

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

November 17, 2021

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; Art Cross, Vice-Chairman; Denise Bremer, Secretary-Treasurer; Greg McKay, Director; James Costalupes, Director.

***Guests present:** Fire Chief Ryan Sommers, NLTFPD; Assistant Fire Chief Russell Barnum, NLTFPD; Battalion Chief Carol Green, NLTFPD; Legal Counsel, Alex Velto; Division Chief Isaac Powning, NLTFPD; Brian Maples, Union Secretary; PIO Tia Rancourt, NLTFPD; Fire Marshal Jennifer Donohue, NLTFPD; Administrative Assistant/Board Secretary Andreina Quiroz, NLTFPD; Logistics Manager Alan Green, NLTFPD; Inspector Mooneyhan, NLTFPD; Zack Chatelle, NLTFPD; Shayne Reed, NLTFPD; Brett Jacobsen, NLTFPD; David Melkonian, NLTFPD; Chase Purinton, NLTFPD; Jake Fonken, NLTFPD; Emily Raw, NLTFPD; Thomas Rores, NLTFPD; Cory Crosby, NLTFPD; Jack Ryan, NLTFPD; Scott Woodcock, NLTFPD; Engineer Ken Leijon, NLTFPD; Community member, Shelia Leijon.

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.** There were no public comments.

CONSENT AGENDA: Approved as submitted.

Approval of Minutes of the September 15, 2021, Board of Directors Meeting.

Review of Accounts Payable for September 2021.

Review of Accounts Payable for October 2021

Approval of the September 2021 Monthly Management Report.

Approval of the October 2021 Monthly Management Report.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43

NEW BUSINESS

- 1.** Recognition of Engineer Leijon's 24 years of service and retirement from NLTFPD, presented by Chief Sommers.

Chief Sommers asked Engineer Ken Leijon to please come forward.

Chief Sommers began by saying Engineer Leijon joined NLTFPD in 1990 as a volunteer Firefighter (FF) and became a seasonal FF in 1991. Engineer Leijon was hired full time in 1997 as FF, attended Paramedic (PM) school and was promoted to FF/PM in 2001, until 2008 when he was promoted to Engineer where carried out the rest of his career up until his retirement.

Chief Sommers presented Engineer Leijon with his shadowbox and thanked him for his service. Chief Sommers expressed it had been awesome to have Engineer Leijon as a part of the NLTFPD family, complimented him on being an outstanding employee, and added it was great he was a local.

Engineer Leijon thanked everyone and expressed his gratitude.

Engineer Leijon explained that his shadowbox had three badges and three patches that represent NLTFPD in different periods of time. The Fireman's badge from the late 90's was given to him by former Captain when he was promoted in 1997, he has always cherished it and it means a lot to him to have it in the shadowbox.

Engineer Leijon explained that NLTFPD sent him to paramedic school, and he expressed that he is proud of the years he served as a medic, at that time they had a different badge as it was Incline Crystal Bay Fire, and that patch was also in his shadowbox.

Engineer Leijon stated he really enjoyed working with people, moving up though the ranks and training.

Engineer Leijon elaborated on his career stating that in 1990 as volunteer FF, worked several seasons as a seasonal FF, and was hired full time in 1997. He added that at the end of his volunteer service, he was President of the Volunteer Association, and continues to do Public Education service as a volunteer with Fireman Dave Zaski and Public Information Officer (PIO) Tia

1 Rancourt; spending a lot of time in the schools, and developing a
2 lot of programs that he believes had a huge impact on the district.

3
4 Engineer Leijon also spent many years working as facilities
5 maintenance which kept him busy for many years around the clock.
6 In the closing years of his career, Engineer Leijon spent time
7 training with new Engineers and mentoring, he was involved with
8 apparatus acquisition team, and lead the team on latest Type 3
9 acquisition.

10
11 Engineer Leijon drove by the station one week after his retirement
12 and it occurred to him that so much has changed, he did not know
13 what has going on behind the doors but knows that there is so
14 much happening here that now that he is a citizen of the
15 community and not a member of the district, it is easy to lose sight
16 of that. He added that while we welcome community members to
17 the district with open arms, many people do not come to see how
18 much is really going on or have any idea of all that goes on in the
19 district.

