

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

February 28, 2024

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, Chair; Charley Miller, Vice-Chairman (via Teleconference); Denise Bremer, Secretary-Treasurer; Director, Greg McKay, Director; James Costalupes.

***Guests present:** Fire Chief, Ryan Sommers, NLTFPD; Assistant Fire Chief, Russell Barnum, NLTFPD; Division Chief, Isaac Powning, NLTFPD; Chief Financial Officer, Jackie Signorelli, NLTFPD; Board Secretary/Administrative Assistant, Andreina Quiroz, NLTFPD; PIO Tia Rancourt, NLTFPD; Logistics Manager, Alan Green, NLTFPD; FF/PM DJ Stanton, NLTFPD; Battalion Chief Casey Quinlan, NLTFPD; FF/PM Scott Kesler, NLTFPD; Battalion Chief Jed Horan, NLTFPD; Engineer, Brett Jacobsen, NLTFPD; Engineer, Brian Maples, NLTFPD; Captain, Dale Spieker, NLTFPD; FF/PM Shane Schuster, NLTFPD; FF Josh Whitman, NLTFPD; FF/PM Cory Crosby, NLTFPD; FF/PM Richard Templeman, NLTFPD; FF Chase Purinton, NLTFPD; Compliance Officer Erick Rodriguez. Kaitlyn Quinlan, guest; Kendall Quinlan, guest; Linda Quinlan, guest.

Approval of Agenda: Chair Herron advised two of the pinning's listed on agenda item two would be postponed to a later meeting; pinning of new Firefighter/Paramedic (FF/PM) Ben Ketron and pinning of FF/PM Sebastian Ramirez.

No further changes.

Agenda is Approved as amended.

***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.

1 **CONSENT AGENDA:** Approved as amended.

2
3 Approval of Minutes of the January 17, 2024, Board of Directors Meeting.

4
5 Review of Accounts Payable for January 2024.

6
7 Approval of the January 2024 Monthly Management Report.

8
9 **NEW BUSINESS**

- 10
- 11 **1.** Recognition of Battalion Chief, Jeff Sambrano’s 26 years of service
- 12 and retirement from North Lake Tahoe Fire Protection District
- 13 (NLTFPD), presented by Chief Sommers.
- 14

15 Chief Sommers invited Battalion Chief (BC) Sambrano to join him
 16 before the Board of Directors (BOD). Chief Sommers began by saying
 17 BC Sambrano came to North Lake Tahoe Fire Protection District
 18 (NLTFPD) from Regional Emergency Medical Services Authority
 19 (REMSA) in 1997 as FF/PM, promoted to Captain in 2005, and has
 20 been serving as the C-shift BC in charge of Emergency Medical
 21 Services (EMS) since 2015. Chief Sommers stated BC Sambrano was
 22 his Captain on C-shift when he was the C-shift BC and said they had
 23 a lot of good times. Chief Sommers recognized BC Sambrano for
 24 being very knowledgeable in the industry and added BC Sambrano
 25 will be very much missed at NLTFPD. Chief Sommers thanked BC
 26 Sambrano for his years of service and congratulated BC Sambrano
 27 on his retirement. Chief Sommers presented BC Sambrano with a
 28 shadow box made in recognition of his retirement.

29
 30 BC Sambrano thanked Chief Sommers and expressed his gratitude.
 31 BC Sambrano stated he drafted an email summarizing how he feels
 32 and said he has attempted to come up with the actual words to say
 33 thank you for all the things that have been done for him, with him,
 34 to him, by everyone and he has realized he cannot find the words.
 35 BC Sambrano thanked everyone sincerely, from the bottom of his
 36 heart stating everyone in the room has played a role in his career,
 37 and everyone has contributed to making him who he is. BC Sambrano
 38 emphasized to everyone that no one ever gets anywhere in the fire
 39 service by themselves because we all need to depend on others to
 40 be our best. BC Sambrano again expressed his gratitude.

