

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

January 18, 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; via Teleconference Business Manager Sharon Cary, NLTFPD; Chief Financial Officer Jackie Signorelli, NLTFPD; Fire Marshal, John James, NLTFPD; Board Secretary/Administrative Assistant Andreina Quiroz, NLTFPD; Division Chief Isaac Powning, NLTFPD; PIO Tia Rancourt, NLTFPD; via Video Conference, Legal Counsel, Emily Mansoor; Engineer Brian Maples, Local 2139 Secretary-Treasurer; Battalion Chief Jeff Sambrano, NLTFPD; Compliance Officer Erick Rodriguez, NLTFPD.

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.**

CONSENT AGENDA: Approved as submitted.

Approval of Minutes of the December 08, 2022, Board of Directors Meeting.

Review of Accounts Payable for December 2022.

Director McKay inquired on Ramona Bailly as listed on the Accounts Payable (AP) report. Chief Financial Officer (CFO) Signorelli explained that Ms. Baly is an administrative assistant that is being utilized in Administration office two days a week.

Approval of the December 2022 Monthly Management Report.

NEW BUSINESS

- 1
- 2
- 3 **1.** Discussion and Possible Action to elect Officers for the North Lake
- 4 Tahoe Fire Protection District Board of Directors for 2023. The
- 5 election of the Officers is effective immediately after the adjournment
- 6 of the January 18, 2023, Board of Directors Meeting.
- 7

8 Chair Herron began by stating that the Board is need of electing a
 9 Chair, Vice-Chair, and Secretary-Treasurer. Chair Herron proceeded
 10 to open the floor for nominations.

11
 12 Secretary-Treasurer Bremer nominated Chair Herron to continue
 13 serving as Board Chair. Chair Herron seconded the motion. Chair
 14 Herron asked if there were any further nominations. No further
 15 nominations were made. Chair Herron called the question. All
 16 Directors voted in favor; the motion passes unanimously. Chair
 17 Herron will continue to serve as Board Chair.

18
 19 Chair Herron asked for a motion for a Vice-Chair. Secretary-Treasurer
 20 Bremer nominated Director McKay to serve as Vice-Chair. Chair
 21 Herron seconded the motion. Chair Herron asked if there were any
 22 further nominations. No further nominations were made. Chair
 23 Herron called the question. All Directors voted in favor; the motion
 24 passes unanimously. Director McKay will serve as the Board’s Vice-
 25 Chair.

26
 27 Vice-Chair McKay nominated Secretary-Treasurer Bremer to continue
 28 serving as Secretary-Treasurer of the Board. Chair Herron seconded
 29 the motion. Chair Herron asked if there were any further
 30 nominations. No further nominations were made. Chair Herron called
 31 the question. All Directors voted in favor; the motion passes
 32 unanimously. Secretary-Treasurer Bremer will continue serving as
 33 the Board Secretary-Treasurer.

OLD BUSINESS: No old business.

34
35
36
37 *Legal Counsel Reports.

38
39 Legal Counsel Emily Mansoor had no report for the Board.

40
41 *Board of Directors Comments or Reports.

42
43 Chair Herron welcomed newly appointed Director Charley Miller to the Board
44 of Directors (BOD). Chair Herron stated the Board will miss working with

1 Director Cross but knows Director Miller will be a great addition.

2
3 Director Miller thanked Chair Herron for the welcome.

4
5 Chair Herron commented she was also glad to see Director Costalupes present
6 at today's meeting.

7
8 Director Costalupes commented he had been transported by ambulance to the
9 hospital and complimented the medics who participated in his transport
10 stating the medics were all very wonderful, professional, and thanked them.

11
12 *Fire Chief Reports presented by Fire Chief Sommers.

13
14 Chief Sommers echoed the same thoughts as Chair Herron in welcoming
15 Director Miller and expressed thankfulness to have Director Costalupes
16 present and wished him prompt healing.

