

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

Wednesday, September 17, 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; Ken Leijon, Director; Phil Klein, Denise Bremer, Secretary-Treasurer was excused due to Jury Duty.

***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;

***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 July 16, 2025, Board of Directors Meeting.

Review of Accounts Payable for June 2025.

Review of Accounts Payable for July 2025.

Approval of the June 2025 Monthly Management Report.

Approval of the July 2025 Monthly Management Report.

OLD BUSINESS:

None

NEW BUSINESS:

1. Recognition of Public Information Officer, Tia Rancourt's 29 years of service and retirement from the North Lake Tahoe Fire Protection District, presented by Chief Sommers.

Chief Sommers invited retired Public Information Officer (PIO) Tia Rancourt and her spouse Marc Rancourt to join him before the Board.

He honored PIO Rancourt for 29 years of dedicated service to the North Lake Tahoe Fire Protection District, noting her lasting impact and her role in revitalizing the District's PIO position. Chief Sommers expressed his gratitude for her commitment and presented her with a retirement shadowbox in recognition of her service.

PIO Rancourt expressed heartfelt appreciation to Chief Sommers, the District, and her colleagues, describing her 29 years as an honor and unforgettable experience. She shared how meaningful her time had been and expressed deep gratitude and affection for the organization and its people.

PIO Rancourt was applauded by all guests present.

2. Badge Pinning Ceremony for new Firefighter/Paramedic Marc Rancourt, presented by Chief Sommers.

Chief Sommers introduced Firefighter/Paramedic (FF/PM) Marc Rancourt to the Board of Directors, noting that he joined the North Lake Tahoe Fire Protection District after serving as a paramedic with the North Lyon Fire Protection District.

Chief Sommers welcomed FF/PM Rancourt to the District and extended best wishes for a successful career at NLTFPD.

FF/PM Rancourt was pinned by his spouse, retired PIO Tia Rancourt.

Chair Herron concluded the recognition by inviting all guests to enjoy retirement treats in celebration of the Rancourt's.

3. Discussion and Possible Action to Approve the selection of Paycom as the District's HRIS/Payroll vendor and authorize the Fire Chief (or designee) to execute the master services agreement, implementation statement of work, and related documents, in a not-to-exceed the 2025 approved annual budgeted amount of

1 \$70,000 for Year 1, subject to annual increases not to exceed 4% in
2 years 2 and 3, subject to legal review, presented by Chief Financial
3 Officer Signorelli.

4
5 CFO Signorelli presented her recommendation to select Paycom as
6 the District's new Human Resources Information System (HRIS)
7 and Payroll vendor following an extensive review process and
8 comparison of multiple vendors.

9 She explained that Paycom was chosen for several key reasons:

10
11 It is a fully integrated, standalone system with its own database
12 (not acquired or merged with other providers). It provides
13 extensive tools for both government and private sectors. The
14 company maintains ongoing client relationships, including quarterly
15 on-site meetings to ensure system performance. Financially,
16 Paycom's proposal was competitively priced and under the \$70,000
17 budgeted amount for Year One, with agreed annual increases of 2%
18 in Year Two and 4% in Year Three.

19
20 Director Klein inquired about the previous year's spending on ADP,
21 to which CFO Signorelli responded that it was approximately
22 \$55,000, depending on usage. He also asked about additional costs
23 under ADP, and CFO Signorelli clarified that Paycom's system will
24 replace manual paper processes with electronic workflows and allow
25 for customization to meet District needs. Reference checks with
26 other fire districts produced positive feedback about Paycom's
27 performance.

28
29 Vice-Chair Miller made motion to approve the selection of Paycom
30 as the District's Human Resources Information System
31 (HRIS)/Payroll vendor and authorize the Fire Chief (or designee) to
32 execute the master services agreement, implementation statement
33 of work, and related documents, in a not-to-exceed the 2025
34 approved annual budgeted amount of \$70,000 for Year one, subject
35 to annual increases not to exceed 4% in years two and three,
36 subject to legal review.

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38 Director Klein seconded the motion.

39
40 Chair Herron asked if there were any further questions, no
41 questions.

42
43 Chair Herron called the question.
44

1 All in favor. Motion passes 4-0.

- 2
- 3 **4.** Discussion and Possible Action Regarding the Adoption of Resolution
4 25-04, Adopting the 2024 Lake Tahoe Nevada Fire Code,
5 Incorporating the 2024 International Fire Code; Prescribing
6 Regulations to Protect Life and Property from Fire, Hazardous
7 Materials, and Explosions; Providing for Permits; Establishing a
8 Bureau of Fire Prevention; and Defining the Powers and Duties of
9 Officers, thus superseding Resolution 18-01, presented by Fire Chief
10 Sommers and Fire Marshal James.

