

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

April 21, 2021

LOCATION: 863 Tanager, Incline Village, Nevada.

MEETING CALLED TO ORDER: Chair Herron called the meeting to order at 09:00 a.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; Art Cross, Vice-Chairman; Denise Bremer, Secretary-Treasurer; Greg McKay, Director.
Absent- James Costalupes, Director.

***Guests present:** Fire Chief Ryan Sommers, NLTFPD; Assistant Fire Chief Russ Barnum, NLTFPD; Battalion Chief Jeff Sambrano, NLTFPD; Business Manager Sharon Cary, NLTFPD; via teleconference, Legal Counsel, Devon Reese; Division Chief Isaac Powning, NLTFPD; PIO Tia Rancourt, NLTFPD; Administrative Assistant/Board Secretary Andreina Quiroz, NLTFPD; via teleconference, Citizen, James Marquis.

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.**

CONSENT AGENDA: Approved as submitted with corrections.

Approval of Minutes of the March 17, 2021 Board of Directors Meeting.

Business Manager Cary requested a change on page 9; line 9 of the minutes, a comment made by Director Cross should read, "NLTFPD as a business," not "IVCBA as a business."

Business Manager Cary also explained to the Board that the voided checks shown on the Accounts Payable (AP) report are due to a Windows update that created a black box over the signature fields. Due to the circumstances, some checks were voided and re-printed.

Chief Sommers requested a change on page 18; line 12 of the March 17, 2021 minutes, the abbreviation should be PSAP, not PZAP.

1
2 Review of Accounts Payable for March 2021.

3
4 Approval of the April 2021 Monthly Management Report.

5
6 **NEW BUSINESS**

- 7
8 **1.** Discussion for possible action regarding adoption of the amended
9 fee schedule (Exhibit A) to include associated fire district fees for
10 inspection(s) of Short-Term Rentals in relation to the Short-Term
11 Rental Ordinances (Chapter 110 and Resolution R21-001) as
12 adopted by Washoe County Board of County Commissioners,
13 presented by Chief Sommers and Fire Marshal Donohue.

14
15 Chief Sommers explained that Washoe County went through with
16 adopting the ordinance for Short Term Rentals (STR's) and with
17 that North Lake Tahoe Fire Protection District (NLTFPD) had to
18 amend our fee schedule to be compatible with the County.

19
20 Chief Sommers turned the meeting over to Fire Marshal Donohue to
21 explain the changes in the fee schedule and address any questions
22 the Board may have.

23
24 Fire Marshal Donohue began by introducing herself. She stated that
25 it has been a long process for Washoe County to adopt STR's and
26 explained that in order to stay equitable, Washoe County asked
27 NLTFPD to adjust the initial inspection fee of \$90.00 to be
28 congruent with them. She added that it was a \$3.00 raise in our
29 hourly rate. Fire Marshal confirmed that we are looking to amend
30 the fee schedule to make it is consistent.

31
32 Chair Herron asked if there were any questions.

33
34 Vice-Chair Cross commented that he had done research on this
35 along with peers in the basin. He informed the Board that Tahoe
36 Douglas Fire Protection District (TDFPD) charges \$120.00 for the
37 inspection and by July, it will be increasing to \$180.00-\$200.00 per
38 hour, North Tahoe charges \$140.00. Vice-Chair Cross stated he did
39 not understand how there could be that much disparity with peer
40 districts and said he understood that the overall inspection fee
41 structures had not changes since 2016. Vice-Chair Cross stated that
42 his question and concern was if we were charging enough to cover
43 administration cost, fuel, vehicle use time and the employee rate.
44 He commented that this it is his understanding that this is the

1 information that has been released to get us started with STR
2 inspections and he believes it would be re-addressed at later date
3 and adjusted as needed.

4
5 Fire Marshal Donohue replied that was correct and added that the
6 team has been directed by the County Commission to come back in
7 November with recommendations and any changes that need to
8 happen. Fire Marshal Donohue stated that at that time we could
9 certainly look at the fee structure and see that we are covering our
10 costs. She added that right now this would allow us to obtain data
11 to see what it truly is going to take.

12
13 Vice-Chair Cross confirmed that the inspection is going to be for
14 defensible space, alarm and sprinkler systems.

15
16 Fire Marshal Donohue confirmed.

17
18 Vice-Chair Cross asked if the County would be open to adding other
19 life and safety items that need inspection as part of the inspection.

20
21 Fire Marshal Donohue replied she was not able to answer for the
22 County, but on behalf of NLTFPD, she said that is something that to
23 be brought up in November if the case is that we are discovering
24 issues during the inspection.

25
26 Vice-Chair Cross stated that to the discrepancy in costs between
27 agencies do not match to him. Vice-Chair Cross said he would
28 encouraged Fire Marshal Donohue that at a Board meeting prior to
29 the November meeting with the County, if she would have
30 something solid for the Board to see, and he also said to look at the
31 future with the overall fee schedules.

32
33 Chair Herron asked Vice-Chair Cross if he had looked at the re-
34 inspection fees and asked if we were consistent with those.

35
36 Vice-Chair Cross replied, he did, and stated TDFPD had a \$60.00 re-
37 inspection fee. Vice-Chair Cross was told that for example if a strap
38 was needed on a water heater, the homeowner can take a picture
39 and send it in to TDFPD, however if the issue is larger and they
40 have to physically go back to the property, that is when the re-
41 inspection fee is charged.

42
43 Vice-Chair Cross added that North Tahoe Fire Protection District
44 (NTFPD), the first inspection is free and then the price for a re-

1 inspection fee is high, and believes it is close to \$200.00, as he did
2 not write it down.