17
18 Chief Sommers stated he had sent an email out to the BOD a couple of weeks
19 ago regarding a software database presentation he reviewed. Chief Sommers
20 explained the software database would be used to help manage Defensible
21 Space Inspections/ Defensible Space Evaluations (DSI/DSE). Chief Sommers
22 added that out of the same presentation, which he was not expecting was also
23 a database that helps the staff in Fuels with Chipping Requests and facilitating
24 the process for homeowners to submit requests. Chief Sommers stated the
25 software product proposal from the company had been received and said that
26 first, the proposal had gone Basin wide in order to use SNPLMA funds through
27 the Tahoe Resource Conservation District (TRCD), and although TRCD really
28 liked the product also, TRCD felt as they could use SNPLMA funds elsewhere
29 in the future. With this, Chief Sommers reached out to the Parasol Foundation
30 with the software, they liked it and agreed on the need of the software. Since
31 then, we have received a \$20,000 donation from the Parasol Foundation for
32 the software and database. Chief Sommers added that to show our
33 appreciation for the donation and give the Parasol Foundation the recognition
34 they deserve, the developer of the software has agreed to use both NLTFPD's
35 and the Parasol Foundations logos on the software and it will be made visible
36 to all homeowners when they utilize the program as this software will be
37 accessed when requesting a service.

38
39 Chief Sommers reported evacuations have been a topic of discussion in the
40 Basin. Chief Sommers stated he has started doing research and has found a
41 company, Perimeter, and explained they have an evacuation application
42 (app). Chief Sommers advised the app is very user friendly for any first
43 responder or any government agency to get a message out to citizens on
44 specific information having to do with evacuations. Chief Sommers stated he

1 was very impressed with the presentation and turned them onto the Washoe
2 County Emergency Manager who also really liked it. Chief Sommers added the
3 presentation then went down the line to Carson City County, Douglas County,
4 Bureau of Land Management (BLM), Forest Service and most of the
5 cooperators within the Sierra Front. Chief Sommers said the Washoe County
6 Emergency Manager liked it so much she went for Federal Emergency
7 Management Act (FEMA) funds, the funds were approved, and the Request for
8 Proposal (RFP) closed last Friday, and ultimately Perimeter had just been
9 awarded the contract. Chief Sommers explained that we will be working with
10 an outside company to start on evacuation plans. Chief Sommers stated he
11 asked Perimeter if there was an element to the app that could be used year-
12 round; Perimeter was unable to provide an answer therefore, Chief Sommers
13 inquired about avalanches, and Perimeter liked the idea. Chief Sommers
14 advised that we will now be able to announce high avalanche areas within our
15 district on the app. Chief Sommers advised he can arrange a demonstration
16 of the app, or he can provide a demonstration to the BOD once the app is
17 received as he would appreciate assistance in getting the word out about the
18 app once the BOD reviews it.

19
20 Chief Somers moved on to report on the Computer Aided Design (CAD)
21 interface/pre-plan app that has been purchased for district engines and
22 ambulances. The program is called First Due, and Chief Sommers said he is
23 reporting on this because it has been brought to light that the E-911 Board
24 paid for First Due for all the other Washoe County Fire Departments except
25 for NLTFPD. Chief Sommers stated that tomorrow he will be appearing before
26 the E-911 Board and ask to be reimbursed for monies we have in First Due.
27 Chief Sommers explained that this adds on to the Mutual Aid Component, so
28 if our units go to Reno, we can see what Reno is seeing on their engines. Chief
29 Sommers added that North Tahoe Fire Protection District (NTFPD), Truckee
30 Fire Protection District (TFPD) and almost all agencies in the basin except for
31 South Lake Tahoe Fire Protection District (SLTFPD), are going to First Due as
32 well and essentially all agencies will be able to share information, hydrant
33 maps, plot plans, and the information will be readily available for our folks
34 responding to different fire districts and fire department areas.

35
36 Chief Sommers advised not much is going on with the Regionalization Plan as
37 the Federal Engineering had to revamp how to approach Washoe County, and
38 there has only been one other meeting held since the last BOD meeting.

