NORTH LAKE TAHOE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

Wednesday, July 16, 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; Ken Leijon, Director; Phil Klein, Director arrived 12:

***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; Legal Counsel, Paul Cotsonis, NLTFPD; PIO Tia Rancourt, NLTFPD; Engineer, Brett Jacobsen, NLTFPD; Battalion Chief, Shayne Reed, NLTFPD; Captain, Jacob Fonken, NLTFPD; Captain, Scott Woodcock, NLTFPD; Firefighter/Paramedic, Ben Ketron, NLTFPD; Firefighter/Paramedic, Richard Templeman, NLTFPD; Firefighter/Paramedic, Michael Peck, NLTFPD; Engineer, Matt Liguori, NLTFPD; Engineer, James Nelligan, NLTFPD; Firefighter/Paramedic, Joseph Nolan, NLTFPD; Firefighter/Paramedic, Rex Neilson, NLTFPD. Resident, Tom Millhoff.

***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: No Public Comment.**

CONSENT AGENDA: Approved as submitted.

Approval of Minutes of May 21, 2025, Board of Directors Meeting.

Review of Accounts Payable for May 2025.

Review of Accounts Payable for June 2025.

Approval of the May 2025 Monthly Management Report.

Approval of the June 2025 Monthly Management Report.

OLD BUSINESS:

None

NEW BUSINESS:

1. Recognition of Captain Scott Woodcock 31 years of service and retirement from the North Lake Tahoe Fire Protection District, presented by Chief Sommers.

Chief Sommers invited Captain Woodcock and his wife before the Board to honor his 31 years of service. He began as a volunteer in 1994, became full-time in 2001, and was promoted to Captain in 2016. Chief Sommers praised his leadership, presented him with a shadowbox, and noted his retirement is a significant loss for the district.

Captain Woodcock thanked the district, saying it felt like his second family. He reflected on the many memories he made, expressed how much he will miss everyone, and looked forward to this new chapter in life. Captain Woodcock expressed his appreciation towards Chief Sommers for their work history together.

Chair Herron excused guests to enjoy desserts in celebration of Captain Woodcock's retirement.

2. Presentation, Discussion and Possible Action to Approve the Renewal Proposal from Nevada Public Agency Insurance Pool (POOL) and Public Agency Compensation Trust (PACT), presented by CFO Jackie Signorelli.

Chief Financial Officer (CFO) Signorelli explained the renewal analysis for POOL/PACT and thanked Assistant Chief Barnum for helping with the decision to remain with the program. She referred to her memo in the packet for details.

Alan Kalt, CFO with POOL/PACT, described how the organization works for members, explaining cost structures, claims management, and member benefits. He highlighted programs like PACT 911 for faster orthopedic care and a new metabolic reset wellness program offered at no cost to firefighters. He stressed that POOL/PACT's nonprofit, member-owned model keeps workers' compensation rates stable compared to competitors.

End of presentation. Mr. Kalt is available for any questions.

No questions.

CFO Signorelli also introduced Traci Koon and Ron Wright, with the Alera Group.

Vice-Chair Miller made a motion to award the insurance renewal proposal from Nevada Public Agency Insurance Pool/PACT.

Secretary-Treasurer Bremer seconded the motion.

Chair Herron called the question.

All in favor.

Motion passes unanimously.

3. Discussion of and Possible Action Regarding the Re-Adoption of the Resolution for the Washoe County Regional Hazard Mitigation Plan (RHMP), as Presented by Chief Sommers.

Chief Sommers explained that this was the reason the resolution was brought before the BOD once again because Washoe County (WC) went to submit the resolution to Federal Emergency Management Agency (FEMA) and they realized some of the verbiage on the resolution was not going suffice the FEMA guideline requirements. Chief Sommers emphasized the plan's importance in addressing environmental disasters and distinguished it from evacuation planning.

Chief Sommers thanked Board Secretary Andreina Quiroz for taking the lead on this and working with the County to obtain the correct verbiage in the BOD packet.

Secretary-Treasurer Bremer made a motion to re-adopt the Resolution for the Washoe County Regional Hazard Mitigation Plan (RHMP).

Vice-Chair Miller asked Chief Sommers if he had worked on a Hazard Mitigation Plan prior to this one.

Chief Sommers advised this was the second plan he has worked on as they are done every five years.

Vice-Chair Miller asked how big a lift was the second time around compared to the first one.

Chief Sommers replied that the process was similar to the first with lessons learned along the way. Chief Sommers added that the majority of the 260 pages existed and now they really focused on the extra steps. Chief Sommers recognized a learning curve as he is not an EM and said they also spoke to Incline Village General Improvement District (IVGID) on their part and their responsibility.