41
 42 Director McKay commented that he appreciates BC Sambrano’s work
 43 and commitment, as he did a great job in the district and the
 44 community. Director McKay added it was a pleasure working with him

1 and said it was a pleasure to see his spouse support him in this
2 endeavor. Director McKay congratulated BC Sambrano again for his
3 retirement.
4

- 5
6 **2.** Badge Pinning Ceremony for promotion of Battalion Chief, Casey
7 Quinlan, new Firefighter/Paramedic Ben Ketron,
8 Firefighter/Paramedic Sebastian Ramirez, Firefighter/Paramedic DJ
9 Stanton, and Firefighter/Paramedic Richard Templeman, presented
10 by Chief Sommers.
11

12 Chief Sommers asked newly promoted BC, BC Quinlan, his wife, and
13 daughters to join him before the BOD.
14

15 Chief Sommers stated BC Quinlan came to NLTFPD from REMSA in
16 2007 as a FF/PM, promoted to Captain 2020, and is taking over for
17 BC Sambrano on C-shift in charge of EMS. Chief Sommers
18 congratulated BC Quinlan on his promotion and stated he had some
19 big shoes to fill and said he has no doubts. BC Quinlan was pinned
20 by his spouse and daughters.
21

22 Chief Sommers asked FF/PM Richard Templeman to join him before
23 the BOD. Chief Sommers reported FF/PM Templeman came to
24 NLTFPD from Care Flight, where he was a flight medic. FF/PM
25 Templeman has nine years of service as a Paramedic (PM), and
26 recently completed the Regional Fire Academy. Chief Sommers
27 welcomed FF/PM Templeman and congratulated him. FF/PM
28 Templeman was pinned by Chief Sommers and was again
29 congratulated for his achievement.
30

31 Chief Sommers asked FF/PM DJ Stanton and his father to join him
32 before the BOD. Chief Sommers stated FF/PM Stanton came to
33 NLTFPD from Banner Churchill in Fallon. FF/PM also recently
34 completed PM school at Truckee Meadows Community College
35 (TMCC) and said FF/PM Stanton had also been a member of the Rifle
36 Peak hand crew and also completed the Regional Fire Academy
37 recently. FF/PM Stanton was pinned by his father. FF/PM Stanton was
38 congratulated by Chief Sommers.
39

40 Chair Herron excused guest presents to enjoy desserts to celebrate
41 retirements, promotions, and pinning's.
42

- 43 **3.** Discussion of and Possible Action on proceeding to encumber Capital

1 Project Funds, between \$1.2 million and \$1.3 million, to procure a
2 Type 1 Engine with Direction from the Board.

3
4 Chief Sommers explained that Assistant Fire Chief (AFC) Barnum has
5 returned from being ill and has no voice, therefore Chief Sommers
6 turned the meeting to Chief Financial Officer (CFO) Signorelli.

7
8 CFO Signorelli referred to the Memo in the BOD packet and explained
9 this encumbrance is due to the price increases that are being seen
10 and are incurring, therefore the encumbrance needs to be increased.
11 CFO Signorelli reassured this would not be paid today as it is taking
12 about three years for units to be produced. CFO Signorelli advised
13 that the original bid was for \$800,000 but has increased to between
14 \$1.2-\$1.3 million. With that, CFO Signorelli advised the BOD is being
15 asked to approve the encumbrance to secure the production of the
16 Type 1 engine.

17
18 Director Costalupes asked if the contract would be locked in at this
19 price.

20
21 CFO Signorelli explained this was a long process; proposals were
22 requested, some vendors did not provide proposals, other vendors
23 did not respond, and CFO Signorelli advised this is the lowest
24 proposal that was obtained and the proposal fits everything that we
25 need on the Type 1, and confirmed this is the build price.

26
27 Director Costalupes asked if the district was shorthanded on rolling
28 stock.

