

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

3  
4                   **March 17, 2021**

5  
6                   **LOCATION:** 863 Tanager, Incline Village, Nevada.  
7

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

10  
11                   **\*Roll Call of the North Lake Tahoe Fire Protection District Board of**  
12 **Directors:** Upon roll call, the following Board Members were present: Susan  
13 Herron, Chairman; Art Cross, Vice-Chairman; Denise Bremer, Secretary-  
14 Treasurer; Greg McKay, Director; James Costalupes, Director.  
15

16                   **\*Guests present:** Fire Chief Ryan Sommers, NLTFPD; Battalion Chief Jeff  
17 Sambrano, NLTFPD; Business Manager Sharon Cary, NLTFPD; via  
18 teleconference, Legal Counsel, Devon Reese; Division Chief Isaac Powning,  
19 NLTFPD; Jeff Byrne, Union President; PIO Tia Rancourt, NLTFPD;  
20 Administrative Assistant/Board Secretary Andreina Quiroz, NLTFPD; Captain  
21 Jake Chatelle, NLTFPD; Captain Monte Santos, NLTFPD; Firefighter Kyle  
22 Clary, NLTFPD; FF/PM Scott Kesler, NLTFPD; Captain Monte Santos, NLTFPD;  
23 Engineer Jeff Cutler, NLTFPD; Captain Casey Quinlan, NLTFPD, Linda  
24 Offerdahl, Incline Village Crystal Bay Community & Business Association  
25 (IVCBA); Ann Nichols, North Tahoe Preservation Alliance.  
26

27                   **Approval of Agenda:** Approved as submitted.  
28

29                   **\*NRS 241.020 RE: Public Comment. This is a Time for the Public to**  
30 **Comment on any Matter, Whether or Not it is Included on the**  
31 **Agenda of this Meeting.**  
32

33 Ann Nichols with the North Tahoe Preservation Alliance is present to make a  
34 Public Comment. She began by introducing herself, stating she has lived in  
35 the area for 50 years and is a Nevada and California Real Estate Broker.  
36

37 Ms. Nichols stated 13 years ago, the Boulder Bay project came forward and  
38 there was time spent trying to influence the ultimate design. One of the  
39 thing that was wanted was to remove the fourth exit out of the Crystal Bay  
40 neighborhood. This resulted in residents going to the Washoe County  
41 Commissioners and appealing that they should not be able to do that. The  
42 end results were that the Commissioners agreed and said that for fire and  
43 circulation, they had to provide a fourth exit out of the neighborhood. This  
44 resulted in Wellness Way, which is heated. She added that now, 13 years

1 later they are trying to take away the fourth exit.  
2

3 Ms. Nichols provided a document that includes the original approved project  
4 that shows where Wellness Way was. She added that because Wellness Way  
5 was 20 feet wide and steep, to be considered safe, it had to be heated. Ms.  
6 Nichols continued onto the second page, explaining that the diagram is the  
7 new, Alien Landing Strip and the road is once again gone. Ms. Nichols stated  
8 there is an Abandonment Variance coming out and stated that the residents  
9 of Crystal Bay would really like their road back, because the only ways out of  
10 upper Crystal Bay are Beowawie Road and Amagosa Road, which are both  
11 steep and terrifying to drive on. She added that the plan is that Lakeview  
12 Avenue will be taken and added to Stateline, which will be steep too at a  
13 12.7% grade. Ms. Nichols asked NLTFPD to please stay with them on this.  
14 On page three, Ms. Nichols included the Abandonment Hearing from 13  
15 years ago where Crystal Bay residents won and the Commissioner at the  
16 time said Wellness Way had to be provided to the neighborhood. Page four,  
17 Ms. Nichols said is verbiage out of the Environmental section that states how  
18 many people will be on the project, and it states there will be 2500 people  
19 on site. She added that this is going to be a significant impact, although  
20 approved 13 years ago, traffic has changed since then and she is hoping to  
21 influence them to get a new traffic and circulation study done.  
22

23 Ms. Nichols thanked the Board of Directors for their time.  
24

25 Chair Herron called for any other Public Comment.  
26

27 No other public comment.  
28

29 Chair Herron closed the Public Comment.  
30

31 **CONSENT AGENDA:** Approved as submitted.  
32

33 Approval of Minutes of the February 17, 2021 Board of Directors Meeting.  
34

35 Director McKay asked if Insurance Service Organization had changed their  
36 name to Insurance Institute, as that transcribed on the last meeting  
37 Minutes.  
38

39 Chief Sommers confirmed there was no name change and it was still  
40 Insurance Service Organization (ISO).  
41

42 Chair Herron asked for Director McKay and District Secretary to meet and fix  
43 the error.  
44

1 Chair Herron approved minutes with the change.

2

3 Review of Accounts Payable for February 2021.

4

5 Approval of the February 2021 Monthly Management Report.

6

7 **NEW BUSINESS**

8

- 9 **1.** Recognition of Engineer Michael Steiner's 15 years of service and  
10 retirement from NLTFPD, presented by Chief Sommers.

11

12 Chief Sommers asked Engineer Steiner to please step forward for  
13 his recognition. Chief Sommers stated Engineer Steiner joined  
14 NLTFPD 15 years ago from the Washoe County School District  
15 where he was a schoolteacher; he worked through the ranks at  
16 NLTFPD and became Engineer. Chief Sommers complimented  
17 Engineer Steiner by saying it had been great working with him and  
18 added that Engineer Steiner was a great asset to the district as well  
19 as that he would be missed, and presented Engineer Steiner with  
20 his Shadowbox, congratulated him and wished him good luck.

21

22 Engineer Steiner began by thanking Chief Sommers for everything.  
23 He added that Chief Sommers was a Battalion Chief (BC) when he  
24 started with NLTFPD and stated it has been very fun. He  
25 complimented the district stating it is a great family and he said  
26 that the part that is difficult and is going to miss is being able to  
27 work with such great people. Engineer Steiner thanked everyone  
28 once again for everything.