11

12 Chief Sommers opened the item by recognizing Fire Marshal (FM)
13 James for his outstanding leadership and collaboration in
14 developing the 2024 Fire Code updates, emphasizing that this was
15 a challenging and detailed process. He noted FM James' success in
16 bringing in regional partners to strengthen the work and said he
17 looked forward to the Board's input.

18

19 FM James presented the proposed 2024 Fire Code amendments,
20 explaining that these updates align with the State of Nevada's
21 adoption of new codes effective January 1, 2026, while
22 incorporating District-specific provisions. He outlined the exhibits
23 accompanying the proposal:

- 24
- 25 • Exhibit A: The resolution authorizing the District to adopt and
26 enforce local amendments under state law, allowing NLTFPD
27 to make the code more restrictive but not less restrictive.
 - 28 • Exhibit B: The Fire Code document reflecting the new
29 standards.
 - 30 • Exhibit C: A comparison summary highlighting changes
31 between the 2018 and 2024 versions.

32 FM James noted the update process reduced the document from 39
33 pages to 14 pages and was reviewed and approved by Legal
34 Counsel for administrative compliance. He shared examples of
35 practical improvements, such as aligning fire pump requirements
36 with National Fire Protection Association (NFPA) standards—
37 reducing homeowner costs from approximately \$25,000–\$30,000 to
38 \$2,000–\$7,000. The amendments also clarify local definitions,
39 including what qualifies as a three-story unit in Incline Village, to
40 improve consistency with the building community.

41

42 Director Klein confirmed that the resolution accompanies the Fire
43 Code document, and FM James explained that it grants authority for
44 adoption over the next five to seven years. When asked about

1 staffing, FM James clarified that there are no new positions and that
2 terms like "Fire Prevention Officer" refer to existing roles, such as
3 the Fire Marshal. He also explained that definitions were refined to
4 give Battalion Chiefs authority to act as Fire Code Officers during
5 fire watches, streamlining field enforcement.

6
7 At Chair Herron's request, FM James recognized the members of his
8 Fire Prevention Bureau:

- 9 • Fire Inspector II Jeffrey Smith
- 10 • Fuels Prevention Specialist Ryan Dominguez
- 11 • Seasonal Defensible Space Inspector Michael Abbott
- 12 • Public Information Officer Andreina Quiroz

13
14 FM James commended his team for their year-long effort and
15 emphasized the strong partnership with Tahoe Douglas Fire
16 Protection District (TDFPD), noting that while the project initially
17 involved coordination with Northern Nevada Fire Marshals, it
18 became clear that working collaboratively at the local level with
19 TDFPD was the most effective and efficient approach.

20
21 A discussion followed regarding the clause:
22 "The Fire Code Official and members of the Fire Prevention Bureau
23 shall have the powers of a police officer in performing their duties
24 under this fire code."

25
26 Chair Herron raised a question about the wording, suggesting it
27 could be revisited in the future for clarity.

28
29 Chief Sommers explained that under NRS authority and existing
30 District resolutions, FM James and his staff possess administrative
31 enforcement powers—such as issuing citations and obtaining
32 abatements—while criminal matters are referred to and handled by
33 the WCSO through an established partnership.

34
35 FM James agreed, adding that the language originated from the
36 2018 Fire Code, was reviewed by Legal Counsel in both 2018 and
37 2024, and may be written that way to align with state law.

38
39 Director Klein suggested considering "law enforcement officer" as a
40 possible alternative in the future.

41
42 Chair Herron concluded that the current language should remain as
43 is for this adoption, directing FM James to review the statutory

reference and consult with TDFPD on their interpretation before reporting back to the Board.

Chair Herron asked if there were any other questions.

No further questions.

Director Leijon moved to adopt Resolution 25-04, Adopting the 2024 Lake Tahoe Nevada Fire Code, Incorporating the 2024 International Fire Code; Prescribing Regulations to Protect Life and Property from Fire, Hazardous Materials, and Explosions; Providing for Permits; Establishing a Bureau of Fire Prevention; and Defining the Powers and Duties of Officers, thus superseding Resolution 18-01

Vice-Chair Miller seconded the motion.

