

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

3
4 **March 21, 2018**

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

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

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11 **ROLL CALL OF THE NORTH LAKE TAHOE FIRE PROTECTION BOARD OF**
12 **DIRECTORS:** Upon roll call, the following Board Members were present:
13 Greg McKay, Chairman, Susan Herron, Vice-Chairman; Denise Bremer,
14 Secretary Treasurer; James Costalupes, Director; Dennis Perry, Director
15 (Absent); and Beckie Dunn-Spomer, Secretary.

16
17 **GUESTS PRESENT:** Fire Chief Ryan Sommers, NLTFPD; Legal Counsel,
18 Devon Reese; Sharon Cary, NLTFPD; Bryan Calder, NLTFPD; Isaac Powning,
19 NLTFPD; Mark Regan, NLTFPD; Tia Rancourt, NLTFPD; Alan Green, NLTFPD;
20 Carol Green, NLTFPD; Russell Barnum, NLTFPD; Justin Ashby, NLTFPD; Scott
21 Kesler, NLTFPD; Dale Spieker, NLTFPD; Jeff Cutler, NLTFPD; Monte Santos,
22 NLTFPD; Jim Whitson, NLTFPD; Chris Black, TMFPD; Shane Schuster,
23 NLTFPD; Brain Maples, NLTFPD; Jay Euse, NLTFPD; Jill Anderson, NLTFPD;
24 Tommy Kokenge, NLTFPD; Brett Jacobsen, NLTFPD; Tim Allen, NLTFPD; Jeff
25 Sambrano, NLTFPD; Alex Hughes, NLTFPD; Kevin Green, TMFPD; Emma
26 Powning, Ace Powning, Gavin Ashby, Jeanne Wood, Colleen Wallace Barnum,
27 Steve Barber.

28
29 **APPROVAL OF AGENDA:** Agenda approved.

30
31 **NRS 241.020 RE: PUBLIC COMMENT: This is a Time for the Public to**
32 **Comment on any Matter, Whether or Not it is Included on the**
33 **Agenda of this Meeting.** None

34
35 **CONSENT AGENDA – Approved**

36
37 **Approval of Minutes of the January 17, 2018 Board of Directors**
38 **Meeting**

39
40 **Review of Accounts Payable for January 2018.**

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42 **Review of Accounts Payable for February 2018.**

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44 **Approval of the January 2018 Monthly Management Report.**

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46 **Approval of the February 2018 Monthly Management Report.**

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NEW BUSINESS:

- 1. Badge Pinning Ceremony for promotion of Isaac Powning, Division Chief; Carol Green, Battalion Chief; Mark Regan, Fire Marshal; Russell Barnum, Captain; Justin Ashby, Temporary Captain and introduce new employees Scott Kesler, Firefighter/Paramedic and Dale Spieker, Firefighter/Paramedic. (Presented by Fire Chief Ryan Sommers)**

Fire Chief Sommers mentioned the movement in the District with promotions and new hiring. Fire Chief Sommers asked Chairman McKay if it would be okay to dismiss the guests and employees to the kitchen for cupcakes after the pinning ceremony. Chairman McKay said of course. Fire Chief Sommers introduced Mark Regan, Mark started with the District in 2012. Prior to the District, Mark worked for Nevada Division of Forestry (NDF) in the suppression side then moved to Prevention from there he went to Sierra Fire. Mark came to the District as an Assistant Fire Marshal, and now is being promoted to Fire Marshal. Fire Chief Sommers pinned Fire Marshal Regan's badge as Fire Marshal Regan's family was unable to attend.

Fire Chief Sommers introduced Isaac Powning who is being promoted to Division Chief. Isaac started with the District as a Crew Supervisor for Rifle Peak, and he worked up to a Fuels Management Officer, which is the overseer of both fuels teams, all fuels management projects and employees. Fire Chief Sommers handed the badge to Emma Powning, to pin on her husband, Division Chief Powning.

Fire Chief Sommers introduced Carol Green who came to the District in 1999 from Carson Fire. Carol started as a paramedic and move to Captain and is now being promoted to Battalion Chief. Fire Chief Sommers said Battalion Chief Green is the first woman to hold this position, and has been in charge of many different collaterals and is now going to be the liaison to the District's dispatch center. Fire Chief Sommers gave the badge to Battalion Chief Green's mother, Jeanne Wood, and the he gave the collar brass to Battalion Chief Green's husband Kevin Green to do the pinning.

Fire Chief Sommers explained with Battalion Chief Green being promoted it left a vacancy in the Captain position, he then introduced Captain Russell Barnum. Captain Barnum started with Remsa in 1996 and was instrumental as a teacher for new paramedics while there. He came to the District in 2008 and has been involved in our Emergency Medical Services (EMS) training and headed the recent changes to the Regional Protocols manual. Fire Chief Sommers handed the badge to Captain Barnum's wife Collen to do the pinning.

