

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

April 17, 2024

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, Chair; Charley Miller, Vice-Chairman; Director, Greg McKay, Director; James Costalupes. Absent, Denise Bremer, Secretary-Treasurer.

***Guests present:** Fire Chief, Ryan Sommers, NLTFPD; Assistant Fire Chief, Russell Barnum, NLTFPD; Division Chief, Isaac Powning, NLTFPD; Chief Financial Officer, Jackie Signorelli, NLTFPD; Board Secretary/Administrative Assistant, Andreina Quiroz, NLTFPD; PIO Tia Rancourt, NLTFPD; Logistics Manager, Alan Green, NLTFPD; Compliance Officer, Erick Rodriguez, NLTFPD; Fire Marshal, John James NLTFPD; Administrative Assistant, Amanda Jillson, NLTFPD; Battalion Chief Jed Horan, NLTFPD; Firefighter Josh Whitman, NLTFPD; Firefighter/Paramedic Courtney Kollasch, NLTFPD; Firefighter Chase Purinton, NLTFPD; Firefighter/Paramedic Joe Nolan, NLTFPD; Engineer Brett Jacobsen, NLTFPD; Engineer Brian Maples, NLTFPD; Firefighter/Paramedic Sebastian Ramirez, NLTFPD; Firefighter/Paramedic Ben Ketron, NLTFPD; Captain Dale Spiker, NLTFPD; Captain Justin Ashby, NLTFPD; Captain David Melkonian, NLTFPD; Firefighter/Paramedic Cory Crosby, NLTFPD; Firefighter/Paramedic Emily Raw, NLTFPD; Arica Ketron, guest; Joselio Ramirez, guest.

Approval of Agenda:

***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 March 27, 2024, Board of Directors Meeting.

Review of Accounts Payable for March 2024.

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Approval of the March 2024 Monthly Management Report.

NEW BUSINESS

- 1. Recognition of Firefighter/Paramedic (FF/PM) Scott Kesler’s 6 years of service and retirement from North Lake Tahoe Fire Protection District (NLTFPD), presented by Chief Sommers.

Chief Sommers asked FF/PM Kesler to join him in front of the Board of Directors (BOD). Chief Sommers began by stating FF/PM Kesler has been a part of North Lake Tahoe Fire Protection District (NLTFPD) since 2018 after he came from Carson City Fire (CCF). FF/PM Kesler has been a medic for 30 years and has recently retired. Chief Sommers thanked FF/PM Kesler for his time and service to the district and presented FF/PM Kesler with his retirement shadow box.

FF/PM Kesler thanked everyone for their time, for all that was done for him this last year and said that although challenging, he appreciates everyone and thanked everyone for everything done for him.

Lastly, FF/PM Kesler expressed to Captain Tommy Kokenge that he is proud of him and said he is very impressed.

- 2. Badge Pinning Ceremony for promotion of Captain, Tommy Kokenge, new Firefighter/Paramedic Ben Ketron, Firefighter/Paramedic Sebastian Ramirez, presented by Chief Sommers.

Chief Sommers asked Captain Kokenge and family to join him; Captain Kokenge came to NLTFPD in 2017 from CCF, assigned to C-shift Battalion and recently promoted to Captain. Chief Sommers wanted to acknowledge all the work Captain Kokenge has done leading up to his promotion. Chief Sommers acknowledged that Captain Kokenge will make an outstanding Captain.

Captain Kokenge was pinned by his spouse, Molly Kokenge and two children.

Next, FF/PM Ben Ketron and spouse joined Chief Sommers before the BOD. Chief Sommers introduced FF/PM Ketron saying he came to NLTFPD from Penn Valley where he also served as FF/PM and previously FF/PM Ketron worked for NLTFPD on the Rifle Peak hand crew. Chief Sommers stated FF/PM Ketron completed the Regional

1 Fire Academy and is now on the line as FF/PM. Chief Sommers
2 congratulated FF/PM Ketron on his achievements and welcomed him
3 to NLTFPD.
4

