

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

Wednesday, May 21, 2025

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; Phil Klein, Director; Ken Leijon, Director.

***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 Andreina Quiroz, NLTFPD; Virtually, Legal Counsel, Paul Cotsonis, NLTFPD; PIO Tia Rancourt, NLTFPD; Accounting Manager, Thelesa Montoya-Neves, NLTFPD; Battalion Chief Jed Horan, NLTFPD; FF Sebastian Ramirez, NLTFPD; Engineer Jeff Cutler, NLTFPD; FF/PM Mike Roen, NLTFPD; FF/PM Emily Raw, NLTFPD; Captain Chase Purinton, NLTFPD; Compliance Officer Erick Rodriguez, NLTFPD; Captain Micah Wilcock, NLTFPD; FF/PM Jill Andersen, NLTFPD; Fire Inspector Jeffrey Smith, NLTFPD; FF/PM Ben Ketron, NLTFPD. Tara Purinton, resident; Tom Millhoff, resident; Christina Medeferser, public; Finn Wilcock, public.

***Approval of Agenda:** Chair Herron requested Agenda Item Number Two be delayed.

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.**

CONSENT AGENDA: Approved as submitted.

Approval of Minutes of April 16, 2025, Board of Directors Meeting.

Review of Accounts Payable for April 2025.

Approval of the April 2025 Monthly Management Report.

OLD BUSINESS:

None

NEW BUSINESS:

1. Badge Pinning Ceremony for Promotion of Captain Micah Wilcock and Chief Sommers asked Captain Chase Purinton and his spouse to join him before the Board.

Chief Sommers introduced Captain Purinton and his spouse, Tara Purinton to the Board of Directors (BOD) and stated Captain Purinton joined North Lake Tahoe Fire Protection District (NLTFPD) in 2019 from another fire department (FD), who lives locally, and recognized Captain Purinton is doing a very good job and expressed that he is very happy that Captain Purinton was promoted.

Captain Purinton was pinned by his spouse, Mrs. Purinton.

Chief Sommers asked Captain Wilcock and his family to join him before the BOD.

Chief Sommers introduced Captain Wilcock to the BOD and said Captain Wilcock joined NLTFPD in 2015, was promoted to Engineer in 2021 and has 20 years of experience between fire service and prehospital care.

Captain Wilcock was pinned by his son, Finn Wilcock.

Chair Herron excused guests present to enjoy celebratory desserts.

2. Discussion of and Possible Action to Proclaim the period of May – October 2025 as, Lake Tahoe Wildfire Awareness Campaign, presented by Chief Sommers and Megan Kay.

Chief Sommers explained that we have proclamations for the same scenario and introduced Megan Kay, Manager, Living With Fire Program.

Ms. Kay introduced herself and provided background information about the Lake Tahoe Wildfire Awareness Campaign, the services they offer and provided information on the goal of the campaign.

1 Ms. Kay asked if there were any questions about the campaign and
2 or the services they offer.

3
4 No questions.

5
6 Vice-Chair Miller made a motion to Proclaim the period of May –
7 October 2025 as, Lake Tahoe Wildfire Awareness Campaign.

8
9 Secretary-Treasurer Bremer seconded the motion.

10
11 Chair Herron asked if there were any questions, no questions.

12
13 Chair Herron called the question.

14
15 Motion passes unanimously.

16
17 Chair Herron commented she appreciates partnership.

- 18
19 **3.** Discussion of and Possible Action Regarding the Adoption of
20 Resolution 25-01, the Amended Fire Prevention Fee Schedule (Exhibit
21 A Fee Schedule), thus superseding Resolution 22-01, presented by
22 Fire Chief Sommers.

23
24 Chief Sommers began by referencing the Budget workshop, where
25 the BOD had been advised the fee schedule would be presented for
26 review and adoption of increases.

27
28 Chief Sommers referred to pages 20-31 of the BOD packet and stated
29 that Fire Marshal (FM) James and Inspector Smith broke down the
30 fee schedule and the different fees that would be charged to the
31 construction owner, developer and anybody seeking a permit. FM
32 James provided a memo for the convenience of the BOD.

33
34 Chief Sommers opened the discussion to the Board and said
35 Inspector Smith is available for questions.