3
4 Chair Herron asked what NLTFPD re-inspection fee was.

5
6 Fire Marshal Donohue replied it was \$174.00 hourly, but the first
7 re-inspection fee is free, after that we charge.

8
9 Chair Herron asked if it was a two-hour minimum.

10
11 Fire Marshal Donohue replied the two-hour minimum was on
12 investigations not necessarily re-inspections.

13
14 Vice-Chair Cross stated his ultimate goal was that we as
15 homeowners are not subsidizing a commercial endeavor and that
16 the cost is fully covered. He stated he did not want it to be a
17 moneymaking effort for the District and just wants to ensure that
18 properties are adequately and safely inspected, and 100% of the
19 cost is covered.

20
21 Chair Herron asked if the Board felt that the \$90.00 was close to
22 covering.

23
24 Fire Marshall Donohue replied that at this time with hourly yes, and
25 added that we should be able to gather enough data this summer
26 doing the inspections to figure out if we need re-adjust our fee
27 schedule.

28
29 Chief Sommers thanked Vice-Chair Cross for his research on this
30 matter with the other Districts, and confirmed that we were aware
31 of their fees as well and stated that we are trying to be compliant
32 with Washoe County with our current figures. Chief Sommers stated
33 he had no problem reporting to the Board before the November
34 meeting. Chief Sommers also wanted to mention that anything that
35 is brought to the Board is solid, and compiled from the best
36 knowledge that we have.

37
38 Vice-Chair Cross replied he understood and did not mean to imply
39 that it was not solid information.

40
41 Chief Sommers replied he just wanted to make sure we are all on
42 the same page.

43

1 Chair Herron confirmed with Fire Marshal Donohue that she would
2 like a motion.

3
4 Secretary-Treasurer Bremer moved to approve the proposed
5 changes amending the currently adopted fee schedule (Exhibit A) to
6 incorporate the fire inspection fee associated with Short-Term
7 Rentals.

8
9 Vice-Chair Cross seconded.

10
11 No further questions.

12
13 Chair Herron called the question.

14
15 All in favor, motion passes unanimously.

- 16
17 **2.** Discussion and Possible Action to purchase 41 APX6000 VHF MHZ
18 Model 3.5 Portable Motorola Radios for the amount of \$178,577.49,
19 presented by Chief Sommers.

20
21 Chief Sommers began by stating that by switching dispatch centers,
22 we also had to change radios. He said that this could be attributed
23 to maybe not the best planning for radios when we switched
24 platforms. He added that we went from a 800MHZ to Very High
25 Frequency (VHF) and added that the District has always maintained
26 a VHF fleet of radios that we have used in the summer time for
27 wildland fires. Chief Sommers stated that we received information
28 from the current radio manufacturer, Bendix King that our current
29 radios are at end of life. Chief Sommers thought since they are
30 working, we could slowly put in the transition plan for new radios
31 over the next couple of years. He added that plan was great for
32 when those radios were used seasonally but not a very good plan
33 when those radios are being used daily. Chief Sommers explained
34 that it was brought to his attention that the radios are failing as
35 they are being used daily and that we can no longer get support for
36 the Bendix King radios.

37
38 Chief Sommers stated that Assistant Fire Chief (AFC) Barnum and
39 Battalion Chief (BC) Sambrano put together a committee that did
40 about six weeks of work on all the different VHF radios that are on
41 the market. He stated they contacted the manufacturers and sales
42 people of the radios for samples, brought in demos for all shifts and
43 Chief Officers to use and made the recommendation that we go
44 with the Motorola radios, which is the bid presented to the Board.

1
2 Chief Sommers explained that once it was decided to go with the
3 Motorola, we were ready for a radio count and bid. He stated he
4 was nervous while waiting for the bid, as he did not think it would
5 be this expensive. He stated he contacted the West Coast Regional
6 representative for Motorola and told him we needed three bids for
7 this procurement as required by our Policies. At the same time,
8 Chief Sambrano contacted another Motorola dealership and was
9 told they could not do that and they do not bid against each other
10 and they use equivalent to a GSA contract, which is a pre-
11 negotiated government-pricing contract, and this is the best
12 government price we will receive from any Motorola dealer. Chief
13 Sommers reiterated that we did receive bids for other radios, but
14 they are not user friendly for firefighters and they are not
15 intrinsically safe. Chief Sommers stated he made the decision that
16 the radios need to be intrinsically safe, that they can be taken into
17 a burning building. He confirmed that the Motorola radios are
18 intrinsically safe. Chief Sommers stated that before the meeting
19 Director McKay had a question about parts and stated that the life
20 of the radios is ten years and Motorola will support them for those
21 ten years. He added that is quite some time compared to other
22 manufacturers, like Harris Radio that are constantly changing their
23 radios. Chief Sommers stated that this is a communications issue,
24 as these radios are used every single day. He added that in
25 speaking with Chair Herron it was recommended to bring this item
26 before the Board as it is an unbudgeted capital expenditure and in
27 working with Business Manager Cary, this would be the fiscal year
28 to do it because of the pending Tax Revolt to pay back next fiscal
29 year.

30
31 Chief Sommers advised the Board that AFC Barnum was available
32 for any question, as he is the Operations Chief and oversaw the
33 committee and dealt with the day to day. Chief Sommers concluded
34 by stating he was looking for direction from the Board.

35
36 Director McKay asked out of curiosity as if the shifts were carrying
37 800's and or just the VHF.

38
39 Chief Sommers replied they are just carrying the VHF radios for
40 now unless we go into the Carson Valley they take the 800's as
41 they are still on that system.

