

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

December 8, 2022

LOCATION: 863 Tanager, Incline Village, Nevada.

MEETING CALLED TO ORDER: Chair Herron called the meeting to order at 09:00 a.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; Art Cross, Vice-Chairman; Director, Greg McKay, Director; James Costalupes, Director. Denise Bremer, Secretary-Treasurer; excused.

***Guests present:** Fire Chief Ryan Sommers, NLTFPD; Assistant Fire Chief Russell Barnum, NLTFPD; Business Manager Sharon Cary, NLTFPD; Fire Marshal, John James, NLTFPD; Board Secretary/Administrative Assistant Andreina Quiroz, NLTFPD; Division Chief Isaac Powning, NLTFPD; PIO Tia Rancourt, NLTFPD; Legal Counsel, Devon Reese; Director-Elect Charley Miller, NLTFPD; Logistics Managers, Alan Green; Local 2139 Representative Tommy Kokenge; Engineer Micah Wilcock, NLTFPD; Battalion Chief Sambrano, NLTFPD; CFO Jackie Signorelli, NLTFPD; Kurt Schlicker, Audit Partner with Eide Bailly.

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.**

CONSENT AGENDA: Approved as submitted.

Approval of Minutes of the October 19, 2022, Board of Directors Meeting.

Review of Accounts Payable for October 2022.

Review of Accounts Payable for November 2022.

Approval of the October 2022 Monthly Management Report.

Approval of the November 2022 Monthly Management Report.

NEW BUSINESS

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2
3 **1.** Discussion and Possible Action to accept the Fiscal Year 2021-2022
4 Audit Report from Eide Bailly, present by Business Manager Cary.

5
6 Business Manager Cary stated she would be turning the meeting over
7 to Kurt Schlicker, Partner with Eide Bailly, but since this will be
8 Business Manager Cary's last audit presentation, she first wanted to
9 take a moment to thank the everyone including Mr. Schlicker for all
10 his patience over the years.

11
12 Mr. Schlicker began by confirming the Board of Directors (BOD) had
13 before them a copy of the Financial Statements (FS) and added he
14 would be more than happy to answer any questions that the Board
15 may have, go over anything and reference anything the Board would
16 like to review. Mr. Schlicker stated he would be giving a brief
17 overview of the FS, as this is of interest to some and not of interest
18 to others.

19
20 Mr. Schlicker began stating that in the front of the FS, Eide Bailly did
21 give an Unmodified Opinion this year, and explained that that is the
22 highest quality opinion that they give and essentially the auditors say
23 that there is reasonable assurance that the FS are not materially
24 misstated. Mr. Schlicker added that it is a clean opinion, with no
25 issues.

26
27 Mr. Schlicker referred to page six, stating this page had the Balance
28 Sheet that shows the overall of how the district is doing. Mr. Schlicker
29 stated the district still has a deficit net position and explained that
30 was due to the pension liability or Other Postemployment Benefits
31 (OPEB) and added there was no change there. Mr. Schlicker stated
32 that Government Wide Financials are not a very good measure of
33 how the district is doing currently.

34
35 Mr. Schlicker referred to page eight, where Fund Financials are listed.
36 Mr. Schlicker confirmed a healthy fund balance of roughly \$12 million
37 and added that some of it is restricted for the property tax revolt,
38 some of it is also unassigned, but it is a healthy fund balance.

39
40 Mr. Schlicker moved on to explain the Income Statement, stating
41 there was a change in Fund Balance of a negative \$3 million, and
42 added that was primarily due to paying back the property tax payable
43 and said it is nothing unusual, nothing to cause alarm, and confirmed
44 there is no big concern found on the Income Statement.

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Mr. Schlicker reported on the Ambulance Fund, reporting that the Ambulance fund remained the same as in previous years.

Mr. Schlicker stated the OPEB Trust followed the Ambulance Fund as listed on page 15, Mr. Schlicker reported that again there was nothing unusual and everything remains the same as in previous years.

Mr. Schlicker inquired on if anyone had any questions.

Mr. Schlicker stated that beginning on page 17 one can find the audit notes, these notes are for if anyone would like to know anything about the district from a Financial Reporting standpoint. Mr. Schlicker explained the big change this year in the accounting world, is Governmental Accounting Standards Board (GASB) 87, and it is the Lease Standard. Mr. Schlicker explained the change required that any leases that the district has, need to be capitalized and recognized on the Balance Sheet rather than it be noted as an expense like in the past. Mr. Schlicker referred to the Capital Asset footnote, which is note four listed on page 28. Mr. Schlicker stated one can see the impact was roughly \$103,000; with this change, the auditors took the value of the leases the district has, auditors came up with a net present value, then the \$103,000 was capitalized on the Balance Sheet, ultimately being itemized off over the lease term. Mr. Schlicker reiterated this was the impact of the new standard and said the rest of the notes are similar or the same as last year and confirmed there were no real significant issues or call outs other than the new GASB 87 Standard.

Mr. Schlicker moved on to the Budget Actual listed on 46-47. Mr. Schlicker stated the biggest change noted from a budget standpoint, is the Debt Service Category of page 47. Mr. Schlicker said one can see there is a zero budget and roughly \$4.4 million in expenditures and explained that this is not related to the fact that we have \$4.4 million unbudgeted expense, but rather the property tax payables listed above at \$2.7 million and \$3.6 million was budgeted as Services and Supplies, but when looked at from a Financial Reporting Standpoint, it is treated more as repayment of debt or a long-term liability from a Government Reporting Financial aspect. With this Mr. Schlicker advised Eide Bailly had Business Manager Cary report the expenditures and the payments on the Property Tax Payables as Debt Service payments rather than Service and Supply payments, and therefore the zero can be seen under expenditures on Service and Supplies and moved to Debt Services. Mr. Schlicker informed

1 everyone that this is not a violation or an unbudgeted expense, it is
2 simply the geography of the move.

