

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

June 21, 2023

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; Greg McKay, Vice-Chairman; Denise Bremer, Secretary-Treasurer; Director, Charley Miller, Director; James Costalupes.

***Guests present:** Fire Chief Ryan Sommers, NLTFPD; Assistant Fire Chief Russell Barnum, NLTFPD; Business Manager Sharon Cary, NLTFPD; Chief Financial Officer Jackie Signorelli, NLTFPD; Fire Marshal, John James, NLTFPD; Board Secretary/Administrative Assistant Andreina Quiroz, NLTFPD; Division Chief Isaac Powning, NLTFPD; Logistics Manager Alan Green, NLTFPD; FF/PM Jill Andersen, NLTFPD; Captain Casey Quinlan, NLTFPD; Engineer Brian Maples, NLTFPD; Captain Dale Spieker, NLTFPD; Alan Kalt, POOL/PACT; Stephen Romero, POOL/PACT; Scott Menath, Menath Insurance; Steve Sidells, Incline Village Resident; Denise Davis, Incline Village Resident.

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 the May 17, 2023, Board of Directors Meeting.

Review of Accounts Payable for May 2023.

Vice-Chair McKay inquired about Ramona Baly being listed eight times on one day on the Accounts Payable (AP) report. Chief Financial Officer (CF) Signorelli advised Ramona is paid weekly and will have to investigate and ensure everything is in order.

Approval of the May 2023 Monthly Management Report.

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NEW BUSINESS

- 1. Discussion of and Possible Action to Review and Adjust Ambulance Billing Rates, presented by Assistant Fire Chief Barnum.

Assistant Fire Chief (AFC) Barnum reminded the Board of Directors (BOD) that a year ago, they voted and approved a mechanism to raise the rates of our ambulance billing incrementally with the cost of Medicare. AFC Barnum explained the proposal submitted is informational and shows how the approved mechanism is being used to increase rates while remaining conservative and still under in comparison to the region.

AFC Barnum stated Firefighter/Paramedic (FF/PM) Jill Andersen, the architect of the project, is available for any questions.

Chair Herron inquired on questions from the BOD, no questions.

Chair Herron stated she would entertain a motion.

Vice-Chair McKay made a motion to approve the adjustment of ambulance billing rates as presented by AFC Barnum.

Secretary-Treasurer Bremer seconded the motion.

Chair Herron called the question.

All in favor, motion passes unanimously.

- 2. Presentation and Discussion of Washoe County Regional Evacuation Program, presented by Fire Chief Sommers.

Chief Sommers advised that evacuations have been quite the topic, and wanted to bring the BOD the most present, and up-to-date, current information on the plan alongside Washoe County (WC) Emergency Manager, Kelly Echeverria.

Washoe County Emergency Manager (WCEM), Kelly Echeverria greeted the BOD commenting a lot has been going on and is glad for today's meeting. Ms. Echeverria stated she is based out of the Reno Emergency Operations Center (REOR) and provided the BOD with the WC Regional Evacuation Program PowerPoint presentation as attached and advised the Full-Scale Evacuation exercise is scheduled for August 16th, 2023, from 09:00 a.m.-1:30 p.m. and it will impact

1 Second Creek followed by a Preparedness Fair at the Incline Village
2 Recreation Center.

3
4 CFO Signorelli inquired how Short-Term Renter's (STR's) are
5 addressed.

6
7 WCEM Echeverria advised that an area on a map is drawn and all cell
8 phones in the area are pinged.

9
10 Vice-Chair McKay inquired on extra precautions and signages for
11 tourists to avoid wrong impressions.

12
13 WCEM Echeverria confirmed, adding that Nevada Department of
14 Transportation (NDOT), Nevada Highway Patrol (NHP), WC
15 Community Services Department and Chief Sommers are all helping
16 along with putting up signs about the exercise around town.

17
18 Director Costalupes inquired on the location of Second Creek.

19
20 Chief Sommers stated Second Creek includes the Ponderosa
21 subdivision.

22
23 Vice-Chair McKay commented lower Tyner Way, Woodridge Drive
24 (Dr), Lariat Circle, and Sugarpine Dr are included in the Second Creek
25 area.

26
27 Ms. Echeverria spoke about the plan updates and said there are three
28 parts to the plan, evacuation, sheltering, and mass care, which are
29 being tied into one plan and explained the process in its entirety
30 including the plan's focus.

