

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

Wednesday, May 27, 2026

LOCATION: 863 Tanager, Incline Village, Nevada.

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

***Roll Call of the North Lake Tahoe Fire Protection District Board of Directors:** Upon roll call, the following Board Members were present: Susan Herron, Chairman; Charley Miller, Vice-Chairman; Denise Bremer, Secretary-Treasurer; Phil Klein, Director; Ken Leijon, Director.

***Guests present:** Fire Chief, Ryan Sommers, NLTFPD; Provisional Assistant Fire Chief, Jed Horan, NLTFPD; Fire Marshal John James, NLTFPD; Division Chief, Isaac Powning, NLTFPD; Chief Financial Officer Jackie Dunklee, NLTFPD; Public Information Officer, Andreina Quiroz, NLTFPD; Executive Administrative Assistant/Board Secretary, Devenney Leijon, NLTFPD; Legal Counsel, Devon Reese; Former Assistant Fire Chief, Russell Barnum, Retired NLTFPD; Battalion Chief, Casey Quinlan, NLTFPD; Information Technology/Logistics Manager, Alan Green, NLTFPD; Fire Captain, Thomas Kokenge, NLTFPD; Provisional Fire Captain, Jason Knight, NLTFPD; Provisional Engineer, Cory Crosby, NLTFPD; Firefighter/Paramedic, Jill Andersen, NLTFPD; Firefighter/Paramedic, Geoffrey Rockhey, NLTFPD; Defensible Space Inspector, Ryan Dominguez, NLTFPD; Firefighter/Paramedic, Bryan Fierro, NLTFPD; Accounting Specialist/Manager, Theresa Montoya-Neves, NLTFPD; Megan Kay, University of Nevada, Reno, Living with Fire; Jason Brand, Tahoe Resource Conservation District; Tom Millhoff, Community Member.

***Approval of Agenda:**

Approved as Submitted.

***NRS 241.020 RE: Public Comment. This is a Time for the Public to Comment on any Matter, Whether or Not it is Included on the Agenda of this Meeting: No Public Comment.**

CONSENT AGENDA: Approved as submitted.

Approval of Minutes of April 14, 2026, Board of Directors Meeting.

1 Review of Accounts Payable for April 2026.

2
3 Approval of the April 2026 Monthly Management Report.

4
5 **OLD BUSINESS:**

6
7 None

8
9 **NEW BUSINESS:**

- 10
11 **1.** Recognition of Assistant Fire Chief, Russell Barnum's 18 years of
12 service and retirement from the North Lake Tahoe Fire Protection
13 District, presented by Chief Sommers.

14
15 Fire Chief (FC) Sommers recalled the impact Former Assistant Fire
16 Chief (AFC) Barnum contributed to North Lake Tahoe Fire Protection
17 District (NLTFPD) during his years of service, underscoring
18 exceptional contributions around Emergency Medical Services (EMS)
19 in particular. He thanked Former AFC Barnum for his years of
20 service. FC Sommers then presented Former AFC Barnum with his
21 commemorative shadow box, wishing him a happy retirement.

22
23 Former AFC Barnum noted some of the highlights of his years of
24 service with NLTFPD, including the fact that Coronavirus Disease
25 2019 (COVID-19) began in Washoe County (WC) right after he
26 promoted to AFC. He noted that the experience taught him a lot. He
27 thanked FC Sommers for the things he taught him as well. Former
28 AFC Barnum remarked that one of the main strengths of NLTFPD is
29 the way the team always comes together to complete the work
30 efficiently and well when the tones sound. He expressed his thanks
31 to NLTFPD for the commemorative shadow box.

32
33 Chair Herron excused attendees to enjoy refreshments with Former
34 AFC Barnum or that they were welcome to stay for the remainder of
35 the meeting. She thanked Former AFC Barnum for all his hard work,
36 noting that it had been a pleasure to work with him.

- 37
38 **2.** Discussion of and Possible Action to Proclaim the period of May -
39 October 2026 as, Lake Tahoe Wildfire Awareness Campaign,
40 presented by Chief Sommers and Megan Kay.