36
37 Secretary-Treasurer Bremer stated she is in favor of this and asked
38 how the district compares with other agencies.

39
40 Inspector Smith stated that the district's new rates will be in line with
41 neighboring agencies. This applies to for fire fees, Washoe County
42 (WC) fees that are based on project valuation and not just the permit
43 fee from the county itself.

1 Secretary-Treasurer Bremer asked if this is what other agencies do,
2 so the district is not singled out.

3
4 Inspector Smith stated this is done across the board.

5
6 Chair Herron advised she had typographical corrections for Inspector
7 Smith and would provide them after the meeting.

8
9 Director Klein questioned whether the new rates covered the actual
10 costs.

11
12 Inspector Smith replied the goal is to cover the cost for our
13 operations.

14
15 Chief Financial Officer Signorelli (CFO) added that the full burden rate
16 was reviewed to include the employee and overhead in the
17 Prevention department and said the rates were last updated in 2021,
18 but it was not looking at the full capacity and burden. Although we
19 did not get to the top, the district is looking to get to a comfortable
20 place where the bulk of expenses are covered.

21
22 Director Klein commented that it is not charity.

23
24 CFO Signorelli agreed and added that we are still trying to cover the
25 bottom line and added that we are here to serve the public in certain
26 capacities. CFO Signorelli spoke about the limitations and reviewing
27 compensation instead of just obtaining a portion of the fee.

28
29 Director Klein asked what the shortfall was prior to increasing the
30 fees.

31
32 CFO Signorelli stated FM James estimated about \$10,000 for last
33 Fiscal year (FY) in general and explained that it did not cover the
34 additional increases with WC and getting it based on the actual
35 project and not the permit. CFO Signorelli advised this would be
36 where we sit if the changes are not made.

37
38 Vice-Chair Miller said this was awesome.

39
40 Vice-Chair Miller made motion to Adopt Resolution 25-01, the
41 Amended Fire Prevention Fee Schedule (Exhibit A Fee Schedule),
42 thus superseding Resolution 22-01.

43
44 Secretary-Treasurer Bremer seconded the motion.

1 Chair Herron asked if there were any questions

2
3 Director Leijon inquired about the annual Consumer Price Index (CPI)
4 based adjustment mechanism and asked if that was just an open-
5 ended common sense annual review.

6 CFO Signorelli said that was correct; she then explained it was very
7 similar to what was passed with the Paramedic (PM) rates, although
8 it is not the same, it allows us to keep up with the standard cost of
9 living and not have to go back to the BOD, every time we want to
10 adjust to keep up.

11
12 Director Leijon asked if there are any limits set.

13
14 CFO Signorelli explained it would be based on the Western CPI for
15 our population base and the cost of living.

16
17 Chair Herron requested to amend the motion and add that it is based
18 on the Western CPI.

19
20 Vice-Chair Miller and Secretary-Treasurer Bremer agreed to the
21 amendment.

22
23 Chair Herron asked if there were any other questions.

24
25 No further questions. Chair Herron called the question.

26
27 All in favor, motion passes unanimously.

- 28
29 **4.** Discussion of and Possible Action Regarding the Renegotiation of the
30 Current Fee-Sharing Agreement with Washoe County as outlined in
31 Exhibit A, to Reflect the Updated Fee Structures and Service
32 Responsibilities, as presented by Chief Sommers.

33
34 Chief Sommers explained that the district is asking the BOD to
35 approve not only for us to notify WC of the fee structure that has
36 been adopted but also change the interlocal agreement. Chief
37 Sommers explained WC gives us a percentage of the fees collected
38 on a project and advised the district would like to change it so that
39 the district can collect a percentage of the cost of the building project
40 itself and not a percentage of their fee structure as it stands. Chief
41 Sommers advised the district is not collecting as much as we could
42 and said WC is constantly requiring assistance from the district with
43 no additional reimbursement. Chief Sommers advised the district
44 would like to collect 12% of the entire cost of the project instead of

1 12% of the permit fee.

2
3 Inspector Smith said this was accurate and said this would also apply
4 to flat fees with WC.