Chair Herron called the question.

Motion passes 4-0.

- 5.** Discussion of and Possible Action Regarding the Adoption of Resolution 25-05, Adopting the 2024 Lake Tahoe Nevada Wildland-Urban Interface Code, Incorporating the 2024 International Wildland-Urban Interface Code; Prescribing Regulations to Protect Life and Property from Fire, Hazardous Materials, and Explosions; Providing for Permits; Establishing a Bureau of Fire Prevention; and Defining the Powers and Duties of Officers, thus superseding Resolution 18-02, presented by Fire Chief Sommers and Fire Marshal James.

Chief Sommers introduced the next item and turned the discussion over to Fire Marshal (FM) James.

FM James presented the proposed 2024 Wildland-Urban Interface (WUI) Code, explaining that it was developed as part of a collaborative effort with Tahoe Douglas Fire Protection District (TDFPD) to establish a unified, basin-wide Standard Operating Guideline (SOG). He noted that while there were few major code changes, the update modernizes and aligns the WUI standards between both districts. The 2018 version was reduced from ten to nine pages, reflecting clearer and more concise requirements. FM James outlined key updates, emphasizing that the revisions consolidate rules related to roof coverings, exterior walls, and deck

1 construction, to reduce confusion and overlap with Washoe County
2 regulations. The code also clarifies when WUI requirements and
3 permits apply, improving consistency for inspectors and the public.
4

5 He credited Division Chief (DC) Powning for recommending the
6 inclusion of a definition for "fire-resistant vegetation," which is now
7 included on page five of the WUI Code. FM James explained that
8 this addition supports the District's goal of promoting fire-adapted
9 landscaping and reducing vegetation with high fire potential.
10

11 Chair Herron noted that the Board of Directors would likely have the
12 same question regarding certain language in the resolution as they
13 did during the Fire Code discussion, and asked FM James to make a
14 note for future review.
15

16 Vice-Chair Miller inquired about Zone Zero and how it is addressed
17 in NLTFPD's version of the code.
18

19 FM James explained that Zone Zero—the first five feet around a
20 structure—is defined as an area free of combustible materials, a
21 concept more common in California's WUI standards. He clarified
22 that the District's approach allows greater flexibility, defining what
23 materials and vegetation are acceptable within Zone Zero while
24 maintaining defensible space principles. The intent, he said, is to
25 provide inspectors with clearer guidance and more practical
26 application for local conditions in Incline Village.
27

28 Director Klein made a motion to Adopt Resolution 25-05, Adopting
29 the 2024 Lake Tahoe Nevada Wildland-Urban Interface Code,
30 Incorporating the 2024 International Wildland-Urban Interface
31 Code; Prescribing Regulations to Protect Life and Property from
32 Fire, Hazardous Materials, and Explosions; Providing for Permits;
33 Establishing a Bureau of Fire Prevention; and Defining the Powers
34 and Duties of Officers, thus superseding Resolution 18-02.
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36 Vice-Chair Miller seconded the motion.
37

38 Chair Herron called the question.
39

40 Motion passes 4-0.
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REPORTS:***Legal Reports**

Legal Counsel Paul Cotsonis had no report for the BOD.

***BOD Comments & Reports**

Director Klein shared that he recently experienced an incident at his home where the wood creek adjacent to his property overflowed, causing water to run along both sides of the house. He expressed his sincere gratitude to the NLTFPD crews who responded, noting their creativity, professionalism, and quick action in preventing water from entering his home.

Director Klein thanked everyone involved, stating that both as a Board member and a resident, he deeply appreciated the team's dedication and reassurance during the incident.

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

Chief Sommers reported that District staff are currently developing a formal donation policy to present to the Board of Directors, ensuring greater transparency and Board awareness when donations are received. He shared that, in collaboration with Chair Herron, the District recently received two significant donations:

- A donation of nearly \$700,000 from the Duffield Foundation to support equipment purchases. Chief Sommers noted that he accepted this donation but would like to establish clearer procedures for notifying the Board of such contributions in the future.
- A \$50,000 donation from the Fisher Global Foundation, an organization dedicated to supporting first responders. While the funds are unrestricted, the district has internally earmarked them for future paramedic school tuition to support employee development.

Chief Sommers expressed public appreciation to both foundations for their generosity and commitment to the district's mission.

He also thanked the Board for allowing him to deploy for 18 days with the Incident Management Team in Wyoming, where he served in a field capacity. Chief Sommers shared that the experience was highly valuable and reminded him of his passion for the fire service.