29
30 Chief Sommers responded that we are not shorthanded on rolling
31 stock and explained that like any other vehicle, engines have a useful
32 life. Chief Sommers explained this planning is being done on
33 anticipation of current Type 1 engines especially the reserve engines
34 that are over 20 years old and need to be replaced due to the wear
35 and tear as Incline Village (IV) is very hard on the engines. Chief
36 Sommers added we are trying to predict and plan, and not blindsides
37 any BOD or anyone by looking for funds in the future when we know
38 price increases are happening. Chief Sommers reiterated we would
39 like to stay ahead.

40
41 Director Costalupes replied he is all for good and safe equipment and
42 asked if there was a potential to donate and take a tax write off on
43 the engines that will be taken out of service.

44

1 Chief Sommers explained that in the past the engines have been sold.
2 Chief Sommers can recall one engine that has been donated to TMCC.
3 Chief Sommers said TMCC still has the engine, the engine still works
4 and is used for training not for fire response and reiterated that
5 engines are usually sold. Chief Sommers recognized the great
6 maintenance program the district has and said the engines are
7 desirable to volunteer departments.
8

9 Director Costalupes commented he could see why they are a good
10 buy for volunteer departments and asked what the engines are
11 worth.
12

13 Chief Sommers stated the selling price really depends. Chief
14 Sommers stated he believes a KME engine was sold for \$30,000, in
15 the past and reiterated this was great especially volunteer
16 departments as they have a budget for equipment.
17

18 Vice-Chair Miller asked how old the engine that is going to be retired
19 when this happens is.
20

21 Chief Sommers replied this is a domino effect, the oldest would be
22 taken out of the fleet, and explained one of the first out engines
23 would be taken and put in as a reserve, then the current reserve
24 engine would be taken out and sold at an auction.
25

26 Vice-Chair Miller inquired if the purchase would be the engine
27 pumper.
28

29 Chief Sommers explained the purchase would be for a Type 1 engine,
30 this is a structure fire engine that would not be taken off road to a
31 wildland fire scenario.
32

33 Vice-Chair Miller asked if 20 years would be the useful life for this
34 type of engine.
35

36 Chief Sommers said the useful life would be 20 to 25 years in our
37 environment.
38

39 Vice-Chair Miller asked when the encumbered funds would be
40 expensed.
41

42 Chief Sommers said the lead time is currently 49 months so it would
43 be about three years before the engine would be replaced.
44

1 CFO Signorelli added the expense also depends on if a deposit is
2 required up front, which it typical is. CFO Signorelli explained since
3 this does not go into service, this is not an expense on our books,
4 but it is cash that has been used at that moment, and once the engine
5 is delivered, we will owe the final funds. CFO Signorelli added it would
6 be upfront to go through production, and a said a lot of times there
7 are milestones where we may have to pay overtime, and said that
8 upon delivery, when it goes into service it will go in as a Capital Asset
9 and depreciated over life. CFO Signorelli added this is really a matter
10 of when the purchase happens, when the cash is outlay and then
11 when it goes into service. CFO Signorelli advised encumbrance was
12 approved at baseline level of \$800,000, but due to price increases
13 after going out to bid and quote, this is why the encumbrance is being
14 requested for the future.

15
16 Director Costalupes asked if this could happen again between now
17 and then.

18
19 CFO Signorelli explained the price will be locked in once we go
20 through the motion to approve the purchase, and said that if this is
21 approved, we will have a motion for an official quote.

22
23 Chair Herron asked for a rough estimate of when the BOD will have
24 to make a motion to approve the purchase.

25
26 AFC Barnum commented he would be looking for approval today.

27
28 Chair Herron clarified if AFC Barnum was looking for two motions as
29 she believes one motion would be to increase the encumberment by
30 \$500,000 because \$800,000 is already set aside and the second
31 motion is to authorize AFC Barnum to proceed with the Type 1 engine
32 and come back to the Board and advise them of the purchase. Chair
33 Herron questioned this as she stated she was not 100% sure this
34 item was agendized correctly.