20
21 Engineer Leijon concluded his speech by thanking Chief Sommers
22 and Assistant Fire Chief Barnum (AFC Barnum) for the work they
23 are doing to continue to make this a wonderful organization that
24 really provides the best service to the community; Board of
25 Directors for their commitment; Administration staff, Fuels,
26 Prevention, and PIO Rancourt. Engineer Leijon stated it truly is a
27 remarkable organization and it has been a real pleasure to be here.

28
29 Engineer Leijon was applauded by all, and Chair Herron excused
30 guests present for refreshments.

31
32 **OLD BUSINESS:** No old business.

33
34 *Legal Counsel Reports.

35
36 Legal Counsel Alex Velto had no report unless anyone had questions.

37
38 *Board of Directors Comments or Reports.

39
40 Chair Herron reported that she and Vice-Chair Cross had met with Chief
41 Sommers and Division Chief Powning (DC Powning) and had a great
42 discussion regarding the Fuels Department. Chair Herron informed the Board
43 and staff that during the December Board of Directors meeting (BOD), 45
44 minutes to an hour will be added to the meeting to obtain a more in-depth

1 report to the whole Board on Fuels and Vice-Chair Cross has already outlined
2 what he would like to see, and DC Powning has agreed to that. Chair Herron
3 thanked Chief Sommers and DC Powning for the meeting stating it was very
4 informative.

5
6 *Fire Chief Reports presented by Fire Chief Sommers.

7
8 Chief Sommers reported the sale of an older KME Engine adding it was
9 delivered yesterday to Peninsula Fire at Lake Almanor.

10
11 Chief Sommers stated he had been asked to serve as a Subgroup Member of
12 SNPLMA Round 19 nominations, in which he will be participating.

13
14 Chief Sommers informed the BOD, that the morning of the December 15th,
15 BOD Meeting, he and Insurance Broker, Mike Menath, will be meeting with
16 the Insurance Commissioner, to talk about wildfire and homeowners'
17 insurance and the lack of renewals happening within our District. He will do
18 his best to do his part and be back in district by noon.

19
20 Lastly, Chief Sommers stated last month's BOD meeting was cancelled due
21 to his fire commitment in Oregon, which went very well. He added he
22 represented the Sierra Front and took over a Type 1 fire as a Type 3 team, it
23 was very busy but had overall very good results.

24
25 Chair Herron asked Chief Sommers if it would be beneficial to him to change
26 the December BOD meeting. Chief Sommers replied that it would not as it
27 has already been set up for the auditors to present that day so he would like
28 to leave it as is.

29
30 *Chief Officers Reports presented by Assistant Fire Chief Barnum.

31
32 AFC Barnum reported on Emergency Medical Services (EMS) for Battalion
33 Chief (BC) Sambrano stating BC Sambrano is working on the coordination of
34 the PM Refresher that will be held December 1st through 3rd, 2021 and there
35 are about 165 attendees signed up. It should be great as there are new
36 speakers and the education component will be significant too.

37
38 AFC Barnum reported on Communications for BC Green, stating 20-year-old
39 communication equipment has been replaced in all three stations and
40 working great.

41
42 AFC Barnum reported on Training for BC McClellan stating their focus is on
43 hose pulls before the snow falls to get evolutions out of the way.

1 AFC Barnum reported on Fleet stating apparatus is being rearranged, there
2 will be a lot of movement happening as the trailers will move in and the
3 Buggies will move out to the valley. All other apparatus is in service.

4
5 AFC Barnum reported on staffing, currently there are four employees in
6 Academy with one head Recruit Training Officer (RTO), they are doing
7 fantastic, and AFC Barnum receives great reports from Captain Ashby who is
8 at the Academy. He added that looking at out full-time equivalence,
9 currently we are 43.25 equivalence, however that will change in January
10 with the retirement of BC McClellan. AFC Barnum stated that with BC
11 McClellan's retirement recently a BC Chief's test was held, and four internal
12 candidates tested, and he is very happy.

13
14 AFC Barnum reported we have completed the COVID-19 booster regimen for
15 internal employees and some community cooperators. AFC Barnum stated
16 that that is where we will be ending our relationship with vaccinations.

