

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

Wednesday, January 21, 2026

LOCATION: 863 Tanager, Incline Village, Nevada.

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

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

***Guests present:** Fire Chief, Ryan Sommers, NLTFPD; Assistant Fire Chief, Russell Barnum, NLTFPD; Fire Marshal John James, NLTFPD; Division Chief, Isaac Powning, NLTFPD; Chief Financial Officer Jackie Dunklee, NLTFPD; Public Information Officer, Andreina Quiroz, NLTFPD; Logistics Manager, Alan Green, NLTFPD; Executive Administrative Assistant/Board Secretary, Devenney Leijon, NLTFPD; Legal Counsel, Paul Cotsonis; Battalion Chief, Casey Quinlan, NLTFPD; Captain, Jake Fonken, NLTFPD; Captain, Thomas Kokenge, NLTFPD; Jason Knight, NLTFPD; Jeff Cutler, NLTFPD; Jill Anderson, NLTFPD; Nicholas Ryan, NLTFPD; Cory Crosby, NLTFPD; Theresa Montoya-Neves, NLTFPD; Nicole Tuxon, NLTFPD; Rick Griggs, Guest.

***Approval of Agenda:** Chair Herron advised that after discussion with Fire Chief (FC) Sommers and Chief Financial Officer (CFO) Dunklee there would be a change to the agenda to remove new business item number three, Discussion of and Possible Action of the Adoption and Resolution of a formal Gifts & Minor Donation Policy along with a standardized Donation Acceptance Form, as presented by Chief Financial Officer, Jackie Dunklee.

Chair Herron noted that further review was needed, and it was not an urgent item. She asked that with Board approval it be removed.

FC Sommers confirmed that the item could be removed.

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.**

NLTFPD Board of Directors Meeting January 21, 2026

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

2
3 Approval of Minutes of October 15, 2025, Board of Directors Meeting.

4
5 Review of Accounts Payable for October 2025.

6
7 Review of Accounts Payable for November 2025.

8
9 Review of Accounts Payable for December 2025.

10
11 Approval of the October 2025 Monthly Management Report.

12
13 Approval of the November 2025 Monthly Management Report.

14
15 Approval of the December 2025 Monthly Management Report.

16
17 **OLD BUSINESS:**

18
19 None

20
21 **NEW BUSINESS:**

- 22
23 **1.** Discussion of and Possible Action to elect Officers for the North Lake
24 Tahoe Fire Protection District Board of Directors for 2026. From the
25 following nominees- Susan Herron, Charley Miller, Denise Bremer,
26 Ken Leijon and Phil Klein for the positions of Chair, Vice-Chair, and
27 Secretary-Treasurer. The election of the Officers is effective
28 immediately after the adjournment of the January 21, 2026, Board
29 of Directors Meeting.

30
31 Chair Herron asked if there were any motions.

32
33 Secretary-Treasurer Bremer made a motion to keep status-quo
34 keeping Director Herron as Chair, Director Miller as Vice-Chair, and
35 Director Bremer as Secretary-Treasurer.

36
37 Vice-Chair Miller seconded the motion.

38
39 Chair Herron asked if there were any comments and added that if
40 there were no comments, she would call the question.

41
42 All in favor, motion passes unanimously.

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1 Chair Herron stated that she was honored to serve again as Chair of
2 the North Lake Tahoe Fire Protection District (NLTFPD).

- 3
4 **2.** Discussion of and Possible Action to Finalize and Approve the
5 Renegotiated and Updated Interlocal Agreement with Washoe
6 County for the Collection of Fire Plan Review and Inspection Fees,
7 Concluding the Process Initiated in May 2025, as Presented by Chief
8 Sommers and Fire Marshal James.

9
10 FC Sommers turned the floor over the Fire Marshal (FM) James.

11
12 FM James advised that the Board of Directors (BOD) would see the
13 terms of the Interlocal Agreement (ILA) in the BOD packet and
14 explained that it mirrors what has been done in the past, with
15 significant improvements.

16
17 FM James continued by outlining and providing examples. FM James
18 also briefly spoke about expectations moving forward with the ILA
19 to improve issues previously experienced by NLTFPD.