3
4 Mr. Schlicker stated that in looking at the total expenditures, the
5 district is almost \$2.6 million under budget, and added that there are
6 no alarm bells on this either.

7
8 Next, Mr. Schlicker explained Government schedules are listed as a
9 GASB requirement but have no impact to the FS.

10
11 Mr. Schlicker explained page 53 lists the Debt Service Fund utilized
12 to pay off the district's medium-term bonds. Page 54 lists Capital
13 Project with no concerns and page 55 lists Budget versus Actual.

14
15 Mr. Schlicker referred to page 56 has the Eide Bailly report on internal
16 controls. Mr. Schlicker confirmed that on this report they did not have
17 any matters that rose to a significant enough level to communicate
18 to the Board in regard to any errors, deficiencies in internal control,
19 that they believe require communication.

20
21 Mr. Schlicker concluded his audit report by stating that it was a very
22 clean year, Mr. Schlicker recognized the great job done by Business
23 Manager Cary. Mr. Schlicker reiterated that from a financial reporting
24 standpoint there was nothing of significant correction needed and
25 stated that it was excellent and clean year.

26
27 Mr. Schlicker stated he would be more than happy to answer any
28 questions. Mr. Schlicker stated that he had just summarized about
29 500 hours' worth of work in under 10 minutes and said it does take
30 a long time to put this report together as the standards are becoming
31 more complex every single year and mentioned that as Chief
32 Financial Officer (CFO) Jackie Signorelli knows, they are becoming
33 even more complex, and it is not getting easier. Mr. Schlicker added
34 that on behalf of the firm, they are available and can help, teach and
35 train and as always answer any questions.

36
37 Chair Herron thanked Mr. Schlicker and asked the members of the
38 Board if they had any questions.

39
40 Director Costalupes asked if there were any red flags.

41
42 Mr. Schlicker confirmed there were no red flags, and stated the
43 district still has restricted net position for the property tax refund as
44 of year-end, but that is not unusual. Mr. Schlicker added they did not

1 have any big significant corrections and said they did assist with
2 preparing the Government wide FS but that is something they do
3 every year.

4
5 Director Costalupes inquired on when Mr. Schlicker stated the district
6 was under budget from the proposed budget from the previous year
7 and commented that expenditures were less than what was
8 anticipated.

9
10 Mr. Schlicker recognized this was correct and stated this was very
11 common in the Government space because we have to budget for
12 worst case scenario because if we go over budget, that is technically
13 a violation of law. Mr. Schlicker explained budget augments and
14 changes can be made, but once the budget is set, that is the
15 maximum expenditures unless other factors happen. Mr. Schlicker
16 added that we pretty much must come in under budget, otherwise
17 would be written up and becomes a Nevada Revised Statutes (NRS)
18 violation and Department of Taxation is notified.

19
20 Director Costalupes inquired on what the set total budget was the
21 last fiscal year.

22
23 Mr. Schlicker replied that as listed on page 47 for the general fund,
24 total budget was \$24.67 million, and we were under budget by \$2.6
25 million roughly. Mr. Schlicker stated the districts expenditures last
26 year were \$16.3 compared to \$22 million this year, and part of that
27 is the property tax refunds but also the increased activity with Fuels
28 Management work and advised that every fire district in the area is
29 growing in that area.

30
31 Director McKay inquired on an update on the property tax refund.

32
33 Business Manager Cary stated she did not have an update but will
34 get the information for Director McKay and commented it is also
35 getting everyone to file for the property tax refund, and last, she had
36 heard, the refund requests were coming in slowly as property owners
37 have until 2024 to submit requests and this makes for a long process.

38
39 CFO Signorelli commented that in having a clean report this year,
40 with no internal violations, that never means that we stop as our duty
41 is to protect district employees, staff and the Board, so they always
42 find ways to continue to improve and monitor that, as there is always
43 some sort of potential theft or collusion out there and CFO Signorelli

1 assured we will continue to do our part in our department to continue
2 this way.

3
4 Director McKay suggested CFO Signorelli add to her list to protect the
5 community.

6
7 CFO Signorelli agreed and mentioned taxpayers as well.

8
9 Chair Herron stated she would accept a motion.

10
11 Vice-Chair Cross Art made a motion to accept the Fiscal Year 2021-
12 2022 Audit Report from Eide Bailly.
13 Director Costalupes seconded the motion.

14
15 Chair Herron called the question.

16
17 All in favor.

18
19 Motion passes unanimously.

20
21 Chair Herron thanked one and all.

22
23 **2.** Discussion of and Possible Action on proceeding to encumber
24 Capital Project Funds to procure the future purchases of Two (2)
25 Type 3's (Brush Trucks) and the cost of an Ambulance Remounting
26 with Direction from the Board.

27
28 Business Manager Cary began by asking the BOD to recall that at
29 the last BOD meeting Assistant Fire Chief (AFC) Barnum suggested
30 that the district commit funds for engines and the remount of the
31 ambulance and advised this agenda item was to obtain Board
32 approval to move forward with the encumbrance of funds
33 necessary. Business Manager Cary stated that any questions about
34 the actual equipment are for AFC Barnum.