31
32 Ms. Echeverria stated that the evacuation exercise will help identify
33 gaps, to better improve any issues and close them. The exercise will
34 be held in August, followed by an After-Action Review (AAR) to go
35 over the gaps. The gaps will be captured into a report to create an
36 improvement plan.

37
38 Ms. Echeverria concluded her presentation and asked if there were
39 any questions or concerns.

40
41 Guest and Incline Village resident Steve Sidells stated he was
42 interested in the subject of sheltering in place, because of the issue
43 of only three roads in/out of town, each two lanes. Mr. Sidells stated
44 he feels that looking at the plan there is a lot of emphasis on

1 evacuating physically out of town one way or another. Mr. Sidells
2 stated he would like to explore further the idea of sheltering in place
3 as he believes there are facilities in town that would be offering
4 sheltering alternatives. Mr. Sidells stated he is representing people
5 in the community that say there is no plan. Mr. Sidells recognized
6 there was a plan and inquired about how to get the plan to the public.
7 Mr. Sidells stated he feels the panic in the community is a big thing
8 when it comes to evacuations and said that if people can see ahead
9 of time what is expected from them, he believes that would help the
10 problem.

11
12 Ms. Echeverria replied she has heard the sentiment, and said she
13 believes this is why the video is being pushed out, as it may be more
14 easily digestible for people as the interpretation of sheltering in place
15 can be interpreted in different ways.

16
17 Mr. Sidells stated he would like to go over the different
18 interpretations more and see people's opinions and how feasible it is
19 to do the various alternatives.

20
21 Ms. Echeverria agreed and stated that setting an expectation is
22 important and she would like to manage people's expectations the
23 best she can.

24
25 Mr. Sidells commented there are a lot of moving parts, and the
26 community needs to be aware. And he is exploring what will work.

27
28 Ms. Echeverria agreed and added that the biggest misunderstanding
29 is that everyone would be evacuated all at once, and that is never
30 the plan.

31
32 Incline Village resident Denise Davis and Community Emergency
33 Response Team (CERT) volunteer is present to make sure she is up-
34 to-date and informed for herself personally and for CERT to get the
35 word out to the community that there is a plan, as the community
36 feels like they do not know what the plan is. Denise has attended
37 wildfire meetings, and they are prepared, and are working on getting
38 the word out that emergency responders are prepared but is the
39 public prepared?

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41 Ms. Echeverria stated that anyone can attend the preparedness fair
42 following the drill in August as there will be information on
43 evacuations and personal preparedness as there will be different
44 entities present.

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Chair Herron asked if there were any other questions before she turned to the BOD.

Director Miller inquired on the working relationship with California, specifically Placer County and coordination with them.

Ms. Echeverria replied she has met with Placer County Office of Emergency Services and said they have started to build a relationship. Ms. Echeverria stated she works closely with Truckee, and back channels of communication are open for when they are needed, especially when it comes to giving each other notice and being on the same page. Ms. Echeverria added that the State of Nevada and California Governor’s Office of Emergency Services (Cal OES) had a meeting, where no local jurisdictions were invited except for her department, and advised it was a good conversation.

Chair Herron asked if there were any other questions.

Vice-Chair McKay commented that he is under the impression that between North Tahoe Fire Protection District (NTFPD), North Lake Tahoe Fire Protection District (NLTFPD), WC and Placer County, agencies have worked superbly for at least the last 50 years and there has never been a problem and there will not be.

Chief Sommers thanked Ms. Echeverria and said he wanted the BOD to hear what WC is working on as the district is referring the public to WC with questions, and asked the BOD to do the same if they are approached by the public as the process sits under Emergency Management.

Chair Herron thanked Ms. Echeverria for her presentation.

3. Presentation and Discussion of Nevada Public Agency Insurance Pool (POOL) Renewal Proposal, presented by CFO Jackie Signorelli.

Chief Financial Officer (CFO) Signorelli introduced Alan Kalt and Stephen Romero with POOL/Public Agency Compensation Trust (PACT) and Scott Menath, the District's insurance broker with Menath Insurance.

