter on note 13 and how he talked about the difficulty in estimating
24 OPEB and the related liability as there is a lot that goes in to that. He
25 asked the Board of Directors to look at Note 10 on Page 36 there is a
26 list of all the assumptions that the actuary goes through in coming up
27 with that number, he confirmed it's a very involved process. Mr.
28 Nicholson stated that they hire the actuary because that specific
29 experience necessary to run those assumptions and calculate that
30 number. Kurt mentioned that GASB frequently will revisit a standard
31 and how it's being implemented and practiced and offer additional
32 guidance. In April 2019 they issued implementation guide that made
33 some changes to OPEB and how the differed out flow resources was
34 calculated and what is included in that. There were some changes and
35 a prior period adjusted made to OPEB liability to correct that in
36 accordance with that Implementation Guide. There was also an issue
37 in the actuary report, the actuary corrected the report, as a result of
38 restatement of the prior period and getting the OPEB liability correct
39 under the Audit standards, they are required to look at any
40 adjustments they make including prior period corrections and
41 determine what the effect of internal control is in relation to that. As a
42 result, under the audit standards, they issued this finding related to
43 the OPEB and pension related matters as listed on page 54 the finding
44 walks through what has already been discussed and the fact that there
45 were necessary changed that needed to be made to that liability. He
46 believes that in one question that was asked, it was confirmed the

1 recommendation has been read, management has provided its
2 response and views and they managements has agreed that they will
3 continue to work with Eide Bailly and work with management to see
4 implementation issues come out. OPEB plan has been audited to make
5 sure everything is correct. Mr. Nicholson stated that they are required
6 to report this finding as a result of that restatement that was made for
7 the OPEB liability. He hopes that he explained that clearly to Board of
8 Directors and is happy to answer any questions that the District and
9 Board of Directors might have.

10
11 Chairman McKay asked if there were any questions of the Board about
12 any matter of the Auditors.

13
14 Director Herron inquired about a statement on page 54 under Cause
15 that reads, As a result, the District had chosen to ask for assistance
16 from Eide Bailly which to Director Herron it sounds like a reasonable
17 thing to do assuming they were paid for said assistance.

18
19 Mr. Schlicker advised that they were not paid for that assistance but
20 rather rolled it in part of the total fee. The original fee did not include
21 the assistance fee but due to the complexity of these matters Eide
22 Bailly's works to help in an effort to help management. They are not
23 looking to cause conflict but rather facilitate the success of completing
24 the audit.

25
26 Chairman McKay complimented Eide Bailly on their good customer
27 service.

28
29 Mr. Schlicker confirmed they are not trying to make things difficult but
30 rather they trying to help management with these two standards as
31 they are really, really complex, he has tried to explain that it take
32 years of expertise from an actuary to be able to come up with these
33 numbers.

34
35 Director Herron expressed her appreciation to Eide Bailly.

36
37 Mr. Nicholson confirmed that Mr. Schlicker did spend a lot of time on
38 that.

39
40 Director Herron thanked Mr. Nicholson for his confirmation and
41 proceeded to inquire on does Eide Bailly have any suggestions (other
42 than recommendation for allocating resources to provide sufficient
43 training) since Mr. Schlicker stated that it takes years and years of
44 training, what is the recommendation on how do we go about this, so
45 that we do not have this?
46

1 Mr. Schlicker, clarified that the training piece is for the actuary to
2 come up with the numbers and the recommendation on the finding,
3 they work with Business Manager Cary but ultimately it is
4 managements responsibility to make sure that the actuary has all the
5 correct assumptions. All they are trying to say is that they recommend
6 that Business Manager Cary work with Eide Bailly and obtain more
7 training to be able to facilitate that relationship of that actuary to
8 make sure the assumptions are correct and that Business Manager
9 Cary can ask questions of the actuary too. Mr. Schlicker confirmed that
10 he spent many hours talking to the actuary, because it has been so
11 complex but in an ideal world, it would actually have been
12 management talking to the actuary. Business Manager Cary worked
13 and helped to get this done, but in all, the recommendation is trying to
14 say is that they recommend some resources be allocated to help
15 Business Manager Cary work through that process with the actuary.
16 Eide Bailly would be able to assist her with that and walk through with
17 some of that with her as well with no criticism.

18
19 Director Herron stated no criticism intended and that she intended to
20 understand what Eide Bailly was seeking.

21
22 Mr. Schlicker stated that in a perfect world, these conversations would
23 be held with the actuary in June, July, August with all the assumptions
24 and all of that being worked out. These are the items that we need,
25 these are the items are we are looking for. But the actuary run all their
26 calculations and numbers that is what it their expertise, but to be able
27 to recognize that the actuary report is not correct that is the
28 responsibility of management which is what Eide Bailly Audits. They do
29 not audit that the actuary is an actuary, rather they audit that the
30 assumptions are reasonable and that all the required data elements
31 are there. Therefore, if the data elements are missing or the
32 assumptions are not reasonable that is where issues commence. In a
33 perfect world, that is where they would like Business Manager Cary to
34 converse with the Actuary rather than Eide Bailly.