42
43 Treasurer-Secretary Bremer asked what the plan to pay for the
44 radios was.

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Business Manager Cary replied that the expenditure would come out of the general operating fund because the individual radios are under our \$10,000 threshold therefore it is not a capital expenditure. Business Manager Cary continued to explain that it would be paid out of general operations. We had budgeted to pay back the taxpayers this current fiscal year, we will not be doing that, so we have room in this year's budget.

3. Review and discussion of the Fiscal Year 2021-2022 Tentative Budget, presented by Business Manager Cary.

Business Manager Cary began by explaining that this year there are no copies of the budget requests as we are hoping to go digital. She added that if anyone would like copies of the requests, she would be more than happy to provide them.

Business Manager Cary asked the Board to turn to the General Fund page and stated we are budgeting for full staff and at tax rate of .6480 which was approved last year. We will continue with this tax rate until we find out where we stand with the pay back to the tax payers, and ultimately we would have a bit of extra money.

Director McKay asked in regards to the extra money, what the money figure was when the .6480 tax rate was used.

Business Manager Cary replied it was \$200,000.00

Chair Herron asked if this was the maximum rate, we could collect.

Business Manager Cary replied it was not.

Business Manager Cary stated that the first column shows the budget for this current fiscal year, what she estimates we will spend by June 30, 2021 and the Budget for 2021-2022.

Business Manager Cary added that property taxes are listed at \$10,388,000 as listed on the far column. Business Manager Cary stated that for Consolidated taxes she is budgeting fairly conservatively due to COVID-19 and everything else going on she is not certain that we will be back at \$4 million as we were two years ago.

1 Business Manager Cary reported Fuels Reimbursements have
2 increased considerably due to the NV Energy contract. She added
3 that everything we expend for NV Energy and fire reimbursements
4 increases our revenue but also increases expenses.

5
6 Business Manager Cary moved onto fire response reimbursement
7 which is the shift personnel going to fires, it is budgeted the same.
8 Permits and fees have increased, as we will be getting money from
9 STR fees. CPR classes and Other Income are static. She added that
10 in Other Income, includes the Ground Emergency Medical Transport
11 (GEMT) reimbursements. Business Manager Cary stated last year
12 we received \$150,000 after the cost report and this year should be
13 a little more.

14
15 Business Manager Cary stated that under expenses, salaries and
16 wages increased, again due to Fuels Department. She added that
17 the Consumer Price Index (CPI) increase for this year is 1.7%, as
18 the contract says nothing less than 2%, therefore the budget is
19 based on a 2% increase for staff.

20
21 Business Manager Cary also informed the Board that benefits
22 increased due to a Public Employees' Retirement System (PERS)
23 increase of 1.5%, and explained that we will now be paying 44% of
24 a firefighter's salary, who is in PERS, and 29.75% of regular
25 personnel like administrative personnel.

26
27 Business Manager Cary stated service and supplies increased due to
28 additional staff and support of that staff.

29
30 Business Manager Cary stated the contingency is always budgeted
31 and we have not had to use it.

32
33 Business Manager Cary stated the General Fund receives the
34 revenue and then allocates to the other funds. She advised that
35 there would be transfers to cover some of Capital Projects. She
36 stated Debt service transfer is \$200,000 for refunding the bonds
37 and paying off the two new engines resulting in a better interest
38 rate of 1.9%. She added that we received \$1,570,000 new funds to
39 cover the purchase of engines and ambulances as approved at the
40 last budget session.

41
42 Business Manager Cary reported is she budgeting to pay back \$6.3
43 million this year to the taxpayers of Incline Village/Crystal Bay. She
44 is not certain that will happen, but is budgeting conservatively.

1
2 Director McKay asked on last year's budget refund, the refund was
3 not spent, and it was carried over to this year and she added \$2
4 million to the interest.

5
6 Business Manager Cary confirmed that was correct and explained
7 that the net change is a negative \$7.7 which is eating into our fund
8 balance. She added that our beginning fund balance is \$12 million
9 and ending with \$4.3 million.

10
11 Chair Herron asked if property tax refunds would be paid off.

12
13 Business Manager Cary replied it would not be.

14
15 Chair Herron referred back to the property tax stating there are
16 people that will not be claiming their refund, and confirmed that the
17 funds will stay with Washoe County, and that will not be affecting
18 us.

19
20 Business Manager Cary confirmed that was correct and if people do
21 not claim they will not be reimbursed.

22
23 Director McKay asked if homeowners had three years to claim their
24 refund.

25
26 Business Manager Cary replied she was unsure but thought
27 homeowners need to claim their refund by the end of this fiscal
28 year and there is no carry over, and the payout has to be done by
29 July 1, 2024.

30
31 Chief Sommers asked if those funds stayed with the County as he
32 thought they would go to the State for unclaimed property.

33
34 Chair Herron stated she was unsure.

35
36 Legal Counsel Reese confirmed Business Manager Cary was correct
37 about the timelines identified but he does not think there is an
38 answer to what happens if the properties are unclaimed yet. He
39 added that traditionally, unclaimed property returns to the state but
40 it goes there in trust that it can be claimed later. He added that it
41 does not make a lot of sense to those acknowledging, but if
42 someone does not do it by default then it would go into the
43 unclaimed property system under that person's name and they
44 might claim it later.