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1 FC Sommers noted that presenter Megan Kay had not yet arrived
2 and suggested that agenda item number two be paused until she
3 had arrived.
4

5 Chair Herron agreed and moved on to agenda item number three.
6

7 Agenda item number two resumed when Megan Kay arrived, and
8 agenda item number three was complete.
9

10 FC Sommers introduced Megan Kay from the University of Nevada,
11 Reno (UNR), Living with Fire (LWF) and Jason Brand from Tahoe
12 Resource Conservation District (TRCD).
13

14 Ms. Kay thanked the Board of Directors (BOD) for having her and
15 Mr. Brand at the meeting. She gave a brief overview of the program
16 LWF and TRCD coordinates related to Fire Adapted Communities
17 (FAC).
18

19 Mr. Brand outlined the power point that was presented to the BOD
20 and meeting attendees. He expanded on key partnerships and the
21 work being completed on FAC, Firewise Community (FWC), the
22 ambassador program, public education efforts, etcetera, all of which
23 are intended to strengthen NLTFPD's efforts in the community.
24

25 Ms. Kay continued the presentation and expanded on the
26 proclamation. She acknowledged the work that community member
27 Tom Millhoff has been completing related to fire adapted culture in
28 the community. Ms. Kay also acknowledged the partnership and
29 work that Defensible Space Inspector (DSI) Ryan Dominguez has
30 been completing related to defensible space efforts in the
31 community as well. She welcomed DSI Dominguez to comment.
32

33 DSI Dominguez said that outreach works together with public
34 education. He stated that in the last few years he has worked with
35 the seventh graders at the Incline Middle School (IMS) to educate
36 them about defensible space. He then expanded on additional
37 education efforts and partnerships being implemented in the
38 community.
39

40 Ms. Kay thanked the BOD for recognizing the importance of the
41 proclamation and recognizing all the work and efforts that are being
42 implemented in the community. She noted that LWF is a way of life
43 in the area.
44

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1 Mr. Brand said that he would be happy to answer any additional
2 questions. He expanded on the purpose of the proclamation noting
3 that it states that NLTFPD will support the efforts to amplify the
4 LWF messaging.

5
6 Ms. Kay thanked FC Sommers for being a speaker at the LWF
7 workshop as well as a supporter over the years.

8
9 Chair Herron said she understood that there had been an event the
10 night before. She inquired with the two BOD who had attended and
11 asked what their opinions and insights on the event were, if they
12 wanted to share.

13
14 Secretary-Treasurer Bremer noted that it was very well attended
15 and the presentation was excellent.

16
17 Chair Herron asked how many people had attended and if the
18 events would happen more often moving forward.

19
20 Community member Tom Millhoff said that community member
21 Kristie Wells had coordinated the event. He said that there may be
22 opportunities for events to happen every spring, with the possibility
23 of pop-up events in the future as well.

24
25 Ms. Kay noted that there are a variety of approaches, proactive and
26 reactive. She asked Mr. Millhoff if this had been his third year
27 hosting the Donuts and Defensible Space event.

28
29 Mr. Millhoff confirmed.

30
31 Ms. Kay said that finding opportunities to build time and community
32 with neighbors is key for the success of the coordinated events.

33
34 Chair Herron asked what neighborhoods might have attended the
35 event the previous night.

36
37 Mr. Millhoff said upper Eagle, with lower Eagle, Apollo, upper
38 Jennifer, and Saddlehorn having now been invited to join as well.

39
40 Ms. Kay said that there are ambassador and mentor opportunities
41 which are picking up in popularity. She remarked that offering
42 volunteer opportunities is important.

43

1 Secretary-Treasurer Bremer made a motion for the Action to
2 Proclaim the period of May - October 2026 as, Lake Tahoe Wildfire
3 Awareness Campaign.

4
5 Vice-Chair Miller seconded the motion.

6
7 Chair Herron asked if there were any comments.

8
9 No comments.

10
11 Chair Herron called the question.