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

Assistant Fire Chief (AFC) Barnum began by echoing Chief Sommers' praise of FM James, noting that he attended several of the code amendment meetings and was impressed by the quality and thoroughness of the work. He commended FM James and his team for their collaborative approach, professionalism, and effective process management, adding that he personally learned a great deal from observing their workflow.

AFC Barnum also reflected on the recent incident at Director Klein's home, sharing how rewarding it was to hear the crews describe their response. He emphasized that their professionalism and quick problem-solving exemplified the high standards of the District's staff.

Training and Operations

- Confined Space Operations: Training recently focused on confined space procedures.
- Upcoming Training: A third-party instructor will soon conduct an elevator rescue class for all shifts.
- Emergency Vehicle Operations Course (EVOC): Will be held at the Truckee Airport.
- EMS Update: Washoe County received a grant for hydroxocobalamin, an antidote for cyanide poisoning; NLTFPD received three units to treat both crews and victims.

Staffing and Personnel

AFC Barnum introduced three new employees, asking them to stand for recognition. He shared that they will be formally introduced and pinned at the next Board meeting, expressing excitement to have them on board and noting that they each bring valuable experience from other departments. AFC Barnum reported that the District is now fully staffed.

Chair Herron and Director Klein extended a warm welcome to the new hires.

Fleet and Equipment

All first-out apparatus are in service. AFC Barnum mentioned a recent U.S. Senate ruling affecting Rosenbauer's manufacturing timelines and pricing and expressed optimism that these changes may lead to improvements.

Vice-Chair Miller inquired about the hearing, and AFC Barnum clarified that the Rev Group was interrogated by the Senate regarding these issues.

Dispatch

Director Leijon asked about progress on dispatch time delays between WC

1 and NEU.

2
3 Chief Sommers acknowledged improvements but noted that the issue
4 remains under observation.

5
6 AFC Barnum elaborated that while there have been some improvements,
7 Washoe County remains the primary PSAP, and when calls are believed to
8 involve a law enforcement (LE) component, dispatchers hold the call longer
9 to ensure officer safety before transferring to NEU. He acknowledged that
10 while this precaution is appropriate in certain cases, it can cause
11 unacceptable delays in others, and the District continues to work toward
12 reducing transfer times and improving coordination.

13
14 End of report.

15
16 ***Prevention Report presented by Fire Marshal James.**

17
18 FM James reported that the Prevention reports had been submitted as part
19 of the BOD packet, and he is available for any questions.

20
21 ***Fuels Management Report as presented by Division Chief Powning.**

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23 Chief Sommers reported on behalf of DC Powning:

24
25 Crews remain very busy both in and out of the area. Despite deployments,
26 fuels projects within the District are on schedule, and crews are not behind.

27
28 Currently, the Rifle Peak Crew is assigned to an incident in Oregon, while the
29 Slide Mountain Crew is back in-district completing project work. Additionally,
30 all Type 6 engines are in service locally, supporting fuels reduction and
31 community risk mitigation efforts.

32
33 ***Chief Financial Report presented by Chief Financial Officer Signorelli.**

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35 CFO Signorelli reported that the annual audit date will be rescheduled, with
36 the new date to be determined and communicated once confirmed.

37
38 She introduced Nicole Tuxon, the District's new Accounting Technician, to the
39 Board of Directors, and shared that the offer letter for the new HR/Executive
40 Administrative Assistant position is being finalized. She also noted that Tracy
41 Collins retired on September 7 after nearly 19 years of dedicated service to
42 the District.

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44 CFO Signorelli concluded by expressing gratitude to her staff and to Chief

1 Sommers for their continued support over the past year.

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3 ***Public Education Information Officer Report presented by PIO**
4 **Quiroz.**

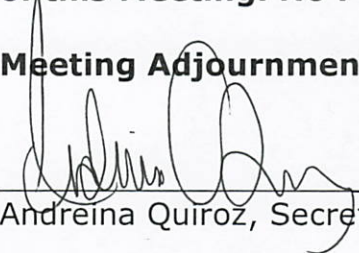
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6 PIO Quiroz reported that the PIO report had been submitted as part of the
7 BOD packet, and she is available for any questions.

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9 ***Local Union 2139**

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11 No report.

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

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16 **Meeting Adjournment 12:38 p.m.**

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20 Andreina Quiroz, Secretary

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Susan Herron, Chairman