

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

4
5 **June 17, 2020**

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

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

11
12 ***Roll Call of the North Lake Tahoe Fire Protection District Board of**
13 **Directors:** Upon roll call, the following Board Members were present:
14 Susan Herron, Chairman; Greg McKay, Vice-Chairman; Denise Bremer,
15 Secretary-Treasurer, James Costalupes, Director; Art Cross, Director.

16
17 ***Guests present:** Fire Chief Ryan Sommers, NLTFPD; Assistant Fire Chief
18 Russell Barnum, NLTFPD; via teleconference Jason Guinasso, Legal Counsel;
19 Administrative Assistant/Board Secretary Andreina Quiroz, NLTFPD, Michael
20 Menath, Mike Menath Insurance; Chief Brian Estes, Cal-Fire; Chief Steve
21 Mueller, Cal-Fire; Elise Barnum, Community Member; Aedan Barnum,
22 Community Member; Elise Barnum, Community Member; Quinlan Family,
23 Community Members; PIO Tia Rancourt, NLTFPD.

24
25
26 **Approval of Agenda:**

27 With the concurrence of the Directors, Chair Herron asked to move New
28 Business after Public Comment as the meeting would be moved momentarily to
29 Station 11. No objections, change made to the Agenda and Approved.

30
31 ***NRS 241.020 RE: Public Comment.**

32 **This is a Time for the Public to Comment on any Matter, Whether or**
33 **Not it is Included on the Agenda of this Meeting.**

34
35 **NEW BUSINESS:**

- 36
37 **1. Badge Pinning Ceremony for promotion of employees; Russell**
38 **Barnum, Assistant Fire Chief; Casey Quinlan, Captain; Zac Bray,**
39 **Fuels Management Officer; Ryan Dominguez Fuels/Prevention**
40 **Specialist; and Jeff Ellis, Crew Supervisor. Presented by Fire Chief**
41 **Sommers.**

42
43 Chief Sommers thanked the Board for making the change. He informed
44 the Board that the promotions for the Fuels Department would not be
45 occurring as the Fuels Department wished to commence work at the start
46 of their shift, therefor only Assistant Fire Chief (AFC) Barnum and Captain

1 Quinlan would be pinned. Chief Sommers added that the On Duty Crew
2 would like to be a part of the Badge Pinning Ceremony therefore the
3 Ceremony would be conducted over in Station 11 on the apparatus floor.
4

5 Board of Directors and guests present were directed to the apparatus
6 floor of Station 11.

7 Chief Sommers began by introducing AFC Barnum and saying that AFC
8 Barnum came to North Lake Tahoe Fire Protection District (NLTFPD) twelve
9 years ago, in 2008 from Regional Emergency Medical Services Authority
10 (REMSA) where he was the Education and Training Manager,
11 Communications Manager, Operations Supervisor, Paramedic Preceptor and
12 Paramedic.

13 AFC Barnum promoted from Fire Fighter/Paramedic to Captain last February
14 and Assistant Fire Chief this February. Chief Sommers said that AFC Barnum
15 has been instrumental in the development and advancement of several areas
16 of our Fire District such as our Annual Paramedic Refresher Program,
17 Paperless Charting/Electronic Patient Care Documentation, the oversight of
18 District Protocols, and contributed to the successful Assistance to Firefighters
19 (AFG) Federal Emergency Management Agency (FEMA) Grant in 2009 for our
20 E-Series ZOLL monitors to name a few.

21 Chief Sommers congratulated AFC Barnum in his new position. AFC Barnum
22 was pinned by his wife, and two children.

23 Chief Sommers then introduced Captain Quinlan. Chief Sommers began by
24 saying Captain Quinlan came to NLTFPD thirteen years ago in 2007 from
25 REMSA where he was the Education and Training Manager.

