

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

Wednesday, June 24, 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, Chairman; Charley Miller, Vice-Chairman; Denise Bremer, Secretary-Treasurer; Phil Klein, Director; Ken Leijon, Director.

***Guests present:** Fire Chief, Ryan Sommers, NLTFPD; Provisional Assistant Fire Chief, Jed Horan, NLTFPD; Chief Financial Officer Jackie Dunklee, NLTFPD; Public Information Officer, Andreina Quiroz, NLTFPD; Executive Administrative Assistant/Secretary to the Board, Devenney Leijon, NLTFPD; Information Technology/Logistics Manager, Alan Green, NLTFPD; Accounting Specialist/Manager, Theresa Montoya-Neves, NLTFPD; Accounting Technician, Nicole Tuxon, NLTFPD; Nevada Public Agency Insurance Pool Executive Director Wayne Carlson; Trifecta Consultant Michelle Jezycki.

***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 7, 2026, Board of Directors Special Meeting.

Approval of Minutes of May 27, 2026, Board of Directors Meeting.

Review of Accounts Payable for May 2026.

Approval of the May 2026 Monthly Management Report.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Presentation, Discussion of and Possible Action to Approve the Renewal Proposal from Nevada Public Agency Insurance Pool (POOL) and Public Agency Compensation Trust (PACT), as presented by Chief Financial Officer Dunklee and Nevada Public Agency Insurance Pool Executive Director Wayne Carlson.

Chief Financial Officer (CFO) Dunklee noted that her recommendation for renewal had been submitted in the Board of Directors (BOD) meeting packet. She then introduced Wayne Carlson, Executive Director of Nevada Public Agency Insurance Pool (POOL).

Mr. Carlson distributed presentation materials and Nevada Public Agency Insurance Pool and Public Agency Compensation Trust (PACT) challenge coins. He explained the history of POOL/PACT for how the organization came into existence 30 years ago, in 1996.

Mr. Carlson began his presentation. He expanded on purpose of the organization. Mr. Carlson explained some of the programs offered by POOL/PACT including Workers' Compensation (WC) and Human Resources (HR) consulting. He continued to explain some of the service requests from members, outlining examples such as cyber security, training, and e-learning. Mr. Carlson further outlined and expanded on key POOL/PACT programs, coverages, and offerings. He spoke about overarching programs and as well as those specific to North Lake Tahoe Fire Protection District (NLTFPD). Mr. Carlson also recapped fiscal aspects of the renewal.

Director Klein asked how the renewal rate compared to the NLTFPD budgeted amount.

CFO Dunklee said that the renewal rate was included in the budget.

Chair Herron asked if there were any other questions.

Secretary-Treasurer Bremer made a motion to Approve the Renewal Proposal from Nevada Public Agency Insurance Pool and

Public Agency Compensation Trust.

Vice-Chair Miller seconded the motion.

Chair Herron asked if there were any comments.

The BOD thanked Mr. Carlson for his time and the presentation.

Chair Herron called the question.

All in favor, motion passes unanimously.

- 2.** Discussion of and Possible Action to Approve Resolution Number 26-03, Delegating Authority to the Fire Chief, or designee, to Apply for, Accept, and Administer Grants, on behalf of the District, Subject to Budgetary and Operational Limitations, as presented by Chief Financial Officer Dunklee.

CFO Dunklee noted that policy changes have been implemented over the course of the last year, including the Grant Policy. She explained past policies which had been updated and the relevance for bringing the request for delegation of authority to the BOD to ensure timeliness of grant acceptance.

Director Klein asked if any grants had been lost in the past due to timing or approvals.

Fire Chief (FC) Sommers said not that he was aware of. He noted that the delegation was an administrative function.

CFO Dunklee said that the need for the administrative function was identified in the financial audit and the single audit. She noted that the goal is to outline management from start to finish and ensure the correct policies are in place moving forward.

Director Klein asked if CFO Dunklee could foresee a situation where a grant was accepted and then it was determined that the BOD did not agree with the acceptance.