35
36 Mr. Nicholson stated that one other issue is the timing. Auditors can be
37 overloaded with others that come in late, so having Business Manager
38 Cary have some additional training and additional knowledge, Business
39 Manager Cary will be providing information to the actuary she can
40 have some of those conversations and ask some of the questions. Mr.
41 Nicholson agreed to be able to help her and teach her what questions
42 to ask so that what comes back from the actuary the first time is as
43 accurate as it can be. Even with the timing issue, Eide Bailly is as
44 involved as they can be but this can be after the fact. Therefore, some
45 of these questions and work can be done before hand provided

1 Business Manager Cary knows what to ask, and Eide Bailly can assist
2 with that as well as with the training.

3
4 Chairman McKay stated that we are in a vicious circle every year as
5 GASB continues to come up with standards and no one knows what
6 GASB is talking about until after they adopt Standards. They
7 complicate our books; there is more work to be done which
8 complicates our timetable to the State. Chairman McKay expressed
9 that he would like to see a way to break this cycle.

10
11 Mr. Nicholson agreed and added that with the volume of standards
12 coming out now is higher than it was at the beginning of his career 25
13 years ago where they would have one or two Standards a year but
14 now there are several, like six to seven standards from both FASB and
15 GASB every year to change the standards so the volume of what they
16 have to deal with has increased as the world gets more complex.

17
18 No further questions.

19
20 Chairman McKay said he would entertain a motion to accept the 2018-
21 2019 Audit from Eide Bailly. Director Herron made a motion to accept
22 the FY 2018-2019 Audit Report from Eide Bailly as presented. Director
23 Bremer seconded the motion. Chairman McKay called the question, all
24 Directors voted in favor of the motion; the motion passed.

25
26 Director Herron congratulated Business Manager Cary on a good job.

27
28 **2. Discussion and Possible Action of the review of the Fire/Life**
29 **Safety Inspection and Permitting Program for Short Term**
30 **Rental Properties within the jurisdiction of the North Lake**
31 **Tahoe Fire Protection District, presented by Chief Sommers.**

32
33 Chief Sommers began by saying that in the October 2019 Board of
34 Directors Meeting there was an agenda item, pertaining to Short Term
35 Rentals and the update that he would be provided at this meeting with
36 the assistance of Washoe County and Fire Prevention. He then
37 mentioned that with the lobbyist for the Realtors, when this began
38 back for us in 2017 when we came out with a very aggressive policy or
39 resolution which did not pass and was not to the satisfaction to most
40 of the homeowners, realtors, and property owners within Incline. From
41 there we entered into this educational program and campaign with the
42 Board of Realtors, there are mixed emotions of this program as a
43 whole. Chief Sommers would say from the Fire Department, the Fire
44 Districts standpoint, he would say it was very good, it gave everyone,
45 all agencies included time to study this and to look at this and take

1 advantage of some of the headlines and get some educational material
2 out to folk of Incline and Crystal Bay property owners and property
3 managers. That has come to an end. Chief Sommers elaborated that
4 we are very much in need of some type of process when it comes
5 Short Term Rentals (STR's), again we are not the only Fire District in
6 the community in this scenario, as much of the Western United States
7 is dealing with this. We were able to sit back a little bit and see some
8 programs that are working and not working. With that, Washoe County
9 has taken upon themselves to start this process to disclose an STR's.
10 We do not have the authority right now to walk into a house that is
11 supposedly a STR's and have any kind of enforcement or requirement
12 regulations above and beyond above normal residential structures.
13 There needs to be a processed to be developed to determine that
14 STR's and then what do we do once we have determined a property to
15 be a STR. Again, Washoe County took the lead on this, and Chief
16 Sommers would like to introduce Ms. Kelly Mullin with Washoe County.
17 Chief Sommers complimented Ms. Mullin of the excellent job that she
18 has for the County as a whole and this process. Chief Sommers stated
19 that he did not know if Ms. Mullin knew this, but most of the STR's are
20 within Incline Village and Crystal Bay. Ms. Mullin did a lot of work for
21 our Fire District. Washoe County is coming up and going through this
22 process, there is 186 Staff Report written by Ms. Mullin on this issue

23
24 Chief Sommers would like to also mention that Interim Fire Marshal
25 Jennifer Donohue was very instrumental on the Life/Safety portions of
26 this process and Chief Sommers bragged that Interim Fire Marshal
27 Donohue wrote it for Truckee Meadows as well, as he is unsure if
28 Truckee Meadows even gave in any input because we are experiencing
29 it a lot more heavily than they are.

30
31 Chief Sommers proceeded to thank both of them for their work and
32 stated it is turning out very, very good. Ms. Mullin has a 25 minute
33 presentation that she had given at a couple of meetings now, such as
34 the Board of County Commissioners and the Planning Commission both
35 of which have been very well received by those Boards and who stated
36 that they were highly complementary of her work on this, and Chief
37 Sommers stated he would echo that. This process has been adopted
38 by the Planning Commission and it needs to go before the County
39 Commissioners towards the end of February with an addition to that
40 which will be the fee structure which is currently being worked on.