29

30 Engineer Steiner was complemented on his retirement and  
31 applauded by meeting attendees.

32

33 Chief Sommers excused guests present to the Incline Station  
34 kitchen for desserts and refreshments.

35

- 36 **2.** Discussion of and Possible Action to pay \$5,000.00 to the Incline  
37 Village Crystal Bay Community and Business Association to be a  
38 founding member of the organization, presented by Chief Sommers  
39 and Linda Offerdahl.

40

41 Chief Sommers began by stating that we are losing our avenue of  
42 communication to reach out to our citizens of Incline village/Crystal  
43 Bay and he truly believes this is an opportunity to enhance that and  
44 not rely so much on Social Media as we know the issues that can

1 happen there. Chief Sommers presented Linda Offerdahl; Executive  
2 Director of Incline Village Crystal Bay Community & Business  
3 Association who will be presenting their product to the District is  
4 willing to join their venture.

5  
6 Chief Sommers began a PowerPoint presentation provided by Mrs.  
7 Offerdahl.

8  
9 Mrs. Offerdahl introduced herself; she said she and her husband  
10 moved here 33 years ago to start a family; all three of their kids  
11 went through the public schools. She stated she had given up her  
12 briefcase for a diaper bag and thought she needed more important  
13 things in her life. Those important things were Mom's groups,  
14 Parent-Teacher Association (PTA's), Boosters Clubs and numerous  
15 Boards that she sat on through the years. When she moved here,  
16 there was a Chamber of Commerce and she remembers how  
17 important that organization was at the time. She added that 33  
18 years ago there was also a newspaper, the Bonanza, which came  
19 out three times a week. Now, we have a regional newspaper. She  
20 stated she could go on about how Incline Village/Crystal Bay has  
21 lost its fabric of its social society and said that we do not have the  
22 unity that we used to have.

23  
24 Mrs. Offerdahl informed the Board that she was here today to let  
25 them know that they are reforming, what used to be the Incline  
26 Community Business Association to Incline Village Crystal Bay  
27 Community & Business Association and they are very much asking  
28 NLTFPD to join as a founding member.

29  
30 Mrs. Offerdahl stated that she was not going to read every slide but  
31 rather talk to the Board. She added that, "Building a Community  
32 where you live, work and play," is their tag line and that resonates  
33 with everybody they reached out to, whether it was a small  
34 business, a resident or agency. They would like to grow the  
35 cohesiveness, support non-profits and business community and  
36 bring them all together so we can move forward with community  
37 initiatives so that we can all become stronger. She explained that a  
38 year ago when the pandemic hit, all of the situations mentioned  
39 before, became tenfold worse. Mrs. Offerdahl stated that the  
40 business community became worried about surviving and families  
41 were worried about staying. She then referred to the Rotary Club  
42 and the Duffield Foundation who gave out family grants and  
43 business grants. When Mrs. Offerdahl was working on the grants,  
44 she realized that there was no communication vehicle here, we

1 have the Daily Tahoe Tribune and when Incline Village General  
2 Improvement District (IVGID) puts something out, and that is she  
3 became interested in bringing back the community and business  
4 association.

5  
6 Mrs. Offerdahl pointed out that there is the North Lake Tahoe  
7 Chamber of Commerce, with ten entities from Incline that are a  
8 part of the Chamber of Commerce, but they have told Mrs.  
9 Offerdahl that they do not obtain any information from the  
10 Chamber of Commerce. Mrs. Offerdahl added that they serve a  
11 purpose, and they too are part of that Chamber, and have  
12 initiatives such as shop local and restaurant programs. Mrs.  
13 Offerdahl said every other community started a Business  
14 Association and gave for example the Downtown Associations in  
15 Tahoe City and Truckee. She added that those agencies are funded  
16 by their County. She said that in 2009, when she had her own  
17 business, "Dress the Party," they did start a business association.  
18 While she did not keep the business, Mike Young and Blane Johnson  
19 kept the business association running but they were unable to  
20 figure out the funding, however she figured out the funding. Mrs.  
21 Offerdahl explained that the funding is partially from a grant from  
22 the Duffield Foundation and the other part is that from every  
23 Agency in town that is a Founding Member, so that we present a  
24 unified front. Mrs. Offerdahl added that IVCBA plans to have  
25 meetings, for members and the public. She added that the first  
26 meeting will be in April, and the President of Sierra Nevada  
27 University (SNU) will speak at, just as NLTFPD would be able to do  
28 so if there was information to communicate.

29  
30 Mrs. Offerdahl informed the Board that she is the Executive  
31 Director; they have funding that will allow them to hire staff, and  
32 hopes to just be the Chair and do everything she does, on volunteer  
33 basis like she has done in the community. She added that Mike  
34 Young and Blane Johnson are still part of the association. Mrs.  
35 Offerdahl named a few more people that are part of IVCBA  
36 including Sheila Leijon, Mary Danahey; Kathy H. Slocum a local  
37 marketing professional, there is also Lee Weber Koch, and Julie  
38 Malkin-Manning a marketing professional that also runs the Ski  
39 Education Foundation.

40  
41 Mrs. Offerdahl stated that so far they have the Duffield Foundation,  
42 the Foundation and then the Dave and Cheryl Foundation, who are  
43 both supporting and a founding member. Mrs. Offerdahl also added  
44 that she and her husband put money, as well as Ridgeline owned by

1 the Duffield's, SNU, the hospitals, Incline Education Fund (IEF), Dr.  
2 Jonathan Smith, OD, a very important person in the town from  
3 different standpoints. She stated that people, who are not founding  
4 members, are still partners.