39
40 Next, Chief Sommers advised he appeared before the Incline Village General
41 Improvement District (IVGID) to speak about the Public Safety Pier. Chief
42 Sommers stated IVGID did not vote on it as he had hoped, but he did present
43 it and seeing that the Board is in favor of it, Chief Sommers will work on
44 forward movement with agencies involved and will inform the General

1 Manager (GM) at IVGID, Indra Winqest, as much as he can so that he may
2 advise his BOD on movement.

3
4 Lastly Chief Sommers referred to the last BOD meeting where he had
5 mentioned an Employee Survey. Chief Sommers then took a moment and
6 recognized Assistant Fire Chief (AFC) Barnum for an outstanding job in putting
7 the survey together, sending it out and tallying the results of the survey. Chief
8 Sommers confirmed he has the results of the survey and said just on the
9 Suppression side of the house, the results are 27 pages, single spaced long.
10 Chief Sommers stated he is presenting the results to the crews this week and
11 then would like to e-mail the 27-page document to the BOD. Chief Sommers
12 mentioned that if the BOD wished, this could be talked about, or be made an
13 agenda item for the February meeting along with some of his thoughts and
14 comments on the survey results as well as specific items that came up during
15 the survey. Chief Sommers stated the survey will also be emailed out to the
16 district after names except for his are removed. Chief Sommers stated he
17 would like for everyone to understand that the district has great employees
18 who work here, the staff is amazing, and emphasized that by him putting the
19 survey results out, his intention is not to create, nor does we want any
20 animosity between the crews, which is why he is presenting the results first
21 then the results will be put out for information only.

22
23 Chair Herron inquired on the City of Incline presentation from Todd Lowe.

24
25 Chief Sommers stated that Mr. Lowe was unable to attend today's meeting
26 due to a prior commitment but stated he could attend the February BOD
27 meeting.

28
29 End of report.

30
31 Chair Herron asked if there were any questions for Chief Sommers.

32
33 Vice-Chair McKay commented that he knows the age of computers is rapidly
34 increasing and he would like to make sure there is a fallback position for
35 system crashes; so, if nothing works, we know what to do in all situations.
36 Vice-Chair McKay recommended having a hard copy or a backup be considered
37 and advised not to put all the eggs in the technology basket.

38
39 Chief Sommers replied to Vice-Chair McKay's comment, stating his concern is
40 understandable and appreciates Vice-Chair McKay's comment. Chief Sommers
41 advised that for now all backups are done and confirmed there is a redundancy
42 of backups to the cloud. Chief Sommers confirmed that in looking at new
43 software platforms this is absolutely something that will be looked into, as the
44 district did suffer with EKG when it went into a ransomware nationwide with

1 Telestaff, our payroll software and we were caught dead in the water. Chief
2 Sommers reassured that we will not go through that again and added that
3 Alan Green, IT/Facilities Manager, with CFO Signorelli, are in a roundabout
4 way looking at all of these concerns and the new requirements on cyber
5 security as when it comes to our insurance, the insurance companies are also
6 asking for the same type of thing in redundancy and backups. Chief Sommers
7 again reassured Vice-Chair McKay this is being addressed.

8
9 Vice-Chair McKay commented that was great.

10
11 Chair Herron asked if there were any other questions.

12
13 No further questions.

14
15 *Chief Officers Reports presented by Assistant Fire Chief Barnum.

16
17 AFC Barnum reported all equipment is working and in service and we are fully
18 staffed.

19
20 AFC Barnum reported on the status of the FEMA grant for the Self-Contained
21 Breathing Apparatus (SCBA's) stating a manufacturer for the SCBA's had been
22 selected. AFC Barnum informed the Board the chosen manufacturer is Scott
23 USA and said the next step is to go out to bid. AFC Barnum also advised the
24 Board they will be approving the bid once it is received and is hopeful to have
25 the bid ready in the next month or so.

26
27 AFC Barnum reported the crews are focused on removing snow on everything
28 from apparatus, ramps, hydrants and everything around the district.

29
30 End of report.

31
32 Chair Herron asked if there were any questions.

33
34 Director Costalupes inquired about hydrant snow removal and asked if rolling
35 stock is being used or are trustees working on this.