1
2 Legal Counsel Reese added that yesterday he met with lawyers
3 outside of Legal Counsel for the school district and a part of the
4 schools general counsel, an in house legal, as suggested they
5 decided not to pursue the case on their own, but rather hired
6 outside of legal counsel. Legal Counsel Reese stated they have
7 creative arguments that would be monitored closely. He added that
8 in conversing with Commissioner Hill and the conversation from
9 yesterday, he is not sure that anyone believes the lawsuit will be
10 successful, they will monitor, we would benefit from it, but the
11 school district is offering their own unique spin on why
12 constitutionally why it violates the State's Constitutional provision
13 regarding the educational funding. The argument available to the
14 school district is not available to us. He stated he will continue to
15 monitor and advise the Board.

16
17 Director McKay asked how long he estimated the case to go before
18 there is a decision.

19
20 Legal Counsel Reese replied the earliest six months, as the issue is
21 the school district has not yet decided if they would like to conduct
22 some limited discovery. The discovery that happened in the past
23 cases was limited because the arguments were legal arguments but
24 here the school district may elect to do some depositions with key
25 persons in the Treasurer's office in Washoe County and the
26 Assessor's office to determine the scope of what they believe the
27 damages are. Legal Counsel Reese said there has been a complaint
28 that Washoe County has not answered yet, so the earliest could be
29 90 days, the latest eighteen months, his guess is six months and
30 with the judge assigned to the case, we will see what the outcome
31 is.

32
33 Business Manager Cary directed the Board to
34 Administrative/Executive tab that lists salaries and benefits for
35 Chief Sommers, AFC Barnum and Business Manager Cary. She
36 explained that benefits increased and service and supplies remain
37 the same.

38
39 Director McKay asked if there was an increase to the Health
40 Insurance.

41
42 Business Manager Cary replied there was no increase for this year.
43 She added that she did budget for a 10% increase for next year, as
44 there could be a possible increase in December.

1
2 Business Manager Cary referred to Administration Services, and
3 explained wages increased along with benefits and PERS. She also
4 pointed out that services and supplies increased considerably as
5 there have been dramatic increases on things like copier and fax
6 services. She also mentioned that miscellaneous utilities have
7 increased considerably as things were being paid out of different
8 accounts when they should be have been paid out of miscellaneous
9 utilities, these utilities include gas, Time Warner Cable, pest control,
10 ultimately she moved everything so it can be in one place.
11

12 Business Manager Cary would like to note that we would be moving
13 to a digital Purchase Order (PO) system and it is going to cost
14 \$4,000.00 a year. This system will create digital PO's that will
15 eliminate Tracy Collins from tracking employees down for PO's,
16 finding PO's etc.
17

18 Business Manager Cary asked AFC Barnum to explain the PO
19 system, as he had done the research.
20

21 AFC Barnum began by stating it is a digital PO software system for
22 50 users. He said one of the important things about this system is
23 that there is an electronic signature for the PO's, and we can build
24 in the security and safety into it so PO's over certain amounts can
25 obtain required signatures. AFC Barnum stated that from a safety
26 perspective as far purchasing and making sure PO's are secure, this
27 is the best way to track it. He added that there is potential to go
28 100% paperless with PO's. AFC Barnum explained the PO process
29 saying if there is a PO filled out for Fuels, the PO will go to Chief
30 Sommers for signature and on the PO; the account of where the
31 funds will come out of will also be listed along with real time
32 information of ~~what~~ how much is left in their budget. He added that
33 Ms. Collins spends about 20% of her time dealing with PO's, paper
34 shuffle and signatures, and this will alleviate all of that. AFC
35 Barnum stated we may not need all 50 users but that would be
36 adjusted.
37

38 Director McKay asked if the corresponding documentation for the
39 PO would also be tracked.
40

41 AFC Barnum confirmed and added that individuals can scan in
42 invoices. He said from a personal perspective and having people
43 purchase things, for him it would be a lot easier to go back and
44 approve PO's.

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Business Manager Cary moved on to IT/Logistics, stating service supplies and contractual maintenance were moved around so they are being paid from the appropriate spot.

Business Manager Cary asked if there were any questions.

No questions.

Business Manager Cary reported fleet is the same with an increase in salary and benefits with a reduction in contractual maintenance since it was moved.

Business Manager Cary touched on Operations and stated that all of the operating requests as listed have been included in the current budget with an explanation of the items.

Director McKay questioned in regards Station 13, specifically referring to carpet, doors, HVAC, and floors for \$15,000, but then saw it was \$122,000 to do vinyl flooring in all stations he asked if this was different.

Business Manager Cary confirmed it was different as initially it was going to be carpet but there are other items that need to be addressed at Station 13 so if we get the grant for re-carpeting the \$15,000 would decrease. She added that this is more of a safety item.

Director McKay stated he was checking on a duplication.

Business Manager Cary stated if we do not get the grant, we would not be replacing all of the flooring.

Chief Sommers stated that we were approached by the Duffield Foundation and were asked if we needed anything. He said he and AFC Barnum met with them and provided them with a list, and they too had a list and one thing in common was the carpet, hence why it was added.

Business Manager Cary continued onto the Sonic Wall stating that it was not purchased last year although approved, but it will be purchased this year.

1 Business Manager Cary stated Scott Woodcock performed an
2 analysis for turnouts and reduced his budget by \$1,500.00

3
4 Business Manager Cary touched on blacktop sealing, stated it was
5 requested a couple of years in a row and it is for all stations.

6
7 Business Manager Cary touched on other items such as confined
8 space rescue, repairs, and hardline communications kit.

9
10 Chief Sommers explained that we have confined spaces that mostly
11 belong to Incline Village General Improvement District (IVGID) and
12 we need to be able to respond and adhere to all of the
13 requirements to enter confined space, so this item is for equipment
14 needed to perform that. He added we have some equipment but it
15 is outdated.