20
21 Chair Herron asked if there were any questions.

22
23 Vice-Chair Miller asked if NLTFPD would receive 12% of what
24 Washoe County (WC) collects.

25
26 FM James confirmed that was correct.

27
28 Vice-Chair Miller asked if WC was collecting fees on a percentage of
29 the construction value.

30
31 FM James confirmed that was correct.

32
33 FM James expanded on the discussion with the example of the Cal-
34 Neva project. He noted that WC had routed \$33,000.00 to NLTFPD
35 for inspections. He further explained that this was the percentage of
36 the valuation as determined by WC. FM James continued by
37 recalling that NLTFPD had collected an additional \$17,000.00 in fees
38 relating to system reviews, alarms, etcetera. He remarked that the
39 total revenue had been \$50,000.00 from the project with
40 \$33,000.00 originating from WC.

41
42 Vice-Chair Miller confirmed that he understood. He mentioned that
43 he appreciated the effort from NLTFPD to keep working on the ILA
44 and addressing the past issues that had been experienced.

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1 FM James thanked the BOD for allowing the Cost-of-Living
2 Adjustment (COLA) to adjust every July on the fee schedule. He
3 noted the huge improvement the update had been rather than
4 waiting every five years to make the adjustment.

5
6 Chair Herron asked if there were any other questions and, in
7 hearing none, stated that she was open to a motion.

8
9 Secretary-Treasurer Bremer made a motion to Approve the
10 Renegotiated and Updated Interlocal Agreement with Washoe
11 County for the Collection of Fire Plan Review and Inspection Fees,
12 Concluding the Process Initiated in May 2025, as Presented by Chief
13 Sommers and Fire Marshal James.

14
15 Vice-Chair Miller seconded the motion.

16
17 Chair Herron asked if there were any questions and called the
18 question.

19
20 All in favor, motion passes unanimously.

- 21
22 **3.** Discussion of and Possible Action of the Adoption and Resolution of
23 a formal Gifts & Minor Donation Policy along with a standardized
24 Donation Acceptance Form, as presented by Chief Financial Officer,
25 Jackie Dunklee.

26
27 Chair Herron reiterated that item three had been removed.

28
29 **REPORTS:**

30
31 ***Legal Reports**

32
33 Legal Counsel Paul Cotsonis reported that there was nothing new to report.

34
35 ***BOD Comments & Reports**

36
37 Chair Herron welcomed new BOD Secretary, Devenney Leijon, and thanked
38 her for joining the team.

39
40 The BOD had no further comments or reports.

41
42 ***Fire Chief Report presented by Fire Chief Sommers.**

43
44 FC Sommers thanked Assistant Fire Chief (AFC) Barnum and Battalion Chief

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1 (BC) Quinlan for their work on an agreement with the Incline Village
2 Community Hospital (IVCH). He briefly explained that the agreement
3 addressed recognition of revenue losses experienced by NLTFPD related to
4 transfers out of the local hospital to other facilities. He noted that there were
5 a number of reasons for the loss of revenue and offered to have a one-on-
6 one with anyone who may have additional questions to further explain the
7 details.

8
9 FC Sommers continued by expanding on the background of the project, the
10 Memorandum of Understanding (MOU), and what had since transpired. He
11 explained that paperwork was not being completed which creates issues for
12 NLTFPD. As a result, NLTFPD had met with IVCH multiple times, coming to
13 an agreement for a MOU. FC Sommers noted that he had signed the MOU as
14 a continuation of the existing agreement and returned it to IVCH, however
15 IVCH did not like the MOU and wanted to restart discussions. At that point,
16 Chair Herron, NLTFPD's Medical Director, Doctor Nelson, and legal counsel
17 were brought into the conversations. He explained that a letter was issued
18 stating that NLTFPD would no longer provide transfers out of the local
19 hospital. FC Sommers recalled that at that time IVCH and NLTFPD conducted
20 further negotiations which resulted in a signed contract and IVCH agreeing
21 to be the payee of the last resort, regardless of whether all paperwork had
22 been completed. FC Sommers added that NLTFPD is now working on a step-
23 by-step process to prove that all billing routes have been exhausted with the
24 patient and or insurance prior to submitting the bill to IVCH. FC Sommers
25 explained that the next steps are still in progress. He noted that IVCH has
26 indicated that they may pursue a secondary agreement with another
27 transport company to which he agreed. He remarked that there are limited
28 details about what IVCH may be pursuing related to a secondary agreement
29 at this time but stated he may be able to provide further details at the next
30 meeting if they become available.