26 Chief Sommers added that Captain Quinlan has been instrumental in our Fire
27 Districts training and orientation of new Paramedics with the Phase
28 Paramedic Program, coordinating our Annual Paramedic Refresher Program,
29 and that Captain Quinlan is also the American Heart Association Training
30 Coordinator for our region which encompasses 20 training sites in Northern
31 Nevada, California and Oregon with 150 instructors that train over 3,000
32 students a year.

33 Chief Sommers congratulated Captain Quinlan in his new position. Captain
34 Quinlan was pinned by his wife and two daughters.

35
36 **CONSENT AGENDA:** Consent agenda approved as submitted.

37
38 **Approval of Minutes of the May 20, 2020 Board of Directors Meeting.**

39
40 **Review of Accounts Payable for May 2020.**

1
2 **Approval of the May 2020 Monthly Management Report.**

3
4 **NEW BUSINESS:**

5
6 **2. Discussion of the move from Washoe County Dispatch to Grass**
7 **Valley Emergency Command Center, managed by Cal-Fire.**
8 **Presented by Fire Chief Sommers.**
9

10 Chief Sommers started by as he has been discussing in the past few
11 Board meetings, the changes that NLTFPD needed to look at for Dispatch.
12 We made a decision operationally to move to Grass Valley Emergency
13 Command Center, effective July 1, 2020.
14

15 Chief Sommers introduced to Unit Chief, which is equivalent to Fire Chief
16 in Cal-Fire, for the Ranger Unit that their Dispatch Center resides in, Chief
17 Brian Estes. Chief Sommers then introduced the Battalion Chief that is in
18 charge of Grass Valley Dispatch, Chief Steve Mueller. Chief Sommers
19 confirmed that we are still on schedule for the move on July 1, 2020.
20 Chief Sommers then turned the meeting over to Chief Estes and Chief
21 Mueller to address the Board, explain their capabilities and open to
22 questions.
23

24 Chief Estes introduced himself to Board; he is the Unit Chief for Cal-Fire
25 for the Nevada-Yuba/Placer Unit and also the Fire Chief for the Placer
26 County Fire Department. Chief Estes then thanked the Board and Chief
27 Sommers for the invite to attend the Board. Chief Estes complimented
28 Chief Sommers on his professionalism and friendship with Cal-Fire and
29 expressed his excitement for the new move. Chief Estes added that
30 regionally the East Side Agencies, North Tahoe, Truckee etc. are integral
31 part of Cal-Fires mission stateside. Chief Estes complimented Chief
32 Mueller and Chief Sommers for their groundwork and said that he could
33 not agree more, as operationally this will have a benefit to the people of
34 Incline Village, Crystal Bay, Kings Beach etc., and the meshing of the
35 systems will become that much more efficient. Chief Estes thanked the
36 Board for their support on behalf of Cal-Fire and turned the meeting over
37 to Chief Mueller for more specifics.
38

39 Battalion Chief, Chief Mueller, introduced himself and stated that he
40 looked forward to this cooperative Fire Relationship that has been formed.
41 Chief Mueller said that after meeting multiple times with Administration,
42 working on the integrating of systems and training, July 1st should not be
43 a surprise to anyone, and a smooth transition is expected.
44

45 Chief Mueller said that this transition brings with it a couple of new
46 Dispatch positions and increases Cal-Fire's strength and NLTFPD's

1 strength because when there is a major incident in the District, they do
2 not have just one operator for Fire Dispatch, they have the whole
3 command. Chief Mueller said that they have a staff of 17 Communication
4 Operators, six Fire Captains and himself with an office person. With that
5 ability they are able to command and control incidents, interrogate those
6 callers to a different level than Law Enforcement Dispatch Center and
7 they can augment or deescalate the call before it happens. Chief Mueller
8 believes they are going to bring a great product to the table; he looks
9 forward to the cooperative relationship and he looks forward to attending
10 any future Board Meetings. Chief Mueller asked if there were any
11 questions.

