

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

August 23, 2023

LOCATION: 863 Tanager, Incline Village, Nevada.

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

***Roll Call of the North Lake Tahoe Fire Protection District Board of Directors:** Upon roll call, the following Board Members were present: Susan Herron, Chairman; Greg McKay, Vice-Chairman; Denise Bremer, Secretary-Treasurer; Director, Charley Miller, Director; James Costalupes.

***Guests present:** Fire Chief Ryan Sommers, NLTFPD; Assistant Fire Chief Russell Barnum, NLTFPD; Chief Financial Officer Jackie Signorelli, NLTFPD; Fire Marshal, John James, NLTFPD; Board Secretary/Administrative Assistant Andreina Quiroz, NLTFPD; NLTFPD; FF/PM Jill Andersen, NLTFPD; Captain Casey Quinlan, NLTFPD; Engineer Steve Park, NLTFPD; Engineer Micah Wilcock, NLTFPD; Engineer Jeff Cutler, NLTFPD; Battalion Chief Jeff Sambrano, NLTFPD; FF/PM Mike Roen, NLTFPD; Captain Monte Santos, NLTFPD; Lu Sweeney, Rotary Noon Club; Rick Sweeney, Resident;

Approval of Agenda: Approved as submitted.

***NRS 241.020 RE: Public Comment. This is a Time for the Public to Comment on any Matter, Whether or Not it is Included on the Agenda of this Meeting:** No Public Comment.

CONSENT AGENDA: Approved as submitted.

Approval of Minutes of the June 21, 2023, Board of Directors Meeting.

Review of Accounts Payable for June 2023.

Review of Accounts Payable for July 2023.

Approval of the June 2023 Monthly Management Report.

Approval of the July 2023 Monthly Management Report.

NEW BUSINESS

- 1. Presentation of Citizen Lifesaver Award to Incline Village Citizen

1 Madison Racich, presented by Chief Sommers.

2
3 Chief Sommers advised the Board (BOD) that citizen Madison Racich
4 took matters into her own hands and saved a life.

5
6 Chief Sommers turned the meeting to Captain Quinlan.

7
8 Captain Quinlan stated,

9
10 It is with immense gratitude and admiration that we present this
11 commendation for the Citizen Lifesaver Award to Madison Racich. In
12 a world where acts of selflessness and courage are rare and go
13 unnoticed, Madison exemplified the true essence of a hero by
14 stepping forward and making a profound difference in the life of
15 another.

16
17 On the 16th of June at 8:02 in the evening, Madison demonstrated
18 unparalleled bravery and quick thinking that undoubtedly saved a
19 life. Two men were swimming to the buoy line and back at Ski Beach,
20 when one had trouble staying afloat and submerged. His exhausted
21 friend shouted for help to the shore. In that critical moment, Madison
22 did not hesitate to act. While others called 911, Madison jumped in
23 the lake and swam out to assist the submerged man and his friend
24 into a passing boat. Madison showed courage and maturity beyond
25 her years and acted quickly to save his life. Without her assistance,
26 I am convinced this would have had a much worse outcome.

27
28 The Citizen Lifesaver Award is a symbol of appreciation for individuals
29 who exhibit the highest qualities of compassion, bravery, and
30 selflessness. Madison has more than earned this accolade through
31 her remarkable act of courage. Madison's courage serves as an
32 inspiration to us all, reminding us that one person's actions can truly
33 make a difference.

34
35 Madison's actions remind us of the profound impact that individuals
36 can have when they rise to the occasion. May her example continue
37 to inspire us all to lend a helping hand to those in need.

38
39 The North Lake Tahoe Fire Protection District (NLTFPD) offers our
40 utmost respect and appreciation.