5  
6 Mrs. Offerdahl stated she is asking of NLTFPD along with Sherriff  
7 Balaam with Washoe County Sherriff's office to join. She stated  
8 IVCBA is pro-community, and have key-focus areas, and pro-  
9 whatever is good for Incline Village. Whether that is in terms for  
10 growth, and to make it a thriving community. She also said they  
11 are not a watchdog, and will not be taking sides but rather  
12 presenting information but for now, they are staying from Short-  
13 Term Rentals (STR's) and some other things. She added she  
14 believes that is what the stuff the community is interested in. She  
15 said they also need workforce housing, as there was a time  
16 teachers and firemen could live here and we would like to have that  
17 feeling again, but we need to be able to address workforce housing  
18 as it is an issue here, she added that that mantel will be led by the  
19 Tahoe Prosperity Center. That is the regional Economic Agency  
20 trying to make everything economically healthy. She added that  
21 there was a workforce study done in South Lake Tahoe and that the  
22 attention is now being turned to North Lake Tahoe. She said there  
23 is a Washoe Tahoe Workforce Housing Group that she suggests  
24 someone from NLTFPD join to help them how to figure out the  
25 situation for here. She also said there is will be a news, including a  
26 weekly bulletin, daily updates, and asked people to subscribe for  
27 free as a community supporter. She stated that at this point they  
28 are brining all the news from the various avenues, so it can all be in  
29 once place. She also said that this Friday, on the Tahoe Daily  
30 Tribune, the Eagles Eye, there is a going to be an Eagles Eye  
31 community page, as well as a quarterly magazine, for Incline  
32 Village. She said that looking at all the different people that interact  
33 with our town they are considerable. Having two governing bodies,  
34 a number of community supporter organizations, and regional  
35 support. Mrs. Offerdahl continued on how talking to residents, and  
36 how the mobility hub had no vehicle, to present anything other than  
37 the town Hall meetings. She added that we are lacking in the  
38 service-oriented organization, and that everybody that knows her  
39 knows that everything she does not make a profit on anything she  
40 does and she is not taking a penny out of this organization. She  
41 would like to promote everyone, whether or not business and  
42 organization joined IVCBA or bought an ad. Mrs. Offerdahl believes  
43 there needs to be industry level, business segment support for the  
44 business here.

1 Mrs. Offerdahl stated that IVCBA.org is a community website that  
2 lists organizations and businesses. Business and organizations are  
3 on the list without having to be a member. On this website, you can  
4 find services like plumbers, social clubs, and agencies, all in one  
5 place. There is also a community calendar, and the events listed on  
6 the calendar go out to the newspapers as well.

7 Mrs. Offerdahl explained that IVGID and sometimes realtors hand  
8 out a packet of information; however, there is not one thing for new  
9 residents from the whole community. Mrs. Offerdahl began to  
10 explain the, "Tap into Tahoe," program she will be implementing.  
11 This program puts together a bag with goods from businesses and  
12 information from agencies, like information NLTFPD would want  
13 residents to have. She added that they would be calling new  
14 residents and welcoming them to Tahoe.

15 Mrs. Offerdahl complimented NLTFPD on being such an integral part  
16 of our town and said that when local heroes are mentioned, people  
17 always talk about the paramedics (PM) and firefighters (FF) that  
18 have helped them. She added that NLTFPD PM/FF are huge, larger-  
19 than-life heroes in the community.  
20

21 Mrs. Offerdahl moved on to talk about events in the area and  
22 mentioned the Red, White and Tahoe Blue, organization. Adding  
23 that the organization had a lot community support, but was not  
24 grounded in something like the IVCBA organization. Now that there  
25 is a better opportunity to work with IVGID, the Visitors Center,  
26 NLTFPD, the Sheriff's Office with IVCBA so they can help with  
27 events actually happen. She added that just like in the Bonanza,  
28 that had the Community Heroes column, they would be having that  
29 too. She added that when people move to Incline and see people  
30 around, they too would like to put a name to the face and know  
31 who people are, as they too want to feel like a local and feel  
32 welcomed. She is shooting for new residents to feel welcome.  
33

34 Mrs. Offerdahl concurred with Chief Sommers statement and  
35 reiterated that they are now another news source for NLTFPD. She  
36 explained that PIO Rancourt would have the ability to post on  
37 behalf of NLTFPD by logging into their portal rather than waiting for  
38 IVCBA to post. She added that they will be having new stories,  
39 along with the recognition presented to Retired Engineer Steiner  
40 earlier; she then asked PIO Rancourt if she would please send her  
41 pictures from today's retirement recognition.  
42  
43

1 Mrs. Offerdahl is in hopes that we see they are trying to build a  
2 commodity with this organization by making people feel welcomed  
3 and give agencies a way to cooperate. She added that there are  
4 basic membership and they are asking everybody to join, including  
5 locals for \$50.00 and small business for \$150.00. She said that this  
6 was a no brainer, and as a Founding Member, we would be viewed  
7 as a partner. She also stated they would not be pushing political  
8 agendas, but rather push issues forward eventually; however, they  
9 are not intended to be a watchdog.

10  
11 Mrs. Offerdahl concluded her presentation and asked if there were  
12 any questions.

13  
14 Vice-Chair Cross asked where the proposed meetings were to take  
15 place.

16  
17 Mrs. Offerdahl replied they would be on Zoom.

18  
19 Vice-Chair Cross asked if they had a physical location for post-Covid  
20 meeting.

21  
22 Mrs. Offerdahl replied there were many partners; SNU has a lawn,  
23 Patterson Hall, and IVGID has great rates. She added that Zoom  
24 has been a game changer, as many people can participate. She also  
25 said the High School has a new theatre than can hold 300 people.

26  
27 Director McKay commented that this was a great idea, and it would  
28 be an augment what PIO Rancourt is able to do and be a part of the  
29 community. He said he was sold and was willing to make a motion  
30 to join the Incline Village Crystal Bay Community and Business  
31 Association and pay \$5,000.00 to be a founding member.

32  
33 Secretary-Treasurer Bremer seconded the motion.

34  
35 Chair Herron stated there was a motion and a second and asked if  
36 there were any other comments.