35
36 CFO Signorelli agreed that this was not agendized correctly and said
37 there should have been two different actions; one to encumber and
38 the other to approve the purchase.

39
40 Chair Herron stated she believes the BOD can make the motion to
41 encumber and proceed with purchasing because the funds are being
42 encumbered and the district can come back to the BOD with the firm
43 price along with payment details and dates at next BOD meeting.
44

1 Chair Herron asked if this worked for everyone and asked if there
2 were any questions.

3
4 Director McKay asked if this another engine would be ordered once
5 the new one is received considering they are taking four to five years
6 to obtain.

7
8 Chief Sommers replied this was more than likely.

9
10 No further questions.

11
12 Chair Herron made a motion to add an additional \$500,000 to the
13 \$800,000 already budgeted for and encumber \$1.3 for a Type 1 fire
14 engine and allow staff to proceed with executing the purchase of this
15 Type 1 engine and come back to the BOD at the next BOD meeting
16 with more details and payment schedule.

17
18 Vice-Chair McKay seconded the motion.

19
20 Chair Herron called the question.

21
22 All in favor, motion passes unanimously.

23
24 Chief Sommers added that the Memo states the vendor is part of the
25 Houston Galveston Area Counsel, Chief Sommers explained that is a
26 purchasing program this allows for the best possible price, and said
27 we were able to avoid true bidding, and confirmed we are getting the
28 best possible government price.

- 29
30 **4.** Discussion of and Possible Action to donate retired Self-Contained
31 Breathing Apparatus (SCBA's) and miscellaneous equipment to
32 Guayaquil Fire Department in Guayaquil, Ecuador, presented by
33 Assistant Fire Chief Barnum.

34
35 Chief Sommers referred to the memo found on page 21 of the BOD
36 packet written by AFC Barnum.

37
38 Chief Sommers asked the BOD to recall that NLTFPD received a
39 grant for the purchase of Self Contained Breathing Apparatus
40 (SCBA's), which have been received, along with the funding monies
41 for them and said Captain Melkonian can answer questions about
42 that as he took on that project doing an amazing job, and not only
43 did he work on the entire grant from cradle to grave, Captain
44 Melkonian also took upon himself to try to locate somewhere for the

1 SCBA's that have been replaced. Chief Sommers stated the SCBA's
2 do not have a dollar value within the United States outside of the
3 safety standards in place as they are too old, although there are
4 other countries that can use them and will have good luck with
5 them. Chief Somers stated we will do our due diligence with a hold
6 harmless agreement amongst other liabilities and said that since it
7 is such a large inventory of equipment from the district, it was his
8 asking to bring this before the BOD for final decision on the
9 donation to Ecuador.

10
11 Chair Herron inquired if this was in compliance with the grant.

12
13 CFO Signorelli confirmed, adding the district obtained approval from
14 Federal Emergency Management Agency (FEMA) and everything is
15 being executed appropriately.

16
17 Chair Herron asked if there were any questions.

18
19 Director Costalupes stated he had two questions; since there is no
20 used price point value, what would the new value for the new
21 package be and the districts connection to Guayaquil, Ecuador.

22
23 Chief Sommers said he would answer the first questions and
24 explained it would be around what the district just paid for our
25 portion of the grant.

26
27 Captain Melkonian replied one pack (unit) is between \$9,000-
28 \$10,000.

29
30 Chief Sommers added there are four units on every rig and
31 ambulances have two.

32
33 Director Costalupes commented that it is a lot of equipment.

34
35 Captain Melkonian said the \$9,000-\$10,000 is Manufacturer's
36 Suggested Retail Price (MSRP) and the packs received via the grant
37 brought the units down to \$5,500.

38
39 Director Costalupes asked who the district knows in Ecuador.