41
42 Captain Quinlan presented Ms. Racich with the Citizen Lifesaver
43 Award plaque.
44

1 Ms. Racich thanked Captain Quinlan.
2

3 Chair Herron thanked Ms. Racich and advised guests present could
4 be excused to the kitchen to enjoy desserts and refreshments if they
5 would like. All guests remained present for the duration of the
6 meeting.
7

8 **2. Discussion of and Possible Action, to adopt the Assembly Policy,**
9 **presented by Chief Sommers.**
10

11 Chief Sommers referred to page 21 of the BOD packet stating NLTFFPD
12 wrote a policy that we did not have due to the current public
13 assembly with local politics that is occurring with another agency.
14 Chief Sommers stated the district felt a designated area to assemble
15 was needed as we cannot and do not want to turn people assembling
16 down because we would be infringing on their First Amendment
17 Rights.
18

19 Chief Sommers advised he worked with Chair Herron and came up
20 with the policy on July 2nd, as it had to be in use July 3rd. Chief
21 Sommers said all had gone well with the policy and said it was
22 handled as an emergency approval however it is now being brought
23 back before the BOD for adoption. Chief Sommers reiterated this an
24 additional policy that NLTFFPD did not have before, and he is following
25 the format to have the Board adopt it.
26

27 Chair Herron asked if there were any questions for Chief Sommers.
28

29 Director Miller inquired on if the policy had counsel review.
30

31 Chair Herron confirmed and stated that if there were no questions,
32 she would entertain a motion to adopt the assembly policy as
33 presented.
34

35 Secretary-Treasurer Bremer summoned the motion to adopt the
36 assembly policy as presented.
37

38 Vice-Chair McKay seconded the motion.
39

40 Chair Herron called the question.
41

42 All in favor, motion passes unanimously.
43
44

1 OLD BUSINESS:

2
3 No old business.

4 *Legal Counsel Report:

5
6
7 No report.

8 *Board of Directors Comments or Report:

9
10
11 No report.

12 *Fire Chief Report presented by Fire Chief Sommers.

13
14
15 Chief Sommers reported the following:

16
17 Attended the Lake Tahoe Summit on August 9th in North Tahoe (NT). The
18 Summit was well attended.

19
20 Met with California United States (U.S.) Senator Alex Padilla one on one to
21 talk about issues in the basin and said it was a great experience.

22
23 Attended Senator Cortez-Masto's lunch at University of Nevada Reno (UNR),
24 where he spoke with Senator Cortez-Masto and Senator Jacky Rosen, adding
25 they are very much interested in keeping the Lake Tahoe Restoration Act going
26 and renewing it for Fuels work in the future as well as learning about additional
27 funds for Wildfire Enhancement out of Senator Cortez-Masto's office but that
28 is to be determined.

29
30 Chief Sommers also spoke to them about the ALERT Wildfire Camera System,
31 trying to have specifically the Tahoe cameras better software in the existing
32 software.

33
34 The evacuation drill was held on August 16th and believe it went very well. It
35 was a great collaboration between all kinds of agencies. Chief Sommers stated
36 there will be more to come on the evacuation as he will be attending a meeting
37 tomorrow on 9th St. and Wells on the existing plan because a lot of citizens in
38 Incline Village, Crystal Bay and now Reno, are questioning preparedness
39 because of the Hawaii fires. Tomorrow's meeting will address and put together
40 a plan for the community.

41
42 Public Information Officer (PIO) Rancourt, Fire Marshal (FM) James and he are
43 working on forum for October at the Chateau on nothing but evacuations, to
44 present to the community evacuations. Chief Sommers added that Kelly

1 Echeverria will be there and advised he will be letting attendees know from
2 the start it will on its best behavior the entire time and if the nay sayers show
3 up, it will be shut down as he will not put up with the non-professional
4 attitudes of some nay sayers as this is important, as this will save lives and
5 people need to be quiet, pay attention and their questions will be addressed
6 professionally.

7
8 Chair Herron inquired on the date of the forum.

9
10 Chief Sommers said the date is being determined and that is why it is tentative
11 and is really based on availability of the Chateau and advised he would provide
12 more information as it becomes available.

