

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

3
4 **March 20, 2019**

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; James Costalupes, Director; Art Cross, Director; and
15 Beckie Dunn-Spomer, Secretary.

16
17 **GUESTS PRESENT:** Fire Chief Ryan Sommers, NLTFPD; Sharon Cary,
18 NLTFPD; Bryan Calder, NLTFPD; Mark Regan, NLTFPD; Tia Rancourt,
19 NLTFPD; Carol Green, NLTFPD; Isaac Powning, NLTFPD; Devon Reese, Legal
20 Counsel; Scott Woodcock, NLTFPD; Zack Chatelle, NLTFPD; Jake Chatelle,
21 NLTFPD; Tim Allen, NLTFPD; Brett Jacobsen, NLTFPD; Ron Johnson, NLTFPD;
22 Brian Maples, NLTFPD; Jim Nelligan, NLTFPD; Dale Spieker, NLTFPD; Steve
23 Park, NLTFPD; Anthony Sacci, NLTFPD; Allie and Theo Sacci; Kyle Clary,
24 NLTFPD; Kelsey Berg; Georgia and Sonny Clary; Joseph Nolan, NLTFPD;
25 Ryan Nolan; Madison Nolan; Carson Nolan; Kim Nolan; Dennis Nolan, Reno
26 Fire Department.

27
28 **APPROVAL OF AGENDA:** Approved.

29
30 **NRS 241.020 RE: PUBLIC COMMENT: This is a Time for the Public to**
31 **Comment on any Matter, Whether or Not it is Included on the**
32 **Agenda of this Meeting.**

33 None

34
35 **CONSENT AGENDA:**

36 Chair McKay asked for any objections to the Consent Agenda. Board Secretary
37 Dunn-Spomer said the wording in the minutes from January 16, 2019, Fuels
38 Management report has an error, on page 5, line 29 through 32, reads as
39 follows:

40 *"Division Chief Powning said not really, maybe with some of the reimbursable*
41 *expenses getting paid. Director Costalupes asked about the Nevada Division*
42 *of Forestry (NDF) slash piles getting burned. Division Chief Powning said he*
43 *had been in talks with NDF to start burning the piles on their lands but..."* The
44 use of NDF is incorrect, it should be U. S. Forest Service (USFS).

1 Director Herron called for a motion to accept the consent agenda with
2 modifications noted. Director Bremer seconded the motion. The consent
3 agenda was approved 5-0.

4 **Approval of Minutes of the January 16, 2019 Board of Directors**
5 **Meeting**

6
7 **Review of Accounts Payable for January 2019.**

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9 **Review of Accounts Payable for February 2019.**

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

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13 **Approval of the February 2019 Monthly Management Report.**

14
15 **NEW BUSINESS:**

16
17 **1. Badge Pinning Ceremony for the Hiring of Kyle Clary,**
18 **Firefighter/Paramedic; Anthony Sacci, Temporary Firefighter;**
19 **Joseph Nolan, Temporary Firefighter (Presented by Fire Chief**
20 **Ryan Sommers)**

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

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

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

39 Fire Chief Sommers introduced Temporary Firefighter Anthony Sacci,
40 his wife Alli with their son Theo. Anthony comes to the District from
41 Remsa, where he just recently earned his paramedic badge. Anthony
42 worked for the District as a seasonal firefighter and earned his
43 firefighter certificates in the military. Anthony was pinned by his wife.
44 Director McKay welcomed the new firefighters and their families to the
45 District and excused them to enjoy refreshments.

1
2 **2. Discussion and Possible Action to Award the Contract for the**
3 **North Lake Tahoe Fire Protection District's Annual Audit of the**
4 **Fiscal Year 2018-2019 Eide Bailly. (Presented by Sharon Cary,**
5 **Business Manager)**