41
42 Chief Sommers believes that they have addressed pretty much
43 everything by that meaning Tahoe specific things, such as bears, and

1 what needs to be done about trash, parking, as parking is a big issue
2 up here. More importantly, the Fire and Life Safety aspect of this
3 process as he has said and continues to support NLTFPD will not give
4 up any of the Life Safety Inspections or code requirements that this
5 Board has adopted to a program such as STRs. What we have done is
6 gone in and said we love that the County wants to take lead in this but
7 we need to be able to maintain the Life Safety portion of that. He
8 thinks this has been accomplished. There is a document not for public,
9 as nothing has been adopted with it. This document has been drafted
10 by the retired fire marshal Mark Regan that had a lot of good
11 information in it, it was very short and impactful, Chief Sommers does
12 not know how well that would have been suited as a document
13 standing alone, but most of those processes have been put into this
14 process. Meaning we will go out and do the Life Safety inspections, we
15 would be reimbursed for that and both Washoe County and NLTFPD
16 this will be a cost neutral process.

17
18 Chief Sommers said he is receiving a lot of what if questions from the
19 community and he stated he does not have answers yet as this is very
20 new. He asked that we get through this, as the Planning Commission
21 asked for a revisit of this program in 18 months or 12 months.

22
23 Ms. Mullin confirmed it would at the maximum be two years.

24
25 Chief Sommers stated that at that time, the District will know what
26 worked for us at this Fire District and what did not and we will be able
27 to address those issues.

28
29 Chief Sommers stated that on the agenda for today's meeting was an
30 update and if the Board of Directors is inclined, he could send them a
31 link so that the Board of Directors can read the document. A lot of it is
32 public comment as well. Chief Sommers is in hopes that he has
33 summarized it well enough for the Board and he would like to turn it
34 over to Ms. Mullin for a few minutes to address and answer any
35 questions the Board may have and or input anything Chief Sommers
36 may have forgotten, as well as for Interim Fire Marshal Donohue.

37
38 Chairman McKay asked if there were any questions from the Board
39 and progress of this document and how it is accommodating our
40 needs.

41
42 Director Cross stated that we needed to hear from Ms. Mullin prior to
43 having any questions.

44
45 Chairman McKay gave Ms. Mullin the opportunity to add anything she
46 felt was needed to be said.

1
2 Ms. Mullin complimented Chief Sommers on the great job he did
3 summarizing the process. Ms. Mullin stated that we are trying to work
4 together as they recognize as part of this process of trying to establish
5 a permitting for STRS in Washoe County that there is a lot of effect in
6 agencies as well as many different perspectives. Washoe County has
7 really been trying to reach out and hear from different groups of
8 people who are impacted whether they are operating STRs or they live
9 next door to a STR realtors, property managers, etc. Ms. Mullin added
10 that it is certain that they have had many safety considerations that
11 they have been building into the proposed draft and she is certainly
12 happy to answer questions and speak of any aspect of the process
13 further.

14
15 Director Cross asked if the County has any issues with NLTFPD
16 remaining an independent inspection agency for Fire Life Safety issues.
17 Ms. Mullin responded, that it is not an issue what so ever it was been
18 discusses as part of this this process in recognizing that they need to
19 build in some minimum safety standards in the proposed language,
20 they have done that they have worked on this together with Jen and
21 working with Truckee Meadows fire as well. They anticipate that as
22 part of the process there will be mandatory inspections, before even
23 issuing a permit for a STR. The inspection process will include
24 inspections from Washoe County Building inspection team, NLTFPD as
25 well as Truckee Meadows Fire Protection in their District.

26
27 Director Costalupes asked if STRs are going to require two inspections
28 one from Washoe County Building and NLTFPD?

29
30 Ms. Mullin confirmed that that was correct as that is how it is proposed
31 at this time.

32
33 Director Cross referenced some research he has done and stated that
34 from he has seen be done in other places, there is a STR fee and also
35 a Fire Inspection Fee.

36
37 Ms. Mullin answered that Washoe County is in the process of putting
38 together what those fees will look like. The fees will absolutely include
39 as a portion of that inspection fees, where they expect to have the
40 attempt to have this as cost neutral so the cost to the agencies of
41 completing those inspections, any pre-work, post-work to have that
42 incorporated into the overall fee and making that cost neutral. Ms.
43 Mullin added that they do not expect any kind of duplication of
44 services as that is important to them so that Washoe County
45 Inspectors are inspecting different things than the Fire Inspectors.
46

1 Chairman McKay inquired if anyone else had any questions or
2 comments.

3
4 Director Herron wanted to first say Thank You to the Board of Realtors
5 for their collaboration during that time, that it was very much
6 appreciated, she believes it was a really good program, everyone
7 worked well together, herself, Director Bremer and Chief Sommers had
8 the opportunity to work with them and she found the experience very
9 positive. Additionally Director Herron stated she was able to attend Ms.
10 Mullin's presentation with to the Washoe County Commissioners and
11 congratulated Ms. Mullin on the well job. Director Herron stated that
12 she has read the document and she has found it to be well written and
13 believes that it has addressed the needs that she was concerned about
14 as a Director for the NLTFPD. Additionally, she is looking forward to
15 seeing the fee schedule and believes that a 2 year review may be a
16 little long but is sure we will have an opportunity to have suggestions
17 as we go along and if something needs to be changed that we see as
18 important hopefully every Board of Directors will recognize this new
19 and we can do that a little sooner. Overall, she believes Ms. Mullin has
20 done a great job and Director Herron would like to thank her for taking
21 the lead.

