

**NORTH LAKE TAHOE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
February 15, 2017**

1 **LOCATION:** 863 Tanager, Incline Village, Nevada.

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3 **MEETING CALLED TO ORDER:** Chair Herron called the meeting to order at
4 12:00 p.m.

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6 **ROLL CALL OF THE NORTH LAKE TAHOE FIRE PROTECTION BOARD OF**
7 **DIRECTORS:** Upon roll call, the following Board Members were
8 present Susan Herron, Chair; Dennis Perry, Secretary-Treasurer; Greg
9 McKay, Director; Denise Bremer, Director; James Costalupes, Director.

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11 **GUESTS PRESENT:** Ryan Sommers, Fire Chief; Sharon Cary, Business
12 Manager; Devon Reese, Legal Counsel; Bryan Calder, Assistant Fire Chief;
13 Tia Rancourt, NLTFPD; Dave McClellan, NLTFPD; Jed Horan and Family,
14 NLTFPD; Kaylie Calder, Visitor; Kristie Calder, Visitor; Paul Zahler, Director;
15 Jeanette Cox, visitor; Todd Basset, NLTFPD; Alan Green, NLTFPD; Carol
16 Green, NLTFPD; Micha Wilcock, NLTFPD; Matt Liguori, NLTFPD; Ron Johnson,
17 NLTFPD; Thomas Rores, NLTFPD; Casey Quinlan, NLTFPD; Beckie Dunn-
18 Spomer, Admin Assistant.

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20 **APPROVAL OF AGENDA:** Chair Herron asked that items 4 and 5 be
21 switched on the agenda. The agenda was approved with the noted changes.

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

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27 **CONSENT AGENDA:** Chair Herron noted that Director Bremer pointed out a
28 few errors, the monthly management report is incorrect and administration
29 is correcting it, also there was a question as to our fiscal year, it is July 1,
30 2016 to June 30, 2017, and there is an error in the memo regarding the
31 attachments, it is listed as attachment C, however it is actually attachment A
32 and B. With those changes the consent agenda was approved.

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34 **APPROVAL OF MINUTES OF THE SEPTEMBER 21, 2016 BOARD OF**
35 **DIRECTORS MEETING.**

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37 **APPROVAL OF ACCOUNTS PAYABLE REPORT FOR SEPTEMBER 2016.**

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39 **APPROVAL OF ACCOUNTS PAYABLE REPORT FOR OCTOBER 2016.**

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41 **APPROVAL OF THE MONTHLY MANAGEMENT REPORT FOR**
42 **SEPTEMBER 2016.**

**NORTH LAKE TAHOE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
February 15, 2017**

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APPROVAL OF THE MONTHLY MANAGEMENT REPORT FOR OCTOBER 2016.

NEW BUSINESS:

1. Recognition of Director Paul Zahler’s years of service & retirement from NLTFPD as a board member. (Presented by Fire Chief Ryan Sommers)

Chief Sommers recognized Director Zahler for his eight years of service with the District and presented him with a fireman’s bronze axe. Director Herron and Perry thanked him for his support and efforts during their terms together on the board. Director Zahler thanked the District and former Chief Brown for all his support during his time and welcomed the new Board members. Director McKay pointed out Director Zahler’s many other accomplishments.

2. Recognition of Randy Williams’s years of service & retirement from NLTFPD as IT network analyst. (Presented by Fire Chief Ryan Sommers)

Chief Sommers recognized Randy Williams’ 17 years of service and mentioned that he came to us from North Tahoe Fire Protection District and also serves with the Sierra Front Incident Management Team as a communications leader. He was presented with a fireman’s bronze axe. Chief Sommers shared that the department gave him a used gold painted MAC book laptop as a parting gift.