16
17 AFC Barnum confirmed and added that the communications module
18 that we currently have has a failure so they can only communicate
19 with one rescue team member at a time and the repair for that is
20 \$2,400.00

21
22 Business Manager Cary asked AFC Barnum if he could elaborate on
23 equipment supplies.

24
25 AFC Barnum stated that currently we count on gas-operated fans
26 for ventilation on structure fires, as well as for gas hazards, which is
27 not ideal. We are looking into moving to lithium battery electric fans
28 with an approach of replacing one a year, as the ones we have are
29 twenty years old. He added that with the technology to upgrade,
30 they would like to do one a year until all of the fans are replaced.

31
32 Business Manager Cary reported we also need a new snow blower.

33
34 AFC Barnum reported on the next item nozzles stating that
35 allocating our reserve engine to make sure that all of the engines
36 are consistent across the board with the same equipment. He added
37 the nozzles are twenty years old and need to be replaced and phase
38 in the hoses too.

39
40 Chief Sommers stated that this would also be a phased in expense.

41
42 Business Manager Cary stated that when Staff met to put together
43 the operating request, the requests came out to be over \$100,000

1 but in going through it, it was decided to phase items in instead of
2 purchasing everything right away, so it was cut down to \$50,000.

3
4 Business Manager Cary touched on the \$10,000 and explained it
5 was a reduction because of the website, as it was updated and we
6 no longer need the additional \$10,000 this year, it will only be
7 \$3,600 for updates and maintenance.

8
9 Business Manager Cary talked about miscellaneous items in
10 Prevention and explained the Cloud based Knoxbox Key secure
11 program, would cost \$1572.00 for three years of paying for the
12 Cloud. She also added that dues and memberships increased, which
13 are also incorporated into every department.

14
15 Chief Sommers asked if there were any questions about the Cloud
16 based Knoxbox.

17
18 Director McKay said yes, and asked if the system registered when
19 the key is back in the engine and locked.

20
21 Chief Sommers explained that this is the key to every Knoxbox in
22 Incline Village, and if we lose any key, we have to pay to rekey
23 every Knoxbox in Incline Village. Chief Sommers added that with
24 this system, every employee has a code, it stored and it is instantly
25 accessible, it also shows the last person to have accessed it. Chief
26 Sommers added that under the current system we have to go to
27 the box, download it, read it and see where it is. As well as that
28 when add or remove an employee we have to physically touch
29 every single Knoxbox key in every secure unit we have. Having the
30 cloud will allow to maintain and access appropriately.

31
32 Director McKay stated we had passed over National Fire Protection
33 Association (NFPA) under prevention.

34
35 Vice-Chair Cross double-checked with Business Manager Cary on
36 the total to be \$2,000.00 for the Prevention request

37
38 Business Manager Cary stated that was correct and another \$500
39 would be added to overall net negative of \$7 million.

40
41 Business Manager Cary moved to review Operations, and said
42 contractual maintenance has moved around as well as an increase
43 to benefits and salaries. Business Manager Cary stated she
44 highlighted some line items again like contractual maintenance that

1 is updating things we have not budgeted for and moving them
2 around. In this, annual hose inspections are included as there were
3 \$8,000 worth of repairs last year and we may need it again, there
4 is also emergency reporting, generator maintenance, elevator
5 maintenance, ladder, pump and hose testing. Business Manager
6 Cary added that these items will now be in one place, and will be
7 budgeted items. Business Manager Cary referred to line 279,
8 stating vehicle fuel has increased ~~as well as~~ for training for the
9 Boat.

10
11 Business Manager Cary moved onto Prevention/Pub Ed. and
12 referred back to the reduction.

13
14 Business Manager Cary touched on Prevention/Administration
15 codes, which is for Fire Marshal Donohue, and two Fire Inspectors.

16
17 Business Manager Cary reported on CPR and said she would be
18 budgeting that the same as in the past.

19
20 Business Manager Cary referred to page 10 for Fuels Management
21 and she reiterated there is an increase in revenue because of the
22 expenditures that are going to be reimbursed.

23
24 Business Manager Cary asked Division Chief Powning (DC Powning)
25 if he could talk about the expansion of his Department.

26
27 DC Powning began by stating that his department has expanded as
28 last year NV Energy approached us for ten personnel which we
29 moved them to two Type 6 Engine modules, and since then, they
30 have asked for a third Engine module which we have move towards.
31 He added that two weeks ago, they asked us to stand a 20 person
32 year round crew. DC Powning stated he is resistant to that as that
33 is a lot of personnel to have around full time in the winter on a
34 program we are still learning but also finding 20 people to do that
35 job year round will be a challenge. DC Powning stated that they
36 entertained with NV Energy is to expand our ability to implement
37 projects as well as fire suppression resources. He added that the
38 negation is to take the three engines and make them on a seven-
39 day staffing. DC Powning said by doing this, the engines would be
40 available to community, the NV Energy, and us as well as,
41 implementation 7 days a week. Additionally by doing this we will
42 add six additional seasonal employees which increases our
43 production about 42% with the seven-day staffing. DC Powning
44 touched based on the Administrative Assistant position and stated

1 that they have requested to add this position to help alleviate the
2 additional workload that has been put on the current Administration
3 Staff. The person in that position would work for Fuels Program and
4 help with inventory management and other projects such as cost to
5 date, PO system, and help manage day-to-day work.
6