22
23 Ms. Mullin expressed gratitude for Director Herron's compliments.

24
25 Director Costalupes inquired about if Washoe County had any idea how
26 many STR's properties there are in the Incline Village-Crystal Bay
27 area.

28
29 Ms. Mullin responded that there the numbers vary pretty dramatically
30 by season but they estimate that there is anywhere from 500 to over
31 1100 that operate at any given time. Additionally she stated that over
32 90% of those are within the Incline Village-Crystal Bay area within
33 Washoe County's jurisdiction.

34
35 Director Cross asked if even with the STRs that do not operate full
36 time and STRs that only operate part time if they will all fall under that
37 same permitting process

38
39 Ms. Mullin stated that absolutely, regardless if they are renting for 3
40 weekends in a row or year round it is same process.

41
42 Director Cross stated believes that, that may cut the numbers down
43 slightly because if people are only absent for two months, it is not
44 worth it to go through the permitting process if they are only gone for
45 those two months.

46

1 Chairman McKay asked if Ms. Lunsford had anything she wanted to
2 add from the realtor's perspective.

3
4 Heather Lunsford with Carrara NV introduced herself, and is at today's
5 meeting on behalf of the Incline Village Realtors. Ms. Lunsford
6 expressed appreciation all of Ms. Mullin 's work as well as the Fire
7 Districts work in the past couple of years. They do still have a couple
8 concerns as she has shared with the Chief. Ms. Lunsford confirmed
9 that they have been talking to the County staff. It is confusing from
10 their side on the inspection fees, where the separation is between
11 what the county will be inspecting to what the Fire District will be
12 inspecting. And if they are two completely separate inspections where
13 the homeowner would have to be present for both, two costs and what
14 does that look like. They have followed other jurisdictions to where
15 they realized that combining inspections was a bit of a nightmare. Ms.
16 Lunsford confirmed that they are working on that. Another issue that
17 Ms. Lunsford brought up is exterior signage's, as it is known that
18 posting on the outside of the homes that the house is vacant is a
19 house safety problem. Especially with people coming in and out of
20 homes they do not want to cause any more problems in the area for
21 emergency personnel is already busy enough. Ms. Lunsford also added
22 that the last issue is occupancy piece, if when the Fire District and the
23 County are looking at occupancy, they would like clarification if infants
24 are considered exempt from total occupancy from a home or not. Ms.
25 Lunsford also agreed that all together, it has been a great process and
26 she appreciates that too.

27
28 Director Herron asked if Ms. Lunsford had an issue with the 30-minute
29 response time.

30
31 Ms. Lunsford answered that yes, inside the proposal right now there is
32 a 30-minute response time, they are trying to obtain clarification on if
33 it is 30-minute response time on the phone and then an hour in
34 person. As 30-minutes in person is unrealistic and almost impossible
35 to meet from different points in the County, therefore they are trying
36 30-minutes from the call and then an hour in person if needed for an
37 emergency contact.

38
39 Director Cross asked that if Ms. Lunsford was suggesting that a
40 property manager lived in Reno, they would have to make the drive up
41 and that would exceed the 30-minutes.

42
43 Ms. Lunsford answered that yes it could or even a homeowner if they
44 have a second home up here and they live down in Reno and they
45 need to get up here to meet with Fire District or Sherriff it could take
46 longer than 30 minutes to get up here. Ms. Lunsford added that, that

1 is why they are trying to get that clarified as 30-minutes by phone is
2 easy, but in person, it is a little tricky.

3
4 Chairman McKay stated that going back a few years when the District
5 was responsible for different places, he thought they would try to give
6 30 minutes, they answer the phone, and it is quicker. He stated that
7 that worked but he is sure they work with them.

8
9 Chief Sommers added that he would like to keep in mind that the 30-
10 minute response time could affect our personnel if it has to do with us
11 and with what the District is asking of that STR, or we see in the
12 violation of.

13
14 Chief Sommers does think and has been going forward and asking and
15 we may be or may not be getting there but these Property Owners
16 with STRs we have asked that the Property Manager be licensed or we
17 would support that PM being licensed as we feel that those 30-minutes
18 could be address, and as far as NLTFPD some issues could definitely be
19 handled over the phone. Most people who understand what we are
20 there for can help address right away. There are a few bullet points
21 still being address in the draft form, Chief Sommers believe the Public
22 Comment has been closed and now it is now more of getting through
23 the policies. As far as inspections go, Chief Sommers asked that it is
24 kept in mind that there is a fairly decent model in place right now
25 when it comes to construction. The County has their inspections to do
26 on a Construction Permit, and NLTFPD has their inspections to do as
27 well. Chief Sommers foresees it along those types of inspections,
28 where there is a duplication of services there so much and our goal
29 would be to have that homeowner have only one point of contact at
30 least for exchanging of the monies to Washoe county and then we
31 have the process in place that if it is a Life Safety Inspection, those
32 monies do hit our account within 72 hours. Chief Sommers stated that
33 that is something we could do for STRs.