40
41 Captain Melkonian explained the district did not know anyone in
42 Ecuador and said this was a circumstance where Ecuador was
43 attending a wildland fire conference in Reno, a consortium of FF
44 came to the station, we showed them our firetrucks, and through

1 translation through a Cal-Fire employee, Captain Melkonian tossed
2 the possible idea of NLTFPD having used equipment becoming
3 available. Captain Melkonian added that Ecuador has been working
4 hard on this as they do this on a regular basis, and in a very
5 professional manner they approached us through their Chiefs. Then,
6 they had a group of people fly here, revisit, and go over the
7 process. Captain Melkonian advised this really all fell into place
8 although there was another organization via Captain Alcorn
9 interested in Baja, Mexico.

10
11 Director Costalupes asked how big Guayaquil is.

12
13 Captain Melkonian replied about 2 million habitants with 36 fire
14 stations.

15
16 Director Costalupes commented on how this would be going to
17 great use considering they are probably half-life for Guayaquil.

18
19 Captain Melkonian agreed with Director Costalupes.

20
21 Vice-Chair Miller asked if what we are receiving from FEMA grant is
22 equal in equipment to what is being given away, if it is one for one.

23
24 CFO Signorelli confirmed and added that our share of the grant was
25 \$177,000.

26
27 Vice-Chair Miller said this is great and agreed to the donation.

28
29 Captain Melkonian added Guayaquil is massive, said their
30 department is very large with many of them being volunteers.

31
32 Chair Herron said if there were no further questions, she would
33 entertain a motion.

34
35 Secretary Treasurer Bremer made a motion donate retired Self-
36 Contained Breathing Apparatus (SCBA's) and miscellaneous
37 equipment to Guayaquil Fire Department in Guayaquil, Ecuador.

38
39 Director McKay seconded the motion.

40
41 Chair Herron called the question, all in favor, motion passes
42 unanimously.

43
44 ***Legal Reports**

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Legal Counsel Alex Velto stated he had no update pertaining to the Fire BOD.

Legal Counsel Velto reported that he and Legal Counsel Devon Reese have a new law firm. After leaving Hutchison and Steffen Legal Counsel Velto and Legal Counsel Reese opened their own law firm with a partner in Las Vegas. The firm focuses on representing special districts and Government interests, as well as representing labor and companies in business litigation. Legal Counsel Velto advised that their practice has not largely changed and wanted to advise the BOD of the change.

Chair Herron added she and Chief Sommers had met with Legal Counsel and they too advised the BOD of the change along with Staff and stated business will continue as is.

Director McKay asked if the BOD would be voting on a contract with the new firm.

Chair Herron explained there have been no changes made to the contract terms; the retainer fee will remain the same, the representatives will continue to be Mr. Reese and Mr. Velto. Chair Herron stated she and Chief Sommers spoke about this and it was determined that as long as BOD meetings are kept as scheduled, Legal Counsel will be present. Chair Herron added that she checked in with district staff, and the staff is happy with Legals performance, and it was agreed that Chair Herron and staff would do a check-in in six to eight months to ensure everyone is still happy and then if staff or the BOD are not content, a Request for Proposal (RFP) for Legal services would be requested. Chair Herron added it is believed that proceeding in this manner is the cleanest, especially with the possible new members of the BOD in January, and to ensure this timing would be compatible with that and that the BOD has legal coverage.

Chair Herron urged the BOD to reach out to herself or Chief Sommers if there are any concerns or for further discussion.

***BOD reports**

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

Chief Sommers reported on the following:

On Monday, the official notification from Insurance Services Office (ISO) was received confirming NLTFPD is going from an ISO 1 to an ISO 2. Chief Sommers advised this has an impact more on commercial structures than

1 residential structures. Chief Sommers stated he is available for questions
2 regarding this change, and he can explain where points were lost.

3
4 Negotiations continue with Local 2139 and will continue to update the BOD.