7 DC Powning added that Squad Bosses are also added and along
8 with the Administrative Assistant these positions will be funded by
9 NV Energy. Squad Bosses will be fully funded and Administrative
10 Assistant we are guessing will be funded 90-100%. DC Powning
11 added that they did not want to go 100% of funding by NV Energy
12 as they would like some control when assisting with inventory
13 management. In turn they have asked NV Energy that this
14 particular position is at cost rate, meaning we will be at cost to NV
15 Energy when this person is doing a task benefitting the NV Energy
16 program. DC Powning stated Captains and Squad Bosses will be
17 50% funded by NV Energy, when seasonal employees leave the
18 Squad Bosses will work for NV Energy, and when seasonal
19 employees return they will go back to the Crews. DC Powning
20 added that we had cost saving on Squad Bosses because of what
21 was done prior years.
22

23 DC Powning asked if there were any questions.
24

25 Director McKay stated he was thinking about control but he had
26 touched on that. He also asked what would happen with both the
27 District and NV Energy called on the crews at the same time.
28

29 DC Powning replied that there is positive relationship with NV
30 Energy as far as that goes. He added that currently we do not have
31 enough parking for staff in District so two of the engines will work
32 out of Mound House. He added that NV Energy had initially
33 requested all engines work out of Mound House and report up here
34 on a daily basis but DC Powning was able to talk to NV Energy and
35 tell them we want one of the resource kept in District at all times,
36 as that is one of our resources. DC Powning continued saying they
37 are okay with that. They are flexible in going over those situations
38 from last year, and they were flexible with us covering our "home"
39 with resources. DC Powning added that they are paying for that
40 too, and last year they also use Type 3 Engines from the Shift side,
41 that they covered at the home base. DC Powning stated there have
42 been no issues yet, and he does not foresee them as long as we are
43 in good communication with NV Energy.
44

1 DC Powning reported that every Fire Agency in Northern Nevada
2 has joined this NV Energy program, so there are a lot more
3 engines, more resources, and their intent is by June 1st have 135
4 firefighters with 19 Engine modules, so there is a lot coming into
5 the region which is all good.

6
7 Director McKay asked if this program was mainly in Northern
8 Nevada.

9
10 DC Powning replied it was all over Nevada.

11
12 Director McKay commented it was probably in the indefinite future
13 they will continue to staff.

14
15 DC Powning added that the if we look at the work completed that
16 was completed last year, only 2% of their infrastructure was
17 touched, and they have requirement to touch it all, so the project
18 will last a few years.

19
20 Chief Sommers took a moment to express that NV Energy did not
21 ask other agencies to put on a 20 person crew, they only asked
22 NLTFPD. Chief Sommers complimented DC Powning saying he is
23 doing a great job, and it says a lot when a program that is growing
24 as fast as it is, to be asked by the utility company to up part of our
25 project. He added that we will see what happens down the road and
26 complimented DC Powning and his staff for doing a good job of
27 keeping up with the contractual items, the dollar side and
28 completing the work, last he added that NV Energy is happy.

29
30 Business Manager Cary stated the Board may or may not know but
31 when Mound House is mentioned, we are referring to a warehouse
32 that was rented for storing vehicles and other equipment. She
33 added that is it in the budget and NV Energy is paying for it. She
34 stated that line item is in the Fuels spreadsheet as a new item this
35 year.

36
37 Director McKay confirmed that our Fuels revenue was may be a
38 little less but still healthy, with the expanded infrastructure we are
39 working with.

40
41 Business Manager Cary replied that the District is still contributing
42 directly to Fuels \$450,000, that has not been changed and
43 everything for NV Energy is dollar for dollar reimbursed.
44

1 Business Manager Cary moved on to the Ambulance Fund stating
2 that the only change to the fund as listed on page 12 is the \$20,000
3 for medical supplies, otherwise it is nine personnel who are paid out
4 of this fund.

5
6 Business Manager Cary asked if there were any questions before
7 onto Capital Projects.

8
9 No questions.

10
11 Business Manager Cary referred to page 14, the summary of where
12 we are, and page 15 is the actual detail of the Budget. She then
13 referred to the itemized requests and directed the Board to look at
14 the top of the document that reads, Station 11 Heating/Cooling
15 Controls and advised that we have budgeted for Heating and
16 Cooling at a greater amount of \$173,000 for the last three or four
17 years, if not longer, but it is time to have the system fixed and we
18 are planning on expending \$86,000 this year.

19
20 Chief Sommers added that when the station was built it has had
21 nothing but issues, and there was an archaic system that has had a
22 lot of work put into it but we need to get it taken care of as shift
23 personnel are there 24/7.

24
25 Business Manager Cary agreed that the heating and cooling system
26 needs to be dealt with. She also added that the front door overhang
27 at Station 12 needs to be dealt with as this has been in the budget
28 and this is the year the project needs to be completed. Business
29 Manager Cary referred back to Chief Sommers mentioning that we
30 could possibly obtain money for carpet, and that it is a \$122,000
31 expenditure, but we will get back \$122,000 for that expenditure.

32
33 Director McKay asked if that was just for the three stations and
34 exclude 863 Oriole, 866 Oriole and the Fuels building.

35
36 Chief Sommers replied it would be would include 863 Oriole;
37 Station 12 is not included as their carpets were done two or three
38 years ago. Station 13 would be for the bedrooms only and
39 resurfacing the slick floor in the living quarters, as well as portions
40 of 866 Oriole and 219 Enterprise.

41
42 Business Manager Cary spoke on the next item, to purchase a new
43 ambulance. She stated this total cost is for the ambulance and in

1 the next few years we are budgeting to remount because we have
2 new vehicle chassis for the ambulances purchased in the last few
3 years.

4
5 Moving on Business Manager Cary spoke on how every year we
6 budget for standard utility vehicles, fuels utility vehicles, a standard
7 place saver.