34
35 Chairman McKay complimented Ms. Mullin, Ms. Lunsford and Chief
36 Sommers on a job well done. He stated that there is a very good
37 compromise with some last minutes but overall, good job. He attended
38 the August hearing, and again reiterated that they are doing a great
39 job and looks forward to hearing more as the process gets closer to
40 completion.

41
42 Director Costalupes requested the link to the Washoe County 186 page
43 Document draft on this matter be emailed for review.

44
45 **3. Discussion and possible action to approve policies, 100.07**
46 **Purchasing Policies & Guidelines and 100.12 Property Control**

1 **and Inventory Management Policy, to be compliant with the**
2 **Federal Emergency Management Agency (FEMA) Grant**
3 **requirements, presented by Chief Sommers.**
4

5 Chief Sommers stated that generally the District has been very blessed
6 with no need to bring these policies before the Board unless there is
7 an NRS statute attached to it or feel we need to. This was driven by an
8 outside circumstance FEMA to be exact, so again, they have said it, so
9 Chief can say it too, Hawaii and Lake Tahoe are the two most audited
10 placed for FEMA anywhere in the nation. This is our second audit, and
11 we have only had three FEMA grants. The District is going through an
12 audit currently, and Chief notified the Board of the audit. Chief
13 Sommers stated that he has good and bad news. FEMA only did not
14 like our procurement or purchasing policy. In summary, Chief
15 Sommers asked our compliance officer Erick Rodriguez to look into this
16 and what it exactly mean because there were many acronyms. Erick
17 worked with them and came up with draft that is in the Board Packet
18 with how we would address the purchase and inventory of money used
19 directly from FEMA for equipment. We did not have anything in our
20 policies for that, Central Lyon gave us their policy as they went
21 through the same thing. We will be using something similar to carry
22 this out for the folks out on the floor. In the board packet today is the
23 language that FEMA agrees with and they are asking for the Board
24 Chairman signature on that policy hence being on the Board Meeting
25 agenda today. It does not change much other than that if it is FEMA
26 dollars, the District will need to bring it against the Board prior to
27 purchase.

28
29 Chief Sommers stated if anyone had any questions, Compliance Office
30 Rodriguez was available to assist.

31
32 Chairman McKay asked if anyone had any questions about either of
33 the policy in the Board of Directors Meeting Packet and if anyone had
34 any issues with the verbiage procedure.

35
36 No questions from the board

37
38 Chairman McKay asked Legal Counsel Menchetti if it would be
39 beneficial to pass them separately

40
41 Legal Counsel Menchetti stated no issue to pass them together if there
42 is no objection

43
44 Director Herron made a motion to approve Policy 100.07 Purchasing
45 Policies & Guidelines and Policy 100.12 Property Control and Inventory
46 Management Policy, to be compliant with the Federal Emergency

1 Management Agency (FEMA) Grant requirements as submitted. Motion
 2 was seconded by Director Bremer. Chairman McKay called the
 3 question, all Directors voted in favor of the motion and the motion was
 4 unanimously passed.

5
 6 **4. Discussion of and possible action to elect the Officers for the**
 7 **North Lake Tahoe Fire Protection District Board of Directors for**
 8 **2020. The election of the Officers is effective immediately after**
 9 **the adjournment of the January 22, 2020, Board of Directors**
 10 **meeting.**

11
 12 Chairman McKay stated that he has done Chairman for a couple years
 13 and believes it is time for a change.

14
 15 Director Herron made a motion to nominate a slate of officers as
 16 follows - Susan Herron as Chair, Greg McKay as Vice-Chairman and
 17 Denise Bremer as Treasurer. The motion was seconded by Director
 18 Cross. Hearing no further discussion, Chairman McKay called the
 19 question, the motion was unanimously passed.

20
 21 **OLD BUSINESS:**
 22 Nothing to report.

23
 24 **REPORTS:**

25
 26 ***Legal Counsel Reports – (Legal Counsel, Geno Menchetti)**

27
 28 Legal Counsel Menchetti apologized for his voice as he is having vocal
 29 cord issues.

30
 31 Legal Counsel Menchetti added that the reason why Legal Counsel
 32 Devon was not present is because to pursuing money owed dating
 33 back to six or seven years ago dating back to Chief Brown days. They
 34 should be obtaining a resolution today and is in hopes that there will
 35 be a check in near future.

36
 37 ***Board of Director Comments/Reports:**

38
 39 Director Cross wanted to circle back to the STR's with a
 40 question/comment. He asked if Ms. Mullin foresaw a timeframe to see
 41 about when the County/FD will implement.