6 Director McKay introduced Business Manager Cary. Business Manager
7 Cary said the contract for the District's audit has been awarded to Eide
8 Bailly for the past several years. Business Manager Cary said their fee
9 has gone up this year, however, Eide Bailly has not raised their fees
10 except for the implementation of new GASB statements in eight years.
11 The fee this year will be \$46,000.00 from \$43,000.00 last year. Chair
12 McKay asked if there were any questions regarding the contract with
13 Eide Bailly? Director Bremer made the motion to award the contract
14 for the North Lake Tahoe Fire Protection District's annual audit, of
15 Fiscal Year 2018-2019, to Eide Bailly for the amount to not exceed
16 \$46,000.00. Director Herron seconded the motion. Chair McKay said
17 he had one comment, he appreciates the service Eide Bailly has
18 provided over the years; however, he would like to see the audit be
19 presented to the Board sooner than the day before the Board of
20 Directors meeting where they must approve or deny the audit.
21 Director Cross asked if the contract has to go out for bid every year.
22 Business Manager Cary said the District has not got out for bid in a few
23 years, but it certainly could next year if the Board would like. The
24 District did go out to bid about 5 years ago, with one response and the
25 bid was approximately \$44,000.00.
26 Director Costalupes said he is very satisfied with Eide Bailly. They are
27 professional and approachable, and he prefers to stay with a company
28 that he knows rather than get something unexpected. Director Herron
29 said Eide Bailly is the number one firm in Nevada and does most of the
30 audits for the State, and there are not many firms who perform these
31 types of audits.
32 Chair McKay called for a vote. It was unanimous in favor of awarding
33 the contract for the for the North Lake Tahoe Fire Protection District's
34 annual audit of Fiscal Year 2018-2019 to Eide Bailly.

35
36 **OLD BUSINESS:**

37 None

38 **REPORTS:**

39
40 ***Legal Counsel Reports – (Legal Counsel, Devon Reese)**

41 Devon Reese, Legal Counsel, handed out a brochure of the services offered
42 by Hutchison & Steffen, with his report. Mr. Reese said he had spoken with
43 Fire Chief Sommers last week and realized it is coming up on ten years of
44 representing the District. Mr. Reese said he wanted to go over with the
45 Board on what his representation and responsibilities are to the District as
46 there are a few new members and it has been a while. Mr. Reese said he

1 would like to meet with Director Cross soon, as he is the only Board member
2 he has not had a one-on-one visit with yet. Mr. Reese said as he was
3 recently appointed as a member of the Reno City Council and was asked if
4 he would continue to practice law. He said "yes," being a Reno City
5 Councilman is an important position, however, it is not a fulltime vocation.
6 Mr. Reese said after his appointment he wanted to provide the best service
7 to the District, so he joined the statewide law firm of Hutchison & Steffen. By
8 joining the larger firm it will allow for access to a larger pool of resources
9 and ensure the Districts needs are always met. His office will stay the same
10 just the letterhead and staffing availability will change as the packet he
11 provided will show what is available. Mr. Reese said his office provides
12 approximately 30 to 50 hours of work to the District. Mr. Reese said, as for
13 what his office does for the hours billed to the District, some examples are:
14 being available for daily human resources counsel such as Americans with
15 Disabilities Act (ADA), Workers Compensation, employee relations like
16 payroll and benefits, and the communications with the Union, Local #2139
17 are just a few of the duties his office performs. Mr. Reese said he is also the
18 lead counsel representing the District with any lawsuits that arise like the
19 tax revolt and the two bankruptcies the District is involved with at this
20 moment. Mr. Reese said his office monitors political issues which might
21 affect the District. These include the interactions with entities such as City of
22 Reno, Washoe County, local fire departments, REMSA, the Bureau of Land
23 Management (BLM), US Forest Service (USFS) and the congressional
24 delegates in Washington D.C. to avoid any surprises and add the expertise
25 of his firm. Mr. Reese said his office reviews any contracts involving
26 Interlocal Agreements, or homeowners as well as vendors. The firm also
27 reviews the audits and any exceptions within it and he must stay current
28 with the GASB standards. Mr. Reese said his firm must certify yearly and
29 sometimes randomly that the District has no obligation that would put it in a
30 negative financial position. Mr. Reese said he also represents the District
31 with any grievances brought by the Local #2139 involving labor issues or
32 collective bargaining agreement negotiations. Overall his firm is available to
33 head off any small issues that arise and is an advisory to the executive staff
34 and stays informed so they may stop any situations before they become a
35 larger issue.