12
13 Vice-Chair McKay said he did have a question. He asked what the term on
14 this agreement was.

15
16 Chief Mueller replied that it was a three year contract and there are
17 clauses built in just like in the agreement with Washoe County.

18
19 Director Costalupes added that he knew we are saving money by going to
20 Cal-Fire which great but he also wants to confirm that information is
21 being shared and that the communication standard is being taken to a
22 higher bar than we were previously.

23
24 Chief Mueller confirmed that this was correct and added that we are
25 switching over to Very High Frequency (VHF) Radio System that has
26 multiple redundancies built in. The CAD program will change it from a
27 static dispatch to its closets resource. For example if Engine 11 is at the
28 shopping center, they will be posted in CAD so if they are closer to a call than
29 Engine 13. There will be some change, every speed limit on every street has
30 been vetted every in the Fire District and the mutual aid areas so that the
31 closest resource will be Dispatched to the appropriate call. That will be one
32 change, as there were three response areas.

33
34 Director Cross asked if it would be closest in time.

35
36 Chief Mueller answered that it yes, closest in time, and it is real time. For
37 example if an Engine is coming back from a transport to Renown, they will be
38 status them at Sheep Meadows so they will pull that resource versus pulling
39 other medic unit father away to give a higher level service. Even if it is a
40 minute or two off those times it is a minute or two that are very important.

41
42 Vice-Chair McKay, asked if operationally, Cal-Fire received their additional
43 Aviation Assets this year.

44
45 Chief Mueller answered yes, that it was funded out of last year Budget, they
46 implemented it this year have the first four of S70i Blackhawk Helicopters
47 that are starting to replace fleet and coming on this year. That will go

1 through 2023 or 2024 total of 13 helicopters. They also have the first two C-
2 130, seven that are being converted right now, the first one probably will not
3 fly until 2021 and that program will extend into probably 2025 before all
4 seven helicopters fly. That will take them from 23-30 air tankers around the
5 State. Chief Mueller added that for us here in the Basin we will see a C-130
6 out of McClelland and a C-130 out of Chico.

7
8 Treasurer-Secretary Bremer asked if the 911 calls will go to Cal- Fire or
9 where they would go to.

10
11 Chief Mueller replied that they would go to Washoe County, the Primary
12 Safety Answering Point (PSAP), as soon as it is a Fire or Medical call, they will
13 transfer the call, we will interrogate the caller if it is a medical, we will do the
14 full Emergency Medical Dispatching (EMD), tier out as code 2 or code 3, then
15 give post-dispatch instructions such as Cardiopulmonary Resuscitation (CPR),
16 or any other instructions. They will also interrogate fire and Emergency
17 Medical Services (EMS) calls for appropriate level and dispatch the
18 appropriate resource.

19
20 Treasurer-Secretary Bremer asked if Washoe County is aware of what is
21 going and will they be able to transfer the call.

22
23 Chief Sommers answered that Washoe County remains our PSAP by law.
24 Calls have to go to law enforcement center and yes they are very aware.
25 Chief Sommers corresponded with Captain Patterson on the transition and
26 they want to make sure it can be a smoothest transition. Chief Sommers
27 added that they have been supportive and understand our reasons. They see
28 the operational side as well. Additionally, Chief Sommers addressed Director
29 Costalupes's question, the numbers for dispatching by Cal-Fire is \$264,000
30 not to exceed, more than likely after the three years, we will go through an
31 audit, and we may get some monies back based on call volume.

32
33 Chief Mueller elaborated that setting the level of contract via that and split up
34 amongst agencies. If there is a vacancy, that they do not pay on for a few
35 months because they have retired or moved on, at the end of the year,
36 whatever savings, Cal-Fire cannot keep so that goes back to the cooperative
37 agreement. For example last year, North Tahoe Fire (NTF) received back
38 \$18,000 back, based on their call volume. The contract is built not to exceed,
39 so even if NLTFPD runs 5,000, double the call volume, we are capped at that,
40 we will never go above that through that Fiscal Year (FY) as filled out on the
41 Fiscal Sheets.