13
14 Lastly, Chief Sommers moved to give a presentation for another award that
15 although not on the agenda, is very much needed. Chief Sommers turned the
16 meeting over to Lu Sweeney.

17
18 Lu Sweeney and Lisa Douglas, Rotarians of the Noon Club, stated they are
19 here to formally share an award that has been awarded to one of the NLTFPD
20 Battalion Chief's (BC's), in honor of the entire department in 2021. Ms.
21 Sweeney stated that as Rotarians of the Noon Club, they have a fundraiser
22 every year called known as the Duck Drop and explained the event. Ms.
23 Sweeney stated she and Ms. Douglas were President and Co-President during
24 the Pandemic and the Caldor Fire and said that even with through those two
25 massive events', the Rotary had some normalcy by continuing the Duck Drop
26 to raise money to give back to the community, BC Sambrano was such
27 wonderful, normalizing, welcoming BC that assisted for successful events. Ms.
28 Sweeney referred to the screen and said the picture is the Rotary Citizen of
29 the Year Bench located at the corner of the Chevron station and said the bench
30 now has a plaque for BC Sambrano, Rotary of the Year, Citizen of the Year.
31 Ms. Sweeney added that C-Shift will be assisting in the Duck Drop Fundraiser
32 over Labor Day weekend and extended an invitation to everyone. Lastly, Ms.
33 Douglas stated BC Sambrano also gave credit to everyone on shift and was
34 very gracious.

35
36 End of report.

37
38 ***Chief Officers Report presented by Assistant Fire Chief Barnum.**

39
40 Assistant Fire Chief (AFC) Barnum reported the following:

41
42 Emergency Medical Services (EMS), AFC Barnum reported Paramedic (PM)
43 Courtney Kollasch, present today, finished her PM task book. FF/PM Kollasch
44 was the first employee he hired when he became AFC and said he tried

1 something that had not been done in 12 years, which was hiring someone as
2 a Firefighter (FF), put them through PM school, and then the rigorous
3 program that the district has for PM's. AFC Barnum reiterated FF/PM Kollasch
4 has since completed both programs and congratulated FF/PM Kollasch on the
5 accomplishment.

6
7 PM Refresher is scheduled for November 29th, 30th and December 1st, at the
8 Hyatt in the Lone Eagle Lakeside Ball Room.

9
10 Mt. Rose Ski and NLTFPD will collaboratively put together an Emergency
11 Medical Technician (EMT) refresher saying has not been done for several
12 years. The refresher will not only benefit the wildland hand crews but also
13 ski patrollers, it will be free, and will help the patrollers and hand crews with
14 obtaining Continuing Education (CE).

15
16 Centers for Medicare and Medicaid Services (CMS) audit is due November
17 30th and thanked Captain Quinlan and everyone else involved and advised
18 the district will do fine in the audit.

19
20 Dispatch, a new three-year contract was signed for dispatch confirming we
21 will continue with Grass Valley Emergency Command Center (GVECC).

22
23 Fleet, GMC chassis has been ordered and is due to arrive sometime at the
24 end of the year, followed by 90 days to upfit.

25
26 Training for the month is focused on confined space, and crews will be using
27 a donated structure on Dorcey Dr. AFC Barnum stated he is thankful to the
28 individuals in town who donate structures because a lot of different things
29 can be done in them.

30
31 Staffing, three individuals were hired with a start date of Monday, August
32 28th. Two of the new hires were hand crew members, one for Slide Mountain
33 the other for Rifle Peak, and the other is coming to us from Care Flight. The
34 new hires are all PMs, and they will be attending the Academy from
35 September 11 through the later part of December. AFC Barnum expects
36 them to be fully functional around January.

37
38 PM Kokenge and PIO Rancourt worked to secure an Assistance for
39 Firefighters Grant for \$80,000 for automated CPR devices. AFC Barnum
40 recognized this is something that we have needed in the district for a while
41 because of things like our transport times and CPR fatigue. AFC Barnum
42 stated the district started 11 years ago as the First Hear Safe Community in
43 Nevada and this is building on and showing cardiac survival is important.