36
37 AFC Barnum replied the hydrant snow removal work is a combination and took
38 a moment to thank Division Chief (DC) Powning as Fuels resources are being
39 used to clear hydrants as well. AFC Barnum explained there are equipment
40 operators in the loaders who will take the apparatus out and added this is
41 dependent on where the hydrants are, and confirmed heavier equipment is
42 being used for hydrants in higher elevation areas. AFC Barnum recognized the
43 crews for giving hydrants priority as they know the importance of having clear
44 and accessible hydrants.

1 Director Costalupes commented it is amazing as there is a lot of snow at higher
2 elevations.

3
4 *Prevention Reports presented by Fire Marshal James.

5
6 Fire Marshal (FM) James reported the Prevention report had been submitted
7 as part of the BOD meeting packet and is available for any questions.

8
9 FM James reported that Public Information Officer (PIO) Rancourt has been
10 added under the Prevention umbrella and intertwining the two departments
11 has been enjoyable.

12
13 Additionally, FM James reported Inspector Jeffrey Smith has obtained National
14 accreditation for Fire Investigation this week and FM James himself has also
15 passed the State Fire Marshal Investigation test.

16
17 FM James stated that with this the slower time of the season is being used to
18 their advantage and reiterated he is available for any questions.

19 Vice-Chair McKay complimented the new format of the Prevention report.

20
21 FM James thanked Vice-Chair McKay.

22
23 No further questions.

24
25 *Fuels Management Report as presented by Division Chief Powning.

26
27 DC Powning reported the weather has put a damper on the pile burning for
28 the year therefore all of the Fuels resources have been moved to Mound House
29 to help address the NV Energy needs in the valley. DC Powning confirmed
30 crews have been busy with the storms and they are doing debris removal in
31 Lyon County and the Truckee Meadows area.

32
33 DC Powning alluded to AFC Barnum's report confirming available resources
34 have been coming to the district and assisting with fire hydrant clearing and
35 they will continue to assist.

36
37 DC Powning reported that Fuels is in the process of updating the NV Energy
38 agreement, as well as that the Forester job position has been flown and added
39 that the Forester position will be funded by NV Energy. DC Powning advised
40 there are other things that potentially could come out of the renewed
41 agreement and will have a better report of what the new agreement will look
42 like at next month's BOD meeting.

43

1 Lastly DC Powning reported they are preparing for next season, currently
2 buying supplies and equipment as well as attending trainings at Truckee
3 Meadows Community College (TMCC) and inhouse training in the later spring.

4
5 End of report, no questions.

6
7 *Chief Financial Reports presented by Chief Financial Officer Signorelli.

8
9 CFO Signorelli provided a document to the BOD showing a re-cap of where the
10 district stands with the tax payback.

11
12 CFO Signorelli reported we are in a solid position as far as the payback goes.
13 CFO Signorelli stated at the moment there is about \$9 million still outstanding
14 in the budget, but it looks like our maximum potential out-of-pocket will be
15 \$3.5 million believing there will be a little bit of a surplus. CFO Signorelli
16 advised areas or options where the cash could potentially be utilized have
17 been identified especially with the new budget. CFO Signorelli said Business
18 Manager Cary advised CFO Signorelli that \$7 million is owed to the Retiree
19 Liability Fund, this is one option where the money could be used for. CFO
20 Signorelli stated if all goes according to plan, there will be about \$6 million
21 cash reserved. CFO Signorelli stated other options include Capital
22 Expenditures that we need, debt service, as well as potential to reduce our
23 tax rate to the tax payors. CFO Signorelli believes that if the liabilities can be
24 reduced first that is foremost as we will not have that burden. CFO Signorelli
25 advised Public Employees Retiree System (PERS) as another option as the
26 PERS contribution rate has increased from 44% to 50% and the district pays
27 100% of the contributions. CFO Signorelli commented that with the increase,
28 the rate the district has to fund has also increased and this will take more cash
29 than anticipated.

