

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

Wednesday, September 16, 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 (attended virtually); Assistant Fire Chief, Jed Horan, NLTFPD; Division Chief, Isaac Powning, NLTFPD; Fire Marshal, John James, NLTFPD; Chief Financial Officer, Jackie Dunklee, NLTFPD; Captain, Jason Knight, NLTFPD; IT Manager, Alan Green, NLTFPD; Public Information Officer, Andreina Quiroz, NLTFPD; Accounting Specialist/Manager, Thelesa Montoya-Neves, NLTFPD; Accounting Technician, Nicole Tuxon, NLTFPD; Executive Administrative Assistant/Secretary to the Board, Devenney Leijon, NLTFPD; Legal Counsel, Paul Cotsonis; Resident, Tom Milhoff.

***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 August 14, 2026, Board of Directors Meeting.

Review of Accounts Payable for August 2026.

Approval of the August 2026 Monthly Management Report.

OLD BUSINESS:

None

NEW BUSINESS:

1. Discussion of and Possible Action Regarding the Board of Directors Performance Evaluation of Fire Chief Ryan Sommers and Possible Action to provide an increase in his annual compensation, as presented by Chief Financial Officer Jackie Dunklee.

Chair Herron said that Fire Chief (FC) Sommers was attending the meeting virtually due to being on fire assignment in Idaho. She turned the item over to Chief Financial Officer (CFO) Dunklee.

CFO Dunklee directed the room to the evaluation items which had been included in the Board of Directors (BOD) Meeting Packet. She said that FC Sommers' overall performance ranked 4.53 out of five. CFO Dunklee shared that her recommendation was to increase FC Sommers' salary by 10%, the full budgeted amount. She expanded on some key reasons for her recommendation, noting that FC Sommers is a fantastic boss and does much more than the community and the North Lake Tahoe Fire Protection District (NLTFPD) team see. CFO Dunklee outlined some options the BOD could consider. She also shared the FC salary area comparisons, included in the BOD Meeting Packet.

Chair Herron thanked CFO Dunklee and opened the conversation to the BOD.

Vice-Chair Miller thanked CFO Dunklee for her recap. He shared his recommendation of a 5% increase, briefly expanding with regional comparisons and noting it follows what the staff receive.

Chair Herron asked if there was a motion.

Vice-Chair Miller made a motion to increase FC Sommers' annual compensation by 5%.

Director Leijon seconded the motion.

Chair Herron asked if there were any comments.

No comments.

Chair Herron called the question.

All in favor, motion passes unanimously.

1 Vice-Chair Miller stated that FC Sommers does a fantastic job and
2 thanked him for his service and dedication.

3
4 Chair Herron asked if FC Sommers had anything to add.

5
6 FC Sommers thanked the BOD for his evaluation and CFO Dunklee
7 for her presentation.

8
9 **2.** Discussion of and Possible Direction Regarding the recruitment and
10 selection process for the Fire Chief, as presented by Vice-Chairman
11 Miller and Director Klein.

12
13 Vice-Chair Miller turned the item over to Director Klein.

14
15 Director Klein distributed handout materials.

16
17 Chair Herron asked if Secretary to the BOD Devenney Leijon had
18 received a copy of the handout materials and asked that she
19 include the handout materials in the record.

20
21 *Exhibit #1: New Chief Recruiting Discussion Topics and*
22 *Recommended Fire Chief Recruitment Timeline draft was submitted*
23 *for the record by Vice-Chair Miller and Director Klein.*

24
25 Director Klein provided an overview of Exhibit #1, noting that FC
26 Sommers had given his one-year notice of intention to retire. He
27 said that the aim today was to approve a timeline which would
28 allow proper lead time for recruiting the new FC. Director Klein
29 expanded on items such as cost and panel considerations.

30
31 Director Leijon thanked Vice-Chair Miller and Director Klein for their
32 work. He remarked that he would have liked to see Exhibit #1
33 included with the BOD Meeting Packet, allowing time for review.

34
35 Director Klein shared that unfortunately there was not enough time
36 to include Exhibit #1 in the BOD Meeting Packet.

37
38 Director Leijon said that he may need more time to review Exhibit
39 #1 in relation to the condensed timeframe.