36 Mr. Reese said Hutchison & Steffen is a statewide firm which the former
37 State Lieutenant Governor is a named partner as well as his former law
38 partner Jason Guinasso, in Reese Kintz & Guinasso. As well as 50 other
39 attorneys where he can glean information and expertise from to assist the
40 District. Director Herron said she wanted the Board to know she has had
41 multiple dealings with Hutchison & Steffen, as they are the law firm that
42 represents Incline Village General Improvement District (IVGID). Their
43 representation and interactions have been excellent and professional. They
44 have always provided a great depth of experience for IVGID and will for the
45 District, in the future. Director Herron also said she is very pleased with the

1 service Mr. Reese has given the District in the past ten years and hopes he
2 will be around for another ten. Mr. Reese said he wanted to mention too,
3 Geno Menchetti will be joining Hutchison & Steffen as well. Mr. Menchetti is
4 an excellent resource on the District as he was the District's legal counsel for
5 years and has a wealth of knowledge on how the District came to be and as
6 situations arise he will be able to help guide the firm through them with his
7 knowledge. Director Herron asked Mr. Reese to share with the Board
8 Hutchison & Steffens pro bono work in the community. Mr. Reese said each
9 lawyer is asked to commit hours and talent to the local community. Mr.
10 Reese said he sits on the Board of the local domestic violence resource
11 center, and other lawyers are involved with organizations such as the local
12 Big Brother Big Sister program, the Boys and Girls Club and other
13 organizations and people who might not otherwise be able to afford legal
14 counsel. Director Herron pointed out, Managing Partner Jason Guinasso is
15 involved with the Tahoe Family Solutions here in Incline Village. Mr. Reese
16 said it was brought to his attention there was a concern the Reno City
17 Council meets on Wednesdays as well as the District Board. Mr. Reese said it
18 is a different Wednesday of the month so there should not be any conflicts,
19 however, the depth of the available lawyers with experience and knowledge
20 of the District will be available through the new firm should the situation
21 arise.

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

31
32 ***Board of Director Comments/Reports:**

33 None

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35 ***Fire Chief's Report.**

36 Fire Chief Sommers said the public safety pier is back on the forefront with
37 the new Washoe County Sheriff fully behind it. There have been a few
38 locations mentioned; however, most have not worked within the parameters
39 allowed by Tahoe Regional Planning Agency (TRPA). At this time, there is a
40 potential location on Sand Harbor land. Mr. Reese said Fire Chief Sommers
41 and he have had multiple talks with Sheriff Balaam about this and other
42 issues (like Sheriff staffing levels in the area) and how it affects the District.
43 Sheriff Balaam has been very receptive towards Fire Chief Sommers and has
44 a great understanding of the issues affecting the District. Fire Chief
45 Sommers said the District's lobbyist said it is a great time to acquire funding

1 for this project as many legislators are interested in improving the Lake
2 Tahoe Basin.

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

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

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

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

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

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

43 Fire Chief Sommers said on Friday, April 5, 2019, himself and Division Chief
44 Powning will be in South Lake Tahoe meeting with Tahoe Regional
45 Conservancy Department and the Lake Tahoe Basin Fire Chiefs to discuss

1 the Fire Adaptive Communities programs and grant funding. Division Chief
2 Powning explained this meeting should help streamline the process on how
3 the grant monies are being funneled into the different departments around
4 the Basin and help the Basin get more money.

5 Fire Chief Sommers explained the Wildland Fire Protection Plan (WFPP) is
6 basically a statewide insurance plan with the NDF: if there is a fire in the
7 District and it goes on to private or state lands and if it goes on to federal
8 land the state would go to bat for the District as well. The premium for this
9 year is going to be reduced from \$60,000.00 to \$1,038.00 due to the
10 change by the State on how the rates are calculated.

11
12 ***Chief Officers Reports.**

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

24 The District's call volume is up by seven percent (7%) from last year.

25 Assistant Chief Calder said this year the District is seeing more structure
26 collapses than two years ago and 17 significant gas leaks including where
27 the snow is shearing off the gas lines and causing major leaks.

28 During this time of the year, the crews try to catch up on training in-house,
29 such as the Wildland courses offered by the Fuels department and off-site
30 courses as well. Last week the District sent six shift personnel to a Recuse
31 Systems 1 class, which focused on structure collapse rescues and other
32 rescue skills in dangerous situations.

33 Director Costalupes asked if we are utilizing the new loader this year to
34 uncover the hydrants. Assistant Chief Calder said "yes" and there has been a
35 new loader task book to be signed-off in, and with the new program and
36 map it has allowed the operators to get closer without hitting the hydrant.