Secretary Treasurer Bremer asked Chair Herron if the motion needed to reference resolution number 25-03 in the motion.

Chair Herron confirmed.

Secretary-Treasurer Bremer made a motion to re-adopt resolution 25-03, Washoe County Regional Hazard Mitigation Plan.

Vice-Chair Miller seconded the motion.

Chair Herron called the motion.

All in favor.

Motion passes unanimously.

REPORTS:

***Legal Reports**

Legal Counsel Paul Cotsonis had no report for the BOD.

***BOD Reports**

Director Leijon praised the district's behind-the-scenes work and thanked NLTFPD and IVGID for fire hydrant improvements. Director Leijon also noted the hard work of all employees and their dedication to the community and also commented on community block party photos, expressing pride in the district's role.

Vice-Chair Miller recognized a great pancake breakfast and said he knows it takes a lot of work. Vice-Chair Miller asked PIO Rancourt to come back to next year's Pancake breakfast.

End of report.

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

Chief Sommers reported on the following:

Chief Sommers thanked the Board for comments to the Staff and added it is a great place to work and recognized that it is a great feeling when the community knows what the district does.

Chief Sommers recognized Fire Marshal James for his outstanding efforts during the 4th of July event.

He reported on his presentation at the CSAA conference, updates to the Wildland Fire Protection Program, upcoming attendance at the Lake Tahoe Summit, and his upcoming vacation.

Chair Herron echoed appreciation for staff and praised the district's professionalism.

Chief Sommers also recognized Marine 16 operations under Captain Fonken.

End of report.

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

AFC Barnum reported on the following:

Training for the month is rope training and Emergency Medical Services (EMS) training is obstetrics (OB).

An Acting BC is at NorthStar doing unified command training and this is sponsored by NEU.

All the first out apparatus are in service.

Ambulance rates approved during the May meeting went into effect July 1st.

End of report.

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

The Prevention reports for May and June have been submitted as part of the BOD packet. FM James is available for any questions pertaining to the reports.

FM James reported that 1,275 fireworks were loaded onto the barge for the 4th of July show, and 1,211 have been recovered, representing a 95% success rate. Approximately half of the fireworks were retrieved by partner agency boats in dry, reusable condition, with some shipped out of the district for further use. The remainder, which were water-damaged, were also shipped out. Underwater footage is currently being reviewed to locate the remaining 5% of the fireworks still in the lake. FM James emphasized that there were no injuries, thanked the shift for their efforts, and noted that the event was ultimately conducted safely. He added that the district is hopeful for the best results from the divers working to complete recovery efforts.

FM James also referenced the previous Board meeting, noting that the updated fee schedule increasing from $87 to $120 is now in effect. The district has begun collecting under the new schedule and is in the process of renegotiating the interlocal agreement, which will be brought to the Board for review at a later date.

End of report.

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

DC Powning reported on the following:

Crews had been deployed to multiple states but continued local fuels work when not on incidents.

He noted the success of the Tyrolian Village pilot project and announced the start of the Worm Mastication Project and said this should be about a three weeklong project.

End of report.

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

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

CFO Signorelli highlighted that a Budget 101 training hosted by Washoe County will be held on July 22. She noted that the training is focused on the

County's budget, but if any Board members are interested in attending, they should email her or Board Secretary Quiroz so that public notice can be issued if necessary.

She reported that the onsite audit is scheduled for October 13–31, with pre-testing to take place in September.

CFO Signorelli also shared that she has been actively participating in Government Finance Officers Association (GFOA) programs and has gained valuable insights. She emphasized that while the district is "small but mighty," staff continues to implement improvements wherever possible. Vice-Chair Miller and CFO Signorelli also discussed the importance of a GFOA-approved budget, noting that it is included on the agenda.

Vice-Chair Miller inquired about the status of the five-year strategic plan. CFO Signorelli explained that the plan has been revised following Chief Sommers' review last month. The next meeting to finalize the document will be held in August and will probably have a couple more meetings after which the plan will be presented to the Board for formal review and approval.

End of report.

***Public Education Information Officer Report presented by PIO Rancourt.**

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

PIO Rancourt extended a heartfelt thank-you for the support received during the pancake breakfast, noting that the event drew 1,200 attendees, with 2,200 pancakes and 3,600 sausages served.

She also recognized and thanked the sponsors, including the Manny Silvester Fund, which donated $576, and the Tahoe Community Foundation, which contributed $1,000. She further acknowledged Starbucks, Crosby's, and Alibi for their generous support.

***Local Union 2139**

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. No Public Comment.**

Meeting Adjournment 12:33 p.m.

Andreina Quiroz, Secretary

Susan Herron, Chairman