FC Sommers stated that he believed that applicants can withdraw from an application if needed. He noted that he did not foresee a scenario where withdraw would be needed.

Director Klein said that he was theorizing possibilities.

1 FC Sommers again said that he did not foresee any issues, but that
2 NLTFPD could always withdraw from a grant application if needed,
3 unless the monies had already been awarded.
4

5 CFO Dunklee explained that the compliance forms are operational.
6 She noted that FC Sommers will weigh in on grant submissions.
7

8 Director Klein asked if there was potential for controversy, for
9 example, that FC Sommers would discuss with Chair Herron.
10

11 FC Sommers confirmed that was correct.
12

13 Vice-Chair Miller made a motion to Approve Resolution Number 26-
14 03, Delegating Authority to the Fire Chief, or designee, to Apply for,
15 Accept, and Administer Grants, on behalf of the District, Subject to
16 Budgetary and Operational Limitations.
17

18 Secretary-Treasurer Bremer seconded the motion.
19

20 Chair Herron asked if there were any comments.
21

22 No comments.
23

24 Chair Herron called the question.
25

26 All in favor, motion passes unanimously.
27

28 **3. Discussion of and Possible Action to Approve the Grant Policy, as**
29 **presented by Chief Financial Officer Dunklee.**
30

31 CFO Dunklee noted that the Grant Policy is the instructional side of
32 grant management and administration. She asked if there were any
33 questions.
34

35 Chair Herron asked if there were any questions. Hearing none, she
36 asked if there was a motion.
37

38 Secretary-Treasurer Bremer made a motion to Approve the Grant
39 Policy.
40

41 Director Klein seconded the motion.
42

43 Vice-Chair Miller thanked CFO Dunklee for good administrative
44 housekeeping.

NLTFPD Board of Directors Wednesday, June 24, 2026

1 Chair Herron asked if there were any comments.

2
3 No comments.

4
5 Chair Herron called the question.

6
7 All in favor, motion passes unanimously.

- 8
9 **4.** Discussion of and Possible Action to Approve Resolution Number 26-
10 04 accepting a specific-purpose grant in the amount of \$697,073.70
11 for capital items and authorizing a budget amendment to the Fiscal
12 Year 2025-2026 Capital Fund to increase revenues and
13 appropriations by \$697,073.70 pursuant to NRS 354.598005(3), as
14 presented by Chief Financial Officer Dunklee.

15
16 CFO Dunklee said that the grant was received in July 2025 and that
17 an amendment was needed to accept the funds into the budget.
18 CFO Dunklee stated that the grant was designated and the funds
19 are not being used for miscellaneous items. She noted that NLTFPD
20 would be requesting an extension for use of the remaining funds,
21 but that most of the funds have been expended at this time. CFO
22 Dunklee explained that the amendment needs BOD approval per
23 the Grant Policy and the resolution.

24
25 Chair Herron noted that page 65 of the BOD packet outlined a June
26 30, 2026, reporting deadline. She asked if the request for extension
27 would be needed due to that deadline.

28
29 CFO Dunklee confirmed that was correct.

30
31 Vice-Chair Miller made a motion to Approve Resolution Number 26-
32 04 accepting a specific-purpose grant in the amount of \$697,073.70
33 for capital items and authorizing a budget amendment to the Fiscal
34 Year 2025-2026 Capital Fund to increase revenues and
35 appropriations by \$697,073.70 pursuant to NRS 354.598005(3).

36
37 Director Leijon seconded the motion.

38
39 Chair Herron asked if there were any comments.

40
41 No comments.

42
43 Chair Herron called the question.
44

All in favor, motion passes unanimously.

REPORTS:

***Legal Reports**

Legal counsel was not present.

***BOD Comments & Reports**

Chair Herron said that on June 10, 2026, the Incline Village General Improvement District (IVGID) Board of Trustees issued her a proclamation. She said that NLTFPD has been in attendance and she wanted to say thank you. Chair Herron thanked her fellow BOD for their attendance as well.

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

FC Sommers noted that he would need to know which BOD wanted to attend the Lake Tahoe Summit.