37  
38 Vice-Chair Cross stated he was not so certain about this for the Fire  
39 Department as a couple things came to mind. He added that we are  
40 a non-profit, we are not a for profit business in this community.  
41 Vice-Chair Cross referred back to Mrs. Offerdahl's comment about  
42 IVGID is bowing out and staying as a side entity due to the political  
43 side.



1 Mrs. Offerdahl replied, they had made the decision of not present to  
2 IVGID to ask them to be a founding member until they had more  
3 experience, as they would be a Corporate Member. She added that  
4 IVCBA is a 501 C (6), they are not a 501 C (3), and said as an  
5 employer in town, this is a like joining a business association, it is a  
6 business expense, not a charitable deduction.  
7

8 Vice-Chair Cross replied that his issue with it is that he does not see  
9 IVCBA as a business but more of a service to the community as a  
10 not for profit. Vice-Chair Cross then asked Chief Sommers and  
11 everyone present, if our \$5,000.00 would be best spent in  
12 communication to get information out per Mrs. Offerdahl's  
13 statement or would it be better spent re-servicing some of the self-  
14 contained breathing apparatus (SCBA), or putting it in the turnout  
15 fund.  
16

17 Chair Herron asked Director Costalupes if he had a comment.  
18

19 Director Costalupes replied he had the same thoughts as Vice-Chair  
20 Cross.  
21

22 Mrs. Offerdahl asked if she could provide a response to Vice-Chair  
23 Cross's concerns. She began by stressing that NLTFPD would not be  
24 buying \$5,000.00 worth of advertising as those transactions can be  
25 done anywhere. What NLTFPD would be doing by paying the  
26 \$5,000.00 is to fund a badly needed organizing group within Incline  
27 Village and setting ourselves up as one of its members.  
28 Additionally she stated that the \$5,000.00 is a onetime  
29 endorsement as the following year, NLTFPS would move to a  
30 corporate membership of \$1,000.00, so it would not be a  
31 commitment for endless years.  
32

33 Vice-Chair Cross asked if we currently donate to other 501 C (3).  
34

35 Mrs. Offerdahl replied that his was not a donation; it would be a  
36 business expense and IVCBA is not a 501 C (3).  
37

38 Chief Sommers also replied to Vice-Chair Cross and stated we do  
39 make other contributions to other organizations, like the Sierra  
40 Front. He explained that the with how unique we are in the wild fire  
41 area, there is an organization put together called the Sierra Front  
42 Cooperators, and every agency that is a part of it gives or makes  
43 sure that that program continues. Chief Sommers added that our  
44 last venture with them was to secure a grant that did not come out

1 of here but the grant was able to provide 300 radios for the Sierra  
2 Front just for the Incident Management team itself. Chief Sommers  
3 explained that there are also monthly dues, just like in the Lake  
4 Tahoe Regional Fire Chiefs Association (LTRFCA) and it is all about  
5 the networking and communication. Chief Sommers explained that  
6 the number one thing that comes out of any incident are any post  
7 or after action reports is communications and we have to keep the  
8 communications up and those fees are giving us the networking for  
9 training. He added that he relies on communication with the other  
10 Chiefs for questions he has, and what they have experienced. Chief  
11 Sommers confirmed that like in other organizations, this too would  
12 be money well spent for NLTFPD.

13  
14 Vice-Chair Cross thanked Chief Sommers for his explanation.

15  
16 Chair Herron, clarified that the \$5,000.00 would be the initial fee  
17 and we would budget for \$1,000.00 a year for the membership fee.

18  
19 Mrs. Offerdahl confirmed.

20  
21 Chair Herron called the question. Chair Herron, Secretary-Treasurer  
22 Bremer, Director McKay and Director Costalupes in favor, Vice-Chair  
23 Cross opposes.

24  
25 Motion passes.

26  
27 Director McKay wished Mrs. Offerdahl good luck.

28  
29 Mrs. Offerdahl commented to Vice-Chair Cross that she would be  
30 more than happy to talk to him about this.

31  
32 Vice-Chair Cross replied that this was more of what the value was  
33 for it and added that Chief Sommers generally answered the  
34 question but he was looking for more details to make sure that our  
35 community's money was being spent in the best way possible.

- 36  
37 **3.** Discussion of and Possible Action to approve resolution 21-01 to  
38 augment the 2020-2021 Capital Projects Fund Budget in the  
39 amount of \$766,755, presented by, Business Manager Cary.

40  
41 Business Manager asked the Board to turn to page 24 of the  
42 meeting packet and she referred to the second column labeled,  
43 Final Budget. She added that that Final Budget was what was  
44 presented to the Board and the Department of Taxation, who both

1 approved it. She said that since that final budget, we have had a  
2 cooperation with NV Energy and as they know, with NV Energy  
3 working in the area, there is a requirement for equipment.  
4 Furthermore, she explained that NV Energy and Nevada Division of  
5 Forestry (NDF) would give us money to expend \$766,755 for  
6 equipment. The equipment to be purchased is a chipper, tow  
7 vehicle, an Engine and four utility vehicles. Business Manager Cary  
8 clarified that this is nothing the District will pay for and that we  
9 have actually already received some of the money towards these  
10 purchases from NDF. We are in the process of purchasing these  
11 vehicles and there is no cost to the District, as it will be money in  
12 and out. This will be the same as the Engines last year. Business  
13 Manager Cary stated we had to augment, as we did not budget to  
14 expend that kind of money, explaining that if we did not augment,  
15 we would be in violation of the law and could potentially be in a lot  
16 of trouble.

17  
18 Chair Herron asked if we anticipate making these purchases this  
19 year.

20  
21 Business Manager Cary confirmed and added that possibly the  
22 engine would not arrive before the end of the year.

23  
24 Chair Herron confirmed we would make the purchase but the  
25 delivery may not occur.

26  
27 Business Manager Cary clarified that we would not pay for anything  
28 until we receive it. She added that fortunately NDF has already  
29 given us money even though we have not purchased anything and  
30 reiterated that there would be no cost to the District.