12
13 All in favor, motion passes unanimously.

14
15 Chair Herron thanked Ms. Kay and Mr. Brand for the presentation,
16 as well as Mr. Millhoff and DSI Dominguez for their work.

- 17
18 **3.** Discussion of and possible Action to authorize staff to issue a
19 Request for Proposals for independent auditing services for the
20 fiscal year ending June 30, 2027, with the option for four
21 subsequent one-year renewals, and to direct staff to return to the
22 Board with a contract recommendation, presented by Chief
23 Financial Officer Dunklee.

24
25 As approved by the BOD, agenda item number three was moved
26 and completed before agenda item number two.

27
28 Chair Herron asked if a request for proposal (RFP) needed to be
29 brought before the BOD, but that the agenda item would continue
30 regardless.

31
32 Chief Financial Officer (CFO) Dunklee noted that her research had
33 shown that it was a formal protocol to bring an RFP before the BOD
34 to keep the BOD informed.

35
36 Chair Herron said that she understood.

37
38 CFO Dunklee outlined and explained the purpose of the proposed
39 request for RFP for fiscal year (FY) 2027.

40
41 Secretary-Treasurer Bremer asked for the length of time NLTFPD
42 had contracted with Eide Bailey.

43

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1 CFO Dunklee replied that there had not been a contract and
2 explained that the audit work with Eide Bailey had been acquired 20
3 plus years ago and had been kept from year-to-year. CFO Dunklee
4 noted that in the coming year Eide Bailey will need to submit the
5 RFP to be considered for selection.
6

7 Chair Herron noted that she was glad that the RFP was going to be
8 coordinated moving forward as it is best practice.
9

10 Chair Herron asked if there were any questions. Hearing none, she
11 asked if there was a motion.
12

13 Vice-Chair Miller made a motion for the Action to authorize staff to
14 issue a Request for Proposals for independent auditing services for
15 the fiscal year ending June 30, 2027, with the option for four
16 subsequent one-year renewals, and to direct staff to return to the
17 Board with a contract recommendation.
18

19 Secretary-Treasurer Bremer seconded the motion.
20

21 Chair Herron asked if there were any comments.
22

23 No comments.
24

25 Chair Herron called the question.
26

27 All in favor, motion passes unanimously.
28

29 **4.** Discussion of and Possible Action to Adopt the North Lake Tahoe
30 Fire Protection District's Fiscal Year 2026-2027 Budget, presented
31 by Chief Financial Officer Dunklee.
32

33 CFO Dunklee thanked the BOD for their patience during budget
34 season. She noted that nothing had changed in the budget binder
35 from their last communication, just worksheet updates to correct
36 incorrect headers listed as 2023/2024 to 2026/2027. CFO Dunklee
37 outlined the highlights of the main line items in the distributed
38 budget binders. CFO Dunklee asked if there were any questions
39 beyond those she had answered for the BOD prior to the meeting.
40

41 Director Leijon remarked that the 5-year projections for capital
42 improvements seemed overly optimistic, especially in relation to
43 facilities. He said he assumed that would be looked at more closely.
44

1 CFO Dunklee confirmed that she would be taking a close look in the
2 coming year, especially in relation to facilities. She expanded with
3 some examples and possible projected plans.
4

5 Director Leijon noted that his other question was related to the
6 \$75,000 allocated for financial software. He asked if CFO Dunklee
7 had researched and knew what software she wanted to secure.
8

9 CFO Dunklee shared background information about why the
10 software would be needed, when it would be implemented, and
11 what research had been completed in the past. She noted that she
12 has implemented numerous software launches over the course of
13 her career and is very familiar with a variety of software. CFO
14 Dunklee said that there would be a software selection committee to
15 implement selection, hopefully by 2028 and that she did not expect
16 the cost to be any higher than the currently budgeted amount.
17