35
36 Chief Sommers explained that this is coming before the Board
37 today is because of the supply chain shortage and the lead time for
38 the availability of these pieces of equipment to be delivered. Chief
39 Sommers stated this would take us through multiple fiscal years
40 (FY), and with Board direction on the matter, and in working with
41 Business Manager Cary and CFO Signorelli, Chief Sommers
42 recognized he is more worried about the purchase of vehicles going
43 over multiple FY, where in the past it never really has and the other
44 issue, is the deep rise in costs, the sooner we can commit to such

1 equipment, obviously the better price we will get. Chief Sommers
2 stated that we are looking for direction, and more importantly the
3 transparency of the plan with this and the impacts on the audit and
4 budgets in FY's.

5
6 Chair Herron stated that with having Mr. Schlicker present, he could
7 assist, and Chair Herron proceeded to inquire if there would be any
8 problem with doing this as it would just be encumbering, no
9 payment until received.

10
11 Mr. Schlicker explained that encumbering is a very common tool
12 and said it does have a little bit of an impact on fund balance and
13 said it will no longer be listed as unassigned or unrestricted fund
14 balance and said this is an auditing tool done later to let everyone
15 know there are funds encumbered and it is perfectly normal and
16 very common.

17
18 Chair Herron inquired with Legal Counsel Reese on if he had
19 anything to add to this or if he was comfortable with this.

20
21 Legal Counsel Reese stated he wanted to address a concern that
22 had been raised with him about the legality of a current board
23 encumbering future dollars. Legal Counsel Reese's response to that
24 is that that is not what is happening. He continued to explain that
25 the current board is making a commitment to enter into a contract
26 for the delivery of the vehicles and would assume there will be a
27 contractual obligation signed now or in the near future, which will
28 perhaps have deposit requirements, and while we may not be
29 paying the full purchase price today, therefore it is a commitment
30 of future expenditures, but the actual legal entry into a binding
31 commitment is being made by this board and cannot be undone
32 without significant contractual breaches by a future Board. Legal
33 Counsel Reese is in hopes this makes sense and would like to
34 assure the Board that this Board can make sure plans to purchase
35 equipment today that may not be fully paid for in a legal way for
36 two years, but certainly no problem a future Board could not decline
37 to receive the equipment, and otherwise everything that the auditor
38 has described is accurate as to the accounting mechanisms and the
39 legality is within this Boards purview to execute on this.

40
41 Chair Herron thanked Legal Counsel Reese and asked if there were
42 any questions.

1 Director McKay asked how old the units are, year wise and mile
2 wise, and how these fits into the equipment replacement schedule.

3
4 Chief Sommers replied we currently have three Type 3, the oldest is
5 1995, and the other two are 2007. Chief Sommers explained the
6 problem with the two 2007 models is that they were built by
7 company that is no longer in business, and when they did the
8 buildup, they did a lot of custom work to the chassis, so when
9 something breaks on it, we must manufacture the part somehow
10 someway and it is getting very costly to keep them going in their
11 current state. Chief Sommers added this does fit into the equipment
12 replacement plan and the work to stay on top of this plan is being
13 done.

14
15 Director Costalupes asked if the 2007 units would be retired.

16
17 Chief Sommers stated the units would be sold.

18
19 Director Costalupes inquired if they were well made and custom
20 fabricated.

21
22 Chief Sommers stated he was unsure if well made, but they were
23 custom.

24
25 Director Costalupes asked how the district was talked into these
26 purchases and if they were a discount low bid.

27
28 Chief Sommers confirmed they were a discount low bid. Chief
29 Sommers explained the company that came in called Placer Fire
30 and made a presentation to a lot of departments, and at the time
31 they were good, they were there, they were around, which was the
32 biggest thing to honor the warranty and or repair work. Chief
33 Sommers added that Placer Fire has since closed their doors about
34 five years after we purchased the units.

35
36 Director Costalupes commented that was the normal warranty
37 length anyways.

38
39 Chief Sommers advised that the bid that is before the Board is not
40 a mom-and-pop shop like Placer Fire was. Chief Sommers stated
41 this is a nationwide company and they have opened a parts and
42 warranty repair center off USA Parkway, and this is definitely one of
43 our closest vendors manufacturers to the area which will make it a
44 lot easier to get it in for any type of repair or warranty work. Chief

1 Sommers stated the Board could rest assured that they went
2 through the appropriate quote process for this and stated this was
3 the best vendor.
4

5 Director Costalupes inquired on what a Type 3 is.
6

7 Chief Sommers explained that every fire engine that is seen on the
8 road is typed differently off how much water it holds, how many
9 people are in it, the equipment that it holds and how much water it
10 pumps Gallons Per Minute (GPM) per minute. Chief Sommers added
11 the Type 3 engines are a little bit smaller than a Type 1, as a Type
12 1 is considered to be a structure engine, also known as Pavement
13 Queens, they are big engines that usually do not go off road, where
14 the Type 3 engines are more on an International chassis, four-
15 wheel drive that can go off road, but do have less water and pump
16 a little bit less but that is what they are designed for, to get into the
17 remote areas.
18

19 Director Costalupes asked if the unit was a six-passenger and crew
20 cab.
21

22 Chief Sommers confirmed it was a four-passenger crew cab and
23 added they went through all the details.
24

25 Chair Herron asked if there were any other questions.
26

27 Chair Herron stated she would entertain a motion.
28

29 Director McKay made a motion to proceed to encumber Capital
30 Project Funds to procure the future purchases of Two (2) Type 3's
31 (Brush Trucks) and the cost of an Ambulance Remounting with
32 Direction from the Board.
33

34 Chair Herron stated we had a motion and asked for a second.
35

36 Chair Herron seconded the motion.
37

38 Chair Herron called the question.
39

40 Vice-Chair Cross abstained.
41

42 Director Costalupes stated he is not opposed as he has more
43 questions.
44

1 Director Costalupes inquired if the Type 3 engines were
2 International chassis and asked if they diesel or electric.

3
4 Chief Sommers confirmed the units are diesel, as they have seen
5 problems with electric fire engines and mentioned Los Angeles (LA)
6 County just went through this with all electric engines and they are
7 no longer working. Chief Sommers again confirmed they are diesel
8 and said he does not believe we can get gas engine in this big of a
9 chassis anywhere. Chief Sommers stated he understands there are
10 concerns, however he just does not have the what if answers, and
11 he does not want to second guess anything, and all he can say is
12 that we need to be able to conduct business and protect the life and
13 property that we are here for and we need reliable equipment to do
14 that.