Mr. Kalt began by thanking the BOD and stating he appreciates them taking the time to better understand POOL/PACT as they are owned by the POOL/PACT members, and the members are the center of

1 everything they do. Mr. Kalt provided the BOD with the Fiscal Year
2 (FY) 2023-2024 POOL/PACT Renewal PowerPoint presentation as
3 attached.
4

5 Mr. Kalt advised that CFO Signorelli requested the ability for injured
6 workers to obtain faster care and explained 24-7-365 Nurse Triage
7 Program. Mr. Kalt explained the process of the program.
8

9 Mr. Kalt concluded his presentation by stating he appreciates
10 NLTFPD's membership and continued conversation as it is members
11 helping members, as they make the best even better, and stated he
12 would be more than happy to answer questions.
13

14 Chair Herron inquired on questions for Mr. Kalt. No questions.
15

16 CFO Signorelli thanked POOL/PACT for being present today and
17 presenting to the BOD as well as working through the hurdles
18 recognizing progress is being made.
19

20 Chair Herron clarified that CFO Signorelli was not looking for a
21 motion.
22

23 CFO Signorelli confirmed since there are no changes.
24

25 **OLD BUSINESS:** No old business.
26

27 ***Legal Counsel Reports:**
28

29 No Report.
30

31 ***Board of Directors Comments or Reports:**
32

33 No Report.
34

35 ***Fire Chief Report presented by Fire Chief Sommers.**
36

37 Chief Sommers reported there is more to come on the evacuation drill.
38

39 Chief Sommers took a moment to recognize Business Manager Sharon Cary
40 (BM Cary), for her work with NLTFPD as this is her last BOD meeting. Chief
41 Sommers recognized the work she did and thanked her for her service.
42

43 BM Cary thanked the board for their support over the course of her
44 employment with NLTFPD.

1 Chief Sommers reported he continues to hear throughout the community of
2 non-renewals of homeowners insurance and it is becoming an issue. Chief
3 Sommers stated there is a new Insurance Commissioner under the new
4 administration, which is a good thing as the new Commissioner is opening to
5 meet with the group Mr. Menath and the Parasol Foundation put together
6 that includes the Fire Chief to try to get ahead of this somehow somehow.
7 End of report, no questions.

8
9 ***Chief Officers Report presented by Assistant Fire Chief Barnum.**

10
11 AFC Barnum reported on the following:

12 Emergency Medical Services (EMS) a new Cardiopulmonary
13 Resuscitation (CPR) contractor has been hired. He will be teaching classes in
14 Incline as well as doing outreach to other areas. AFC Barnum stated the
15 benefits of the coordinator are that he is a CPR instructor and an Emergency
16 Medical Technician (EMT) instructor.

17 The district's American Health Association (AHA) Training Center
18 Certification was renewed, adding that we are one of the few agencies that
19 have an AHA Training Center as they are no longer offered by the AHA and
20 this allows for NLTFPD to absorb a lot of trainings and said this will allow us
21 to continue to expand.

22 A state waiver was obtained in concert with Division Chief (DC)
23 Powning for the administration of epinephrine (EPI) by wildland crews. AFC
24 Barnum explained wildland fire crews have been trained and allowed to draw
25 and administer epinephrine in the same manner as Paramedics.

26
27 Fleet: Engine 12 is out of service with air conditioning (AC) problems,
28 Mechanic Phillips continues to work on the warranty for the engine with the
29 differential problem. Ambulance chassis are not unavailable until 2025,
30 therefore we will be utilizing other vendors in hopes of obtaining chassis in
31 the next few months.

32 Type 1 committee was started to replace the backup Type 1, this was
33 done due to the lead time on any Type 1 apparatus is 3 years.

34
35 Training: Boat training and rescue swimmer training was completed
36 the first week of June in collaboration with Naval Air Station (NAS) Fallon on
37 the North Shore. AFC Barnum recognized the training stating it was
38 absolutely fantastic training, the feedback was amazing. He added that the
39 training included some of the most elite professionals in the military working
40 on the boats with our operators and believes it was incredibly beneficial. AFC
41 Barnum stated he looks forward to the continued training.

42 Training for the month will focus on rescue swimmer boat training and
43 radiological training.

44

1 Staff: AFC Barnum advised we will be hiring two FF/PM's. The job was
2 posted on June 19th, 2023, both lateral and entry level candidates are
3 encouraged to apply and said this was done in anticipation of upcoming
4 retirements and promotion replacements.

5 Vice-Chair McKay confirmed the hiring of the two individuals will be of
6 already licensed medics.

7 AFC Barnum confirmed.

8
9 End of report, no further questions.