40
41 Director Klein said that he felt there was no immediate compressed
42 timeframe. He continued outlining Exhibit #1. He remarked that the
43 currently proposed timeline allows only six to eight weeks of
44 crossover for time for FC Sommers with the new FC. Director Klein

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1 said he was concerned with the timeline and recommended that it
2 be moved up at least 30 days, changing the proposed job posting
3 launch to January 1, 2027, and the new FC start date to July 1,
4 2027. He said he would also like to determine if a recruiting
5 consultant was going to be contracted, suggesting that be
6 determined by the end of the month.
7

8 Vice-Chair Miller said he felt that the first step would be to
9 determine if a recruiting consultant should be contracted. He noted
10 that he would like FC Sommers to give his opinion as to whether
11 the other FC in the region would be involved as well and if word of
12 the job might spread organically. Vice-Chair Miller said that he
13 wanted to determine what October and November priorities should
14 be related to the January 1, 2027, job posting date. He noted that
15 having a job description and salary range would be necessary.
16

17 FC Sommers said that he agreed that the word about the job had
18 the potential to spread naturally. He said he hoped that the BOD
19 would be open to recruiting for the position internally as well as
20 externally. FC Sommers remarked that if the chosen candidate
21 ended up being internal, the timeline may not necessarily require a
22 July 1, 2027, start date. He also noted that he did not feel the
23 process needed to be overseen by an outside recruiting consultant
24 completely, but that they could assist with items such as
25 comprehensive background checks. FC Sommers added that Exhibit
26 #1 had not been included in the BOD Meeting Packet because he
27 had not been able to get it to the BOD until Monday.
28

29 Chair Herron confirmed that Exhibit #1 had not been ready for the
30 BOD Meeting Packet ahead of time.
31

32 Director Leijon said he agreed with FC Sommers that regional talent
33 should be considered for the position. He inquired if work had been
34 completed on a job description.
35

36 Director Klein shared that Exhibit #1 was a starting point so that
37 there would be time to prepare additional materials for continued
38 discussion. He noted that a recruiting consultant could be
39 contracted to manage the process, which could be a benefit, but
40 that NLTFPD may not need assistance identifying candidates if an
41 adequate candidate pool was expected. Director Klein said that
42 more research on recruiting consultants could be completed.
43

44 Secretary-Treasurer Bremer asked what the cost of the recruiting

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1 consultant might be.

2
3 FC Sommers said the cost could easily range from \$40,000 to
4 \$50,000 depending on wants or needs NLTFPD had, but price could
5 potentially increase endlessly from there.

6
7 Director Klein said it was his understanding that cost would be 35%
8 of the new FC annual salary plus benefits.

9
10 Chair Herron asked if the BOD agreed that the direction should be
11 to write the scope of work for recruiting consultants.

12
13 Vice-Chair Miller asked if a Request for Proposal (RFP) was needed.

14
15 CFO Dunklee said an RFP is not needed for professional fees, but
16 generally selection is still determined on the best benefit cost.

17
18 Vice-Chair Miller indicated he understood.

19
20 Chair Herron asked if Vice-Chair Miller and Director Klein would be
21 able to draft the scope of work for the recruiting consultants by the
22 next BOD Meeting.

23
24 Vice-Chair Miller said he felt the three, including Chair Herron,
25 might be able to draft the scope of work by then.

26
27 CFO Dunklee shared that the previous FC job description was
28 available as a resource as well.

29
30 Director Leijon asked if the job description was a work in progress.

31
32 CFO Dunklee said that it had been updated to the current template
33 format, but that it would need to be reviewed.

34
35 Chair Herron asked if the BOD could look at the job description with
36 FC Sommers.

37
38 Director Leijon remarked that would be a good starting point.

39
40 Secretary-Treasurer Bremer noted that the succession plan could be
41 reviewed with the job description to help prepare the job posting.

42
43 Director Leijon said he would recommend that qualifications and
44 preferred qualifications be outlined separately in the job description.

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1 CFO Dunklee confirmed that the current job description template is
2 broken out in that manner.

3
4 Chair Herron asked FC Sommers when he would be back from his
5 current fire assignment.

6
7 FC Sommers said Sunday, tentatively.

8
9 Vice-Chair Miller said the first step could be further research into
10 recruiting consultants and noted that scope of work completion for
11 October might be difficult to complete.

12
13 Chair Herron asked if the scope of work could be completed no later
14 than November.

15
16 Vice-Chair Miller said he felt that the timeframe would work.

17
18 Director Klein asked how the scope of work deadline would work
19 with the January 1, 2027, job posting date.

20
21 Vice-Chair Miller said if a recruiting consultant was contracted in
22 November, the job posting would be needed in December.

23
24 Secretary-Treasurer Bremer commented that if the recruiting
25 consultant had completed this type of recruitment previously, it
26 would be relatively simple.

27
28 Director Klein stated that the recruiting consultant would need to
29 have completed high level recruiting previously.

30
31 Vice-Chair Miller remarked that the consulting contract should be
32 awarded in November.

33
34 Director Leijon said that it might be helpful to look at the National
35 Fire Protection Association (NFPA) code and standard for starting
36 recommendations. He noted that the International Association of
37 Fire Chiefs (IAFC) could possibly offer resources as well.

38
39 Director Klein said he agreed.

40
41 Secretary-Treasurer Bremer asked if the entire BOD could receive a
42 copy of the FC succession plan and job description.