42
 43 Ms. Mullin answered that they are expecting to come before the Board
 44 of County Commissioners at the end of February for a first reading and
 45 introduction. Also estimating and possible adoption would occur at the
 46 first meeting in March meeting. If adopted on that date, they are

1 proposing a 4-month grace period. Would allow them to do some
2 Outreach to the community, to existing STR operators so they can
3 start getting familiar with the standards, they can plus processes in
4 place and have an effective date of July. Of course, they expect that a
5 month or 6 weeks prior to that they may start to accept applications
6 and start doing inspections.

7
8 Director Cross thanked Ms. Mullin for the information

9
10 ***Fire Chief's Report.**

11
12 Chief Sommers reported that last Board of Directors meeting he
13 brought up an issue with Dispatch and Washoe County Sherriff's Office
14 (WCSO). The Board of Directors asked Chief Sommers to look for
15 alternatives and or renegotiate with WCSO, after a conversation,
16 nothing truly official was talking to WCSO, they could possibly lower by
17 \$20,000.00-\$30,000.00. Therefore, we would go from \$1.3 Million
18 lowered by 30k. At that point WCSO was very local to Chief Sommers
19 that that was all he could do and that it would be a waste of time to
20 move further up the chain at the Sherriff's office. Chief Sommers
21 stated that it was a little disheartening but he still will make a phone
22 call to the Sherriff now that the Holidays are done. Additionally looking
23 at other options, the best turnkey is to study and look at Grass Valley
24 Emergency Command Center. It is a Cal-Fire Facility, we have done
25 research on transferring the 911 calls over state line, and there is
26 none, it is done every single day between Douglas and Alpine County,
27 between Clark and San Bernardino, no risk with this taking place.
28 There is also no FCC regulations we ultimately we have the right to
29 choose who will dispatch for us for service. Chief Sommers added that
30 he asked the best avenue to start contract rather than reinventing the
31 wheel, and he sat in on a meeting in California with all the Fire Chiefs
32 on the East slope and to together, collectively they have an agreement
33 called the Easter Placer JPA. Chief Sommers added that he asked if we
34 could be signatories to that, and they had a meeting without Chief
35 Sommers present which he was okay with and it was unanimously
36 voted NLTFP into that and we are now signatories. Now that we are
37 signatories, it gives us the authority and the ability to start
38 negotiations with Grass valley.

39
40 Battalion Chief Green is going to be doing most of the operational side
41 of the house to get all the policies and procedures and call taking up to
42 date with Grass Valley. They do some things different and we are
43 going to try to address and one of them is if we are responding after
44 they dispatch it versus coming on and saying we are responding. Chief
45 Sommers stated that he needs to see what that does and how that
46 affects ISO.

1
2 There is a work around from that and that would be we start utilizing
3 our computers more in service, and that is the time we utilize and ISO
4 does accept that. Chief Sommers added that he is trying to do his due
5 diligence and look at all aspects of this move.

6
7 On Friday January 24, 2020 Chief Sommers will be attending a Public
8 Safety Pier Meeting at the Forest Service.

9
10 Chief Sommers stated he has casually mentioned to State Parks and
11 Sand Harbor for a location for a Boat Safety pier and both agencies
12 love the idea. They think it is a great idea and it is moving forward.
13 Depending on how the meeting goes, Chief Sommers may be asking
14 for direction on how to get funding. It may be a trip to Washington
15 D.C. to see Senator Finestad, he will get together a game plan.

16
17 The consulting work for the Regional hazard mitigation for the County
18 has been complete. Chief Sommers stated that he is waiting on the
19 Waiting on final product that we are signatories as well to come out.
20 Once received, he will send out to the Board members. We are
21 officially part of Washoe County's plan.

22
23 End of report by Chief Sommers unless there are any questions.

24
25 Chairman McKay questioned Chief Sommers on the women who came
26 back a few months ago up into the Apollo neighborhood area that got
27 all the neighbors together on the progress for the Federal Agency.

28
29 Chief Sommers responded that he had the pleasure to attend a Good
30 Neighbor meeting with Nevada Division of Forestry (NDF), Lake Tahoe
31 Basin Management Unit, Tahoe Douglas, and what is needed for that
32 project, an agreement in place that we can go work on federal land or
33 state land without having to before both those agencies for each and
34 every parcel and each and every project. Chief Sommers stated that
35 that is gaining some ground; NDF is stepping up to the plate and
36 wants to be the go between NLTFPD and federal government and get
37 that accomplished. It is at snail's pace as there are three different
38 Government layers but Chief Sommers believes we are getting to a
39 point where Chief Sommers believes that we are going to have some
40 results and some answers especially for the Apollo Crew. Chief
41 Sommers is hopeful that this will move faster as his goal would be to
42 have this in a year.

43
44 Chairman McKay thanked Chief Sommers for the update.

45
46 Director Cross Art complimented Chief Sommers for the fantastic plan

1 that is in place for Dispatch. Director Cross inquired about a meeting
2 where Chief Sommers brought up that maybe further down the road
3 there would be something with Inter Basin. Director Cross if there was
4 any update with that.