15
16 Director Costalupes confirmed the engine costs are \$475,000 each
17 and asked if that cost includes all the needed extras.

18
19 Chief Sommers confirmed and added we would not present a price
20 that does not include what we need.

21
22 Director Costalupes asked if they were ready to go to work once
23 received and inquired on the tax fee.

24
25 Chief Sommers replied the district is tax exempt.

26
27 Director Costalupes commented being tax exempt was good and
28 asked if these engines would be purchased out directly or financed.

29
30 Business Manager Cary stated that will depend on where the district
31 stands with the taxpayer repayment, so because of that factor it is
32 unknown at this time if these engines would be purchased out directly
33 or financed.

34
35 Director Costalupes commented that he likes new equipment and as
36 far as he is concerned what is owned today is what you are worth
37 tomorrow and feels that having good reliable equipment pays for
38 itself as downtime is not good and with this information he now
39 approves.

40
41 Vice-Chair Cross commented that this is his last meeting as a BOD
42 member and stated he had a couple of questions. Vice-Chair Cross
43 stated he believes that additional thought and discussion needs to be
44 put into this before he could agree to it, and as this will be left to the

1 new Director replacing him and suggested this proposal is looked into
2 a little bit deeper.

3
4 Chair Herron replied she believes the Board will be able to bring the
5 new Director, Mr. Charlie Miller who is present at today's meeting up
6 to speed rather quickly.

7
8
9 Chair Herron directed to Mr. Miller and advised she would welcome
10 any comments should he have any.

11
12 Mr. Miller confirmed the district had gone through a Request for
13 Proposal (RFP) process for this request.

14
15 Chief Sommers confirmed that was correct and added that as per
16 NRS Statutes anything over \$50,000 we must do this process for any
17 purchase of equipment, services or anything over \$50,000.

18
19 Mr. Miller inquired on how many bids were received in return.

20
21 Engineer Micah Wilcock introduced himself and stated several bids
22 were received but they were able to use the Houston-Galveston Area
23 Counsel as their counsel stated nationwide, we were given a fair
24 price. Engineer Wilcock stated he was a part of the group that
25 designed the brush truck and he along with the other personnel from
26 the group went to the local area and spoke to different people and
27 manufacturers. Engineer Wilcock explained he went to the facility and
28 did research and fact finding on what was the best manufacturer and
29 added that going through the process, BME came to us and presented
30 with everything, facilities, showed us the truck, the future products
31 and with that, this is through the Houston-Galveston Area Counsel,
32 which gives us a fair price nationwide and it was established that
33 even if we went to bid, this price nationwide is acceptable.

34
35 Mr. Miller asked if this was a pre-approved vendor.

36
37 Chief Sommer clarified it was not a pre-approved vendor, but it is a
38 pre-appreciated contract price for all governmental agencies to be in
39 the same pricing structure.

40
41 Mr. Miller asked if the only truck left was the 1995 model.

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43 Chief Sommers replied we currently have three trucks, the 1995 and
44 two 2007.

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Mr. Miller asked if these would replace the two 2007 trucks.

Chief Sommers replied that was correct and explained this would replace two trucks as we will need to keep one of them as a reserve or for the Fuels Division as they need a Type 3 occasionally for pile burning, so it will still be utilized just not as a first out, piece of line equipment but rather a reserve.

Vice-Chair Cross commented that if it is one of the 2007 models there is still the encumbrment of having to manufacture our own parts.

Chief Sommers recognized we would and explained that it would not be a first out and it will not be used as much. Chief Sommers added he does not believe we will be having to manufacturing as many parts as frequently as we are now. Chief Sommers recognized that in stating manufacturing parts, that is an extreme, and explained his point is that in using a mom-and-pop shop, in his opinion there was not that much research or engineering done on the buildup so a lot of stuff breaks as common parts were used but they were not put together the best that they could have been.

Director Costalupes commented the shift personnel were looking forward to having the new equipment to make their job safer and better.

Vice-Chair Cross inquired if Cummins came in diesel.

Engineer Wilcock stated Cummins 2009 is a diesel and added it also puts us in the same one as in the crew buggies with a universal motor across the board.

Vice-Chair Cross inquired on where fuel was being obtained.

Engineer Wilcock replied we obtain fuel at the county yard or if off-duty they usually have a fuel truck at the fires.

Vice-Chair Cross confirmed the county yard in town has diesel.

Engineer Wilcock confirmed.

Chair Herron asked if there were any other questions.

No further questions.

1 Chair Herron recalled the question.

2
3 Three Directors voted in favor; one director continued abstaining.

4
5 Motion passes 3 to 1.

6
7 **OLD BUSINESS:** No old business.

8
9 *Legal Counsel Reports.

10
11 Legal Counsel Reese had no report.

12
13 *Board of Directors Comments or Reports.

14
15 Chair Herron reported she had two comments from Secretary-Treasurer
16 Bremer, she would like to tell Director Cross it was a pleasure working with
17 him the past few years and he had great input and a valuable asset to the
18 Board. Secretary-Treasurer Bremer, also wanted to welcome CFO Signorelli
19 and she looks forward to working with her over the next few years. Lastly,
20 Secretary-Treasurer Bremer relayed that she had read the audit packet and
21 looks forward to reading the meeting minutes with discussion notes and
22 wanted to thank everyone for another great year and she looks forward to
23 2023, as she was recently re-elected and will remain on the board.