31  
32 Chair Herron said that with having had a little bit of experience with  
33 this, she asked if it would be a carryforward if we did not receive it.

34  
35 Business Manager Cary confirmed and added that it would be in the  
36 next budget year.

37  
38 Chair Herron stated she just wanted to make sure that was the  
39 case, so everyone is aware and understands.

40  
41 Business Manager Cary reiterated that it carries forward and if we  
42 have the money already, that money would carry forward to the  
43 Capital Projects Fund.  
44

1 Chair Herron asked if there were any questions.

2  
3 Chief Sommers made a clarification and stated we received two  
4 Type 6 Engines from the first purchase, so we have some  
5 purchases.

6  
7 Business Manager added that we did budget for the purchases Chief  
8 Sommers had just mentioned.

9  
10 Chair Herron called for a motion.

11  
12 Vice-Chair Cross made a motion to approve resolution 21-01 to  
13 augment the 2020-2021 Capital Projects Fund Budget in the  
14 amount of \$766,755, presented by, Business Manager Cary.

15  
16 Secretary-Treasurer Bremer seconded the motion.

17  
18 Chair Herron asked for any further discussion.

19  
20 No further discussion.

21  
22 Chair Herron called the question, all in favor.

23  
24 Motion passes unanimously.

- 25  
26 **4.** Discussion of and Possible Action to Award the Contract for the  
27 North Lake Tahoe Fire Protection District's Annual Audit of Fiscal  
28 Year 2020-2021 to Eide Bailly, presented by Business Manager  
29 Cary.

30  
31 Business Manager Cary explained that by March 31, 2021, the  
32 Board has to designate an Audit Firm to do our independent audit.  
33 She added that Eide Bailly has done them for the past 15 years and  
34 they have increased the audit for the District by \$1,000.00, so it  
35 will cost \$47,000.00 this year, and for the Trust, they increased  
36 \$500.00. The cost for the Trust audit last year was \$10,000.00.

37  
38 Director Costalupes stated they have the historical knowledge of  
39 the District and asked if we have asked for a competitor.

40  
41 Business Manager Cary confirmed and added that just earlier today  
42 Chief Sommers suggested that next year we go out to bid. Business  
43 Manager Cary stated the last time we bid was 10 years ago and we  
44 had one response.

1 Director Costalupes stated it is a difficult account to manage and  
2 complimented Eide Bailly saying they do a great job and are very  
3 thorough and he knows Business Manager Cary is happy with them.  
4

5 Business Manager Cary agreed with Director Costalupes that they  
6 do a good job and are thorough.  
7

8 Director Costalupes stated that from personal experience we do not  
9 want them to get too comfortable.

10 Director McKay asked if this was considered Professional Services.

11 Business Manager Cary confirmed.

12 Director McKay stated he knew they did better last year and the  
13 actuarial study made it difficult to stay on schedule, which  
14 historically they have had trouble with getting it done on time.

15 Business Manager Cary added that actuarial study for the trust and  
16 our liability has been an issue for the last two years of the audit and  
17 is in hopes that that will not be the case this year, if it is, we can  
18 look at another actuarial, as there are a couple out there.

19 Secretary-Treasurer Bremer made motion to Award the Contract for  
20 the North Lake Tahoe Fire Protection District's Annual Audit of Fiscal  
21 Year 2020-2021 to Eide Bailly.

22 Director McKay seconded the motion.

23 Chair Herron asked Business Manager Cary if she wanted the cost  
24 of \$57,500 included in the motion.

25 Business Manager Cary replied yes.

26 Chair Herron asked Secretary-Treasurer to amend the motion.

27 Secretary-Treasurer Bremer made motion to Award the Contract for  
28 the North Lake Tahoe Fire Protection District's Annual Audit of Fiscal  
29 Year 2020-2021 to Eide Bailly for a total of \$57,500.00

30 No further questions.

31 Chair Herron called the question, all in favor.

32 Motion passes unanimously.

33 **5.** Discussion of and Possible Action to approve the Business  
34 Manager's request to initiate wire transfers form the District's Bank

1 accounts as long as each wire is dually approved by the Fire Chief  
2 or Assistant Fire Chief, presented by Business Manager Cary.

3  
4 Business Manager Cary began by stating that it has been an  
5 unwritten law that she as the Business Manager cannot wire funds  
6 out of the District funds as she has so much control over the funds  
7 and accounts. She added that it has been getting tricky because  
8 one of the issues for example is the Trust, where we have to take  
9 funds out and then put them back in to validate the trust.  
10 Furthermore, she explained that without having the ability to wire  
11 funds and in order to comply with Retirement Benefits Investment  
12 Firm (RBIF) she needs to FedEx a check to Carson City, five days  
13 business days before the transaction, making it a short time period  
14 and there was a time it was late and the funds came back. Business  
15 Manager Cary stated she would not like to rely on FedEx, UPS or  
16 even United States Postal Service (USPS) as we have been late in  
17 the past.

18  
19 Additionally, Business Manager Cary stated we pay for refunding of  
20 the bonds, so now we have debt for the additional \$1.5 million bond  
21 and the balance of what we had previously is now all one. Business  
22 Manager Cary stated she received the invoice for those five days  
23 before it was due and was scrambling to get it overnighted via  
24 USPS, as our contact at Chase Bank did not have a physical address  
25 for us to send via FedEx. Business Manager explained that it would  
26 also not be just her setting up the wire. She would set the wire up  
27 with Wells Fargo and Umpqua Bank and either Chief Sommers or  
28 AFC Barnum would log in and authorize the last step, confirming  
29 validity of the wire. Business Manager Cary stated that this would  
30 help simplify the process. She also added that every other week  
31 there are payables to Union Dues and the 457 retirement. She  
32 added that having the ability to wire funds would simplify the  
33 process.

34  
35 Director McKay asked if there would be a new page in the Budget  
36 showing the wire transfers for the year.