5 FF/PM Ketron was pinned by his spouse, Arica Ketron.
6

7 Lastly, FF/PM Sebastian Ramirez, and his father joined Chief
8 Sommers before the BOD. Chief Sommers stated FF/PM Ramirez was
9 hired in 2021 as a FF from Slide Mountain hand crew. Chief Sommers
10 stated FF/PM Ramirez worked with the district on additional staffing
11 and explained this meant the district did not have a spot for FF/PM
12 Ramirez in 2021, but in working with him, the district was able to
13 send FF/PM Ramirez to PM school under the Parasol Endowment
14 agreement, (scholarship from the Parasol) and district funds to pay
15 for PM school. Chief Sommers reported FF/PM Ramirez has passed
16 PM school having done very, very well and said the district now has
17 a Full-Time (FT) position for FF/PM Ramirez to work on the shift side.
18

19 FF/PM Ramirez was pinned by his father, Joselio Ramirez.
20

21 Chief Sommers congratulated FF/PM Ramirez on a good job.
22

23 Chief Sommers advised that the process FF/PM Ramirez went
24 through is being explored with additional hand crew members, as it
25 is great prototype of a program, and it worked out very well, so he
26 is in hopes to be able to continue doing it in the future.
27

28 Chair Herron excused guests presents to enjoy desserts.
29

30 **3. Discussion of and Possible Action of the Adoption and Resolution for**
31 **the Washoe County Regional Hazard Mitigation Plan (RHMP),**
32 **presented by Chief Sommers.**
33

34 Chief Sommers referred to page 27 of the BOD meeting packet and
35 explained that in the past, the district entered into this agreement
36 with Washoe County Emergency Management (WCEM) to re-write
37 their RHMP plan that must be re-written every five years per Federal
38 Emergency Management Agency (FEMA) requirements.
39

40 Chief Sommers stated the funds for the plan are under the Fire Chiefs
41 spending authority, however he wanted to bring this before the BOD
42 as the resolution requires BOD signature. Chief Sommers confirmed
43 the funds of \$2,500 would go towards the re-writing of the plan. Chief
44 Sommers advised the plan is not complete, but the vendor is lined

1 up, three meetings have been held, with the expected completion of
2 the plan in 2025 as the last plan was completed in 2020.

3
4 Chief Sommers stated the BOD can review the plan, noting it is about
5 140 pages and said the plan is for hazard or all-risks situations county
6 wide, and Chief Sommers provides expertise information pertaining
7 to Incline Village/Crystal Bay (IV/CB) to the vendor and the rest of
8 community.

9
10 Chair Herron asked if there were any questions.

11
12 No questions.

13
14 Director McKay made a motion to adopt the resolution for the Washoe
15 County Regional Hazard Mitigation Plan (RHMP), and the expenditure
16 of \$2,500.00 to participate.

17
18 Secretary-Treasurer Bremer seconded the motion.

19
20 Chair Herron called the question, all in favor.

21
22 Motion passes unanimously.

- 23
24 **4.** Discussion of and Possible Action to Appoint the Firm Reese Ring
25 Velto, PLLC for Attorney and Legal Services for North Lake Tahoe Fire
26 Protection District, presented by Chief Sommers.

27
28 Chief Sommers turned the meeting to Legal Counsel Devon Reese.

29
30 Legal Counsel Reese began by stating the new agreement is no
31 different than the agreement from 2008. Legal Counsel Reese said
32 the only change is the firm's name as the district will continue to have
33 the same attorneys.

34
35 Legal Counsel Reese stated he can answer any questions as well as
36 explain what the agreement covers and services available to the
37 district. Legal Counsel Reese added it has been the joy of a
38 professional lifetime to represent NLTFPD and it is always a privilege
39 to spend time with NLTFPD.

40
41 Chair Herron stated that for the BOD's information, this is the
42 formalization of doing what has already been done.

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44 Chair Herron asked if there were any questions.

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Director McKay commented that district staff has noted they enjoy working with Legal Counsel Reese and they do a good job. Director McKay said he believed it would a good idea to formalize the change because technically it is a new firm, although the attorneys remain the same.

Chair Herron stated she agreed on the need of formalizing. Chair Herron stated she would entertain a motion.

Secretary Treasurer Bremer made a motion to Appoint the Firm Reese Ring Velto, PLLC for the Attorney and Legal Services of NLTFPD.

Vice-Chair Miller seconded the motion.

Chair Herron called the motion.

Motion passes unanimously.