24
25 Chair Herron opened the meeting for any other director comments.

26
27 Vice-Chair Cross commented that he believes it is better for the incoming
28 board member to make decision on the encumberment of funds.

29
30 Chair Herron stated she understands and thanked Vice-Chair Cross for his
31 contributions to this Board and stated it had been great working with him
32 which she appreciated and wished him the best of luck in his future.

33
34 Vice-Chair thanked Chair Herron and stated we may see him back on the
35 Board two years down the road.

36
37 *Fire Chief Reports presented by Fire Chief Sommers.

38
39 Chief Sommers would like to echo the same thoughts for Vice-Chair Cross and
40 thanked him for his leadership the last four years he had been on the Board.

41
42 Chief Sommers reported on items from last board meeting, advised he had
43 reached out to Mr. Todd Lowe and invited to attend the January BOD meeting,
44 however he has a commitment on that date, so Chief Sommers will work on

1 February meeting for Mr. Lowe to present the City of Incline Village and Crystal
2 Bay.

3
4 Next Chief Sommers reported on the Public Safety Pier, stating that on his last
5 BOD meeting report he had reported he would be appearing before the Incline
6 Village General Improvement District (IVGID) BOD meeting in November
7 however the timing was not right for that so he will be trying to go before the
8 IVGID Board on December 14th, 2022. Chief Sommers reiterated that this
9 would be to let the IVGID BOD know that the committee that has been working
10 with Tahoe Regional Planning Agency (TRPA), believe that Burnt Cedar is a
11 viable location and advise they would like to obtain the owner's permission to
12 just see if the pier can be planned and see if it is truly a good place for the
13 Public Safety Pier.

14
15 Chief Sommers reported a few of the regionalization meetings have been
16 getting cancelled, however there was a regionalization meeting two-weeks
17 ago and that was the first meeting with the new Facilitator. Chief Sommers
18 added that Federal Engineering has come in and they are facilitating the
19 regionalization meetings for Washoe County for Fire, Police and Ambulance
20 Services to regionalize within Washoe County. Chief Sommers reported they
21 are starting with dispatch. Chief Sommers recognized that he is not very
22 popular at these meetings as they went around the room, and asked attendees
23 to introduce themselves, rank and fire department and what their role will be
24 in the regionalization and when it was Chief Sommers turn, he introduced
25 himself, told them his rank, and stated he worked for NLTFPD, and he was
26 there to make sure NLTFPD is not included in the regionalization. Chief
27 Sommers stated they were taken aback by his statement, and they asked for
28 a one-on-one meeting however he has not been contacted for that meeting
29 but will let the Board know when that happens.

30
31 Chief Sommers reported that he requested all personnel within NLTFPD to fill
32 out a survey. Chief Sommers explained there were some happenings going on
33 that he was alluded to and he asked AFC Barnum to do the survey. Chief
34 Sommers explained the survey went out to all employees and Chief Sommers
35 obtained in return 32 pages of some comments. Chief Sommers stated the
36 report had some good comments, and others were hard to swallow but
37 recognized that was okay because he had asked for it. Chief Sommers
38 explained his plan was to release the survey results to the crews next month,
39 followed by releasing the results to the Board at the meeting of their choice,
40 either February or March and he will work with new Chair as that will happen
41 next month.

42
43 Lastly, Chief Sommers introduced Jackie Signorelli, stating Jackie is the
44 newest member of NLTFPD as CFO, to take over for Business Manager Cary

1 when she retires. Chief Sommers stated CFO Signorelli is in the shadowing
2 and learning stages. Chief Sommers opened the meeting to CFO Signorelli for
3 an introduction.

4
5 CFO Signorelli began by introducing herself, Jackie Signorelli, formerly Jackie
6 Dunklee, and stated the Board may know her last name as her parents moved
7 to Incline Village 1972, she graduated from Incline High School in 1991, went
8 to college in Santa Barbara for swimming, also doing all kinds of sports
9 growing up. CFO Signorelli stated she born and raised in these mountains and
10 is very fortunate to be back. CFO Signorelli stated that after college, she met
11 her husband who is a cowboy and moved to Fort Collins, Colorado where they
12 have been ever since. CFO Signorelli stated her husband is a current detective
13 with their County Sheriff's Office and Drug Task Force and he will be staying
14 there. CFO Signorelli stated she recently decided to head back to the area as
15 her dad has Parkinson's therefore, she is here for the long game. CFO
16 Signorelli stated she has been in Finance since she graduated in 1997, she
17 has been in corporate working for public and private entities in her career and
18 asked for patience as she recognized she had not worked in government in a
19 while. CFO Signorelli stated she used to be an auditor for another firm that
20 Eide Bailly merged with a few years ago but it has been some time as that
21 was in 2007-2008. CFO Signorelli stated her onboarding at NLTFPD has been
22 very welcoming, and she appreciates everybody in opening their doors and
23 hearts to bringing her back home and said this is where her heart sits so she
24 is very happy to be back, and it was good timing. CFO Signorelli also
25 commented she has known Chief Sommers for a long time as she grew up
26 with his sisters, and a couple of other employees. CFO Signorelli reiterated
27 this was home and she has an open-door philosophy and looks forward to
28 meeting with the different Board members and getting to know them over
29 time and advised the Board they are more than welcome to reach out to her
30 should they have any questions.

31
32 NLTFPD BOD thanked CFO Signorelli and welcomed her.

33
34 Chair Herron asked if there were any further questions for the Chief.