5
6 Chief Sommers opened the discussion up to the BOD and advised
7 that once it is passed by the NLTFPD BOD, the WC Board of Trustees
8 will have to pass it as well.

9
10 Inspector Smith added that this has been discussed with WC, and it
11 is an agreement that we can file with WC to update our fees for fire
12 and the WC fees.

13
14 Director Klein asked if once the BOD approves the agreement, it
15 would be done.

16
17 Inspector Smith said once the agreement is approved it will just need
18 to be notarized and filed.

19
20 Director Klein inquired about the incremental cost for WC.

21
22 CFO Signorelli explained it is a passthrough as it is from the end-
23 user.

24
25 Chair Herron asked if there were any other questions.

26
27 Vice-Chair Miller made a motion to accept the Renegotiation of the
28 Current Fee-Sharing Agreement with Washoe County as outlined in
29 Exhibit A, to Reflect the Updated Fee Structures and Service
30 Responsibilities

31
32 Director Klein seconded the motion.

33
34 Chair Herron called the question.

35
36 Motion passes unanimously.

37
38 **5. Discussion of and Possible Action Regarding the Adoption and**
39 **Resolution for the Washoe County Regional Hazard Mitigation Plan**
40 **(RHMP), presented by Chief Sommers.**

41
42 Chief Sommers explained that this adoption has been approved in
43 the past and explained it is brought before the BOD as the plan has
44 been re-written because it is on a five-year cycle. Chief Sommers

1 further explained this is a county wide plan for hazard mitigation. The
2 plan is 160 pages, and said it is accessible online, and he will email
3 copies of the plan to the BOD.
4

5 Chief Sommers explained the reason behind the plan is that Federal
6 Emergency Management Agency (FEMA) funding was obtained for
7 the plan to be created and under a FEMA requirement of all the
8 partners involved must have the plan adopted by their governing
9 body, and so the local agencies understand that this plan exists.
10

11 Chief Sommers said this is accompanied by Resolution 25-02 and
12 ultimately said he is looking to obtain BOD approval on the adoption
13 of the plan so he may respond to the county.
14

15 Director Klein asked if there were significant changes to the plan.
16

17 Chief Sommers said yes and said the county attempted to create
18 spreadsheet with changes, but every page changed due to factors
19 such as construction, weather events, previous incidents and said the
20 plan is broken down for different hazards. Chief Sommers explained
21 the change for NLTFPD because Incline Lake no longer exists and it
22 listed information on if dam broke and what it would do to third
23 creek. Chief Sommers added there was minimal change pertaining to
24 avalanches, and the district continued fuels projects are added.
25

26 Director Klein asked if Chief Sommers was comfortable with the
27 changes.
28

29 Chief Sommers confirmed and said he assisted with writing the
30 portion of Incline Village.
31

32 Chair Herron asked if there were any other questions.
33

34 No further questions.
35

36 Secretary-Treasurer Bremer made a motion to Adopt Resolution 25-
37 02 for the Washoe County Regional Hazard Mitigation Plan (RHMP).
38

39 Vice-Chair Miller seconded the motion.
40

41 Chair Herron called the question.
42

43 Motion passes unanimously.
44

Chief Sommers advised he would be emailing the plan to BOD.

- 6.** Discussion of and Possible Action to Adopt the North Lake Tahoe Fire Protection District's Fiscal Year 2025-2026 Budget, as presented at the May 08, 2025, Board of Director's Budget Workshop, presented by CFO Signorelli.

CFO Signorelli advised the BOD there are a couple of adjustments as listed in the front page and said the adjustments are to our favor for a total of \$6,500.

CFO Signorelli presented the 2025-2026 Budget presentation via Flipping Book.

CFO Signorelli reiterated this year is very fine tuned, we are looked at all the moving parts and said it is very linear and not a full true forecast because it is adding 5% and not looking at the changes. CFO Signorelli added that the district is very cognitive in where we are said she will begin Finance committee to work on the future. CFO Signorelli advised the budget fund balance for this year is \$3.485 million.

CFO Signorelli asked if there were any questions.

Secretary-Treasurer Bremer made a motion Adopt the North Lake Tahoe Fire Protection District's Fiscal Year 2025-2026 Budget, as presented at the May 08, 2025, Board of Director's Budget Workshop.