43
44 Chair Herron confirmed, stating that she wanted to add FC

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1 Recruitment as a standing item to the agenda for the October BOD
2 Meeting. She said that the FC succession plan and job description
3 would be sent out by Secretary to the BOD Leijon for the October
4 BOD Meeting.

5
6 Director Klein said that he would make some edits to Exhibit #1
7 and would send the documents to Chair Herron.

8
9 Chair Herron asked Director Klein to send the documents to Vice-
10 Chair Miller instead. She then stated that the next BOD Meeting was
11 tentatively set for October 21, 2026, noting that the deadline for
12 the materials to be received for the BOD Meeting Packet could be
13 October 14, 2026.

14
15 Chair Herron asked Secretary to the BOD Leijon if this would
16 provide enough time.

17
18 Secretary to the BOD Leijon confirmed.

19
20 Chair Herron asked the BOD to get materials to Secretary to the
21 BOD Leijon by October 14, 2026, or sooner. She requested that
22 Director Leijon forward any NFPA and IAFC information to Vice-
23 Chair Miller and Director Klein. Chair Herron asked if anything was
24 missing.

25
26 Director Klein asked for confirmation that the items needed for the
27 upcoming BOD Meeting would include the FC succession plan, FC
28 job description, scope of work for recruiting consultants, and a list
29 of potential recruiting consultants.

30
31 Chair Herron confirmed that was correct. She said that staff would
32 take the submitted items and prepare an RFP and asked that
33 potential recruiting consultants please be sent to Director Klein.

34
35 Secretary-Treasurer Bremer asked if FC Sommers had sent his
36 recommended recruiting consultants to Director Klein.

37
38 FC Sommers said that he would.

39
40 Chair Herron thanked Vice-Chair Miller and Director Klein for taking
41 on this task.

42
43 Secretary-Treasurer Bremer shared that she agreed with the
44 adjusted timeline discussed.

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1 Director Klein said that he would rewrite the Exhibit #1 timeline to
2 outline the updates which had been discussed.

3
4 Chair Herron asked for the draft to be dated at the bottom of the
5 document to clarify the most current version.

6
7 Chair Herron asked if there were any comments.

8
9 No comments.

10
11 Chair Herron closed the item.

12
13
14 **REPORTS:**

15
16 ***Legal Reports**

17
18 No report.

19
20 ***BOD Comments & Reports**

21
22 No report.

23
24 ***Fire Chief Report presented by Fire Chief Sommers.**

25
26 FC Sommers thanked the BOD for his evaluation and the individual meetings
27 they had completed with him.

28
29 Chair Herron asked if all the BOD had been able to meet with FC Sommers.

30
31 Secretary-Treasurer Bremer stated she had not yet met with FC Sommers.

32
33 FC Sommers reported the following:

34
35 Ongoing discussions about the possibility of securing a helicopter for the
36 area are still underway.

37
38 First Responder Pier discussions are still underway as well. The Incline
39 Village General Improvement District (IVGID) BOD review will not be
40 completed until after elections.

41
42 End of report.

43
44 ***Chief Officers Report presented by Assistant Fire Chief Horan.**

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1 Assistant Fire Chief (AFC) Horan reported the following:

2
3 Summer was busy, and NLTFPD has provided standby for many recent
4 community events.

5
6 Number of calls to date is 1,406, 707 of which have been Emergency Medical
7 Services (EMS).

8
9 Two NLTFPD Operations (OPS) team members recently cleared probation,
10 and the two new hires are progressing well.

11
12 Flu shots will be forthcoming. AFC Horan will send a notification once they
13 become available.

14
15 Two OPS team members will graduate from paramedic (PM) school on
16 September 25, 2026.

17
18 The annual Engineer Academy will take place in October, and NLTFPD has
19 the Duffield Foundation's approval to use Ponderosa Ranch.

20
21 As approved in the budget, one of the ambulances will be sent to Braun
22 Northwestern this month for a remount. The brush trucks are still projected
23 to arrive this coming Winter. As approved recently by the BOD, the order for
24 the Rosenbauer Engine has been placed.

25
26 FC Sommers, a Medical Unit Leader, Mechanic Phillips, two crews, and two
27 engines are currently on fire assignments.

28
29 Vice-Chair Miller asked if the Engineer Academy is an internal academy.

30
31 AFC Horan confirmed and briefly expanded on aspects of the academy.

32
33 End of report.

34
35 ***Prevention Report presented by Fire Marshal James.**

36
37 Fire Marshal (FM) James noted that the newly revamped report was in the
38 BOD Meeting Packet.

39
40 End of report.

41
42 ***Fuels Management Report presented by Division Chief Powning.**

43
44 Division Chief (DC) Powning reported the following:

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1 All resources have recently been back in District but are headed back out on
2 fire assignments today.