17
18 Lastly, AFC Barnum took a moment to compliment one of NLTFPD's newer
19 employees, Emily Raw. AFC Barnum stated she is new employee and still on
20 probation, and over the last eight months, he has more "Atta boys", kudos
21 and positive feedback from the community on the service that she delivers,
22 the amount of time that she spends with them and AFC Barnum believes this
23 feedback is important to pass onto the BOD, because new employees on
24 probation are typically more reserved, he eluded to the fact that he has not
25 had compliments on an employee like he has received about Ms. Raw in his
26 entire career.

27
28 Director McKay asked when it would be anticipated announcing BC McClellan
29 replacement. AFC Barnum replied he would be announcing the replacement
30 around the second week of December, as there are Chief's interviews to
31 follow up and as soon as candidates can be lined up, a side-by-side
32 comparison with BC McClellan will be done.

33
34 No further questions. Chair Herron thanked AFC Barnum.

35
36 *Prevention Reports presented by Fire Marshal Donohue.

37
38 Fire Marshal Donohue reported inspections and plan reviews remained
39 steady in September and October. There was one structure fire in
40 September and one vehicle fire in October in which prevention responded to
41 and investigated.

42
43 Fire Marshal Donohue also reported the Prevention staff assisted PIO
44 Rancourt with Fire Prevention Week programs, taking on most of the visits

1 with elementary school children and totaling between 20 to 30 hours.

2

3 Fire Marshal Donohue reported to date 612 Short Term Rental (STR)
4 applications have been reviewed. Billing \$33,000 in STR inspection fees, and
5 after meeting with Washoe County, the initial \$90.00 inspection fee will be
6 increased to \$180.00 to cover costs on STR's inspections.

7

8 Director Costalupes asked if when inspections were being conducted, if they
9 were finding corrections or if they were good to go.

10

11 Fire Marshal Donohue replied about 60-70% of STR's were ready upon
12 inspection, there are a few that need to be re-inspected mostly because of
13 Defensible Space issues as the vegetation management is not quite
14 understood.

15

16 Director McKay asked what percentage of STR's are managed local property
17 management business versus the owners.

18

19 Fire Marshal Donohue replied she did not know that she could provide an
20 estimate but could look into it. Based on the application, because the owners
21 all must submit the application, they do not always know who is being
22 managed by a company until they get further into the process. Fire Marshal
23 Donohue stated this is something she could look up and get back to the
24 Board on.

25

26 Director McKay stated he was just curious and asked Fire Marshal Donohue
27 not to spend the extra time.

28

29 No further questions.

30

31 *Fuels Management Report as presented by Division Chief Powning.

32

33 DC Powning introduced Amanda Jillson who has been hired as the Fuels
34 Administrative Assistant. He added she is learning a complex system quickly
35 and they are happy to have her.

36

37 DC Powning reported seasonal employees are being laid off, Slide Mountain
38 crew will be laid off today, Rifle Peak crew will be laid off on Saturday and
39 the NV Energy module will be laid off tomorrow, Thursday. The three engine
40 modules will remain staffed and available for resources and will be working
41 in the basin and in the valley.

42

43 DC Powning reported the inability to pile burn due to weather with the
44 exception of two or three days previously, as well as signing another

1 agreement with the Forest Service for 120 acres of piles north of Second
2 Creek and Wood Creek.

3
4 DC Powning Grant informed the BOD that the grant for SNPLMA Round 18,
5 was awarded and the final signature will be in January.

6
7 DC Powning stated he would have season statistics will be reported and
8 available next meeting.

9
10 *Business Manager Reports presented by Business Manager Cary.

11
12 Chair Herron stated Business Manager Cary has been excused from this
13 meeting.

14
15 *Public Education Information Officer Reports presented by PIO Rancourt.

16
17 PIO Rancourt thanked C-Shift as they helped Incline Rotary Club by bringing
18 the ladder truck to their annual Duck Drop, on October 8th, 2021, in which
19 the Rotary raised \$9,000; and in appreciation and gratefulness for a
20 successful event, of the \$9,000, \$1,000 was donated to Northern Nevada
21 Children's Cancer Foundation (NNVCCF), the same Foundation Local 2139
22 Union donates to.