3. Promotions & Badge Pinning Ceremony of Bryan Calder, Assistant Fire Chief; Dave McClellan, Battalion Chief and Jed Horan, Captain - (Presented by Fire Chief Ryan Sommers)

Chief Sommers recognized Bryan Calder for promotion to Assistant Fire Chief; Dave McClellan to Battalion Chief; and Jed Horan to Captain. Bryan has served the district since 1999. Chief Sommers thanked Bryan for his service he started as Firefighter Paramedic and has worked his way up to Assistant Chief. Dave McClellan was promoted to Battalion Chief. BC McClellan came to the district from Yuba City and has been with the district since 1998 and has served as a Firefighter to Captain. Firefighter Paramedic Jed Horan was promoted to Captain. Captain Horan came to the district from Las Vegas and has been with the District since 2008; he has been a firefighter paramedic and worked his way up to Captain. Chief Sommers thanked them all of them and welcomed them to their new positions. Chief Sommers presented Badges to the Board members.

**NORTH LAKE TAHOE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
February 15, 2017**

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4. Discussion of and Possible Action to approve the Intrastate Interlocal Contract Between the State of Nevada acting by and through its Department of Health and Human Services Division of Health Care Financing and Policy and the North Lake Tahoe Fire Protection District and to include Attachment A & B. (Presented by Mike Brown, R & R Partners and Fire Chief Ryan Sommers) Director Herron mentioned the attachment lettering was incorrect, Chair Herron conferred with Legal Counsel and it was approved to proceed as written. Chair Herron introduced Chief Sommers. Chief Sommers explained the contract will allow the district to collect more funds through the Medicaid process and Retired Chief Michael Brown would present the information in more detail. Chief Sommers introduced retired Chief Michael Brown now of R & R Partners. Mr. Brown explained that the contract is a collaborative effort with the Nevada Fire Chiefs Association (NFCA) along with the Professional Firefighters of Nevada (PFFN). In 2015, the NFCA and PFFN presented a motion to look at the rates that are used for ambulance transports of Medicaid patients. Since the Affordable Care Act, there has been more than an 87% increase in Medicaid eligible patients since 2014. The district has a set fee of less than \$200 dollars on file with Medicaid now. This contract will allow the district to collect reimbursements through the State of Nevada's Health and Human Services Division, which is the department that handles Medicaid; they will be able to acquire funds at a higher rate than the current rate for medical transports and will act as the district's broker. There will be an administrative fee, but this is normal. Attachment A allows the state to get a set amount of funds collected from Medicaid patients, the district will still bill according to the rate set now but once a year the state will do an accounting of the funds paid and will reimburse at the increased rate, this rate may fluctuate depending on the Medicaid patient such as managed care rate or other rates paid. The district has agreed to contract with Lea Lamborn to assist with the paperwork involved with this contract. The Attachment B is to cover the HIPPA requirements of the billing process. Retired Chief Brown recommended that the action be approved. Chief Herron confirmed with Fire Chief Sommers and Mr. Brown that the contract does go back to 2015, and the district is due a payment from the state as of September 2016, and would start again on October 2016 and would have another payment due in September of 2017 which would be the district's second payment. So the contract only runs for eight months after today, Mr. Brown has agreed to work on getting the contract

**NORTH LAKE TAHOE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
February 15, 2017**

127 extended, so the board should expect another motion on this matter in
128 the future. Director Herron made the motion to authorize Fire Chief
129 Ryan Sommers to execute the Intrastate Interlocal Contract Between
130 the State of Nevada acting by and through its Department of Health
131 and Human Services Division of Health Care Financing and Policy and
132 the North Lake Tahoe Fire Protection District and authorize Fire Chief
133 Ryan Sommers to execute the State of Nevada, Department of Health
134 and Human Services, Business Associate Addendum and Division of
135 Health Care Financing and Policy and the North Lake Tahoe Fire
136 Protection District. Director Bremer seconded the motion. Motion
137 passed 5 - 0.
138