31
32 FC Sommers reported that he would be attending two Western Fire Chiefs
33 Association (WFCA) conferences, one in Las Vegas and another in
34 Washington D.C. to meet with legislators.

35
36 FC Sommers stated that a couple weeks back he had shared an article by
37 email with the BOD which has been written by the *New York Times (NYT)*.
38 He expressed that he felt the article was poorly written and recalled that he
39 and Division Chief (DC) Powning had spent time with the reporter and
40 photographer yet were not pleased with the final result and the lack of the
41 mention of NLTFPD. He further noted that the article incorrectly stated that a
42 local foundation was responsible for defensible space efforts in the
43 community. He advised that he had contacted the author regarding the
44 inaccuracies. FC Sommers continued by explaining that Amy Berry with The

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1 Tahoe Fund had called him to apologize and expressed that she was
2 unhappy with the article. FC Sommers recalled that she had apologized to
3 DC Powning and him more than once. He advised that he had explained to
4 her that she may have to appear before the BOD if the BOD desired.

5
6 FC Sommers reported on the Incline Smart Pilot for Fire reduction in the
7 Tyrolian Village area. He noted that the project has been gaining traction
8 elsewhere in the Lake Tahoe Basin and also around the western United
9 States. He explained the details of the project and expressed appreciation to
10 The Tahoe Fund for marketing the pilot program. He remarked that he
11 appreciated their efforts. FC Sommers offered to provide a presentation on
12 the pilot program, at a future meeting if the BOD desired.

13
14 FC Sommers continued his report by noting that AFC Barnum had announced
15 his retirement and that this meeting would be his second to last BOD
16 meeting. FC Sommers advised that he has requested letters of interest from
17 eligible NLTFPD personnel at the DC, BC, or Captain level. He remarked that
18 the submission period for letters of intent will close at the end of the month
19 at which time the letters will be reviewed.

20
21 FC Sommers advised that the February BOD meeting may be a longer
22 meeting since it is possible that there may be many important items to
23 cover.

24
25 FC Sommers stated that this concluded his report unless there were any
26 questions.

27
28 Chair Herron asked if there were any questions.

29
30 Vice-Chair Miller asked how many IVCH transports NLTFPD has been
31 completing.

32
33 FC Sommers noted that he would turn the question over to BC Quinlan or
34 AFC Barnum.

35
36 AFC Barnum noted that NLTFPD completed 245 transports last year. He
37 mentioned that 68 of those transports were completed between the hours of
38 2100 and 0600 with 40 transports occurring in one month. He remarked that
39 it was a signification number of transports for NLTFPD.

40
41 Vice-Chair Miller asked how many of those transports had been paid.

42
43 AFC Barnum noted that the loss from not being reimbursed was probably
44 about \$136,000.00, not including underpayments which were also an issue.

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1 Vice-Chair Miller commended on the good work being done.

2
3 Chair Herron stated that she appreciated the work AFC Barnum had done
4 including documentation which was very educational. She expressed her
5 congratulations on the work and the outcome.

6
7 Chair Herron stated that if the BOD wanted Ms. Berry to present regarding
8 the *NYT* article, she would open that option. She continued by noting that
9 she would be inclined to follow the BOD recommendation and asked if there
10 were any thoughts.

11
12 The BOD determined it was not necessary for Ms. Berry to appear before the
13 BOD.

14
15 Chair Herron noted the BOD recognized the good work being done by the
16 NLTFPD team related to the *NYT* article.

17
18 Chair Herron confirmed with FC Sommers that there was nothing else to
19 cover.

20
21 End of report.