37  
38 Business Manager Cary replied she could do that and added that it  
39 would be a dual approval for both banks.

40  
41 Vice-Chair Cross stated that this all sounds great and it makes  
42 sense as to why Business Manager Cary is requesting this. He  
43 stated his only concern was that we are following Best Business

1 Management Practices with what she is proposing by having the  
2 Chief and or the AFC approve the wire.

3  
4 Business Manager Cary replied that yes, because right now she  
5 went through the process with the Chief and a Purchase Order (PO)  
6 that requires his approval before the check is made. She continued  
7 to explain that it would be the same, she would use a PO so that we  
8 have a written document explaining what and why is happening.

9  
10 Vice-Chair Cross stated he understand and asked if the process she  
11 was describing, part of best business practices.

12  
13 Business Manager Cary confirmed it was.

14  
15 Vice-Chair Cross asked if IVGID wired money.

16  
17 Chair Herron confirmed they did.

18  
19 Director Costalupes commented that wiring money does not happen  
20 immediately and often times has a day in lag time however it does  
21 simplify the process.

22  
23 Director McKay suggested it might be easier putting in the monthly  
24 budget packet, with the monthly accounts payable to show what  
25 was wire transfers versus regular checks.

26  
27 Chair Herron agreed, and stated that by showing EFT and the check  
28 number would suffice. She also suggested that in whatever motion  
29 is made, both bank accounts should be identified i.e.: Umpqua and  
30 Wells Fargo, to be clear that those are the two banks being  
31 authorized as she believes those are the two banks Business  
32 Manager Cary wants and she does not believe there are more than  
33 one account at each bank.

34  
35 Business Manager Cary replied we have two accounts at Umpqua,  
36 the general checking account and the money market account. At  
37 Wells Fargo, we have the ambulance fund account.

38  
39 Chair Herron confirmed with Business Manager Cary that she would  
40 like authority to wire funds from the Ambulance Fund account at  
41 Wells Fargo and the general checking account in Umpqua, and no  
42 authority over the Money Market account.

43  
44 Chair Herron asked if everyone understood the clarification.

1 Vice-Chair Cross made a motion to approve the Business Manager's  
2 Cary's request to initiate wire transfers form the NLTFPD Wells  
3 Fargo account association with Ambulances, and the NLTFPD  
4 General Checking account, as long as each wire is dually approved  
5 by the Fire Chief or Assistant Fire Chief.

6  
7 Director McKay seconded the motion.

8  
9 Chair Herron confirmed the dual approval would be from the Fire  
10 Chief and Assistant Fire Chief.

11  
12 Chair Herron asked if there was any further discussion.

13  
14 Chair Herron called the question, all in favor.

15  
16 Motion passes unanimously.

17  
18 Business Manager Cary thanked the Board.

19  
20 Vice-Chair Cross asked what the fee for using FedEx was, as he just  
21 used the service and paid \$17.00.

22  
23 Business Manager Cary replied it cost \$11.00, and could increase if  
24 we request a pick up.

25  
26 Secretary-Bremer asked how much a wire cost.

27  
28 Business Manger Cary replied it cost \$13.00

29  
30 **OLD BUSINESS:** No old business.

31 \*Legal Counsel Reports.

32 Legal Counsel Devon Reese reported continued monitoring on the taxpayer  
33 litigation, as that matter has currently been in the process of being appealed  
34 by the Washoe County School District (WCSD), to the extent that they  
35 continue to monitor it to protect the Districts interest. He added that they  
36 are largely raising legal issues that the District has previously raised in the  
37 Nevada Supreme Court and lost. He also said that similarly, there are  
38 ongoing discussions with various members of the County Commission about  
39 their intention moving forward. Legal Counsel Reese is in hopes of having a  
40 more specific and concrete discussion with the Board at the next Board  
41 meeting, as these discussions continue to happen at least once a week.

42 End of report.



1 \*Board of Directors Comments or Reports.

2 Director Costalupes commented that the Boulder Bay development that was  
3 approved 13 years, on the first iteration they had an auxiliary exit point for  
4 the people that live on Reservoir Road and the west end of Crystal Bay. He  
5 continued to say that all of the exit points on Crystal Bay hill ad trying to  
6 gain access onto the highway is a crapshoot at any given time, as you have  
7 to look both ways three ways three times, before driving out and it is a very  
8 dangerous exit area. He added that the safest spot was on Reservoir Road  
9 on the proposed entrance to Wellness Way. Additionally he said that looking  
10 at the new iteration the tower project is there and this is a new switch. He  
11 stated that if NLTFPD had anything to do with this he believes Ms. Nichols  
12 advised should be followed and ask for a traffic study as he was one a  
13 Crystal Bay resident and it is very dangerous with people speeding on icy  
14 and steep roads. Director Costalupes does not believe that NLTFPD should  
15 give the Boulder Bay development everything they are want without making  
16 them provide a fourth exit. Director Costalupes stated that this was his  
17 opinion as a resident too.

18 Chair Herron thanked Director Costalupes for his comment.

19 Chair Herron asked if there were any other comments. No comments.

20 Chair Herron suggested that Chief Sommers and Director Costalupes talk so  
21 Chief Sommers could provide more information to Director Costalupes about  
22 the Boulder Bay project and NLTFPD's role is.

23 Chief Sommers stated he could touch on it and would follow up with Director  
24 Costalupes. Chief Sommers stated that 13 years the Fire Chief and Fire  
25 Marshal did not approve of Wellness Way going through the middle of the  
26 resort for various reasons. Chief Sommers added he has been talking to the  
27 retired Fire Chief about that and learned that the Nevada Department of  
28 Transportation (NDOT) was very much against it 13 years ago. Chief  
29 Sommers stated that was 13 years ago but it could be re-visited and take in  
30 all the considerations that have been presented. He added that after  
31 speaking with the Assistant County Manager, part of the other issue, is that  
32 this passed it 13 years ago being very vague about Wellness Way and  
33 whether it was authorized it or not. Chief Sommers stated that there is  
34 interpretation from all parties of what they heard during the meetings. Chief  
35 Sommers stated Interim Fire Marshal Donohue is taking calls on this issue  
36 and we are looking at it and we can discuss further and we can make the  
37 best decision with the most presented information we have available.

