

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

3  
4 **JULY 20, 2016**

5  
6 **LOCATION:** 863 Tanager, Incline Village, Nevada.

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8 **MEETING CALLED TO ORDER:** Chair Herron called the meeting to order at  
9 12:00 p.m.

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11 **ROLL CALL OF THE NORTH LAKE TAHOE FIRE PROTECTION BOARD OF**  
12 **DIRECTORS:** Upon roll call, the following Board Members were present  
13 Susan Herron, Chair; Jeff Warner, Vice-Chairman; Dennis Perry, Secretary-  
14 Treasurer; Dale Smith, Director; and Paul Zahler, Director.

15  
16 **GUESTS PRESENT:** Ryan Sommers, Interim Fire Chief NLTFPD; Geno  
17 Menchetti, Legal Counsel; Sharon Cary, NLTFPD; Brett Jacobsen, NLTFPD;  
18 Jake Chatelle, NLTFPD; Bruce Toy, NLTFPD; Jed Horan, NLTFPD; Justin  
19 Ashby, NLTFPD; Dave McClellan, NLTFPD; Ken Leijon, NLTFPD; Jacob  
20 Fonken, NLTFPD; Micah Wilcock, NLTFPD; Denise Bremmer, Incline Village  
21 Resident.

22  
23 **APPROVAL OF AGENDA:** The Agenda was approved as submitted with the  
24 removal of Old Business Item #1.

25  
26 **NRS 241.020 RE: PUBLIC COMMENT: This is a Time for the Public to**  
27 **Comment on any Matter, Whether or Not it is Included on the**  
28 **Agenda of this Meeting.** None.

29  
30 **CONSENT AGENDA** No changes were made to the consent agenda items;  
31 Chair Herron deemed them approved as submitted.

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33 **APPROVAL OF MINUTES OF THE JUNE 15, 2016 BOARD OF**  
34 **DIRECTORS MEETING.**

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36 **APPROVAL OF ACCOUNTS PAYABLE REPORT FOR JUNE 2016.**

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38 **APPROVAL OF THE MONTHLY MANAGEMENT REPORT FOR JUNE 2016.**

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40 **NEW BUSINESS:**

41  
42 **1. Promotion of Firefighter Jake Chatelle to Firefighter/Paramedic**  
43 **and badge pinning ceremony (Presented by Chief Sommers and**  
44 **Battalion Chief Calder)**

45 Chief Sommers introduced the item and informed the board that Jake  
46 Chatelle has been with the District for some time and joined as a Firefighter

1 after completing Paramedic School. His promotion to Firefighter/Paramedic  
2 with the District fills a needed spot, as well as rewards Jake for all the hard  
3 work and dedication he has shown the District since being hired. Chief  
4 Sommers expressed that he and the other Battalion Chiefs are excited to  
5 have FF/PM Chatelle a part of the District in this new capacity.

6  
7 **2. Introduction and badge pinning ceremony for the Fire Inspector**  
8 **Jennifer Donohue (Presented by Chief Sommers and Assistant Fire**  
9 **Marshal Mark Regan)**

10 Chief Sommers informed the Board of the new Fire Inspector that was hired  
11 in June, Jennifer Donohue, has been doing a great job so far. She has had  
12 numerous years of experience with Reno Fire and is already familiar with the  
13 codes and issues that we have within the District. Chief Sommers informed  
14 the board that Jennifer would like her father to be a part of the badge  
15 pinning ceremony therefore that will be tabled until the August meeting.

16  
17 Director Perry asked who drove the blue car with the NLTFPD decal on the  
18 side. Chief Sommers let the board know that the grant funded position in  
19 fuels is who drives that vehicle and that he helps with defensible space  
20 inspections and his position and the vehicle are completely funded by a  
21 grant that the District receives.

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23 **OLD BUSINESS:** None.

24  
25 **REPORTS:**

26 **A. Legal Counsel Reports** None.

27  
28 **B. Board of Directors Comments/ Reports** None.