8
9 Director McKay asked if it was a crew carrier or a couple more
10 pickups.

11
12 DC Powning replied they are looking changing the local crew out of
13 crew carrier, as they are spread out between here and NT,
14 therefore they are looking at pickup trucks versus crew carriers as
15 maintenance and upfront cost is cheaper.

16
17 Business Manager Cary stated that when we received the
18 \$1,570,000 million, we had money left over, which is why we are
19 buying the ambulance this year. So we have a cushion and are
20 expending \$610,000 but we are only going to transfer \$200,000
21 into it.

22
23 AFC Barnum spoke on extrication equipment stating we are phasing
24 in new equipment and moving away from the older hydraulic rescue
25 extrication equipment as the technology is there for battery
26 powered extrication equipment that is lighter and more
27 manageable. AFC Barnum stated this was also incremental
28 replacement in all vehicles.

29
30 Chief Sommers spoke on Computer Aided Dispatch (CAD)
31 Interaction, and stated we and the entire basin is currently on an
32 application that we can see on our phones when we get a call, these
33 notification come from the CAD in Grass Valley Emergency
34 Command Center (GVECC). Chief Sommers stated we had gotten
35 word that the company was going to close their doors or hopefully
36 someone would purchase them. Another vendor purchased them
37 however they do not have the authorization for these applications.
38 Chief Sommers added that we are looking at going to another
39 company, and referred to this as a placeholder as we do not have
40 an exact cost and is hoping this will be shared with all agencies
41 dispatched by GVECC. He added that we just want to have it in the
42 budget so if we are told that now is the time to act because of the
43 price is only good for a certain amount of time. Chief Sommers
44 stated we are looking to going back to some type of mobile device

1 that put in the time and respond, "on scene" versus waiting for
2 dispatch to ask when we are responding. Chief Sommers added that
3 if this goes well, this will also be tied into station alerting, from the
4 CAD the station would be alerted of an incident versus just relying
5 on the radio.

6
7 Chief Sommers confirmed with AFC Barnum all the information he
8 had provided was correct. AFC Barnum confirmed.

9
10 Chief Sommers moved on to talk about station alerting.

11
12 Business Manager Cary had an initial quote for \$50,053.00 but BC
13 Green had provided her with an updated quote of \$49,255.00

14
15 Chief Sommers explained that with the current station alerting, line
16 personnel go from 0 to 60 lights in .3 seconds as the lights come on
17 and the speakers start talking, and with this we would have a more
18 mellow approach at station alerting.

19
20 Business Manager Cary moved on to speak about the replacement
21 for Self-contained breathing apparatus (SCBA), and the radios and
22 SCBA cylinder are also place holders in saving for when we have to
23 purchase these items in 2022-2023.

24
25 Director McKay asked if the purchase was for bottles, compressors
26 of everything.

27
28 Chief Sommers stated the compressors would hopefully be okay so
29 it would be the bottles and packs as they are coming to end of life.
30 Chief Sommers said there is talk about Tahoe Basin, grant abilities,
31 on all agencies going to same make and model so when we do
32 mutual aids we can exchange equipment and keep going to get the
33 job done.

34
35
36 Business Manager Cary asked if there were any questions on the
37 Capital Projects.

38
39 No questions.

40
41 Business Manager Cary moved on to Debt Service. She stated that
42 it looks different than previous years since we paid off two loans
43 and combined everything and we are only making one payment to
44 JP Morgan Chase and we will have that all paid off in 2031. She

1 added that the building next door because we refunded the bonds,
2 will be paid off at the same that was intended initially, which was in
3 2024 and then the principal amount reduces.

4
5 Business Manager Cary explained that the Analysis is giving the
6 overall expenditures and revenues.

7
8 Page 19 is the training budget.

9
10 Page 20 is the summary of payroll for the entire District general
11 and ambulance fund combined.

12
13 Page 21 are the approved salary ranges, and a few of the ranges
14 have been adjusted this year to be competitive.

15
16 Final part of the Budget is the 5-year plan, Business Manager Cary
17 explained that in the first column, that is what we are planning to
18 do next fiscal year 2021-2022. Have an ending fund balance of \$4.3
19 million, then in 2022-2023 it gets a little tight if we do have to pay
20 back \$3.6 million but she is budgeting revenue fairly conservative
21 as she is unsure of sales tax with COVID-19 and how it will
22 recuperate or how quickly it will. Business Manager Cary said that
23 in 2023-2024 we are in a better position as well as 2024-2025.
24 Business Manager Cary stated that the last line, required fund
25 balance follows what the NRS statute says that we have to have 4%
26 of our operating expenses in the fund.

27
28 Vice-Chair Cross asked for clarification on FY 2023-2024, the
29 beginning fund balance is \$849,800 and it required to have,
30 \$905,000

31
32 Business Manager Cary explained that in 2023-2024, the Net
33 change \$956,000, the ending fund balance is \$1.8 million and the
34 requirement is \$905,000.

35
36 Chair Herron explained that 2022-2023 is where we are low, but we
37 have the \$100,000 contingency that needs to be factored in. She
38 added it would be \$949,800 the required so it is met with the
39 \$100,000.

40
41 Business Manager Cary reiterated that in 2022-2023 she is not
42 budgeting sales tax and local government relief tax, at what we
43 would normally do as it is still reduced. Again to be conservative

1 with COVID-19 and sales tax, and revenue being down, and the
2 uncertainty of how we will recover.

3
4 Business Manager Cary asked if there were any questions.

5
6 Chair Herron thanked Business Manager Cary for her hard work as
7 well as Treasurer-Secretary Bremer to have the tentative budget
8 submitted.