23
24 PIO Rancourt thanked everyone for all the help during Fire Prevention Week,
25 especially the Prevention Division. It was recorded that 225 kids
26 participated, and they absolutely loved it.

27
28 PIO Rancourt took a moment to present to the Board the recently put
29 together video, 'NV Energy – Protecting our Communities through
30 Partnership & Collaborations,' adding that the video was put together with
31 the financial support of NV Energy. PIO Rancourt also took a moment and
32 thanked agency cooperators, Incline Village General Improvement District
33 (IVGID) and NV Division of State Lands. She explained that the video goes
34 over the fuel's mitigation efforts throughout the years and the history of our
35 current business model, as well as looking into the future and a call to action
36 to the local community.

37
38 NV Energy – Protecting our Communities through Partnership &
39 Collaborations- video presented. Available for viewing at:

40
41 <https://www.youtube.com/watch?v=Hzt3bfYCFIA>

42
43 Chair Herron and Vice-Chair Cross complimented the excellence of the video.

44

1 PIO Rancourt stated we are in hopes of creating more videos like this in the
2 future.

3

4 PIO Rancourt expressed her gratitude for the support and thanked the Fuels
5 Division for all their participation and support.

6

7 Vice-Chair Cross asked if social media like Facebook is the basic outlet being
8 used to reach audiences.

9

10 PIO Rancourt confirmed and added that the video was posted on all the
11 social media outlets, the districts YouTube channel she is working on
12 building and all our partners will be circulating the video as well. PIO
13 Rancourt added the next step is to have it run as a Public Service
14 Announcement (PSA) on all the networks.

15

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

17

18 Brian Maples, Union Secretary, introduced himself and began with the Union
19 report.

20

21 Secretary Maples reported there have been close to eight retirements in the
22 last couple of years and on behalf of the Union, they wanted to thank the
23 district and the Board for their proactive approach with hiring, a lot of
24 experienced employees have gone, but with new hires coming on in a timely
25 fashion, it has been a very seamless transition.

26

27 Secretary Maples stated there was a Health Insurance meeting that was held
28 recently with the district, he stated the meeting was very productive
29 meeting and again thanked the district and Board for providing amazing
30 healthcare for all the employees.

31

32 Secretary Maples reported that during the last Union Meeting, nominations
33 for elections were held, this was for both officers and committees, the vote
34 will be conducted in the next couple of weeks. The new set of Officers and
35 committee members for 2022-2023 list will be sent to the Board and NLTFPD
36 Administration.

37

38 Secretary Maples reporting having a successful fundraiser during the July 4th
39 pancake breakfast selling t-shirts. Additionally, they look forward to the
40 Blackjack Tournament that will be held one of the nights of the PM
41 Refresher. They are looking to have a large contribution to the NNVCCF as
42 they were unable to donate last year due to cancellation of events.

43

44 Secretary Maples took a moment to thank Engineer Knight and Engineer

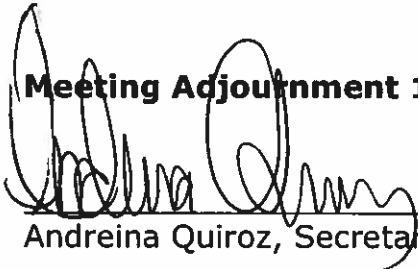
1 Park, as they coordinate the events and they put in a lot of time and do a
2 great job year after year.


3
4 Lastly, Secretary Maples reported hearing nothing but good and positive
5 remarks about the Station 13 remodel. Secretary Maples stated the district
6 not only received a donation for the remodel, and funds were provided to
7 close loose ends. Secretary Maples reiterated his appreciation for the
8 remodel as FF's send 1/3 of the year there and it is nice having the updates.

9
10 ***NRS 241.020 re: Public Comment.**

11
12 This is a Time for the Public to Comment on any Matter, Whether or Not it is
13 Included on the Agenda of this Meeting. There were no public comments.

14
15
16 **Meeting Adjournment 12:25.**

17
18 
19
20 Andreina Quiroz, Secretary

21
22 
23
24 ~~Susan Herron, Chairman~~
25
26 Art Cross, Vice-Chairman
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44