38 Director McKay asked if the increased interest because they are actually  
39 planning to pull the trigger this summers.

1 Chief Sommers replied he believes they are looking at having that up and  
2 running.

3 Director Costalupes stated his argument is that a big developer beats the  
4 local residents for the interest of money and they are community oriented  
5 but the best numbers for them, as more marketable condominium space is  
6 more profitable. He also commented that for his friends on Reservoir Road  
7 and Crystal Bay this is a hardship.

8 \*Fire Chief Reports presented by Fire Chief Sommers.

9 Chief Sommers stated he would be reporting for himself and AFC Barnum.

10 Chief Sommers began to report on Dispatch stating that Washoe County has  
11 been transferring our calls for service to a ten-digit phone number. However  
12 starting on the 23<sup>rd</sup> we are testing and going live with a true PZAP transfer,  
13 meaning that any information will come across on the computer, the  
14 dispatcher in Grass Valley will now have the latitude and longitude or the  
15 address of the caller. He stated this has been a long process, especially with  
16 COVID-19 but we are getting there and it should be seamless, as they will  
17 have the ability to do the same back to Washoe County.

18 Chief Sommers moved on to Short Term Rentals (STR's), and stated there  
19 was a first reading before the Washoe County Commissioners in February  
20 and it passed with some changes. He stated he has not seen the changes,  
21 but they will look at the changes as there is a second reading on Tuesday  
22 the 23<sup>rd</sup> and confirmed Interim Fire Marshal Donohue will be attending the  
23 meeting.

24 Chief Sommers stated we have successfully applied for a Federal Emergency  
25 Management Agency (FEMA) Grant for Radios, as we need to update our  
26 radios.

27 \*Chief Officers Reports presented by Assistant Fire Chief Barnum.

28 Chief Sommers reported on behalf of AFC Barnum stating AFC Barnum  
29 apologizes for not being at the meeting today. AFC Barnum committed to  
30 vaccinate IVGID employees today.

31 Chief Sommers took a moment to recognize AFC Barnum and FF/PM Jill  
32 Andersen and complimented the outstanding job they are doing with the  
33 vaccine pods and point of distributions. He added that when Washoe County  
34 cannot handle an organization they allocate the vaccines to us to administer.  
35 He informed the Board that NLTFPD will be vaccinating all of the Humboldt-  
36 Toiyabe Forest staff in Sparks. Chief Sommers added that we also reached  
37 out to Lake Tahoe Basin Management Unit to be vaccinated.

1 Chief Sommers reported it is time for Emergency Medical Services (EMS)  
2 renewal but the State EMS office is down to 33% of their staff, they have  
3 two people reviewing applications and this will cause us to be late with the  
4 renewals.

5 Chief Sommers reported there would be training focusing on Hazmat and  
6 trench rescue. We are in a better spot to be able to send people to training.

7 Chief Sommers stated that with the retirement we had today, we will be  
8 having an Engineers test at the end of May and crew are putting that  
9 together.

10 Chief Sommers reported Fleet is going well. He also stated that we have  
11 received the new boat and it is next door, we cannot launch right now but  
12 with better water conditions, we may be able to get it in the water. We will  
13 be following the Foundations request for Press Releases.

14 Chief Sommers stated we are also busy with the Covid-19 vaccines and  
15 thanked everyone on staff and on the line through the pandemic.

16 Director Costalupes asked for clarification on if the water was not enough  
17 water to launch the boat.

18 Chief Sommers replied that it is too low for the ramps, as it is a triple axel  
19 trailer.

20 Director McKay asked Chief Sommers if he had had the meeting about  
21 Mutual Aid.

22 Chief Sommers replied they have had meetings, one last week that did not  
23 go well, therefore the five Chiefs appointed to address the issue have a  
24 meeting next week, but as of now, there has not been any progress. He  
25 added that NDF has realized where our issues and we are educating them  
26 one that and hopefully by fire season things will be better.

27 End of report.

28 \*Prevention Reports presented by Interim Fire Marshal Donohue.

29 NLTFPD

30 BOD

31 March 2021

32 I. Prevention Report for February 2021 (17 regular working days)

33

34 A. Inspections completed = **66**

- 1           1. Business License, Washoe County Child Care,
- 2            Reoccurring/Annual, Re-inspections, and Complaints = 6
- 3           2. Construction = 40
- 4           3. D-Space (const. related only) = 7
- 5           4. Fire drills = 0
- 6           5. Knox Box = 6
- 7           6. Special Event = 2
- 8           7. Burn permit/Hot Work inspections = 5
- 9
- 10          B. Plan review projects received (includes initial, corrections, and
- 11          revisions) = **55** (80 hours)
- 12           1. WC = 34
- 13           2. NLTFPD = 6
- 14           3. Pre-TRPA = 15
- 15
- 16          C. Permit fees (billed for December 2020) = **\$ 11,937.99**
- 17           1. NLT & Pre-TRPA review/inspection fees = **\$3,353.00**
- 18           2. WC review/inspection fees = **\$8,584.99**
- 19
- 20          D. NLT construction permits (fire sprinkler, fire alarm, kitchen hood
- 21          suppression, residing, hot work, etc.) issued = **7**
- 22
- 23          E. Burn permit/recreational fuel-fired/ Hot Work permits issued = **5**
- 24
- 25          F. Fires investigated = 0
- 26
- 27          G. Training hours = **9** hours
- 28
- 29          H. Public Education Presentation Outreach (COVID Clinics) = **5**
- 30          tasks (18 hours)
- 31
- 32          II. Short-Term Rental update
- 33            A. The first reading by the Washoe County BCC was done
- 34            2/23/2021. Second reading will occur on March 23, 2021. If
- 35            passed, privilege license program starting May 1 with three-
- 36            month grace period. Enforcement to start Aug.1.
- 37            B. Amendment to NLTFPD fee schedule submitted as separate
- 38            agenda item for April 2021 (tentatively).
- 39
- 40          \*Fuels Management Report as presented by Division Chief Powning.
- 41          Division Chief Powning reported they have completed hiring for seasonal
- 42          employees and full time positions. DC Powning stating they are preparing for
- 43          the season by obtaining equipment and supplies.