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30 **C. Fire Chief Reports**

31 Chief Sommers explained that due to last month's agenda item regarding  
32 the grievance that was filed by Engineer Zimmerman regarding canceled  
33 vacation time, a SOG was created to address the issue. The SOG will be  
34 moved forward with and the discussion regarding the issue will be tabled  
35 until August's meeting so that Engineer Zimmerman will be able to see it  
36 and review it before it is agreed upon. There is language in both the CBA as  
37 well as the new SOG regarding this matter that matches with the District's  
38 policies.

39  
40 July 4<sup>th</sup> was a success and went off without any significant issues. The  
41 District was steady and it went well but not busy enough to bring in other  
42 districts for additional support or assistance. There was an action plan in  
43 place for that weekend and it was executed to the fullest extent and seemed  
44 to work out very well.

45  
46 **D. Chief Officers Reports**

1 Battalion Chief Calder wanted to address FF/PM Chatelle's promotion and  
2 acknowledge how appreciative he and the rest of the line personnel are that  
3 the District is celebrating these kinds of promotions now. Chief Calder  
4 explained to the board that FF/PM Chatelle has put in a lot of hard work to  
5 go from being a firefighter to a paramedic and the experience needed to  
6 make the transition is significant. Jake achieved some of the highest scores  
7 throughout the 6 phase process that he had to complete in order to get  
8 certified and did so while meeting his other obligations to the District. Chief  
9 Calder congratulated Jake on his accomplishment and thanked him for his  
10 continued service to the District.

11  
12 Chief Calder informed the board that Engines were sent out to 3 major fires  
13 over this past month and all returned within the 12 hour time period that is  
14 allotted per the District's agreement with other local agencies. The District  
15 also sent an engine crew to the Trailhead Fire just outside of Auburn,  
16 California.

17  
18 The District has also been given a private house on Alden Lane for training  
19 purposes. Staff is able to run trainings on situations that are made more  
20 complicated by down-sloping homes and properties, which is the majority of  
21 the District. Director Zahler suggested that Chair Herron and Director  
22 Warner get in suits and participate in the training and get a better idea for  
23 what the line personnel of the District do. However, Battalion Chief Calder  
24 informed the Board that unfortunately this training would not involve  
25 burning the house in any way and those types of trainings occur when it is  
26 not as high of a fire danger as it is currently.

### 27 28 **E. Business Manager Reports**

29 Business Manager Sharon Cary wanted to thank Director Perry for reviewing  
30 the budget with her as it is a long and tedious process. Ms. Cary also wanted  
31 to let the Board know that the Auditor's will be here starting September 6<sup>th</sup>  
32 for two weeks. Ms. Cary also wanted to thank the Sylvester's for their  
33 generous donation to this year's Pancake Breakfast event.

### 34 35 **F. Public Education Information Officer Reports**

36 The full report will be emailed to the Board of Directors.

### 37 38 **NRS 241.020 RE: PUBLIC COMMENT. This is a time for the public to** 39 **comment on any matter, whether or not it is Included on the agenda** 40 **of this meeting.**

41 Captain Green wanted to thank the Board for allowing the Union to sell t-  
42 shirts and take donations during the pancake breakfast this year. The Union  
43 raised about \$4,000 for the Northern Nevada Children's Cancer Foundation  
44 and the District will be doing a check ceremony for the money that was  
45 raised.

1 Captain Green just gave the Chief a tentative schedule on an event called  
2 Fire Ops 101, which is an event that will bring in county commissioners,  
3 board members, chiefs and other local agency representative and show  
4 them what exactly the line personnel do here at the District. The District  
5 personnel would run four scenarios and invite current and prospective Board  
6 members to attend a variety of events over a couple days. When specific  
7 dates are agreed upon the Union will let the Board of Directors know.

8

9 Chief Sommers wanted to let everyone know that there would be cake after  
10 the meeting to celebrate Jake Chatelle's promotion and the hiring of Jennifer  
11 Donohue.

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13 **Meeting Adjournment.** Chair Herron adjourned the meeting at 12:19 p.m.

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Elizabeth Erdelyi, Secretary

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Susan Herron, Chair