18 Chair Herron asked if there were any other questions.
19

20 Director Klein noted that he went through the budget last week and
21 had sent a series of questions to CFO Dunklee. He stated that CFO
22 Dunklee had answered his questions quickly and he had been able
23 to meet with her yesterday as well. Director Klein complimented
24 CFO Dunklee on the level of detail with which the budget has been
25 prepared. He confirmed that all his questions were answered, and
26 he felt very comfortable with the budget. He congratulated CFO
27 Dunklee on her work.
28

29 CFO Dunklee noted that the goal with the level of detail with which
30 the budget had been prepared is to ensure nothing gets missed and
31 to make the best, most realistic projections possible.
32

33 Director Klein remarked that budgets are not the same each year
34 and things always change.
35

36 Director Leijon asked if ClearGov would provide the budget
37 information to the public in the future.
38

39 CFO Dunklee said no, that NLTFPD publishes the digital budget book
40 for the public.
41

42 Chair Herron asked if Secretary-Treasurer Bremer had anything
43 else to add.

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1 Secretary-Treasurer Bremer noted that CFO Dunklee did a great
2 job.

3
4 Secretary-Treasurer Bremer made a motion for the Action to Adopt
5 the North Lake Tahoe Fire Protection District's Fiscal Year 2026-
6 2027 Budget.

7
8 Director Klein seconded the motion.

9
10 Chair Herron asked if there were any comments.

11
12 Vice-Chair Miller commented that he had met with CFO Dunklee on
13 a Zoom call and had called her this morning as well. He noted that
14 CFO Dunklee is always very responsive and he is very happy with
15 the direction of the budget in relation to concerns he has had in the
16 past. He thanked CFO Dunklee for her work.

17
18 CFO Dunklee said that her door is always open.

19
20 Chair Herron congratulated CFO Dunklee on the good work.

21
22 Chair Herron reminded the room that there was a motion and a
23 second. She asked if there were any other comments.

24
25 No comments.

26
27 Chair Herron called the question.

28
29 All in favor, motion passes unanimously.

30
31 Chair Herron thanked CFO Dunklee and her team.

32
33 CFO Dunklee thanked her team.

34
35 **REPORTS:**

36
37 ***Legal Reports**

38
39 Legal Counsel Devon Reese reported that there was nothing new to report.

40
41 ***BOD Comments & Reports**

42
43 The BOD had no comments or reports.

44

1 ***Fire Chief Report presented by Fire Chief Sommers.**

2
3 FC Sommers reported that work had been completed on a previously
4 existing but paused agreement with Bureau of Land Management (BLM) to
5 work in parallel with NLTFPD's current agreement with the Wildfire Protection
6 Plan (WFPP). He informed the BOD that since the last BOD Meeting, he had
7 contacted Chair Herron to ask her to sign the agreement. FC Sommers noted
8 that Chair Herron had signed the agreement and it was sent to BLM, but that
9 BLM had not signed thus making it null and void. He noted BLM had since
10 changed to United States Wildland Fire Service (USWFS). FC Sommers said
11 that DC Powning and he would meet with the Geographical Area Fire Chief
12 for USWFS to determine why the agreement had not been signed. He said he
13 was unsure if there would be an agreement this fire season, but there would
14 be an agreement most likely next fire season.

15
16 Chair Herron said that the agreement had not come before the BOD because
17 her signature had been needed by the end of the day that FC Sommers had
18 contacted her. She noted that FC Sommers and legal counsel had reviewed
19 the agreement prior to her signing, but it had not moved forward although
20 NLTFPD had done their part to move it forward.

21
22 FC Sommers reported that he was invited to attend Governor Joe
23 Lombardo's Wildfire Briefing, representing Nevada Fire Chiefs Association
24 (NFCA) and Western Fire Chiefs Association (WFCA) as a board member. He
25 recalled that following discussions regarding wildfire insurance challenges,
26 Governor Lombardo had directed the new Director of Nevada Department of
27 Conservation and Natural Resources (NDCNR) to create a committee to
28 address the insurance issues and meet with the Nevada Insurance
29 Commissioner. FC Sommers reported that he will be on the committee.

30
31 FC Sommers reported that the Lake Tahoe Summit will take place on August
32 19, 2026. He said he will secure tickets for the BOD if they would like to
33 attend.