35
36 No further questions.

37
38 *Chief Officers Reports presented by Assistant Fire Chief Barnum.

39
40 AFC Barnum reported on Emergency Medical Services (EMS) and said EMS
41 and Training are the same this month, it is all EMS. AFC Barnum reported the
42 Paramedic Refresher (PMR) has just concluded at the Hyatt and advised the
43 PMR was led by Battalion Chief (BC) Sambrano, with Captain Quinlan as
44 secondhand man and Firefighter/Paramedic (FF/PM) Jill Anderson securing the

1 speakers this year. AFC Barnum reported there was really good feedback
2 provided about the PMR and they are in hopes of continuing to do it the next
3 couple of years but they are not sure what the Hyatt's status will be so they
4 may need to adapt but for now the next two years are locked in at the Hyatt.
5 AFC Barnum reiterated the primary focus for this month is EMS.

6
7 AFC Barnum reported on Fleet stating one Type 1 is currently out of service.
8 AFC Barnum stated the two used plow trucks are ready, and recognized
9 Mechanic Phillips as the trucks were purchased and put in service in record
10 time. AFC Barnum reported a BC rig is currently being outfitted as the new BC
11 rig is being led by BC Sambrano.

12
13 AFC Barnum took a moment to thank Engineer Wilcock for all the work he did
14 on the specking of the Type 3 Engines and recognized not enough can be said
15 about Engineer Wilcock's attention to detail when it comes to things like this.
16 AFC Barnum added that no stone went unturned and that is why he stands
17 before the Board and would like to recognize the amount of time that went
18 into it and the amount of detail that went into it, and said it went hand in hand
19 with the team that Engineer Wilcock worked with. AFC Barnum stated when
20 he works with people like them, it makes his job very easy.

21
22 AFC Barnum reported BC Sambrano is also leading the First Do
23 implementation which is a new response module which will replace some of
24 the software he has mentioned before in prior meetings. AFC Barnum
25 reiterated that working with staff like this makes his job very easy.

26
27 AFC Barnum lastly reported on staffing. AFC Barnum reported that BC Green
28 was diagnosed with breast cancer, and recognized it was great to see Local
29 2139 and the district come together to support her. AFC Barnum explained
30 that the plan for filling her position and said we are fortunate to have four
31 individuals' who are going to be future leaders in the organization, and they
32 are doing two-month stints rotation in that position until BC Green either
33 comes back or decides that she is going to retire. AFC Barnum stated this plan
34 gives the individuals an opportunity to feel the seat, see if it fits into what
35 they want to do and reiterated that the district is very lucky to have them and
36 is very excited for opportunity for them to be in the seat.

37
38 Chair Herron thanked AFC Barnum for his report and asked if there were any
39 questions.

40
41 No questions, end of report.

42
43 *Prevention Reports presented by Fire Marshal James.

1 Fire Marshal (FM) James greeted the Board and advised the Prevention report
2 had been submitted and is part of their Board packet.

3
4 FM James referred to the last BOD meeting public comment from the trade
5 partners with concern about the WUI enforcement and WUI decks. FM James
6 stated he met with three different people from Washoe County, Scott Hunt,
7 Supervising Inspector, the local inspector and the code enforcement and all
8 three recognized we could do better enforcing WUI standards. FM James
9 advised they have come up with a plan and the first ten permits in 2023,
10 Prevention will be meeting inspectors on project sites and cross training them
11 to ensure there is consistency with enforcement. FM James stated he is in
12 hopes that this plan will help take care of the issue.

13
14 FM James stated that other issue that was brought up was the bitumen
15 product that is being put on top of the deck beams or metal flashings and the
16 concern about rot. FM James stated that while this could be true, and advised
17 that the contractors have a choice, they could either use the metal flashing
18 and if they are afraid of the rot, they can use foil bitumen. FM James advised
19 that Prevention has reached out to the people who wrote the original report
20 and they have re-published the report and still recommend using the foil face
21 bitumen. FM James is in hopes that with more communication with the county
22 there will be more consistent and fair playing field as requested.

23
24 FM James stated this was the end of his report and is available for any
25 questions.

26
27 Chair Herron asked if there were any questions.

28
29 Director Costalupes commented he was up to speed on the subject.

30
31 Chair Herron and Director McKay complimented FM James on the nice work.

32
33 Chair Herron inquired on if this closes out Director Costalupes concern.

34
35 Director Costalupes confirmed.

36
37 I. Prevention Report for November 2022
38 (16 regular working days)

39
40 A. Inspections completed = 58

41 1. Business License, Washoe County Child Care,
42 Reoccurring/Annual, Re-inspections, and Complaints = 1

43 2. Construction = 15

- 1 3. D-Space (const. related) = 12
- 2 4. Short Term Rental = 24
- 3 5. Fire drills = 1
- 4 6. Knox Box = 3
- 5 7. Special Event = 0
- 6 8. Burn/hot work permits = 2
- 7
- 8 B. Plan review projects received (includes initial, corrections, and
- 9 revisions) =
- 10 1. WC = 39
- 11 2. NLTFPD = 8
- 12 3. Pre-TRPA = 8
- 13 4. Short Term Rental Applications = 18
- 14
- 15 C. Permit fees (billed for November 2022) = \$ 7707.99
- 16 1. NLT & Pre-TRPA review/inspection fees = \$ 3013.00
- 17 2. WC review/inspection fees = \$ 1562.99
- 18 3. Short Term rental = \$ 3132.00
- 19
- 20 D. Burn permit/recreational fuel-fired/ hot work permits issued = 2
- 21
- 22 E. Alarm responses and/or fires investigated = 0
- 23
- 24 F. Training hours = 3
- 25
- 26 G. Public education events = 2
- 27
- 28 *Fuels Management Report as presented by Division Chief Powning.
- 29
- 30 Division Chief (DC) Powning provided the completed annual statistics for the
- 31 Board. Fuels annual stats are as follows:
- 32
- 33 Field Season Stats
- 34 • 101 Acres thinned by crews within NLTFPD
- 35 Performed work for Mt. Rose Ski Resort
- 36 • NV Energy Stats
- 37 -744 Total number of poles completed
- 38 -70 Right of way acres treated
- 39 -Masticated 32 acres along Hwy 28 within Sand Harbor State Park
- 40 -3 out of region fire assignments (Idaho and California)
- 41 -Have worked in all local government jurisdictions in Northwestern