139 **5. Discussion of and Possible Action to elect the Officers for the**
140 **North Lake Tahoe Fire Protection District Board of Directors for**
141 **2017 - (Presented by Chair Susan Herron)** Director Herron opened
142 up the discussion to elect new board officers for the 2017. There are
143 three positions to be filled, Chair, Vice Chair and Secretary/Treasury.
144 Chair Herron opened the nominations for chair; Director McKay
145 nominated Director Perry as chair and Director Costalupes seconded
146 the motion. No other nominations heard Director Perry is effective
147 Chair. Chair Herron opened the nominations for Vice Chair, Director
148 Perry nominated Susan Herron for Vice Chair, and Director Bremer
149 seconded the motion. No other nominations heard Chair Herron is
150 effective Vice Chair. Chair Herron opened the nominations for
151 Secretary/Treasury, Director McKay nominated Director Bremer as
152 Secretary/Treasury and Director Perry seconded the motion. No other
153 nominations heard Director Bremer is effective Secretary/Treasury.
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155 **Old Business:** None
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157 **Reports:**
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159 ***Board of Director Comments/ Reports.**

160 Director McKay noted, for the record, that the crews were exceptional
161 in during the winter storms.
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163 ***Fire Chief Reports**

164 Chief Sommers discussed an agenda item for the March meeting to
165 discuss the overview of the district and to allow the union to speak at
166 the same time in relation to the CBA (Collective Bargaining
167 Agreement).
168

168 Chief discussed the strategic plan process. He has agreed to work

NORTH LAKE TAHOE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
February 15, 2017

169 with Steve Barber, of Barber and Gonzales Consulting Group; and his
170 first meeting with him is on April 3rd to start the planning process. He
171 has chosen Mr. Barber due to the fact that it will be a shared expense
172 with North Tahoe Fire and will save the district money.

173 Chief discussed the weather related incidents. Chief and the hand
174 crews helped in the Truckee Meadows when they were not needed in
175 district. While working with the emergency manager for Washoe
176 County, Arron Kenneston, it became very clear there is work to be
177 done on the emergency preparedness plan for the district, there is no
178 emergency shelter that can sustain standby power except for Station
179 11. Before the winter weather started the Washoe County emergency
180 management office had planned an avalanche training tabletop
181 exercise for March 8th; anyone is invited to attend. We have had
182 multiple avalanches in the third creek area, Chief had the Raven
183 helicopter fly over to assess damages, none of the avalanches have
184 reached the water tower behind Station 13 or are blocking the creek
185 as of yet. There were 2 large avalanches in Crystal Bay area and
186 blocked 2 private driveways with 9 feet plus of snow no one was hurt
187 and the snow has been removed. The avalanche expert Richard
188 Penniman of Snowbridge Associates has been keeping us updated.
189 Station 13 personnel have been relocated twice due to the recent
190 avalanche threats for approximately 96 hours at the most.

191 Chief discussed the status of the wrecked ambulance from March of
192 2016. As our ambulance is still sitting in the repair yard and there has
193 been no movement with the replacement process. The district filed a
194 claim on February 6th with the Department of Insurance, to move the
195 process along and get our ambulance fixed. The district has had to
196 borrow ambulances while waiting to get this ambulance replaced.

197 Chief discussed the emergency preparedness brochure progress, Tia
198 Rancourt will cover this in Public Information comments, and he
199 wanted to commend her and the others that have been working on
200 this project for all their hard work. The roll out of the new brochure
201 will be good timing with the weather situation we have had.

202 Director Perry asked if the weather has impacted our response times.
203 Chief Sommers replied that our crews have had to prioritize calls.
204 However, there have been no substantial delays to priority one or life
205 threatening call times, due to weather. The Washoe County Sheriffs'
206 Office has placed a snow cat, here in Incline, for our use, in case of
207 emergencies. During the first Tuesday of the weather incident all
208 Chief Officers stayed the night and there was at one time every
209 available resource in use, at least 7-8 simultaneous calls that were
210 single response due to volume, not access. Washoe County is doing a

**NORTH LAKE TAHOE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
February 15, 2017**

211 great job with as much snow as we have had.