***Legal Reports**

Legal Counsel Reese had no additional reports for the BOD other than noting Legal Counsel continue to work with Staff and said the district continues to work well regionally which creates opportunities for conversation. Legal Counsel Reese recognized the great working relationship.

***BOD reports**

Chair Herron reported she and Chief Sommers have begun to speak about his contract noting all positive conversations.

Vice-Chair Miller thanked Chief Sommers, Assistant Fire Chief (AFC) Barnum, Chief Financial Officer (CFO) Signorelli, adding that the workshop was very informative, and said that as he commences his employment at Olympic Valley and learning about their Fire Department (FD) the feedback he has received from NLTFPD has been helpful for his new position, along with the process and importance of things. Vice-Chair Miller again stated he appreciates everyone’s time.

***Fire Chief Report presented by Fire Chief Sommers.**

Chief Sommers thanked the BOD for their flexibility in holding a second meeting in the same month.

1 Chief Sommers reported on the following:

2
3 Nevada Division of Forestry (NDF) billing; Interim Finance Committee (IFC)
4 meeting was held on April 11, 2024, the meeting did not go very well as the
5 committee authorized \$6 million to pay back \$17 million in invoices. Chief
6 Sommers reported we have been promised \$450,000 in payment until the
7 next update of the IFC, Chief Sommers stated the time of the update is
8 unknown. Chief Sommers added he has had colorful conversations with NDF,
9 and Dominique Etchegoyhen. Chief Sommers noted the conversation with
10 Mr. Etchegoyhen was very constructive with more points being brought to
11 his attention on the issue.

12
13 The State of the District presentation was given to two of the three shifts as
14 the third shift was called to a structure fire at the commencement of the
15 presentation. Chief Sommers took a moment to thank the Chief Officers
16 present during the presentations as well as the Union President, Dale
17 Spieker who was a part of the presentations in effort to show a unified front.
18 Chief Sommers stated he can provide a copy of the presentation to the BOD
19 via email or work with the BOD Chair to present at a future BOD meeting.

20
21 Lastly, Chief Sommers reported on the call for a structure fire mentioned
22 earlier. Chief Sommers said crews responded to the call for a
23 structure/vehicle fire in the garage and he wanted to shoutout serious kudos
24 to the shift on the line that responded as the only damage done was to the
25 vehicle that was still in the garage noting there was little impact on the
26 structure with minor smoke damage.

27
28 End of report.

29
30 Chair Herron inquired with the other BODs on Chief Sommers State of the
31 District presentation and requested it be sent out to the BOD via email.

32
33 ***Chief Officers Report presented by Assistant Fire Chief Barnum.**

34
35 AFC Barnum reported the following:

36
37 Silver State Women in Fire will be held May 4, 2024, this will be a regional
38 event with all the departments in the valley as well as Douglas County.
39 There will be helicopters doing a wildland response to show young women
40 trying to get into the fire service and giving them an example of women in
41 the fire service so they can see they can do this job. AFC Barnum expressed
42 that he is excited to continue with this and said there will be a large exercise
43 on June 29th, 2024, where participants will be given turnouts, they will cut
44 out vehicles and climb ladders after the orientation.

1 End of report.

2

3 ***Prevention Report presented by Fire Marshal James.**

4

5 Fire Marshal (FM) James, advised his report was submitted as part of the
6 BOD meeting packet and is available for any questions.

7

8 Director McKay asked if it was going to be a busy season.

9

10 FM James stated it felt that way as there has been an uptake on Short-Term
11 Rentals (STR's) because of people's insurance concerns and reported close
12 to 800 STR's.

13

14 Director McKay commented he has not heard many STR complaints lately.

15

16 FM James stated Chief Sommers may have some complaints as the
17 Prevention holds STR owners accountable for fire sprinklers, alarms,
18 maintenance, and hydrants and added it is good that Director McKay is not
19 hearing any complaints.

20

21 End of report.

22

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

24

25 Division Chief (DC) Powning reported on the following:

26

27 Seasonal employees will be hired in May. Returning seasonals will be hired
28 on May 27th, 2024, and new hires to the district will be hired May 20th, 2024,
29 DC Powning expects to be fully staffed after May 27th.

30

31 Crews are working and spent the last three days at Mt. Rose Ski Resort
32 completing the building of their tubing hill, and will be working at Sand
33 Harbor, along the East Shore, and some of the state urban lots.