10
11 ***Prevention Report presented by Fire Marshal James.**

12
13 Fire Marshal (FM) James stated his report was included in the BOD packets
14 and advised that Public Information Officer (PIO) Rancourt is absent from
15 today's meeting and is available to answer any questions pertaining to him
16 or PIO Rancourt.

17
18 FM James reported next week he would be meeting with the Regional FMs to
19 start discussing the 2024 code cycle adoption. FM James advised he would
20 like to stay with what is currently adopted and what is in place as it is
21 restrictive, and it works. FM James stated he believes we have a strong
22 balance to the system in place.

23
24 End of report, no further questions.

25
26 ***Fuels Management Report as presented by Division Chief Powning.**

27
28 DC Powning reported the following:

29 Crews are working a lot in town as there are not many requests for
30 resources. The East Shore project has been completed from State land to
31 the Forest Service (FS). Resources have all moved into the Mill Creek
32 Drainage, Ponderosa Ranch, and Diamond Peak with expected completion at
33 the end of next week.

34 There is work being done for Incline Village General Improvement
35 District (IVGID) in high concern areas, this includes hazard tree removal,
36 and treatment.

37 Crews are spread out working on Urban lots, that include County,
38 State and Federal lots are being addressed and DC Powning is in hopes this
39 will help with insurance renewals.

40 Environmental requirements have been completed for the Southern
41 Nevada Public Land Management (SNPLMA) Round 18 Grant. The
42 requirements have been submitted to the Bureau of Land Management
43 (BLM) for a notice to proceed. DC Powning advised that once notified crews
44 are able to proceed, crews will start addressing Non-Federal lands with that

1 grant.

2 DC Powning advised the district is working on a 10-year agreement
3 with the FS to address their urban lots as well as the shaded fuel breaks in
4 the general forest.

5 DC Powning reported the hiring of the second mechanic. The mechanic
6 accepted the position with start date July 17th, 2023.

7

8 Director Costalupes inquired if prescribed (RX) burns would be stopping
9 considering summer is here and the opportunity was missed.

10

11 DC Powning advised RX burning is not good here, but RX burning is
12 happening on the West Shore, and advised he does not foresee RX burning
13 happening.

14

15 Director Costalupes inquired on how the piles are preserved.

16

17 DC Powning stated the piles will be left as is and confirmed that if our team
18 built the files they were well built, and they will burn.

19

20 ***Chief Financial Report presented by Chief Financial Officer Signorelli.**

21

22 CFO Signorelli advised her report had been submitted as part of the BOD
23 packet but would be adding the following:

24 CFO Signorelli advised she confirmed with Accountant Tracy Collins on
25 the multiple entries for Ramona on the AP report and explained that the
26 asterisks means payments were voided due to a problem in Great Plains
27 (GP).

28

29 CFO Signorelli reported she met with Davies Adjusters, the Third-Party
30 Administrator for the districts Workers' Compensation insurance and advised
31 they will be doing Workers' Compensation 101 sessions with all personnel.

32

33 CFO Signorelli reported there will be a CFO and Finance/Human
34 Resources (HR) Round Table with neighboring districts.

35

36 ***Public Education Information Officer Report presented by PIO**
37 **Rancourt.**

38

39 PIO Rancourt's report was submitted as part of the BOD packet.

40

41 ***Local Union 2139**

42

43 Secretary-Treasurer Brian Maples thanked the Board and Fire District for the
44 proactive approach in hiring, not just for current vacancies but predicted

1 vacancies and keeping them at full staff.

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

6
7 Secretary-Treasurer Bremer inquired about re-scheduling the date of the
8 August BOD meeting.

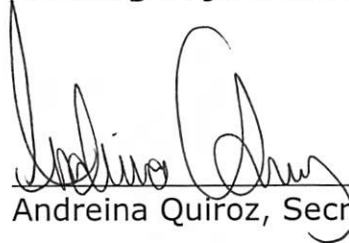
9
10 Incline Village resident Denise Davis commented she has received the
11 homeowner’s non-renewal notice from Progressive Insurance.

12
13 No further public comment.

14
15 Chair Herron inquired about cancelling the meeting, waiting to set a date or
16 setting a tentative date. The Board advised they are open to setting a
17 tentative date. Director Costalupes advised he will be gone July 20th,2023
18 through August 16th, 2023.

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20 Chair Herron advised the Board will remain flexible for a date.

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22 **Meeting Adjournment 1:11 p.m.**

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28 Andreina Quiroz, Secretary

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Susan Herron, Chairman