3
4 Fire billing is caught up; about \$3.2 million dollars has been billed although
5 not necessarily received yet.

6
7 The hand crews have completed about 165 acres of work in town this
8 season. The Burn Bot machine has completed about 60 acres. The
9 department is currently on track to exceed all past season goals.

10
11 End of report.

12
13 ***Chief Financial Report presented by Chief Financial Officer Dunklee.**

14
15 CFO Dunklee reported the following:

16
17 Audit preparations are underway. The audit date has been confirmed for
18 October 26, 2026.

19
20 Health insurance renewal is also underway, preliminarily indicating an 8%
21 increase. If NLTFPD does not go out to market, the increase would
22 potentially drop to 4%. The budgeted increase amount is 25%.

23
24 There will be a reappropriation of funds for Station 11 window replacement.
25 The work will cost about \$6,000 to \$7,000 more than the anticipated
26 amount. As a result, the IT server will be budgeted for the following fiscal
27 year instead.

28
29 Vice-Chair Miller asked if all the station windows need to be replaced.

30
31 CFO Dunklee turned the question over to the IT Manager Alan Green.

32
33 IT Manager Green noted that there are three windows which need to be
34 replaced, but the seals have been failing on the others.

35
36 End of report.

37
38 ***Public Education Information Officer Report presented by PIO**
39 **Quiroz.**

40
41 Public Information Officer (PIO) Quiroz said that her report was submitted
42 and included in the BOD Meeting Packet. She noted that she was available
43 for questions.

1 Chair Herron commended PIO Quiroz, noting that she has been doing a
2 great job.

3
4 End of report.

5
6 ***Local Union 2139**
7

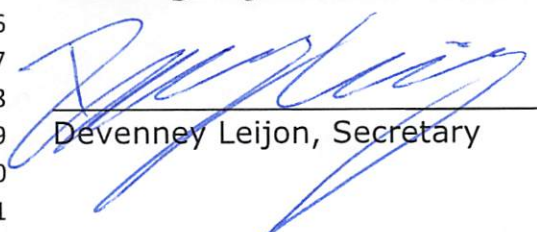
8 Captain Jason Knight said that he was present to represent Local Union
9 2139. He shared information about the Union and outlined some of its
10 charitable initiatives. Captain Knight briefly expanded on additional Union
11 fundraisers and initiatives. He asked that possible donation avenues be
12 shared with the Union and/or information about community members who
13 may need assistance from the Union through its initiatives.

14
15 Chair Herron thanked Captain Knight for sharing the information.

16
17 ***NRS 241.020 RE: Public Comment. This is a Time for the Public to**
18 **Comment on any Matter, Whether or Not it is Included on the**
19 **Agenda of this Meeting:**
20

21 Secretary-Treasurer Bremer thanked FM James, PIO Quiroz, and Fuels
22 Prevention Specialist Ryan Dominguez for their presentation at a recent
23 Relator Meeting they attended, noting that they did a fantastic job.

24
25 **Meeting Adjournment 12:40 p.m.**
26

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29 
30 Devenney Leijon, Secretary
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Susan Herron, Chairman

New Chief Recruiting Discussion Topics

1. Chief Succession Plan document
2. Timeline
3. Costs
4. Internal/Agency
5. Interview Panel

DRAFT

Recommended Fire Chief Recruitment Timeline

Date	Milestone
September–October 2026	Board begins succession planning; confirm recruitment approach, desired qualifications, salary range, and transition expectations.
November 2026	Select executive recruitment firm or determine internal recruitment process.
December 2026–January 2027	Recruiter conducts stakeholder interviews with Board, Chief, command staff, labor, community partners, and key agencies. Develop candidate profile and recruitment brochure.
February 1, 2027	Open Fire Chief recruitment. Begin national/regional advertising and direct candidate outreach.
March 15–31, 2027	Application deadline. Recruiter completes initial screening and candidate evaluation.
April 2027	Board/recruiter reviews semifinalists. Initial virtual or recruiter interviews conducted.
Early May 2027	Select approximately 5–7 semifinalists for further evaluation.
Late May–Early June 2027	Finalist interviews/assessment process. Consider Board interview, executive leadership panel, labor/ community panel, and assessment exercises.
Mid-June 2027	Board identifies preferred candidate and authorizes conditional offer/contract negotiations.
June–July 2027	Background investigation, reference checks, psychological/medical requirements if applicable, contract negotiations, and final employment agreement.
July 2027	Public appointment of new Fire Chief. This allows the selected candidate time to give notice to their current employer and relocate if necessary.
August 1, 2027	Preferred start date for incoming Chief.
August–September 2027	Approximately 6–8 weeks of overlap with outgoing Chief for transition and knowledge transfer.
September 2027	Current Chief retires; new Chief assumes full responsibility.
October–December 2027	New Chief's first 90-day organizational assessment and Board check-ins.