Vice-Chair Miller seconded the motion.

Chair Herron asked if there were any further questions.

Vice-Chair Miller thanked everyone for their hard work and said he appreciates all the work and recognized the district stepped up the process.

Chair Herron called the question.

Motion passes unanimously

Chair Herron added she echoed Vice-Chair Millers comments.

REPORTS:***Legal Reports**

Legal Counsel Paul Cotsonis had no report for the BOD.

***BOD Reports**

Secretary-Treasurer Bremer commented on a great job on budget.

Director Klein complimented Chief Sommers and the district for the Fire Smart Event held the day prior, he said the meeting was very worthwhile with incredible coverage and said that is the exact thing that needs to be done to make people aware of what is happening, along with the new technology available, and data management. Director Klein added that having the insurance companies' representative at the meeting was a big factor and made for a great event and worthwhile. Director Klein added that combining the event and that Chief Sommers was able to obtain additional funds from Incline Village General Improvement District (IVGID) are all great things going on and reiterated they are worthwhile. Director Klein congratulated Chief Sommers.

Chair Herron clarified that the IVGID funds are coming from the residents, as the defensible space fee was raised on the utility bill and that is now covering three fourths and the remaining fourth will be covered by the facility fees.

Vice-Chair Miller thanked Chief Sommers and FM James for addressing the Fee Schedules and agreements to make them more in line.

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

Chief Sommers reported on the following:

Chief Sommers thanked Chief Powning and Compliance Officer Rodriguez for their work and spreadsheets for the Memorandum of Understanding (MOU) increase with IVGID.

Chief Sommers and AFC Barnum both participated on different days in the county wide earthquake drill, they staffed the EOC which was different to be on the EOC side and taking the information in and inputting into the database and find assistance to mitigate issues.

Nevada Division of Forestry (NDF) recognized there is a payment issue, as

1 six weeks ago they owed NLTFPD up to \$3 million, NDF has squared up
2 since, and there is legislation for NDF to establish a second account, an out
3 of state account, so when personnel go to fires, NDF would have the monies
4 in theory up front, however there are no funds in the account currently but
5 NDF is slowly addressing this.

6
7 Vice-Chair Miller asked if the district has been 100% paid.

8
9 CFO Signorelli replied no, as there are some bills that are being amended
10 due to corrections, but the outstanding bills are very minimal.

11
12 End of report.

13
14 ***Chief Officers Report presented by Assistant Fire Chief Barnum.**

15
16 AFC Barnum reported on the following:

17
18 The district is currently down two positions and anticipating by the end of
19 the year to be down by three full-time (FT) positions. AFC Barnum explained
20 that on June 1st postings for FT Lateral Firefighter/Paramedic (FF/PM) for 30
21 days, AFC Barnum explained the lateral position is for an employee already
22 employed at another FD, has been through the fire academy, and has PM
23 experience. AFC Barnum added that this is done to offset the experience for
24 the younger FF/PM and FF as this saves the district money if we do not have
25 to put them through the academy.

26
27 Six candidates completed the engineer's exam. The candidates are coming in
28 for the anticipated vacancies. Seconds Flat Hose Class was held and done on
29 a donated house. AFC Barnum stressed how valuable it is for training to
30 have the donated structures and houses given the lack of training facilities
31 available to us. AFC Barnum added this was a coordination with Carson City
32 Fire Protection District (CCFPD) and NLTFPD. This month's training is focused
33 on wildland and employees are obtaining red cards and necessary
34 certifications.

35
36 The boat has been placed in the water and the jet ski will be placed on
37 Friday.

38
39 Emergency Medical Services (EMS) week is this week, and the district will be
40 recognizing crews.