5
6 Nevada Division of Forestry (NDF) billing issues; as the BOD knows, NDF
7 owe us over \$3 million, Chief Sommers met with the Director Settlemeyer,
8 Director of Nevada Department of Conservation and Natural Resources
9 (NDCNR), the Directors two deputies, and the State Forester, where Chief
10 Sommers explained all the Fire Districts (FD) issues, not just NLTFPDs issues
11 with the Fire Billing System (FBS). Chief Sommers stated some of this was
12 news to Director Settlemeyer, and Chief Sommers believes we will see
13 corrections made, and confirmed they are aware of the issues and will be
14 working on them. Chief Sommers reported NDF owes over \$17 million, from
15 all FDs, in fire responses, grants fuels work that they have agreed to pay
16 back and are responsible for paying back. Chief Sommers added that NDF
17 only has \$3 million and in March, NDF will be going before the Interim
18 Finance Committee (IFC), where Fire Chiefs will attend to give public
19 comment as requested by Director Settlemeyer due to multiple issues. Chief
20 Sommers assured the BOD this is being actively pursued, as we are not the
21 only FD in this predicament.

22
23 The NV Energy (NVE) contract was received from and signed by NVE
24 yesterday. One issue regarding insurance is being looked into before the
25 contract is signed by NLTFPD. Chief Sommers advised there will be some
26 changes to the contract due to the findings by the Public Utilities
27 Commission (PUC) and explained that he and Division Chief (DC) Powning
28 met with and educated the PUC as the PUC explored having private
29 contractors perform project work. Chief Sommers explained to the PUC that
30 no private contractor will come into this FD burn piles and said they would
31 be taken to court if they did. Chief Sommers explained this to the PUC did
32 not understand this at first, but now they do. The PUC was also educated on
33 grants they had no clue about. Chief Sommers reiterated that we are doing
34 our best to educate the PUC, adding that it is a very lengthy, stressful
35 situation for NLTFPD, but we are doing our best to get through it and the
36 contract will likely be signed in the next couple of days. Chief Sommers
37 stated he spoke with Chair Herron, and it was determined that the contract
38 does not need to go before the BOD because although the operational
39 process is different, the contract is the same. Chief Sommers added that
40 Legal Counsel has also reviewed the contract multiple times.

41
42 Lastly, Chief Sommers reported on fireworks. Chief Sommers stated NLTFPD
43 and Washoe County (WC) will remain neutral. He said the fireworks group
44 can get together and bring NLTFPD the proper permitting and the safety

1 plan, to look at permitting fireworks for this year, however NLTFPD will not
2 be getting involved in bringing fireworks to the district saying this is not a
3 high priority for NLTFPD however the district will abide by with what the
4 community wishes for, and Chief Sommers will work the Board Chair, keep
5 the rest of the BOD updated but remain neutral while implementing
6 standards and guidelines.

7
8 End of report and available for any questions.

9
10 Director Costalupes inquired on what can be done to get back to an ISO 1
11 rating.

12
13 Chief Sommers, explained the district was notified we were going from an
14 ISO 1 to a ISO 2, a rebuttal was written in the allotted timeframe, ISO called
15 and went through everything and NLTFPD has exhausted the opportunity to
16 go back to an ISO 1, other than the next time we are evaluated, we have to
17 make changes in our responses and work better with existing Incline Village
18 General Improvement District (IVGID) staff to exactly find out where the
19 water system is at.

20
21 Director Costalupes said he asked because at least every homeowner has an
22 interest in this matter.

23
24 Chief Sommers agreed and added that home insurance is becoming a big
25 deal with non-renewals. Chief Sommers stated he received a call from a
26 provider that advised they will be out of the basin within 18-24 months and
27 was told by the upper management in his company that they will not be
28 back in the basin. Chief Sommers reported he has a meeting with the
29 Insurance Commissioner in early March and will report to the BOD following.
30 Chief Sommers stated he is working to tackle this and reported working with
31 Director Bremer as well as involving other realtors, and possibly lenders, as
32 well as other different avenues.