9
10 Chair Herron confirmed this was the tentative budget and asked if
11 we would be anticipating a lot changes for the final budget.

12
13 Business Manager Cary replied the only change would be the math
14 error for \$500.

15
16 Chair Herron asked Business Manager Cary to look at Debt Service
17 as there may be a totaling error and she would show her.

18
19
20 **OLD BUSINESS:** No old business.

21
22 *Legal Counsel Reports.

23
24 Legal Counsel had no further report other than what was shared
25 earlier.

26
27 *Board of Directors Comments or Reports.

28
29 Director McKay stated that the in the latest COVID-19 Relief Bill the
30 school district is scheduled to get over \$100 billion from the Federal
31 Government for doing more than what they did the year before.

32
33 *Fire Chief Reports presented by Fire Chief Sommers.

34
35 Chief Sommers updated the Board on the Mutual Aid Agreement,
36 stating they are making progress and it is getting better. He added
37 that NDF currently has that in their court to adopt a policy that the Fire
38 Chiefs put together.

39 Chief Sommers also reported that we are gearing up for the wildland
40 season.

41 End of report, no further questions.

42
43 *Chief Officers Reports presented by Assistant Fire Chief Barnum.

1 AFC Barnum reported on EMS on behalf of Chief Sambrano who has
2 primarily been focusing on the Radio Committee and alluded him on
3 the great job he has done putting everything together and on his
4 efficiency of completing the radio duty in six weeks.

5
6 AFC Barnum reported on Dispatch on behalf of BC Green stating she
7 continues to work on that as well as Boat operations to begin doing
8 training in the next couple of weeks along with Public Relations with
9 PIO Rancourt.

10
11 AFC Barnum moved onto report on training, stating the focus is
12 wildland training throughout the month. There is an Engineers test for
13 promotion at the end of May.

14
15 AFC Barnum reported on Fleet stating their primary focus is conversion
16 from winter to summer.

17
18 AFC Barnum reported on staffing stating we will be down two full time
19 positions at the beginning of May and there was a lateral position
20 opening posted that will close in June. Additionally, we anticipate two
21 more openings by August. There were also two promotions for Captain
22 Jeff Byrne and Engineer Steve Park.

23
24 AFC Barnum provided a COVID-19 update stating we are now open to
25 all ages, adding that our position and responsibility for that is changing
26 every day. He added the demand for a vaccine is decreasing, as we
27 have vaccinated all of the people that want it and us working through
28 the tiers allowed us to vaccinate the community. Additionally he stated
29 we have teamed up with Incline Village Community Hospital (IVCH)
30 and we now have our own list for local citizens versus obtaining a list
31 from Washoe County. AFC Barnum said we are still doing drive-thru
32 clinics for first and second doses. Lastly, AFC Barnum reported that
33 Infection Control Officer Jill Andersen is vaccinating Humbolt-Toiyabe
34 Forest employees today, and they vaccinated Lake Tahoe Basin
35 Management unit and we continue to help regional partners. AFC
36 Barnum concluded with again recognizing Jill Andersen on the fantastic
37 job that she is doing.

38
39 End of report.

40
41 *Prevention Reports presented by Fire Marshal Donohue.

42
43 Fire Marshal Donohue submitted her written report.

44

1 Fire Marshal Donohue added that we are recruiting for the Fire
2 Inspector position, and advertised through several different avenues
3 and so far we have only received one qualified applicant.

4
5 Chief Sommers informed the Board that Interim Fire Marshal Donohue
6 had accepted the full time position of Fire Marshal.

7
8 Board of Directors congratulated Fire Marshal on the acceptance.

9
10 Chief Sommers complimented Fire Marshal Donohue on the great job
11 she is doing and welcomed her into the full time position.

12
13 End of report.

14
15 *Fuels Management Report as presented by Division Chief Powning.

16
17 DC Powning referred to his report from last month, where he stated
18 that our resources were working down in the Valley and have since
19 brought them back to District and doing work locally.

20
21 DC Powning added we sent a Type 6 Engine to Minnesota for pre-
22 position and it was great training opportunity for our crews. He added
23 that they did receive precipitation and the crew still was able to stay
24 for eight days and do project work. That is crew is now back.

25
26 DC Powning informed the Board that Chipping and Defensible Space
27 Inspections will open for the season on May 10, 2021. Seasonal
28 employees will be brought back on May 24, 2021. Fuels is also doing a
29 lot of training that includes in-house training with the Shift personnel.

30
31 DC Powning reported on equipment, and added we have received the
32 new chipper purchased by NV Energy, and the chip truck will be here
33 in the next couple weeks. He said the last engine we purchased is
34 expected to arrive in the middle of June. He said we are still waiting to
35 hear on the purchasing of the pickups for the crews as details are still
36 being worked out.

37
38 End or report.

39
40 *Business Manager Reports presented by Business Manager Cary.

41
42 No further report.

43
44 *Public Education Information Officer Reports presented by PIO Rancourt.

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PIO report was submitted, no further report and available for questions.

No questions.

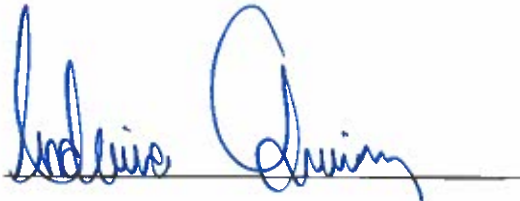
*Local 2139 Union Reports presented by Union President Byrne.

No report.

***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.

Meeting Adjournment 10:36.



Andreina Quiroz, Secretary



Susan Herron, Chairman