34
35 Chair Herron stated that it is important to have representation at the Lake
36 Tahoe Summit, especially if it is being held on the Nevada side of Lake
37 Tahoe.

38
39 Vice Chair Miller and Director Klein confirmed that they will attend the Lake
40 Tahoe Summit. The tentatively scheduled August BOD meeting will be
41 rescheduled or canceled.

42
43 FC Sommers reported that he had attended the LWF presentation last night
44 and felt it was outstanding.

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1 FC Sommers reported that he met with one of the Washoe County (WC)
2 Emergency Coordinators on a flood mitigation plan last week. FC Sommers
3 said that NLTFPD is working with WC to secure funds for an improved flood
4 plan to mitigate property and structure damage. He noted that WC Roads
5 has been working with NLTFPD crews to alleviate drainage issues as well. FC
6 Sommers said the plan will hopefully be issued soon.

7
8 FC Sommers said he had spoken with WC Sheriff Balaam and noted that the
9 project for the First Responder Pier will be moving forward. He remarked
10 that he would like to enter a contract with a consultant who will assist with
11 the project. FC Sommers said that he does believe that any fees NLTFPD
12 spends will be recovered through an anonymous donation.

13
14 FC Sommers asked if there were any questions.

15
16 Director Klein remarked that he heard yesterday that there is a new group
17 working on fireworks.

18
19 FC Sommers confirmed that there will be a fireworks display on July 4, 2026.
20 He stated that it will be a private event held by a homeowner on Lakeshore
21 Boulevard. FC Sommers said that there will be a barge for the fireworks. He
22 noted that while it is a private event, Incline General Improvement District
23 (IVGID) will be coordinating planning in the same manner as in the past,
24 including traffic patterns on Lakeshore Boulevard. He noted that the event
25 will be treated as a people-attraction event since it is sure to attract visitors
26 even though it is a private event.

27
28 Chair Herron said that IVGID prepares a traffic plan each year regardless,
29 due to the amount of people visiting the community and the boats, etcetera.

30
31 Director Leijon asked if a firm location had been identified for the First
32 Responder Pier.

33
34 FC Sommers said that he has been working with the Tahoe Regional
35 Planning Agency (TRPA) and the only location identified which has a view
36 from Sand Harbor State Park to the Nevada State Line is Burnt Cedar Beach.
37 FC Sommers said there are some stipulations for the First Responder Pier to
38 be located at Burnt Cedar Beach. He said that NLTFPD will do its best to
39 meet those stipulations and they will be disclosed at the appropriate time.
40 He noted that he has been working with IVGID Trustee Dave Noble on the
41 project. FC Sommers said the pier is expected to have the maximum number
42 of lifts allowed by TRPA, which is four lifts. He said that the lifts would be
43 allocated for NLTFPD, Nevada Department of Wildlife (NDOW), Washoe
44 County Sheriff's Office (WCSO), and IVGID.

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1 End of report.

2

3 ***Chief Officers Report presented by Provisional Assistant Fire Chief**
4 **Horan.**

5

6 Provisional AFC Horan reported that NLTFPD Operations is stable and ready
7 for the summer season.

8

9 Provisional AFC Horan reported NLTFPD has currently run 1,397 total calls
10 for the year, with 686 of those calls being EMS calls. He noted that the
11 average response time is five minutes and 17 seconds. Provisional AFC
12 Horan said that there were no significant events which occurred in the
13 month of May 2026. He noted that current staffing is 41 personnel on the
14 line, with one vacancy.

15

16 Provisional AFC Horan reported a Lateral Firefighter/Paramedic (FF/PM) test
17 is scheduled in-house on June 10, 2026.

18

19 Provisional AFC Horan reported that the bi-annual Captains Assessment
20 Center was completed and three candidates completed the center.

21

22 Provisional AFC Horan reported all apparatus are in service.

23

24 Provisional AFC Horan reported that Wildland Preparedness training is
25 complete for the month and red cards have been issued.