5
6 Chief Sommers responded that Basin Chiefs have reached out to DHS
7 for monies for a Basin wide Dispatch center, all fire agencies and most
8 law enforcement agrees that this could benefit too. DHS has been out
9 to do study and audit but again Federal Government red tape, and as
10 of right now they are looking for a facility to build a Dispatch Center.
11 Chief Sommers added that there are funds available for a basin wide
12 dispatch center and more funds if a dispatch center is closed. Chief
13 Sommers stated that he does not know that is a local or federal
14 dispatch center. If South Lake Tahoe's dispatch center could come into
15 the Basin, and closes, DHS has expressed that there would be more
16 funds available for such an activity. They are looking at sites for the
17 sites for new dispatch center, they talked about the old IES as one of
18 them, also talked about a new brand building at Truckee airport, they
19 have also talked about the existing building on Kingsbury and 28 which
20 the old Frontier Communications building, now owned by Tahoe
21 Douglas Fire. BC Green attended the last meeting on the fourth
22 possible location but he is unable to recall. This is still on the table but
23 about 5 to 6 years out.

24
25 ***Chief Officers Reports.**

26
27 Battalion Chief Sambrano reported that the crews have been focusing
28 on Avalanche training, every week they focus on a different pieces of it
29 like treatment and beacon searches. The crews at the end of the
30 month will have final exam scenario, crews will get together and have
31 a simulated burial, AC search, trying to locate the victims. This would
32 be an opportunity to put together everything the crews have been
33 learning.

34
35 Battalion Chief Sambrano added that January 24 Fire Academy will
36 end. Graduation will take place on January 24 at Douglas County Park
37 and Recreation Center 6pm-9pm, we have two guys graduating. The
38 two new guys have done really well at the Fire Academy and we have
39 received positive reviews and he expressed his excitement to have the
40 new hires come on board, they will continue to train then and get
41 them up so speed.

42
43 Chairman McKay thanked Battalion Chief Sambrano for his update.

44
45 ***Fuels Management Reports.**

46

1 Chief Powning reported that numbers have changed up until the year
2 ends. Crews have done 187 acres cut in pile between Incline and North
3 Tahoe.

4
5 We were able to get 34.5 acres understory burning, which is better
6 than last five years of 0.

7
8 Currently there are 280 acres of piles.

9
10 We are at about 90 acres but with uncooperative weather this has not
11 been consistent. Crews are moving around to accessible piles.

12
13 Chipping stats, 335 Incline residents versus 246 last year. 760
14 residents in North Tahoe versus 650 in North Tahoe

15
16 So far this year, the crews have done 910 Christmas trees. The
17 Christmas tree project ends on Monday January 27, 2020

18
19 Chief Powning provided an Update on Grants- Western States
20 Foresters Grant, NV not successful in getting any of that.

21
22 LSR (Landscape Scale Restoration) grant we were awarded
23 \$300,000.00 which will leverage IVGID funds for all the work that has
24 been done at Diamond Peak.

25
26 Chief Powning congratulated Compliance Officer Rodriguez on
27 completion of the Federal Grant Certificate program, he added that
28 this is a 4 or 5-year process and Compliance Officer Rodriguez
29 completed the certification in two and a half years. Chief added that
30 the big thing is how he is viewed as Federal Partners.

31
32 Chief Powning attended an NV Energy Workshops of the Natural
33 Disaster preparedness plan which part of the SB329 Bill. Part of that
34 was being involved and helping them with their plan and so forth.
35 NLTFPD feels that this is very important and it is in the best interest to
36 NLTFPD and the citizens of Incline Village and Crystal Bay and in
37 reality all of the Eastern Lake Tahoe shore. Yesterday was the final
38 process of that and now, they are now going into public hearing. There
39 will be a public hearing in Incline on 02.06.2020 where we will be
40 there to assist. The main themes they are talking about are Risk Based
41 Assessment and the power shut off which will be a big discussion.
42 System hardening, inspections and corrections and situational
43 awareness will also be topics on conversation.

44
45 Chairman McKay referred back to the 187 acres of piles for North
46 Tahoe, and asked what is the split is.

1
2 Chief Powning responded that it is 100.5 acres for Incline and 86.5 for
3 North Tahoe.

4
5 Chairman McKay asked if Chief Powning had any idea what the Forest
6 Service was doing about their piles in town.

7
8 Some of the piles that we are burning, we took an agreement with the
9 Forest Service to burn those piles, within town we have burned with
10 except ion of some before Jill Ct. The piles off of Fairview and the first
11 lookout, we are with in agreement with Forest Service to get those.
12 The remaining ones have not been done yet.

13
14 Chairman McKay thanked and complimented the crews on the nice
15 work.

16
17 ***Business Manager Reports.**

18
19 Business Manager Cary stated that now that the Audit is complete, we
20 need to start the Budget process for 2021. She handed out calendar of
21 events and welcomed the attendance of any of the Board members.
22 Business Manager Cary pointed out the yellow highlights, on the
23 calendar of events, and first referred to April 10, 2020 which is a
24 Friday and that would be the Board Workshop. The workshop will have
25 most of the information from the Department of Taxation. Business
26 Manager Cary also added that May 20, 2020, that is when new budget
27 will have to be approved.

28
29 End of report from Business Manger Cary.