42
43 Chief Sommers said that it would be a Memorandum of Understanding (MOU)
44 with NTF so that Cal-Fire will not have to redo the entire Dispatch Contract
45 for these three years. In theory, we are paying NTF and they pay Cal-Fire.

46
47 Chief Mueller added that it will be quarterly billing that Cal-Fire will send to
48 NTF.

1
2 Vice-Chair McKay asked if we will require any additional radio expenses over
3 the year.
4

5 Chief Sommers replied that that is still to be determined but for July 1st no,
6 we have kept our VHF radios in every rig as the whole time we have been on
7 800 systems with the State of Nevada we have kept up the VHF because Wild
8 Land fires are all ran on VHF. Chief Sommers added that Cal-Fire Grass
9 Valley's, radio structure supersedes anything other centers in the area like
10 Camino have. The radio structure in place is working right now access,
11 turnkey, we have access to all the repeaters. Chief Sommers said he and
12 Chief Mueller drove the entire District and we have 90% coverage. Chief
13 Sommers said that Washoe County has agreed to simulcast the channel that
14 we are going to use to talk to Grass Valley on 800, that will take care of our
15 shadow out areas, like the back side of Mt. Rose to reach Grass Valley. Chief
16 Sommers said that we are doing everything with the existing radios in place.
17 And if there may be a cost down the road, we may find it beneficial to help
18 them fund an additional repeater to cover Incline Village/Crystal Bay area,
19 Chief Sommers has already acquired the frequency for that so it would be the
20 physical cost of the repeater itself and the location, it may be that it could be
21 done from this Station off this tower to avoid rent for the equipment. Chief
22 Sommers added that he feels very comfortable saying, that at this time there
23 is no additional cost and any future cost should be very minimal.
24

25 Chair Herron asked if there were any further questions. No further
26 questions.
27

28 Chief Sommers thanked Chief Estes and Chief Mueller for offering to
29 appear before the Board.
30

31 NLTFPD Board of Directors also thanked Chief Estes and Chief Mueller for
32 their attendance and information.
33

34 Chief Estes and Chief Mueller also thanked the Board for having them.
35

36 Chair Herron added that she appreciates them and believes this is going
37 to be a great relationship and is looking forward to it.
38

39 **OLD BUSINESS:**
40 Nothing to report.
41

42 **REPORTS:**
43

44 ***Legal Counsel Reports.**
45 No report.
46

47 ***Board of Director Comments/Reports.**

1 No report.

2
3 ***Fire Chief Reports.**

4 Chief Sommers said that that there is not too much new stuff going on due to
5 the COVID-19 Pandemic. Chief Sommers reported that he is starting to
6 attend meetings, and he will be able to provide more information regarding
7 mutual aid in the next meeting. The most significant, we received a check
8 from the Nevada Fire Safe Council for about \$192,000 and there may be one
9 more round of checks once the private contractors are taken care of if
10 anything left in the Bankruptcy Court.

11 End of Report.

12
13 ***Chief Officers Reports.**

14 AFC Barnum began by thanking the Board for taking the time at the
15 beginning of the meeting for the Badge Pinning and allowing his family to
16 participate.