26

27 Provisional AFC Horan reported that Marine 16 and Marine 18 are on the
28 water. He said that the boat will be relocated from Thunderbird Lodge back
29 to Sand Harbor State Park and there is a jet ski on the beach at Ski Beach.

30

31 Provisional AFC Horan reported that NLTFPD coordinated a joint operation to
32 staff WCSO with a boat for Memorial Day weekend since WCSO is down a
33 boat right now. He noted however that there had not been many calls for
34 service that weekend.

35

36 Provisional AFC Horan reported that the month of June 2026 is scheduled to
37 be Water Rescue Training Month for rescue swimmers and jet ski/boat
38 operators.

39

40 End of report.

41

42 ***Prevention Report presented by Fire Marshal James.**

43

44 FM James reported that the May activity report is in the BOD packet. He

1 stated that the numbers for reviews and revenue essentially doubled for the
2 month. FM James said that Prevention is expected to be very busy for the
3 next three months.

4
5 End of report.

6
7 ***Fuels Management Report as presented by Division Chief Powning.**

8
9 Division Chief (DC) Powning reported that the hand crews have completed
10 onboarding and are available for local response.

11
12 DC Powning reported that two of the grants awarded to the Fuels
13 department over the winter are being used for projects in the Mill Creek area
14 and behind the Tyrolian Village area. He noted that around 120 acres are
15 being addressed by hand crews between the two projects.

16
17 End of report.

18
19 ***Chief Financial Report presented by Chief Financial Officer Dunklee.**

20
21 CFO Dunklee reported that there is a new Monthly Management Report
22 (MMR) in the BOD packet. She said the goal is to issue more helpful
23 information to the BOD moving forward. CFO Dunklee noted that that year-
24 to-date information from Paycom is a work in process and asked that the
25 BOD submit any feedback they may have.

26
27 CFO Dunklee thanked the BOD for passing the budget.

28
29 CFO Dunklee reported that there will be a Budget Augmentation in June
30 2026, noting that the augmentation was needed due to the Dave & Cheryl
31 Duffield Foundation Grant.

32
33 Chair Herron asked when the budget augmentation was due.

34
35 CFO Dunklee noted June 30, 2026.

36
37 CFO Dunklee asked if rescheduling the June BOD Meeting to June 24, 2026,
38 would work for the BOD.

39
40 The BOD confirmed that June 24, 2026, would work.

41 CFO Dunklee reported that she has been voted onto the Public Agency
42 Compensation Trust (PACT) Board.

1 CFO Dunklee reported that she would issue the Grant Policy to Chair Herron
2 and legal counsel for review soon.

3
4 CFO Dunklee reported that the fixed assets count is due by June 30, 2026.

5
6 CFO Dunklee thanked her team for their hard work. She noted that
7 Accounting Specialist/Manager, Theresa Montoya-Neves has been
8 completing Nevada Deferred Compensation and Public Employees'
9 Retirement System of Nevada (NVPERS) audits.

10
11 CFO Dunklee reported that the conversion with Paycom is complete. She
12 noted that the work the team has been completing in the system has been
13 going well.

14
15 End of report.

16
17 ***Public Education Information Officer Report presented by PIO**
18 **Quiroz.**

19
20 Public Information Officer (PIO) Quiroz reported her reports are in the BOD
21 packet and she is available for questions.

22
23 PIO Quiroz reminded the BOD that there is a Blood Drive tomorrow from
24 10am to 5pm.

25
26 PIO Quiroz thanked the BOD for offering to volunteer for the Pancake
27 Breakfast and advised she would reach out with their assignments.

28
29 End of report.

30
31 ***Local Union 2139**

32
33 No union representative was available for the meeting. No report was given.

34
35 ***NRS 241.020 RE: Public Comment. This is a Time for the Public to**
36 **Comment on any Matter, Whether or Not it is Included on the**
37 **Agenda of this Meeting: No Public Comment.**

38
39 **Meeting Adjournment 1:01 p.m.**

40
41
42
43 
44 Devenney Leijon, Secretary


Susan Herron, Chairman