Director Klein asked when the event was being held.

FC Sommers said it would be held on August 19, 2026. He noted that it was the same day as the August BOD Meeting.

Vice-Chair Miller and Director Klein confirmed they would attend.

Director Klein asked if the August BOD Meeting would be moved.

Chair Herron confirmed the August BOD Meeting date would be changed.

Director Leijon said he would be out of town and unable to attend.

Secretary-Treasurer Bremer said she would look at her calendar.

Chair Herron said she would not attend this year.

FC Sommers reported that he had been contacted by Nevada State Assemblymember Goulding to be involved with a Wildfire risk assessment group. He noted that he has been working with Ms. Goulding and Nevada Fire Chiefs Association (NFCA) to look at insurance, technology, evacuations, etcetera.

FC Sommers reported that NLTFPD was contacted by International

NLTFPD Board of Directors Wednesday, June 24, 2026

1 Association of Fire Chiefs (IAFC) to put together a promotional video to be
2 played at the Fire Rescue International (FRI) Conference. He said he was
3 initially intrigued but discovered that the video would cost the District
4 \$23,700.00 and thus respectfully declined. FC Sommers noted that Truckee
5 Meadows Fire Protection District (TMFPD) had filmed the video a few years
6 back and had shared that they did not feel they saw wide outreach as a
7 result.

8
9 FC Sommers reported that there is an updated Monthly Management Report
10 (MMR) in the BOD packet. He expanded on the purpose of the report
11 updates and requested that the BOD review the updated report and submit
12 any feedback they have. FC Sommers noted that feedback should be
13 submitted to himself or Executive Administrative Assistant Devenney Leijon.

14
15 End of report.

16
17 ***Chief Officers Report presented by Provisional Assistant Fire Chief**
18 **Horan.**

19
20 Provisional Assistant Fire Chief (AFC) Horan reported on the following:

21
22 The year-to-date call number is 1,705 with 833 of those calls being
23 Emergency Medical Services (EMS) calls. He stated that the average length
24 of call is five minutes and eight seconds.

25
26 Large incidents include the tragic accidental drowning at Hidden Beach and
27 recognized the crews for their good work during the incident.

28
29 Currently 41 line personnel. He said offers of employment have been made
30 for two lateral firefighter/paramedic (FF/PM) positions, both candidates
31 accepted the offers, and both will start working for NLTFPD on July 13, 2026.

32
33 All apparatus are in service.

34
35 The Captains Assessment Center is complete and there are two possible
36 candidates for any potential upcoming retirements.

37
38 Marine 16 is on the dock at Sand Harbor.

39
40 End of report.

41
42 ***Prevention Report presented by Fire Marshal James.**

43
44 FC Sommers noted Fire Marshal (FM) James submitted his report which is

1 included in the BOD packet.

2
3 End of report.

4
5 ***Fuels Management Report as presented by Division Chief Powning.**

6
7 FC Sommers noted that Division Chief (DC) Powning was unable to attend
8 and reported on his behalf. He reported the following information:

9
10 130 acres have been treated in the Mill Creek area, a fantastic beginning to
11 the season.

12
13 Slide Mountain hand crew is on assignment in King Springs.

14
15 Rifle Peak hand crew and one brush truck are in town.

16
17 End of report.

18
19 ***Chief Financial Report presented by Chief Financial Officer Dunklee.**

20
21 CFO Dunklee introduced Michelle Jezycki who will be working with NLTFPD
22 for HR consulting, most specifically related to union-facing items which will
23 help CFO Dunklee focus more exclusively on finance.

24
25 FC Sommers noted that there was an existing contract with IVGID for HR
26 consulting services noting that the IVGID contract was geared towards a
27 policy focus. He said that there are also very specific issues which he
28 believes require Ms. Jezycki's expertise. FC Sommers remarked that part of
29 the process NLTFPD is undergoing for HR consulting will help assess the
30 need for a full-time HR team member. He noted that he and CFO Dunklee
31 believe that the HR and finance departments may need to be separated at
32 this time.