44

1 Captain Horan has been promoted to BC Horan and in command of B-shift.
2 PM/FF Jake Fonken was promoted to Captain.
3 AFC Barnum took a moment to personally thank Chief Sommers for allowing
4 him to take part in the evacuation drill as Incident Commander (IC) and said
5 he appreciated the experience.

6
7 End of report.

8
9 ***Prevention Report presented by Fire Marshal James.**

10
11 Chair Herron commented that the Fire Prevention Report was included in the
12 BOD packet and asked if FM James had anything else to add.

13
14 FM James greeted the BOD and confirmed his June & July reports were
15 included in the packet and is available for questions.

16
17 FM James added that in June, Fire Inspector (FI) Smith went to Oregon for a
18 Boat Fire Investigation, and he attended FI 210 Wildland Urban Land Fire
19 Investigations class.

20
21 Director Costalupes conversed and discussed with FM James about Trex
22 decking, TimberTech as a composite that was once accepted but that has
23 changed along with materials, products, and restrictions.

24
25 End of report.

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

28
29 Chief Sommers reported on behalf of Division Chief (DC) Powning as he has
30 been mobilized with his team to an incident to the Pacific Northwest, in
31 Washington.

32
33 Fuels remains busy, Slide Mountain is currently in Northern California at the
34 Happy Camp Complex and Rifle Peak is completing their last day in Idaho and
35 they will be traveling home tomorrow.

36
37 There is one Type 6 Engine in Northern California and the other two engines
38 have remained local working on urban lots.

39
40 End of report.

41
42 ***Chief Financial Report presented by Chief Financial Officer Signorelli.**

43

1 Chief Financial Officer (CFO) Signorelli advised the finance report was included
2 in their BOD packet but wanted to not the following:

3
4 Accounts Payable (AP) report has voids on June 1st and was related to Great
5 Plains (GP) system going down.

6
7 Workers' Compensation (WC) for Fiscal Year (FY) 2023-2024, CFO Signorelli
8 continues working with Nevada Public Agency insurance Pool/Public Agency
9 Compensation Trust (Pool/PACT) as they have been a little lax in their
10 notifications to us. CFO Signorelli clarified this was not the case with Davies
11 the Third-Party Administrator (TPA) as they do a fantastic job, however she is
12 not obtaining anything from Pool/PACT. CFO Signorelli reiterated she is
13 working with Pool/Pact as well with Specialty Health, as originally there was a
14 big lack of response. CFO Signorelli is working to obtain an After-Action Report
15 (AAR) quarterly to understand if they are fulfilling the promises made to the
16 district in May.

17
18 CFO Signorelli recognized Administrative Assistant Andreina Quiroz for being
19 instrumental and doing phenomenal work on WC, and that Andreina stepped
20 in, called providers directly, dealt with Davies, employees directly, going
21 above and beyond, to make employees could be seen immediately.

22
23 CFO Signorelli also recognized Tracy Collins in payroll, as she has been
24 working tireless, making improvements, efficiency changes and advised the
25 payroll deadline will be pushed to Wednesday 11:30 a.m. rather than 5 p.m.
26 to avoid last minute changes.

27
28 A Human Resource (HR) Consultant is being sought although a full-time (FT)
29 accountant was approved in the budget. However, after going through the
30 Information Technology (IT) Assessment with Eide Bailly, CFO Signorelli would
31 like to push that off to see where the holes are.

32
33 End of report.

34
35 Director Miller commented that he was disappointed to hear about POOL/PACT
36 given that they gave quite a presentation, it is an expensive program, they
37 talked a lot about supporting the crews and the programs they had. Director
38 Miller stated hearing about the issues CFO Signorelli is having is frustrating
39 and he is looking forward to hearing about what is going on.