30
31 ***Public Education Information Officer Reports.**

32
33 Public Information Officer Rancourt reported on FEMA grant, we did
34 finally receive the close out module. It is ready, drafted, and it will
35 send out with other information at the end of the week.

36
37 PIO Rancourt added that they preschool Fire Safety visits have been
38 completed. PIO thanked C-Shift as a lot of the Crew assisted in the
39 visits. PIO Rancourt expressed that the kids loved the visits, as they
40 are helpful. The children are also thankful to have met the Crews when
41 they are young and as they grow up and continue to be in town they
42 come back to visit and it is a community good will.

43
44 PIO Rancourt stated that B Shift held Fire Extinguisher training in
45 November. They trained a total of 95 students. The District also held
46 the Holiday Card contest.

1
2 PIO Rancourt stated that the Paramedic Refresher was a Lecture Year.
3 The refresher had 257 attendee's ten vendors next year is a skills
4 year. There will be more to follow up with the Union President. PIO
5 Rancourt spoke about the Winter Wilderness Program that will be help
6 mid-February with the fourth graders at Incline Elementary School.
7 Tahoe Nordic Rescues is also helping so they are working on that.

8
9 PIO Rancourt reported that there plans are underway for Nevada
10 Wildfire Awareness month Lake Tahoe Wildfire Awareness Month. The
11 theme is "Fire knows no boundaries so make yours." They are working
12 on graphics, outreach, and events. PIO Rancourt also added that the
13 Community Pancake breakfast would be held on Friday, July 3, 2020.
14 C-Shift will be working that event. PIO Rancourt stated that CPR
15 numbers from September through current there have been 125 classes
16 and 1004 students have been trained.

17
18 Director Cross asked if those numbers part of the NV Students HS
19 Curriculum for CPR certification.

20
21 PIO Rancourt answered they were not, that those numbers were just
22 for the District. PIO Rancourt also added that this year the High School
23 CPR training cancelled and has not yet rescheduled.

24
25 ***Local 2139 Union Reports.**

26
27 New Union President Jeff Byrne introduced himself.

28
29 President Byrne reported that the Union had a fundraiser for the
30 Northern Nevada Children's Cancer Foundation at the Paramedic
31 Refresher and \$9,800.00 was raised. The Pennington foundation also
32 matched it dollar for dollar.

33
34 President Byrne expressed his excitement for the two new hires that
35 will be joining us as he had the opportunity to attend the Fire Academy
36 to help and saw them perform and he believes they will be an
37 excellent addition to our District.

38
39 Chairman McKay thanked President Byrne for the update. Chairman
40 McKay informed that Cornerstone Church raided \$22,000.00 for
41 NLTFPD's Jay Euse and family.

42
43 Director Costalupes added that Cornerstone Church just had a
44 generator installed, it is online and working, with this, Cornerstone
45 Church will soon be an official Red Cross Center.

46

1 ***Fire Prevention Reports.**

2 Interim Fire Marshal Donohue provided an update for the end year
3 report for what Fire Prevention has been doing in 2019.

4 Interim Fire Marshal Donohue reported that they have completed 700
5 inspections, those inspections include reoccurring life safety, new
6 business application, and construction inspections. In addition, as of
7 October prevention took over defensible space inspections related to
8 construction, open construction permits. They have completed over
9 600 plan reviews, which includes initial plans review, any corrections,
10 revisions and modifications to the plans. Interim Fire Marshal Donohue
11 also reported that Prevention has issued 165 Fire District permits, for
12 fire sprinklers, fire alarms, kitchen hood suppression, and residing.

13 Interim Fire Marshal Donohue also reported that 23 burn permits were
14 issued and since the Fiscal Year began Prevention has billed
15 \$76,000.00 in permit fees and they have collected over \$64,000.00.
16 For Pre-TRPA Prevention has billed \$2,700.00 and has collected
17 \$2,500.00

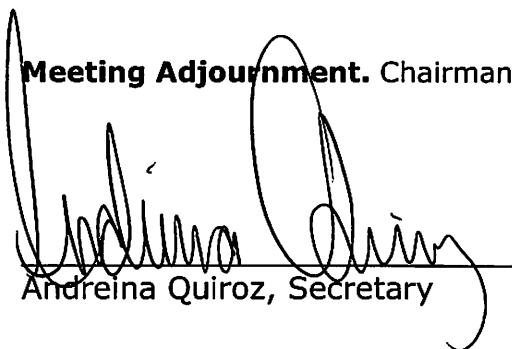
18
19 Last on the report, Interim Fire Marshal Donohue stated that she is
20 aware of two fires within District that required an investigator and one
21 outside agency assist.

22
23 Chairman McKay thanked Interim Fire Marshal Donohue for her report.

24
25 **NRS 241.020 RE: PUBLIC COMMENT. This is a time for the public to**
26 **comment on any matter, whether or not it is Included on the agenda**
27 **of this meeting.**

28
29 There were no public comments.

30
31
32 **Meeting Adjournment.** Chairman McKay adjourned the meeting at 01:19 p.m.

33
34
35
36
37
38 
39 Andreina Quiroz, Secretary


Greg McKay, Chairman