30
31 CFO Signorelli stated if there were any more questions regarding the tax
32 payback, she is available and reiterated that is where we stand today.

33
34 CFO Signorelli advised that included in the BOD Meeting Packet is the Budget
35 schedule for this year with deadlines. CFO Signorelli advised she has
36 completed training with Washoe County to obtain schedules and learn their
37 preferred format. CFO Signorelli stated she is taking it all on and added there
38 is a lot in the docket for this next year.

39
40 CFO Signorelli reported under Capital Expenditures software for accounting,
41 Human Resources (HR) and cyber security are being researched. CFO
42 Signorelli advised this would be happening at the same time as the budget
43 and the Audit come July 1st and reiterated it will be a busy year.

44

1 Director Costalupes asked CFO Signorelli how she liked her new position.

2

3 CFO Signorelli replied she loves it very much and is very happy she made the
4 move.

5

6 CFO Signorelli asked if there were any other questions.

7

8 Vice-Chair McKay inquired on CFO Signorelli's estimated amounts of unpaid
9 refunds left.

10

11 CFO Signorelli replied the information is received from Washoe County and
12 explained they are saying the worst-case scenario is there is \$2.2 million and
13 if 100% of the unclaimed refunds come through it is upward of \$3.5 million
14 and we have approximately \$9 million left in the budget.

15

16 Vice-Chair McKay commented it will be an interesting mix anticipating maybe
17 a good funding situation versus future liabilities and said some items could
18 possibly be done next fiscal year (FY) in the budget, and others may have to
19 be deferred for a little while.

20 CFO Signorelli acknowledged Vice-Chair McKay's thoughts and stated it takes
21 time as it is not easily resolved, and we will not know more until it is actually
22 paid back and referred to Business Manager Cary's advice to her this morning
23 stating the tax payback has been running for 17 years.

24

25 Chief Sommers reiterated that in the 17 years the tax payback has been
26 happening, the figures provided from Washoe County have never been
27 correct. Chief Sommers firmly advised he would make sure that this matter is
28 approached cautiously, as he does not want to speak on what will be done
29 with the excess funds just yet and recognized that although there is a lot on
30 the plate we can deal with, with those funds, Washoe County has not gotten
31 this figure right yet and he does not want to be caught short.

32

33 Vice-Chair McKay stated he understood and complimented Chief Sommers on
34 his approach.

35

36 *Public Education Information Officer Reports presented by PIO Rancourt.

37

38 PIO Rancourt advised the PIO report is included in the BOD meeting packet
39 and is available for any questions.

40 No questions.

41

42 *Local 2139 Union Reports presented by Union Representative Brian Maples.

43

44 Secretary-Treasurer Brian Maples introduced himself and reported the Union

1 has submitted their Letter of Intention to open up negotiations with Chair
2 Herron as the current contract expires at the end of June 2023. Secretary-
3 Treasurer Maples advised they are looking to hold the first negotiation meeting
4 with the district in early February and added the Union is looking forward to
5 the active communication and discussion.

6
7 Secretary-Treasurer Maples reported two Union members are being sent to
8 Las Vegas to take part in the International Association of Firefighters (IAF)
9 Leadership training.

10
11 Lastly, Secretary-Treasurer Maples and the Union would like to extend a thank
12 you to Chief Sommers and AFC Barnum for the presentations on the survey
13 results and Chief Sommers State of the District presentation. Secretary-
14 Treasurer Maples advised the presentation has been well received by the staff
15 and it is appreciated.

16
17 Secretary-Treasurer Maples stated this was the end of his report unless there
18 are any questions.

19
20 Chair Herron thanked Secretary-Treasurer Maples for the report and
21 acknowledged receipt of document.

22
23 ***NRS 241.020 RE: Public Comment. This is a Time for the Public to**
24 **Comment on any Matter, Whether or Not it is Included on the Agenda**
25 **of this Meeting.**

26
27
28 **Meeting Adjournment 12:25 p.m.**

29
30
31 
32 Andreina Quiroz, Secretary

33
34
35
36
37
38
39
40
41
42
43
44 
Susan Herron, Chairman