22
23 ***Chief Officers Report presented by Assistant Fire Chief Barnum.**

24
25 AFC Barnum reported that, as noted in the last BOD meeting, a BC test had
26 been scheduled and completed for internal and external candidates. He
27 recalled that there were a total of 24 applicants and that number had been
28 narrowed down to about 12 which were invited to test. Of the 12 candidates
29 offered to test, nine completed the test. AFC Barnum stated that on January
30 28th FC Sommers would be interviewing the final candidates in order to
31 create a prospective candidate list. He noted that there is no current opening
32 for BC, but an opening is projected, and it is projected that NLTFPD will be
33 three full-time employees (FTE) short in the fall.

34
35 AFC Barnum continued by noting that there will be a Captain promotional
36 test coming up in May 2026.

37
38 AFC Barnum reported on Emergency Medical Services (EMS) stating that he
39 and BC Quinlan had been working with WC on Assembly Bill 102 (AB102).
40 AFC Barnum then explained that AB102 is related to WC being able to take
41 over certain parts of governing of EMS systems for a population of a certain
42 size. He informed that NLTFPD has been working to be proactive in order to
43 stay involved in the process.

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1 AFC Barnum continued with a report on Fleet. He explained that production
2 of the two brush trucks that have been ordered would not begin until March
3 of 2026, meaning that they will probably be delivered in March of 2027. AFC
4 Barnum also noted that the Pierce Type 1 engine is scheduled to be
5 delivered in December of 2027. He further expanded by stating that the
6 person who comes into the AFC position in the future may experience
7 challenges related to fleet replacement due to the long delays NLTFPD has
8 been experiencing.

9
10 AFC Barnum took a moment to thank the fleet mechanics for their hard
11 work.

12
13 AFC Barnum continued with his report noting that a revised response matrix
14 has been received from regional partners including Northstar Fire
15 Department (NFD), Squaw Valley Fire Department (SVFD), Truckee Fire
16 Protection District (TFPD), and North Tahoe Fire Protection District (NTFPD).
17 He explained that the revised response matrix reflects efforts to coordinate
18 more uniform response plans and minimize some of the dissimilarities
19 among agencies. AFC Barnum remarked that this effort will enable easier
20 response with reduced wear and tear on the NLTFPD apparatus.

21
22 AFC Barnum advised that an outside trainer, a BC from Sparks Fire
23 Department (SFD), will be coming in this week to provide training to the
24 team on Compressed Natural Gas (CnG) vehicles and the specific way a fire
25 must be fought in those vehicles.

26
27 AFC Barnum also reported that the Self-Contained Breathing Apparatus
28 (SBCA) Confidence Course on air consumption will be another training
29 provided to the team this month.

30
31 AFC Barnum stated that this was the end of his report unless there were any
32 questions.

33
34 Chair Herron asked if there were any questions; there were none.

35
36 End of report.

37
38 ***Prevention Report presented by Fire Marshal James.**

39
40 FM James reported that the October, November, and December Prevention
41 reports had been included in the BOD packet, and he is available for any
42 questions.

43
44 Chair Herron asked if there were any questions; there were none.

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1 End of report.

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

4
5 DC Powning reported that based on 2025 fuels statistics, approximately 240
6 acres have been treated in the Incline Village/Crystal Bay (IV/CB) area with
7 163 acres of piles burned last week. He estimated that the burning will be
8 completed at the end of next week, pending air mass conditions.

9
10 DC Powning next reported that chipping decreased quite a bit this year and
11 stated that he expected it would likely decrease again next year due to the
12 type of winter conditions being experienced. He added that there were no
13 chipping statistics to report for NTFPD since NLTFPD no longer completes
14 chipping services in their area.

15
16 DC Powning reviewed fire response next, reporting that crews assisted with
17 fire suppression for approximately 171 days, while engines were deployed
18 for approximately 188 days. He added that single resources had about 175
19 days assisting with fire suppression and remarked on the great year.

20
21 DC Powning recalled that there were 23 team members that had obtained
22 higher level qualifications this year, however, some of those team members
23 had since taken those qualifications elsewhere.

24
25 DC Powning reported that chipping continues for holiday trees at the Village
26 Green overflow parking lot.

27
28 DC Powning next reported on grants noting that three grants have been
29 secured totaling just over \$1 million dollars. He stated that all performance
30 measures have been met for the Southern Nevada Public Land Management
31 Act (SNPLMA) Round 18 grant and that the grant is expected to be closed
32 out and finalized in the fall of 2027 or spring of 2028. He also advised that
33 NLTFPD has learned that SNPLMA Round 21 may open in March and he
34 advised that preparations are underway.