1 Fire Chief Sommers introduced and explained Captain Bruce Hicks
2 experienced a devastating accident last summer and has not been able
3 to return to full duty as of yet; he has made a miraculous recovery,
4 however this has left a temporary vacancy in captain's position. Fire
5 Chief Sommers explained with this vacancy he has elected to assign a
6 temporary Captain's position; he introduced Temporary Captain Justin
7 Ashby he will backfill the position while Captain Bruce Hicks goes
8 through his recovery process. Temporary Captain Ashby came to the
9 District in 2012 from Elko Fire; along with his regular duties, he has
10 been serving as a teacher at the academy last year and will be there
11 again this year. Fire Chief Sommers handed the badge to Temporary
12 Captain Ashby's wife Roxanne and his children Ava and Gavin pinned
13 his badge on him.

14 Fire Chief Sommers introduced one of the District's newest
15 Firefighter/Paramedic Scott Kesler; he has been in the fire service for
16 20 years with a combination of time at Remsa and Careflight, most
17 recently with Carson Fire. His wife Karen pinned his badge on him.
18 Fire Chief Sommers introduced Firefighter/Paramedic Dale Spieker as
19 the District's next new hire; he worked for the District in 2014 and due
20 to personal reasons moved to Henderson Fire, the District is pleased to
21 have him back. His daughter Lilly pinned his badge on for him along
22 with his wife Katie and two sons Tate and Lucas.

23 Chairman McKay said he was really happy with the promotions and the
24 transitions the District has been going through lately. He invited the
25 employees and their families to enjoy the refreshments in the kitchen.

26
27 **2. Discussion for Possible Action to Award the Contract for the**
28 **North Lake Tahoe Fire Protection District's Annual Audit of**
29 **Fiscal Year 2017-2018. (Presented by Sharon Cary, Business**
30 **Manager)**

31 Chairman McKay introduced Business Manager Sharon Cary to explain
32 the awarding of the audit to Eide Bailly. Business Manager Cary said
33 Eide Bailly has been doing the audits for the District for 13 years and
34 the fee of \$40,000.00 has been the same for the last three years, the
35 additional fee of \$3,000.00 is to cover the extra time they will be
36 spending on the Governmental Accounting Standards Board (GASB)
37 issues and is a onetime fee.

38 The GASB requires the District to record the Public Employees
39 Retirement System (PERS) liability, as a means to inform the public
40 what the cost would be for an unexpected lapse of funding by PERS.
41 Chairman McKay asked if this was for the reporting discussed in the
42 audit from last year and Business Manager Cary replied no, that was
43 the other post employee deductions (OPED) trust which covers retiree
44 health care payments.

1 Director Bremer made a motion to award the Contract for the North
2 Lake Tahoe Fire Protection District's Annual Audit of Fiscal Year 2017-
3 2018 to Eide Bally. Director Herron seconded the motion.
4 Chairman McKay called for a vote and the motion passed 5 to 0.
5

6 **3. Presentation and handout of District's Strategic Thinking** 7 **Progress (presented by Fire Chief Ryan Sommers)**

8 Fire Chief Sommers explained when he took over as Chief he wanted
9 to revisit the Strategic Plan for the District, and over the last few
10 months Assistant Chief Calder, employees and personnel have been
11 contributing their time and ideas for this purpose. Fire Chief Sommers
12 said as the Fire Chief he will be expected to carry out this plan, so he
13 has purposely removed himself from the process in order to let the
14 employees go through the process and create it. Fire Chief Sommers
15 introduced the coordinator Steve Barber; he explained Mr. Barber
16 would discuss where the process is and where it is going. Mr. Barber
17 said he has been an Organizational Efficiency Consultant and Labor
18 Management and Relations Facilitator using non-adversarial
19 negotiation models for years. He explained strategic planning was
20 goals, objectives and steps towards the future achievements of a
21 company; with the world moving so fast and things are changing and
22 the process has become strategic thinking in today's culture. Strategic
23 thinking is not to have a set plan, more having a clear picture of where
24 you want your company to be in the future. The future is always
25 changing and as a company or a District there must be an established
26 picture for the future and a way to get there with a clear established
27 path. Mr. Barber explained in detail the process the District is taking
28 and went over the handouts in the BOD packet with everyone.
29 Chairman McKay asked what the time line was for completion, would
30 this have to be updated and how many meeting have been held so far.
31 Mr. Barber explained it should be completed in late spring depending
32 on schedules, there have been six meetings so far; this document is a
33 living process and will be updated as needed in accordance with the
34 always changing world. Chairman McKay asked Assistant Chief Calder
35 if he had anything to add. Assistant Chief Calder said in the beginning
36 of this process, it was put out to all of the District employees to help
37 come up with ideas which would be a starting point for the rest of the
38 plan, member from each department joined the committee to make
39 this process work. Dave Melkonian designed the PowerPoint and was a
40 great help as a late comer to the process. Assistant Chief Calder felt
41 the deadline of the end of the spring is very optimistic, and thanked all
42 of those who worked on this process.
43 Director Herron asked Fire Chief Sommers if this was going to be in
44 the budget for FY 2018-19 coming up or 2019-20 budget. Fire Chief
45 Sommers said it would not be in this upcoming budget.