33
34 Vice-Chair Miller asked how often ISO performs reviews.

35
36 Chief Sommers said reviews are done every five years.

37
38 Vice-Chair Miller asked if the district will be classified as an ISO 2 for the
39 next five years.

40
41 Chief Sommers confirmed and added that maybe about 40% of insurance
42 companies look at ISO ratings as it is so archaic and, in his opinion, the
43 homeowner insurance non-renewals have a higher priority than the ISO
44 process.

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Vice-Chair Miller stated he looked over the process for ISO and said it had a lot to do with water tank size, locations to different stations, equipment at the different stations.

Director McKay recognized the work Chief Sommers did on the ISO and said he did what he could do considering the other issues he is dealing with like the insurance non-renewals.

***Chief Officers Report presented by Assistant Fire Chief Barnum.
Chief Sommers:**

Chief Sommers reported on behalf of AFC Barnum reporting the following:

NLTFPD received a second FEMA grant for the Zoll, AutoPulse NXT, machines that perform Cardiopulmonary resuscitation (CPR) on patients and alleviates a medic on the ambulance to do other life invasive measures. Chief Sommers commented he is proud to have received that and complemented AFC Barnum on the great presentation done for the local news.

Fleet, Department of Transportation (DOT) inspections have been completed by an outside certified mechanic to go over all vehicles and ensure they stay within DOT regulations. Everything has been completed on all the apparatus and said there was an issue with one Type 1, the oldest reserve engine and said the finding was repaired that same day and it was reinspected before the mechanic left. AFC Barnum reported, and Chief Sommers echoed the great benefit of having two mechanics, stating they performed a \$15,000-\$18,000 pump pack leak repair on the Type 1, tearing it down, putting it back together and will have it back in service no later than this Friday. Chief Sommers reiterated how great it has been to have two mechanics, and again thanked the BOD for this.

Training focus for February is FF survival theme and we have obtained approval to utilizing the old elementary school for drills.

Captains Test was completed at the Carson City Fire Protection District (CCFPD) to form a promotional list, and NLTFPD would like to thank CCFPD and the outside agencies that participated in the evaluations.

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

Chair Herron advised the Prevention report was included in the BOD packet and Chief Sommers and/or Public Information Officer (PIO) Tia Rancourt are available for any questions.

1
2 ***Fuels Management Report as presented by Division Chief Powning.**

3
4 DC Powning reported on the following:

5
6 Crews have been working with NDF burning in the Spooner Lake area and
7 they may be performing work in the valley.

8
9 Seasonal hiring- the first seasonal hiring process has been completed, a list
10 has been made and job offers will be going out in the next month or two.

11
12 Southern Nevada Public Land Management Act (SNPLMA) grant was closed,
13 and the final paperwork was sent out yesterday.

14
15 Employees have been training and will be completing more training to
16 prepare for the field season.

17
18 End of report.

19
20 Director McKay asked if more forest service work will be taken on this year.

21
22 DC Powning stated we are expecting a \$500,000 contract from Grants and
23 Agreements, and said the process is longer because the grants and
24 agreements used to come out of the regional office in Vallejo, now they are
25 coming from the national office in New Mexico. DC Powning reported the
26 Forest Service (FS) was present yesterday and they were presented with the
27 plan of what the district is attempting to accomplish with the urban lots in
28 town.

29
30 Director McKay inquired if this goes through NDF and if will become part of
31 the financial problem.

32
33 Chief Sommers said no and explained we are allowed to be paid by the
34 Federal government on a joining force.

35
36 DC Powning added this is through a master agreement. DC Powning
37 explained this process is being changed back to where they were 12-15
38 years ago on a ten-year master agreement with supplemental agreements
39 underneath that that will shorten process of obtaining the agreements.