37 Chair McKay asked if Fire Marshal Regan had anything to add. Fire Marshal
38 Regan said himself and Inspector Donohue attended training in Las Vegas
39 for the new codes. Temporary Inspector Taylor covered the District along
40 with other agencies such as Lyon County, Douglas County, and others
41 because their inspectors were also at the core class in Las Vegas. Next
42 month is the yearly investigation training in Las Vegas as well and a
43 marijuana class in Carson City covering the increase in grow facility fires and
44 other such fires related to the industry.

45 There is an increase in construction, last week alone, while they were gone,

1 the administration staff took in 32 plans. The Prevention team is working on
2 continuing a plans turnaround time of 10 days and Pre-TRPA turnaround of
3 48 hours. The TRPA plan review training for Zac Bray is going good and he is
4 doing an excellent job of keeping the process going.

5 Boulder Bay and Cal Neva projects are moving forward and lots of changes
6 going forward.

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

16 17 ***Fuels Management Reports.**

18 Division Chief Powning said the crews have been busy with snow removal
19 and training. There have been two of the required wildland classes taught
20 already and there are two more and a few of the crew are in Oregon
21 training. The new Fuels seasonal interview process is complete. They will be
22 doing pack tests and the final drug screening next week and job offers by
23 the second week in April.

24 Division Chief Powning said the District has applied for three grants one is
25 the FEMA Hazmat Mitigation and Home Hardening Grant, this will help
26 extend the Defensible Space Evaluation (DSE) and chipping program. The
27 amount applied for is around \$750,000.00 with a \$250,000.00 in match
28 rebates. The next two grants are through NDF. The first one is for
29 \$220,000.00 and is a Landscape Restoration (LSR) Grant, which will give
30 another \$220,000.00, to allow the District to continue work for IVGID in the
31 Diamond Peak area. IVGID is paying 100% of the cost to maintain those
32 lands now, this grant will help with those costs and extend the work the
33 District can do in other areas to \$440,000.00. The other grant is for
34 \$140,000.00 and is similar to the LSR Grant, however, it is called the Farm
35 Bill Community Protection Grant and it will provide money to complete the
36 other project around the Diamond Peak area that are not IVGID lands.

37 Chari McKay asked for questions, none heard.

38 39 ***Business Manager Reports.**

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

1 and having the budget workshop and Board meeting on April 17, 2019.
2 Business Manager Cary said if there are any changes to the budget, they can
3 be made at the budget workshop meeting. Chair McKay asked for any
4 questions. Director Costalupes said he would be out of town after April 19,
5 2019, so it will work for him. The Board agreed to have the budget workshop
6 meeting on April 17, 2019, with the Board meeting; however, the time will
7 be 9 a.m.

8 Business Manager Cary said she will present the rewriting of two resolutions
9 at the April Board meeting, the first will be to revise the resolution from
10 2001 regarding the spending limit for the Fire Chief. The second resolution
11 to be revised is the capitalization resolution. The revision would increase the
12 dollar amount to a flat \$5,000.00 for all items being capitalized. Director
13 Herron asked if \$5,000.00 was high enough. Business Manager Cary said
14 \$5,000.00 was the auditor's suggestion, she would like it to be higher.
15 Director Herron advised her to ask the Auditors if they would approve the
16 limit being \$10,000.00 for all items being capitalized.

17 18 ***Public Education Information Officer Reports.**

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

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

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

32 May is the Nevada Wildfire Awareness month and the theme this year is
33 "Wildfires Happen. Is your community prepared?"

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

36 EMS week will be the third week in May the theme is "Beyond the Call."

37 Water Safety Day on June 5, 2019, and will be taught to the third (3rd) and
38 fifth (5th) graders of Incline Elementary School and the Lake Tahoe School.

39 The Community Pancake Breakfast on Friday, July 5, 2019, as the holiday,
40 is on a Thursday this year.

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


43 44 ***Local 2139 Union Reports.**

45 No report

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NRS 241.020 RE: PUBLIC COMMENT. This is a time for the public to comment on any matter, whether or not it is Included on the agenda of this meeting. None

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



Beckie Dunn-Spomer, Secretary



Greg McKay, Chairman