40
41 CFO Signorelli agreed and spoke about the protocols, gaps, and delays in
42 scheduling appointments the district has phased. CFO Signorelli expressed her
43 disappointment in POOL/PACT as they have not returned her call and said the
44 worst-case scenario is she will reach out to Chief Sommers and Chair Herron

1 to assist her in obtaining a response. CFO Signorelli confirmed she would
2 follow up with Director Miller.

3
4 CFO Signorelli also recognized Chief Sommers for dropping everything and
5 stepping up to help an employee immediately.

6
7 End of report.

8
9 ***Public Education Information Officer Report presented by PIO**
10 **Rancourt.**

11
12 PIO Rancourt advised her report was submitted as part of the BOD packet.

13
14 Additionally, PIO Rancourt provided an update on the medica coverage for the
15 evacuation drill; Channels 2, 4, and 8 were present. We had very good
16 coverage from Channels 2 and 8, and we were in the newspapers 11 times.

17
18 Lastly, PIO Rancourt congratulated Ms. Racich on a job well done.

19
20 End of report.

21
22 ***Local Union 2139**

23
24 Local 2139 Representative Tommy Kokenge reported the Union raised \$2,700
25 from the NLTFPD Annual Pancake Breakfast and said those funds will be
26 donated later this year to the Northern Nevada Childrens Cancer Foundation
27 (NNCCF).

28
29 Additionally, the Union would like to thank CFO Signorelli, Administrative
30 Assistant Quiroz, Chief Sommers and Chief Barnum for all of the amazing
31 support provided to Union members and their families through sicknesses and
32 injuries.

33
34 End of report.

35
36 ***NRS 241.020 RE: Public Comment. This is a Time for the Public to**
37 **Comment on any Matter, Whether or Not it is Included on the Agenda**
38 **of this Meeting.**

39
40 Resident Tim Racich commented he and his daughter, Ms. Racich, would like
41 to share a quick story with the BOD.

42
43 Mr. Racich first expressed being very proud of Ms. Racich and said that living
44 in this wonderful little village, the personal support his family has received

1 from the Fire and Police Departments over the years has been amazing and
2 thanked the department.

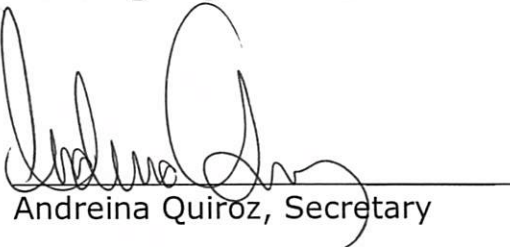
3
4 Mr. Racich added he, his wife Holly, and their five kids lived in Incline Village
5 since 2012, and recognized the great support the district offers the
6 community.

7
8 Mr. Racich asked Ms. Racich to share the series of events that occurred on the
9 day of the water rescue. Ms. Racich said the day of the rescue, she had gone
10 to the beach with her best friend Katie Fuller, as they were about to eat, she
11 heard someone yell out for help, Mr. Racich took off her shoes and ran into
12 the water to assist. After assisting, she spoke with the FD then went home
13 with Ms. Fuller and recapped with her parents and PIO Rancourt about what
14 had happened at the beach. Later that night, Ms. Fuller went home, called Ms.
15 Racich, and told her that the man Ms. Racich had saved was her uncle. Ms.
16 Racich stated that being able to save Ms. Fullers' uncle that evening had come
17 full circle for her as she and Ms. Fuller were involved in a vehicle accident a
18 year ago and said it is a miracle that she is alive.

19
20 Mr. Racich stated everything had come full circle and said he was taken aback
21 by that story.

22
23 Director Miller congratulated Ms. Racich for the well-deserved reward as other
24 kids may have reacted differently. Director Miller stated that having the
25 instincts and ability to act is commendable.

26
27 **Meeting Adjournment 12:30 p.m.**

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32 
33 Andreina Quiroz, Secretary

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44 
Susan Herron, Chairman