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OLD BUSINESS: None.

REPORTS

***Legal Counsel Reports:** Nothing to report

***Board of Directors' Comments/Reports.**

Director Herron said the District has two seats up on the Board and two candidates, Art Cross and Denise Bremer, so it should be a smooth campaign.

***Fire Chief Reports. (Fire Chief, Ryan Sommers)**

Fire Chief Sommers said the District is very close to signing an agreement with REMSA over the boundary lines and other items, it is at legal now. The District and the Local 2139 are starting negotiations and have had two meetings so far.

Fire Chief Sommers said California Office of Emergency Services (Cal OES) is currently revisiting the master mutual aid agreements after this last fire season and will be changing how they need assistance going forward, what this means for the District is that we will probably have more "move up and cover" operations than in previous years. The District will be paid for these operations through Cal OES and will as always make sure the District is covered first.

Fire Chief Sommers mentioned there will be another badge pinning coming up soon, as we had one of the Districts Engineers retire as of today so the position will need to be filled shortly.

***Chief Officers Report (Assistant Fire Chief, Bryan Calder)**

Assistant Fire Chief Calder thanked the Fire Chief for the promotions and allowing employees families attend and be part of the achievements. There will be one more new hire, Jack Ryan, coming on officially this week however, he will be attending the upcoming academy for 12 weeks. Temporary Captain Ashby will be at the academy teaching as well. Fire Marshal Regan said the agreement for Washoe County Building Department (WCBD) to collect fees per the agreement from the Board of Directors meeting in January 2018; it will go before the Washoe County Board of Directors this week and the District should be able to move forward from there. The district will be participating in the Evacuation Drill coming up on May 19, 2018. They will be evacuating Crystal Bay and this event will include multiple agencies all working together to prepare for emergency situations.

***Fuels Management Reports. (Division Chief, Isaac Powning)**

Division Chief Powning said Mother Nature has not cooperated in the burning

1 season, however the teams have managed to get most of the targeted
2 planned for pile burning completed except for Diamond Peak they are
3 waiting for ski season to end.

4 The seasonal hiring process has been completed and depending on Mother
5 Nature the crews should be starting in late May.

6 The Fuels teams are focusing on training right now and preparing for fire
7 season to start.

8 The District billed out just under two million for last fire season and are at
9 81% collected.

10
11 ***Business Manager Reports. (Business Manager, Sharon Cary)**

12 Business Manager Cary thanked Director Bremer for coming in to go over
13 the financial statements even with the inclement weather.

14 The budget workshop is scheduled for the next board meeting Thursday,
15 April 12, 2018 at nine am. With the Chairman's permission the budget
16 workshop and the meeting can be held together. Chairman McKay and the
17 Board agreed to the time and combining the meetings.

18
19 ***Public Education Information Officer Reports. (Public Education
20 Information Officer, Tia Rancourt)**

21 Public Education Information Officer (PIO) Rancourt said the CPR program in
22 the high schools started last week and the District taught 65 seniors.

23 The community blood drive was last week and the event had 57 volunteers
24 come out to donate.

25 The district is gearing up for CPR with the seventh graders at the middle
26 school.

27 The "Every 15 Minutes" program is going good and there has been good
28 feedback and cooperation from the community, the dates are in late May.

29 Winter Wilderness Survival training in cooperation with Tahoe Nordic Search
30 and Rescue was a great success there was 50 fourth grades who
31 participated.

32 Media Day will be May 1, 2018 with cooperation form Sierra Front and will be
33 held at the University of Nevada Reno.

34 The Summer Water Safety program is coming up in May along with Nevada
35 Wildfire Awareness month.

36 Lake Tahoe Wildfire awareness is coming up in June.

37 PIO Rancourt asked for question from anyone. Director Costalupes asked if
38 the District provides CPR classes to the public. Fire Chief Sommers said
39 there are classes scheduled on a regular basis.

40 Fire Chief Sommers mentioned the "Every 15 Minutes" program is intended
41 to be a spontaneous event and the District and other agencies involved are
42 prepared to handle the emotional effects of this event with counselors and
43 other services.

44
45 ***Local 2139 Union Reports.**

1 Union President Tim Allen congratulated all of the recent promotions; he
2 really happy to have the new employees on board they are doing great. He
3 also wanted to congratulate Engineer Scott Peterson on his retirement.

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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.** None.

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9 **Meeting Adjournment.** Chairman McKay adjourned the meeting at 12:58
10 p.m.

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Beckie Dunn-Spomer, Secretary

Greg McKay, Chairman