34

35 NV Energy workbook has been received however nothing has been executed
36 as he and Chief Sommers will be setting up a meeting with NV Energy to
37 have a clearer discussion with them on the workbook and ensure this is
38 something the district would like to do and added that it is not very clear
39 yet.

40

41 Innovation, there is a new tool called Burn Bot. The Burn Bot has different
42 tools, such a masticator that is operated via remote control that will do 50%
43 of greater slope. DC Powning stated the Burn Bot will be brought into IV for
44 a demonstration (demo) that will be held at Matchless Ct on May 1-3. DC

1 Powning reported he is looking forward to the demo and advised the same
2 type of tool will be brought in the fall, however that tool does burning. DC
3 Powning stated he is still researching the burning tool, looking at statutes
4 and will look at air qualities before it is brought in. DC Powning advised this
5 is coming to IV at no cost to us.

6

7 End of report.

8

9 Vice-Chair Miller inquired on how the demo came about.

10

11 DC Powning replied the demo is being done for the masticator and said other
12 agencies and delegates will be attending with about 135 invites that went
13 out for people to preview the demo as not a lot of other areas around the
14 basin are set up, where the bot can be placed on land, and it is permitted.
15 DC Powning advised the permitting is complete for the masticator.

16

17 Vice-Chair Miller inquired on how big of a tree the bot can take down.

18

19 DC Powning said the tree can cut up to 16 inches and confirmed the demo
20 will be on Incline Village General Improvement District (IVGID) land.

21

22 Director Costalupes asked DC Powning to share a list of names of the new
23 seasonal employees as he is curious.

24

25 End of report.

26

27 ***Chief Financial Report presented by Chief Financial Officer Signorelli.**

28

29 CFO Signorelli reported on the following:

30

31 CFO Signorelli will be submitting a refund request to the Parasol Endowment
32 Fund for FF/PM Ramirez PM school.

33

34 Enterprise Resource Planning (ERP) demos have started, the process will
35 continue over the next few weeks and CFO Signorelli will report on progress
36 as she is hoping to have selection before Fiscal Year (FY) end.

37

38 CFO Signorelli and Captain Ashby are collaboratively working on a donation
39 leave policy for the district that will be brought before the BOD after it is
40 finalized.

41

42 AFC Barnum, CFO Signorelli, and the external Human Resources (HR)
43 consultant are working to finalize the Policies & Procedures (P&P's), with one
44 final meeting before they are presented to the BOD for approval.

1
2 HR Assessment with Pool/Pact will be completed next week, as there will be
3 some changes across the district and said some have already been
4 implemented and added this assessment has to do with HR functionality in
5 its entirety.

6
7 5-year Committee, FM James and CFO Signorelli are Committee Chairs, and
8 said this was in response to the Employee Survey and she will report on
9 progress.

10
11 CFO Signorelli is currently completing the payroll audit with POOL/PACT and
12 the final budget as scheduled for May 22nd, 2024.

13
14 End of report.

15
16 ***Public Education Information Officer Report presented by PIO**
17 **Rancourt.**

18
19 Public Information Officer (PIO) Rancourt advised her report was submitted
20 as part of the BOD meeting packet and is available for any questions. PIO
21 Rancourt additionally reported she is busy organizing many of the events
22 scheduled over the next few months.

23
24 End of report.

25
26 ***Local Union 2139**

27
28 Local 2139 President, Dale Speiker thanked the district on behalf of FF/PM
29 Kesler stating his experience and personality will be missed.

30
31 President Speiker offered his congratulations to Captain Kokenge adding he
32 is a great Captain and a great choice for a Captain and a leader, as well as
33 FF/PM Ramirez and FF/PM Ketron. Captain Speiker was part of FF/PM
34 Ketron's Academy and recognized he is hard working and a great guy and
35 said everything he has seen from FF/PM Ramirez makes him a great addition
36 to the line.


37
38 End of report.

39
40 ***NRS 241.020 RE: Public Comment. This is a Time for the Public to**
41 **Comment on any Matter, Whether or Not it is Included on the Agenda**
42 **of this Meeting.**

43
44 No public comment.

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Meeting Adjournment 12:27 p.m.



Andreina Quiroz, Secretary



Susan Herron, Chairman