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213 ***Chief Officers Report**

214 Assistant Chief Calder discussed overall call volume. As of January we
215 were just shy of double the calls we have ever had in the district, as of
216 this time we are still 40% ahead of all call volume for the last 7 years.

217 Assistant Chief Calder commended the crews for all their hard work.

218 The district has three cadets in the academy and they will be coming
219 on line in mid-March and we are looking forward to having them on
220 board.

221

222 ***Business Manager Reports**

223 Business Manager, Cary distributed the budget planning schedule.
224 She discussed the timeline, and what is needed for the budget
225 process. Staff will be required to turn in requests for capital items or
226 operating expenses by March 10th. Then they are reviewed at the BOD
227 budget workshop on April 12th. This date is negotiable; if it does not
228 work for everyone it can be rescheduled. Our tentative Department of
229 Taxation budget must be filed by April 17th; final budget approval must
230 be completed by May 17th.

231 Business Manager, Cary introduced Beckie Dunn-Spomer as the new
232 Administrative Assistant for the District; she has been a temporary
233 employee with us for the last **three** months.

234

235 ***Public Information**

236 Public Information Officer Tia Rancourt reported on the following:

237 ■ Flu Vaccine Program - Is still up and running, we have given out
238 about 105 vaccines to date, thank you to Firefighter/Paramedic Jill
239 Andersen for heading up this program.

240 ■ Winter storm and avalanche updates have been going out. If there
241 is any information that could be added please let her know.

242 ■ Emergency Preparedness brochure is in the final review stage and
243 there will be an English and Spanish version.

244 ■ Avalanche training is being headed up by Engineer, Dave
245 Melkonian. He coordinated a training last month with Truckee
246 Meadows Fire Protection District, Reno Fire Department Urban
247 Search and Rescue Team, Washoe County Sheriff's Office Search
248 and Rescue, Mount Rose Ski Patrol and Diamond Peak Ski Patrol.
249 We had a great turn out and had media coverage from Channels 2,
250 4, and 8, also the Reno Gazette Journal along with North Lake
251 Tahoe Bonanza covered the training. There will be one more
252 training coming up this month.

NORTH LAKE TAHOE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
February 15, 2017

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- Rotary Presentation – Chief Sommers presented a district update at the morning meeting on December 8, 2016 and has already met with the rotary again today.
 - BFIT Program – is going strong
 - Tahoe Network of Fire Adaptive Communities are focused on managing the 25 million dollar grant that was awarded among the five different groups in the Tahoe Basin, of which we got 9.25 million. The focus now is on coming up with policies and procedures to manage the community outreach with the structure and procedural aspect of it. Forest Schafer is heading up this part of it and it is going very well.
 - Adopt a hydrant program – We initiated the program on February 7, 2017 with help from Local 2139 and Firefighter/Paramedic Jim Nelligan did a great video to help promote it. Tia sent out a press release to social and local media with #adoptahydrant2107. We are working on getting Television coverage and collaborating with the Lake Tahoe Basin at a quarterly Public Information Officer meeting.
 - Incline Village General improvement District Board of Trustee open house is tonight. Chief Sommers and Tia will be attending.
 - Blood Drive – there is a community Blood drive happening February 16, 2017 from 9am to 5pm at Station 11.
 - Winter Wilderness Survival Program – is scheduled for February 27, 2017 at Incline Village elementary school with Tahoe Nordic Search and rescue.
- Director Perry complimented Tia Rancourt Public Information Officer on her timely and accurate media releases along with the social media posts to keep the community updated. Director Costalupes also commended her efforts.

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

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287 **Meeting Adjournment:** Director Perry adjourned the meeting at 12:43 PM.
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Beckie Dunn-Spomer, Secretary

Susan Herron, Chair