17
18 AFC Barnum reported that NLTFPD did a COVID-19 testing drive-thru in
19 coordination with the Department of Emergency Management, Incline Village
20 Community Hospital (IVCH) as well as Washoe County Health District
21 (WCHD). AFC Barnum said that we did this for a couple reasons, one Washoe
22 County knew there was demographic that wanted the opportunity for the
23 testing post as it is difficult to go to WCHD for the test, so we offered to
24 coordinate the post here. We were blown away by the number of people, we
25 ran out of tests, we had waiting people in line and had people continuing to
26 ask more information on how we can get more tests. Working with the WCHD
27 we were able to acquire enough tests to test all of our people if we were to
28 have an incident and test everybody that we have on shift. AFC Barnum
29 added that our Infectious Control Officer, Paramedic Jill Andersen has
30 designed an excellent plan so that we would not have any staff draw down if
31 someone were to come back positive. The benefit to that is that the State
32 Lab was able to provide us with antibody tests for all our line staff and are
33 including NLTFPD staff to their study. That was we got out of operating the
34 post. AFC Barnum said he believes it was a great success.

35
36 AFC Barnum asked if anyone had any questions.

37
38 Vice-Chair McKay asked if there would be any other testing posts.

39
40 AFC Barnum replied that they are looking at different times and even
41 scheduling instead of doing a drive-thru. WCHD provided all the tests so it
42 was a great benefit to us. AFC Barnum added that it was a point in time test,
43 but it is an information point that people want.

44
45 AFC Barnum said that 4th of July is coming up and from what is being heard,
46 rooms are getting full and we do not believe there will be a decrease in the
47 number of people in the area, so we are gearing up for that. AFC Barnum
48 also reported that without a boat on the water we are working with Washoe

1 County for some different opportunities, maybe having a Paramedic or
2 Rescue Swimmer on their boat for the 4th of July, however we are staffing
3 like normal.
4

5 AFC Barnum added that the new Engine is in service just in time with Fire
6 Season coming up as we expect it to be busy.
7

8 AFC Barnum said Chief McClellan has been doing water rescue training, as
9 that is the focus for this month.
10

11 AFC Barnum would also like to recognize BC Green as she has been working
12 with Cal-Fire and Chief Mueller and AFC Barnum said he cannot express how
13 helpful Cal-Fire has been, how they have reached out and are able to answer
14 implementation questions we might have, and if they do not have answer
15 they find solutions.
16

17 Director Costalupes asked if there were any antibody tests for other NLTFD
18 employees or Board of Directors.
19

20 AFC Barnum said WCHD limited the amount of antibody tests to the amount
21 of employees we have. Considering the relationship the District has built with
22 the WCHD via Paramedic Andersen, AFC Barnum said we should not rule that
23 out, he believes it could be a possibility.
24

25 No further questions, end of report.
26

27 ***Fire Prevention Reports presented by Interim Fire Marshal Donohue.**

28 I. Prevention Report, May 2020 (20 regular working days)
29 (Inspector Smith deployed with Nat'l Guard for multiple days)

30 A. Inspections Completed = 51

- 31 1. Business License, Reoccurring/Annual, Re-inspections,
32 Complaints=7
- 33 2. Const. =15
- 34 3. D-Space (const. related) = 24
- 35 4. Fire drills = 0
- 36 5. Knox Box = 3
- 37 6. Special Event = 2

38 B. Plan review projects received = 57 (includes: initial, corrections, and
39 revisions)

- 40 1. WC = 44
- 41 2. NLTFPD = 6
- 42 3. Pre-TRPA = 7

43 C. NLT construction permits (fire sprinkler, fire alarm, kitchen hood
44 suppression, residing) issued = 6

45 D. Burn Permit issued = 0

46 E. Fees

- 47 1. NLT & Pre-TRPA review, permit, and inspection fees (billed for April
48 2020) – \$1,653

1 2. WC review & inspection fees (billed for April 2020) – \$5,031.09

2 F. Fires Investigated = 1 local

3 G. Training hours = 37

4 H. Considerable time was dedicated to assisting business community,
5 determining occupant loads, for Phase I and Phase II re-opening per
6 Governor Sisolak and Washoe County's directives

7
8 ***Fuels Management Reports.**

9 Chief Sommers reported that Division Chief Powning was unable to attend
10 the meeting but wanted to update the Board on his behalf. Hand Crews
11 are out working. The NV Energy is funded and working, they started at
12 the Sub-Station by the Ponderosa Ranch they have already to the top of
13 the ridge and have now started on the Diamond Peak side. NV Energy has
14 fully funded two Type 6 Engines that we will be taking delivery of for that
15 Crew to utilize for this project. There has been no response for the Hand
16 Crews to any fires yet.