33
34 Chair Herron asked if NLTFPD had executed a contract with Ms. Jezycki.

35
36 FC Sommers confirmed that was correct.

37
38 CFO Dunklee said that the contract is included in the budget.

39
40 Chair Herron asked why the contract did not need to be brought to the BOD
41 for approval as the IVGID contract had.

42
43 FC Sommers noted that the contract does not exceed his spending limit.

NLTFPD Board of Directors Wednesday, June 24, 2026

1 Director Klein asked if Ms. Jezycki would be submitting an HR report to the
2 BOD every month.

3
4 Chair Herron said that she believed FC Sommers could include the
5 information in his BOD report.

6
7 CFO Dunklee noted that she is still the Chief HR Director and she could
8 include the information in her report.

9
10 FC Sommers said the HR information will be included in reports by the
11 September BOD meeting.

12
13 End of report.

14
15 ***Public Education Information Officer Report presented by PIO**
16 **Quiroz.**

17
18 Public Information Officer (PIO) Quiroz noted that her report was in the BOD
19 packet.

20
21 Additionally, PIO Quiroz reported on the following:

22
23 There had been a video from the Kane Springs fire which had been posted
24 on the NLTFPD social media platforms. She noted that the post gained a lot
25 of traction. She also shared that the post generated 560,000 views across all
26 NLTFPD social media platforms and gained the attention of The Media
27 Exchange (TMX). She shared that the video would be posted on the TMX
28 platforms and credit would be given to NLTFPD.

29
30 The Community Pancake Breakfast will be hosted next week and she would
31 be issuing assignments.

32
33 Vice-Chair Miller asked if the comments are turned off on the NLTFPD social
34 media platforms.

35
36 PIO Quiroz said that the comments are not turned off, but NLTFPD does not
37 respond to the comments and on occasion comments identified as being
38 generated from fake accounts are hidden.

39
40 Vice-Chair Miller asked whether the social media comments become public
41 record and if they should be turned off for that reason.

42
43 PIO Quiroz noted that there is a platform that the NLTFPD contracts with,
44 Smarsh for archiving of NLTFPD social media platforms.

NLTFPD Board of Directors Wednesday, June 24, 2026

1 FC Sommers noted that it was something to assess further.

2
3 Director Leijon pointed out Sierra Services Meal Distribution in PIO Quiroz's
4 report and asked what NLTFPD coordinates with their organization.

5
6 PIO Quiroz shared that NLTFPD was approached to help distribute meals.

7
8 Director Leijon asked if the American Heart Association (AHA) classes listed
9 in the report were in-house classes.

10
11 PIO Quiroz noted that the classes are in-house and there are satellite classes
12 which are included in the report statistics as well.

13
14 CFO Dunklee noted that instructor Devin Heimstra teaches the classes.

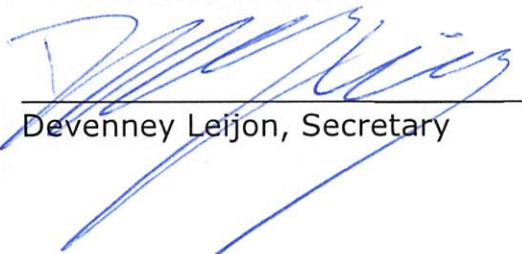
15
16 End of report.

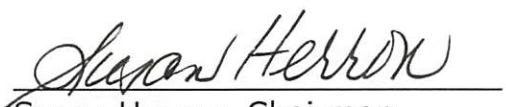
17
18 ***Local Union 2139**

19
20 No union representative in attendance.

21
22 ***NRS 241.020 RE: Public Comment. This is a Time for the Public to**
23 **Comment on any Matter, Whether or Not it is Included on the**
24 **Agenda of this Meeting: No Public Comment.**

25
26 **Meeting Adjournment 12:59 p.m.**

27
28
29
30 
Devenney Leijon, Secretary

31
32
33
34
35
36
37
38
39
40
41
42
43
44

Susan Herron, Chairman