35
36 Lastly, DC Powning reported on seasonal hiring noting that it was underway
37 and advised that interviews and testing will begin in a couple of weeks.

38
39 DC Powning noted the end of his report unless there were any questions.

40
41 Chair Herron asked if there were any questions; there were none.

42
43 End of report.

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1 ***Chief Financial Report presented by Chief Financial Officer Dunklee.**

2
3 CFO Dunklee began by advising that her last name has changed to Dunklee.

4
5 CFO Dunklee thanked Secretary-Treasurer Bremer and Chair Herron for their
6 assistance with the Donation Policy and noted that corrections would be
7 made.

8
9 CFO Dunklee reported that the audit is still underway with the finalization
10 phase currently in process. She stated that information would be presented
11 at the February BOD meeting and that the auditors would be present at that
12 meeting.

13
14 CFO Dunklee remarked that the Local Government Investment Pool (LGIP)
15 which holds most of the NLTFPD funds has moved from Bank of New York
16 Mellon (BNY) to State Street as of November of 2025 noting that the change
17 has gone well, but full access to the ledger is not yet available.

18
19 CFO Dunklee advised that the budget augmentation and the Request for
20 Proposal (RFP) for the new auditor are upcoming and most likely to be
21 presented at the February BOD meeting. She noted that there was potential
22 for the RFP to be moved to the March BOD meeting since the audit
23 presentation is scheduled for the February BOD meeting and the auditors will
24 be in attendance.

25
26 CFO Dunklee continued with a Paycom update, noting Paycom to be
27 NLTFPD's payroll provider and reminding the BOD that the agreement was
28 executed in December of 2025. CFO Dunklee explained that the planned
29 "Go-Live" date is April 10, 2026, with weekly meetings occurring to ensure a
30 smooth implementation.

31
32 CFO Dunklee noted that Ground Emergency Medical Transport (GEMT)
33 reimbursement in the amount of \$306,000.00 is anticipated to be received
34 by NLTFPD for fiscal year 2024.

35
36 CFO Dunklee explained that the annual POOL/PACT audit results are in for FY
37 2027. She noted the adjustment for firefighters (FF), Workers'
38 Compensation (WC) Code 7710, reflects an increase of 4.98% and said she
39 was pleased with this adjustment in comparison to the prior year. CFO
40 Dunklee further explained that there is no change to the administrative rate
41 and will remain a flat zero increase. She also reported that NLTFPD's
42 experience rating decreased again, noting this was good as the district
43 strives to maintain an experience rating below 1.0 when possible. She
44 explained that the experience rating decreased from 1.26 in the prior year to

1 1.14 this year and clarified that the rating is based on NLTFPD WC claims
2 processed through the system.

3
4 CFO Dunklee said this was the end of her report unless there were any
5 questions.

6
7 Chair Herron asked if there were any questions; there were none.

8
9 End of report.

10
11 ***Public Education Information Officer Report presented by PIO**
12 **Quiroz.**

13
14 Public Information Officer (PIO) Quiroz reported that her report had been
15 submitted as part of the BOD packet and advised that she was available to
16 answer any questions.

17
18 Chair Herron thanked PIO Quiroz for her work in support of the BOD and
19 recognized her efforts following the completion of the Board Secretary
20 transition. She noted that she looks forward to PIO Quiroz continuing in her
21 role and remarked that she is doing a great job.

22
23 Chair Herron asked if there were any questions; there were none.

24
25 End of report.

26
27 ***Local Union 2139**

28
29 Local 2139 had nothing new to report.

30
31 ***NRS 241.020 RE: Public Comment. This is a Time for the Public to**
32 **Comment on any Matter, Whether or Not it is Included on the**
33 **Agenda of this Meeting. No Public Comment.**

34
35 **Meeting Adjournment 12:26 p.m.**

36
37
38
39 
40 Devenney Leijon, Secretary

41
42
43
44

45 on BEHALF of SUSAN (HERRON)
46 Susan Herron, Chairman