40
41 ***Chief Financial Report presented by Chief Financial Officer Signorelli.**

42
43 CFO Signorelli reported on the following:

44

1 ClearGov, the new budgeting software program has been implemented, noting
2 it has been a good process so far. CFO Signorelli advised the BOD will be
3 receiving information as they will be reviewers and said physical copies of the
4 budgets will still be produced. CFO Signorelli added this is a smoother process
5 from submitting, amending, approving, declining, justifications and said the
6 program also feeds into report into Nevada Department of Taxation which is
7 a big piece. CFO Signorelli reiterated the BOD will be unable to change
8 anything, but they will have ability to see entire budget, and since it will be a
9 digital budget book, once it is finalized it will also be published on our website.

10
11 CFO Signorelli and DC Powning will be sharing Administrative Assistant
12 Amanda Jillson between Fuels and Administration for support instead of hiring
13 out.

14
15 Budget timeline: an updated timeline has been provided, CFO Signorelli
16 reiterated the Budget Workshop needs to be held on the week of April 12th
17 with the official budget acceptance meeting that will need to be held between
18 May 20th and May 31st.

19
20 Director Costalupes stated if there is a need for an additional meeting in April,
21 he will need to join remotely as he will be out of town after April 20th.

22
23 CFO Signorelli stated the meeting can also be held in early May if a second
24 meeting is needed.

25
26 Director McKay inquired on the Information Technology (IT) assessment, and
27 the purchasing of software, and increasing security levels.

28
29 IT Manager Alan Green replied that a lot has been done, a lot has been
30 changed and implemented.

31
32 CFO Signorelli added initiatives have been put into place, although she has
33 not moved forward yet on Enterprise resource planning (ERP).

34
35 CFO Signorelli advised the draft financial statements should be in the March
36 BOD meeting for approval and CFO Signorelli will also be meet with Secretary-
37 Treasurer Bremer to review.

38
39 CFO Signorelli confirmed with the BOD that the Budget workshop will be held
40 on Friday, April 12th at 9am.

41
42 ***Public Education Information Officer Report presented by PIO**
43 **Rancourt.**

44

1 PIO Rancourt reported her report was submitted as part of the BOD packet
2 and is available for any questions.

3
4 Director McKay congratulated PIO Rancourt for obtaining a lot of press.

5
6 Director McKay inquired about posting a notice informing the community
7 about BOD members not running for re-election to let people know there are
8 open positions and can apply.

9
10 Chair Herron commented that was a possibility and asked if PIO Rancourt
11 would be reporting on the donation to Ecuador.

12
13 PIO Rancourt advised a press release is drafted and will be sent out sent next
14 week depending on schedules. PIO Rancourt advised there will be coverage
15 and that will be addressed.

16
17 ***Local Union 2139**

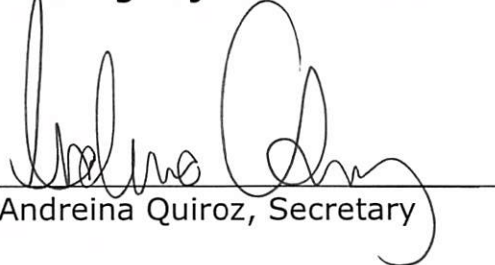
18
19 Local Union 2139, President Dale Spieker, thanked Chief Sambrano for
20 finishing his career here and time of service and congratulated BC Quinlan for
21 his promotion.

22
23 President Spieker reported he was part of the training staff for the three new
24 hires and recognized the district has three new great additions. President
25 Spieker stated the three new hires that were part of the academy stood out.

26
27 Director McKay inquired on any progress International Association of Fire
28 Fighter (IAFF) and the Nation Fire Protection Association (NFPA) and the
29 forever chemicals in turnouts however he does not have specifics other than
30 lawyers have been retained on both sides.

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

35
36 **Meeting Adjournment 12:54 p.m.**

37
38
39
40
41 
42 Andreina Quiroz, Secretary

43
44 
Susan Herron, Chairman