17 No questions, end of report.

18
19 ***Business Manager Reports.**

20 No report.

21
22 ***Public Education Information Officer Reports.**

23 Public Information Officer (PIO) Rancourt, reported that the COVID-19
24 testing went very well. We had six hand crew members assist and four
25 Paramedics administering the test along with AFC Barnum and herself. They
26 had a very nice flow and system, there was 293 people tested and all went
27 very well. If there is another testing post she will provide more information.

28
29 PIO Rancourt that Curbside Chipping Services and Defensible Space
30 Evaluations that commenced on June 1, 2020, all requests are being done
31 online.

32
33 PIO Rancourt said we have the new website, it has been staged and will be
34 finalized soon as it will be user friendly as we are attempting to move
35 everything to online.

36
37 PIO Rancourt also said that CPR and the Training Center in the last month we
38 had 100 student 18 classes held.

39
40 PIO Rancourt added that we applied for a FEMA Grant for Radios for
41 \$177,000 but we have not heard on a decision yet as everything has been
42 delayed due to FEMA inserted an additional Grant for COVID-19 Personal
43 Protective Equipment (PPE).

44
45 Director Cross complimented the online request for Chipping.

46
47 Vice-Chair McKay asked how far behind on chipping the crews are.

1 Chief Sommers replied that they should only behind by a little bit as all three
2 went down mechanically on the same day.

3
4 PIO Rancourt stated she would find out how behind they are exactly.

5
6 Treasurer-Secretary Bremer asked if CPR Training is being done.

7
8 PIO Rancourt said they are, by request.

9
10 No further questions, end of report.

11
12 ***Local 2139 Union Reports.**

13 No Report.

14
15 ***NRS 241.020 RE: Public Comment.**

16 This is a Time for the Public to Comment on any Matter, Whether or Not it is
17 Included on the Agenda of this Meeting.

18
19 Community member Michael Menath, of Menath Insurance took the
20 moment to comment that insurance is getting tighter and tighter,
21 commercially and personal.

22
23 Vice-Chair McKay asked how many carriers are writing in Incline Village.

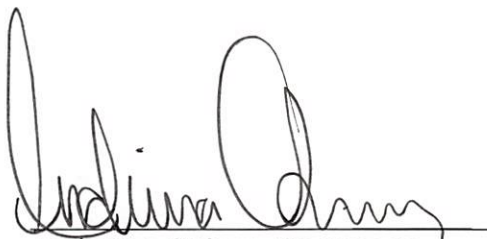
24
25 Mr. Menath replied that they pick and choose. They could write you but not
26 your neighbor, they pick and choose but dependent upon Defensible Space.

27
28 Vice-Chair McKay added that a valid inspection probably does not hurt.

29
30 Mr. Menath informed that standard insurance carriers are inspecting at every
31 renewal, there are capacity issues and tightening up more.

32
33 No further Public Comment.

34
35 **Meeting Adjournment 12:38p.m.**

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45 Andreina Quiroz, Secretary

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Susan Herron, Chairman

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Incline Village Library

1 Crystal Bay Post Office
2 IVGID Administrative Building

866 Oriole Way & 863 Tanager
Website - <http://www.nltfpd.net>

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Unless otherwise indicated by asterisk (), all items on the agenda are action items upon which the Board of Directors may take action. Items on the agenda may be taken out of order. The Board of Directors may combine two or more agenda items for consideration. The Board of Directors may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Public Comment will be limited to three minutes per person per item. NOTE: Accommodations will be made for handicapped persons by contacting the Fire District at 775/831-0351.