- 1 DC Powning all pile burning has been completed, there were 240 acres  
2 completed which is the most that have been done in a year. DC Powning  
3 stated there might potentially be a Spring Burn at some point but that is  
4 dependent on Mother Nature and the right resources.
- 5 DC Powning stated that with burning being complete, our resources are  
6 working in Genoa with NV Energy and one person helping the mechanic.
- 7 DC Powning stated there is training happening also, they have sent people  
8 to Las Vegas to coordinate training for the NV Energy Linemen.
- 9 Director McKay asked what the cost of a Type-6 was.
- 10 DC Powning replied they were about \$174,000.00
- 11 No further reports.
- 12 \*Business Manager Reports presented by Business Manager Cary.
- 13 Business Manager Cary thanks the Board for the cooperation today and  
14 thanked the Board for changing the Budget workshop date, especially  
15 Secretary-Treasurer Bremer for meeting with her prior to the submission of  
16 the tentative budget.
- 17 Chair Herron clarified that that was just the tentative budget and that  
18 changes could happen after.
- 19 Business Manager Cary confirmed and stated that Final budget is due on  
20 May 19<sup>th</sup>.
- 21 \*Public Education Information Officer Reports presented by PIO Rancourt.
- 22 PIO Rancourt stated her report was e-mailed along with pictures of the  
23 smoke safety trailer, as it had been re-wrapped.
- 24 PIO Rancourt took a moment to thank the Duffield Foundation for allowing  
25 us to do that adding that we have had the trailer since 2002 and it was  
26 starting to show its age.
- 27 PIO Rancourt confirmed we are planning to host the Pancake Breakfast on  
28 July 3, 2021 so we can submit the special event permit.
- 29 PIO Rancourt has continued to reach out to the local schools to run our  
30 programs, she has had some responses and we may be able to do the Water  
31 Safety Program as it will be outside and also bring an ambulance for EMS  
32 week in May.
- 33 PIO Rancourt reported that Winter Wilderness program was done online and  
34 had a Zoom follow up with students.

1 PIO Rancourt lastly reported a Blood Drive in August.

2 **2/18/2021 – 3/17/2021 Program Summary**

3 **Community Safety & Education**

4 **Board Meeting, Wednesday, 3.17.2021**

5

6 **PROGRAM UPDATES:**

7 1. Press Releases distributed 2/17/2021 – 3/17/2021:

8 a. Pile Burning Through March 12, 2021 3/2/2021

9 b. TFFT Agencies Continue Lake Tahoe Prescribed Fire Ops  
10 3/2/2021

11

12 2. We have successfully completed 2 COVID-19 Vaccine events for  
13 65+ yrs. (300+ as well as educators, roads, and infrastructure  
14 groups.

15

16 a. Thank you again to our agency partners WCHD, IVCH  
17 and IVGID for the collaboration.

18 b. We continue to work through the 65+ and  
19 frontline/essential worker list and hope to expand our  
20 efforts as soon as we are allowed.

21

22 3. Flu Vaccines distributed to date – 105 (since September 15<sup>th</sup>)

23

24 4. 'New' and improved Smoke Safety Trailer

25 a. Thank you to the Duffield Foundation for our new and  
26 improved smoke safety trailer. It has a new vinyl wrap  
27 that looks beautiful and no longer shows the wear and  
28 tear of 19 years, and the outdated graphics from 2002.

29

30 5. Winter Wilderness Survival Program with Tahoe Nordic Search  
31 & Rescue (TNSAR) – COVID-19 style

32 a. TNSAR put together a video that we sent to our Incline  
33 Elementary School and Lake Tahoe School 4<sup>th</sup> grade  
34 classes.

35 b. We will follow up with a Zoom Q & A with the students  
36 after their review.

37

38 6. Easter Egg Hunt Event w/IVGID – Saturday, April 3<sup>rd</sup> 11a – 2p  
39 @ Championship Golf Course

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a. More info and flyer to follow

7. CPR/American Heart Association Training Center Classes:

- a. Feb 9, 2021 – Mar 11, 2021: 32 classes, 334 students
  - i. ACLS – 3 classes, 6 students
  - ii. BLS – 13 classes, 55 students
  - iii. Heartsaver – 2 class, 2 students
  - iv. PALS – 4 classes, 38 students
  - v. Other – 9 classes, 233 students

b. 111 AED’s placed throughout Incline Village/Crystal Bay

8. Social Media Coverage:

- a. Google Analytics:
  - a. Facebook page – total likes 4,849
  - b. Instagram – 2,273 followers
  - c. Twitter – 1,363 followers
- d. Website Jan 30 – Feb 28: 5,752 page views, 4,054 unique page views.

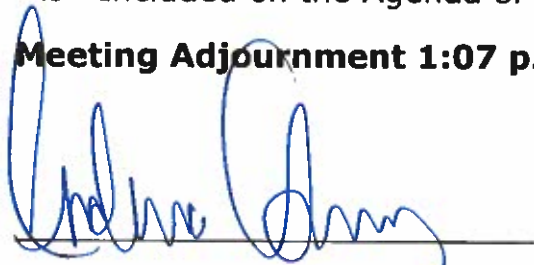
\*Local 2139 Union Reports presented by Union President Byrne.

No report.

**\*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.

**Meeting Adjournment 1:07 p.m.**



Andreina Quiroz, Secretary



Susan Herron, Chairman