1 Nevada short of Carson and North Lyon

2 -Several Red Flag/Public Safety Outage Management (PSOM)
3 coverage assignments, but not as many as the 2021 season

- 4
- 5 • No understory burns conducted due to unfavorable fuels and forest
6 conditions

- 7
- 8 • 140 acres pile burned in North Tahoe Fire Protection District (NTFPD)
9 (Gentry and North Tahoe Regional Park)

- 10 • 106 Acres of piles burned 2021/2022 *Up to 12/07/2022 since last
11 reported

12 *Have piles in Mill Creek Drainage, United States Forest Service (USFS) (Second
13 Creek), and along Hwy 28 along East Shore (roughly 100 acres)

14

15 Chipping Stats

- 16
- 17 • NLTFPD- 271 Residences (2021) vs. 347 Residences (2022)
 - 18 • NTFPD- 734 Residences (2021) vs. 1254 Residences (2022)

19

20 Defensible Space Evaluations (DSE) Stats

- 21 • 812 inspections performed with 314 compliant (2021) vs. 1064
22 Residences completed with 335 compliant (2022)

23

24 Fire Responses

- 25 • Crews-Total of 139 days away from the district assisting fire
26 suppression (2021- 194 days)
- 27 • Engines- Total of 44 days away from district assisting fire suppression
28 (2021- 82 days)
- 29 • Single Resource (Powning)- Total of 48 days away from district
30 assisting fire suppression (2021-202 days)

31

32 New Qualifications

- 33 • 39 certifications for higher qualifications over the fire season

34

35 Other Updates

- 36 • Christmas tree chipping at Preston Field 12/23/2022 through
37 01/30/2023

38

39 Grants Update

- 40 • Southern Nevada Public Land Management Act (SNPLMA) Round 15 has
41 been closed
- 42 • SNPLMA Round 16 will be extended for one year, set to expire March
43 2024
- 44 • SNPLMA Round 18 final signatures have been received and funding is set

1 to commence in 2023.

2 -\$1.2 million for Defense Zone Improvements Project and Planning

3 -Partnered in Large TNFAC grant to continue chipping/DSE and potential
4 being able to have the rebate program continue

5
6 DC Powning reported the job posting for a Forester was put out yesterday.
7 This came from a conversation with BLM Round 18 and the needs for
8 permitting and requirements as well as what NV Energy needs are in the basin
9 and on the Sierra front. DC Powning advised the Board the Forester position
10 will be funded by NV Energy.

11
12 DC Powning advised the NV Energy contract ends this upcoming year and they
13 will be renewing the contract with NV Energy over the next 30-60 days.

14
15 DC Powning reported Fuels is locally burning piles and there will be more
16 smoke based on the weather predicted this weekend.

17 End of report.

18
19 Chair Herron asked if there were any questions.

20
21 Director Costalupes commented that was his question, when would pile
22 burning begin as it looks like they are ready to start.

23
24 DC Powning advised the crews are burning today in the Second Creek drainage
25 and above Jennifer St. and finishing off one of the Forest Service contracts
26 that Fuels has. DC Powning the piles on Second Creek are about 60 acres and
27 they are not going to finish that today and everything on the East side will
28 start burning Monday.

29
30 Director Costalupes inquired on the number of chippers the Fuels Division had
31 considering the popularity of the chipping program.

32
33 DC Powning replied we have four chippers in service.

34
35 Vice-Chair Cross referred to a past conversation about the possibility of
36 maintaining USFS lots in town and asked for an update.

37
38 DC Powning reported that a participating agreement had just been signed with
39 the Forest Service, at the end of October for 36 acres. DC Powning stated they
40 will be able to commence maintenance on the lots starting in the spring, and
41 said currently they are looking at how to prioritize the work based on
42 neighbors, people having trouble with home insurance, complaints etc. DC
43 Powning stated there is a list that they have been keeping over the last 12
44 months and will be able to start work based on that.

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DC Powning also reported the Lake Tahoe Restoration Act (LTRA) has funds coming in that will help with the same urban lots but will also help with the general forest on the back doors of residences. DC Powning stated this will help for example with the forest service land behind Fairview and Burgundy Road, they will be able to work on that boundary for 200 feet out. DC Powning advised there is more information to follow as far as the funds being allocated, as the funds are on a term and Congress, in basic terms, has stated we can have the funds. DC Powning stated that this is TRPA and USFS.

Vice-Chair Cross asked what DC Powning asked what he would guess the total acreage of urban lots within Incline Village.

DC Powning replied the urban lots are a lot more than 36 acres, but really those 36 acres right now are on a priority list, and of those 36 acres, 16 acres are definitive, however that does not mean we can move elsewhere, especially since we have areas where property owners are losing insurance, or having trouble obtaining and keeping insurance, additionally they are also trying to make sure it benefits our larger scale landscape projects.

Director McKay commented that if he remembered correctly, the USFS had 450 lots in Incline Village with the State having a couple hundred.