41
42 AFC Barnum would like to acknowledge one of the districts FF/PM who is an
43 Engineer, Taylor Thompson who attended the Georgia Smoke Divers, it is a
44 very intense training regimen that goes a number of days. The training tries

1 to mentally and physically break a person down, before placing them in a
2 building that has heat and fire and do activities such as FF rescue and FF
3 survival. AFC Barnum recognized the attrition rate is incredibly high and AFC
4 Barnum commends Engineer Thompson because did it all on his own, while
5 the district supports him with equipment and other needs ultimately
6 Engineer Thompson did it all on his own. Engineer Thompson has already
7 attempted this once but failed on the last day and the second time he
8 attended he was successful. AFC Barnum said it brings a lot of prestige to
9 NLTFPD because in the nation, Engineer Thompsons number is 1212, and in
10 the State of NV he is number two. AFC Barnum informed the BOD that
11 Engineer Thompson was presented with a helmet shield to his crew and a
12 Georgia Smoke Diver rocker on his turnouts. AFC Barnum recognized that
13 for Engineer Thompson to go out and do this by himself is not an easy thing
14 to do especially something with a high failure rate, but Engineer Thompson
15 succeeded.

16
17 The BOD congratulated Engineer Thompson on his accomplishment.

18
19 Director Leijon asked if it was standard practice when hiring a lateral that
20 they do not go through the academy and receive onsite training.

21
22 AFC Barnum said this is if only they have a previous academy.

23
24 End of report.

25
26 ***Prevention Report presented by Fire Marshal James.**

27
28 The Prevention report has been submitted as part of the BOD packet. PIO
29 Rancourt and Inspector Smith are available for any questions.

30
31 ***Fuels Management Report as presented by Division Chief Powning.**

32
33 DC Powning reported on the following:

34
35 Seasonals onboarding has been completed, and seasonal employees are in
36 their critical training week that will be concluded tomorrow, and they will be
37 available for local and national response thereafter. Crews will then commence
38 their seven-day staggered shift beginning Monday.

39
40 Chipping and DSI requests and inspections are open to schedule.

41
42 DC Powning added that Ms. Kay was a part of the NLTFPD Slide Mountain hand
43 crew.

1 End of report.

2
3 ***Chief Financial Report presented by Chief Financial Officer Signorelli.**

4
5 CFO Signorelli submitted her report as part of the BOD packet.

6
7 CFO Signorelli advised the new PIO has accepted the position and they will
8 begin on Tuesday.

9
10 Administration has moved to electronic onboarding with ADP and said it has
11 been very smooth and helpful.

12
13 There are two administration positions for the administration office and said
14 job postings are available on the website and social media.

15
16 End of report.

17
18 ***Public Education Information Officer Report presented by PIO**
19 **Rancourt.**

20
21 PIO Rancourt advised her report has been submitted as part of the BOD packet
22 and she is available for any questions.

23
24 Additionally, PIO Rancourt thanked the on-duty crews for their assistance with
25 EMS week tours this week.

26
27 Director Leijon commented that the social media releases are outstanding but
28 noticed there was nothing posted about the Burn Bot event from yesterday.

29
30 PIO Rancourt explained that it was intentional as it was an invitation only
31 event.

32
33 Chief Sommers commented that the BOD should have received an invitation.

34
35 Director Leijon commented it may be worthwhile to have a way to be notified
36 of the events for Directors to attend.

37
38 CFO Signorelli recommended making phone calls in case e-mails or texts are
39 lost.

40
41 Chief Sommers asked the BOD if they had received an RSVP for the event,
42 adding that the email would have been sent from the Tahoe Fund.

43
44 Chair Herron reminded the BOD that when attending events, the BOD needs

1 to be mindful of all BOD members attending.

2
3 End of report.

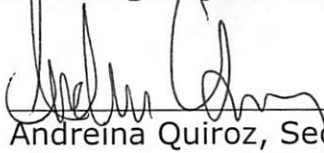
4
5 ***Local Union 2139**

6
7 No report.

8
9 ***NRS 241.020 RE: Public Comment. This is a Time for the Public to**
10 **Comment on any Matter, Whether or Not it is Included on the Agenda**
11 **of this Meeting. No Public Comment.**

12
13 Resident Tom Millhoff commented that DC Powning team has been very helpful
14 with fuels management. Mr. Millhoff provided an invitation to a community
15 event that will be held on in his neighborhood. Mr. Millhoff explained the
16 purpose of the event is to educate neighbors and provided information on the
17 topics that will be covered.

18
19 **Meeting Adjournment 12:49 p.m.**

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23 Andreina Quiroz, Secretary

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Susan Herron, Chairman