DC Powning commented it is now over 450 lots.

Chief Sommers added the nice thing from the USFS is that we have a contract and funds to conduct work.

Chair Herron asked if there were any other questions.

End of report.

*Business Manager Reports presented by Business Manager Cary.

Business Manager Cary reported this is her last audit and took a moment to thank her staff as putting the audit together takes a lot of work and her staff makes sure everything is signed off and added that without their support it would not a clean audit and she expressed the importance of recognizing her staff for their work.

Business Manager Cary took a moment to also welcome CFO Signorelli and bid farewell to Vice-Chair Cross.

*Public Education Information Officer Reports presented by PIO Rancourt.

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PIO Rancourt advised her report was included in the BOD packet and is available for any questions.

No questions.

10.19.2022 – 11.30.2022 Board of Directors Report
Public Information/Community Safety & Education
Wednesday, 10.19.2022

UPDATES:

- 1. Press Releases distributed:
 - a. Can your Ashes! 10.12.2022
 - b. FP Week: Fire Won't Wait. Plan Your Escape. 10.12.2022
 - c. TFFT: Prescribed Fire Operations May Continue Over the Next Week 11.1.2022
 - d. Fire Restrictions Lifted & Open Public Burning Starts November 7th in Incline Village/Crystal Bay NV 11.2.2022
 - e. Pile Burning to Continue Week of November 14th 11.14.2022
 - f. TFFT: Celebrate the Holidays Safely 11.18.2022
 - g. TFFT: Widespread Prescribed Fire Operations Resume at Lake Tahoe 11.28.2022
 - h. Weather the Winter Safety 11.29.2022
- 2. Fire Prevention Week (Theme: Fire Won't Wait. Plan Your Escape.)
 - a. Station Tours – Oct 25, 27 and Nov 2
 - b. Incline Elementary School and Lake Tahoe School students visited the station and went through the smoke safety trailer, approximately 260 students participated.
 - c. Thank you to shift/ops, fire prevention division, our mechanic Josh Phillips for transporting the trailer back and forth from our Mound House and Alan Green, Logistics/IT for your support.
- 3. Holiday Card Contest
 - a. Incline Elementary, Incline Middle School and the Lake Tahoe School will be submitting their entries depicting

what it means to be fire safe during the holidays for our annual fire district holiday card.

- 4. CPR/American Heart Association Training Center Classes:
 - a. 10.6.2022 - 11.30.2022: 106 classes, 467 students
 - i. ALS – 3 classes, 6 students
 - ii. BLS – 22 classes, 235 students
 - iii. Heartsaver – 2 class, 8 students
 - iv. PALS – 4 classes, 4 students
 - v. Other – 4 classes, 14 students
 - b. 111 AEDs placed throughout Incline Village/Crystal Bay
- 5. Social Media Coverage:
 - a. Google Analytics: March
 - a. Facebook page – 6,572 followers
 - b. Instagram – 3,530 followers
 - c. Twitter – 2,497 followers

*Local 2139 Union Reports presented by Union Representative Tommy Kokenge.

Union Representative Tommy Kokenge began by introducing himself as member of the E-board for Local 2139. Representative Kokenge stated the officers of Local 2139 would like to thank Chief Sommers and Staff for holding a productive Labor Management Meeting, and they look forward to continuing meeting with him quarterly in the coming year.

Representative Kokenge additionally reported that Local 2139 held a Blackjack Tournament at the Hyatt for the Northern Nevada Children’s Foundation (NNCCF) where \$3,610.00 was raised from entries and donations and this amount was matched by Dave and Cheryl Duffield Foundation and once again matched by the William M. Pennington Foundation for a total of \$14,440. Local 2139 would like to thank the foundations for their contributions to NNCCF. They would also like to specially thank Engineer Park for his time in putting this event together.

Lastly, they would like to thank Vice-Chair Cross for his service to the district and welcome incoming Director Miller to the family.

End of report.

Chair Herron commented the donation amount was great news and asked if

1 there were any further questions.

2
3 No further questions.

4
5 ***NRS 241.020 RE: Public Comment. This is a Time for the Public to**
6 **Comment on any Matter, Whether or Not it is Included on the Agenda**
7 **of this Meeting.**

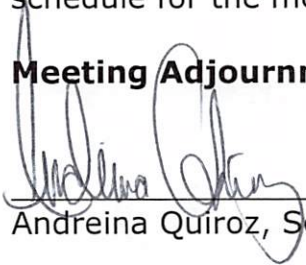
8
9 Chief Sommers commented as a member of the public commenting that the
10 Board has heard about BC Green and advised there is a staff member who has
11 placed a pink stripe in her hair in support of BC Green and advised they may
12 see other staff members do the same.

13
14 Chief Sommers commented that additionally there is conversation with the
15 Union about crews wearing their Breast Cancer Awareness t-shirts through
16 June 30th, 2023, in supports and added that other agencies like Carson City,
17 Reno, Tahoe Douglas Fire Protection District and NLTFPD are doing it too. Chief
18 Sommers said that in working with Union, they are working on putting t-shirts
19 together, so the NLTFPD on-duty t-shirts are not going out to the public. The
20 Union will come up with a Breast Cancer Awareness t-shirt with the NLTFPD
21 insignia and part of the part of proceeds will go directly to BC Green.

22 Representative Kokenge confirmed that Operator Jason Knight is working on
23 the t-shirts.

24
25 Chair Herron took a moment to thank Vice-Chair Cross for his service, wished
26 everyone happy holidays and thanked the Board for accommodating the
27 schedule for the meeting.

28
29 **Meeting Adjournment 09:58.**

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32 
33 Andreina Quiroz, Secretary

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Susan Herron, Chairman