

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

Tuesday, April 14, 2026

LOCATION: 863 Tanager, Incline Village, Nevada.

MEETING CALLED TO ORDER: Chair Herron called the meeting to order at 10:00 a.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; Denise Bremer, Secretary-Treasurer; Phil Klein, Director. Ken Leijon, Director, attended virtually. Charley Miller, Vice-Chairman, was absent.

***Guests present:** Fire Chief, Ryan Sommers, NLTFPD; Provisional Assistant Fire Chief, Jed Horan, NLTFPD; Fire Marshal John James, NLTFPD; Division Chief, Isaac Powning, NLTFPD; Chief Financial Officer Jackie Dunklee, NLTFPD; Public Information Officer, Andreina Quiroz, NLTFPD; Executive Administrative Assistant/Board Secretary, Devenney Leijon, NLTFPD; Legal Counsel, Paul Cotsonis; Provisional Battalion Chief, Justin Ashby, NLTFPD; Fire Captain, Micha Wilcock, NLTFPD; Provisional Fire Captain, Jason Knight, NLTFPD; Engineer, Brett Jacobsen, NLTFPD; Firefighter/Paramedic, Michael Peck, NLTFPD; Firefighter, Justin McKendry, NLTFPD; Accounting Specialist/Manager, Theresa Montoya-Neves, NLTFPD; Accounting Technician, Nicole Tuxon, NLTFPD.

***Approval of Agenda:** Chair Herron noted that item number one would be removed from the agenda since past Assistant Fire Chief (AFC) Barnum was unable to attend the April Board of Directors (BOD) Meeting. She noted that the agenda item would likely be rescheduled for the May BOD Meeting.

Approved as Amended.

***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 March 18, 2026, Board of Directors Meeting.

Review of Accounts Payable for March 2026.

1 Approval of the March 2026 Monthly Management Report.

2
3 **OLD BUSINESS:**

4
5 None

6
7 **NEW BUSINESS:**

- 8
9 **1.** Recognition of Assistant Fire Chief, Russell Barnum's 18 years of
10 service and retirement from the North Lake Tahoe Fire Protection
11 District, presented by Chief Sommers.

12
13 Item was removed.

- 14
15 **2.** Discussion of and Possible Action Regarding the Adoption and
16 Resolution of a formal Gifts & Donation Policy along with a
17 standardized Gifts & Donation Acceptance Form, as presented by
18 Chief Financial Officer Dunklee.

19
20 Chief Financial Officer (CFO) Dunklee thanked the BOD for being at
21 the meeting. She briefly outlining the contents of the Gifts &
22 Donation Policy and standardized Gifts & Donation Acceptance Form
23 within the BOD Packet. CFO Dunklee noted that a grant policy
24 would likely follow next month as well. CFO Dunklee stated that the
25 goal of the policy was to abide by Nevada Revised Statutes (NRS)
26 and maintain ethics. She said her recommendation was to approve
27 the policy and then distribute the policy to North Lake Tahoe Fire
28 Protection District (NLTFPD) for use.

29
30 Chair Herron asked if there were any questions. Hearing none, she
31 stated that she would recommend that the resolution number be
32 included on the bottom of the policy documents in the footer to
33 note that the policy had been adopted by the BOD.

34
35 Secretary-Treasurer Bremer made a motion for the Adoption and
36 Resolution of a formal Gifts & Donation Policy along with a
37 standardized Gifts & Donation Acceptance Form.

38
39 Director Klein seconded the motion.

40
41 Chair Herron asked if there were any comments, if there were no
42 comments she would call the question.

1 Chair Herron called the question, motion passes 4-0.
2

3 **REPORTS:**

4
5 ***Legal Reports**

6
7 Legal Counsel Paul Cotsonis had no report for the BOD.
8

9 ***BOD Comments & Reports**

10
11 The BOD had no comments or reports.
12

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

14
15 Fire Chief (FC) Sommers thanked the BOD for being at the BOD meeting.
16

17 FC Sommers reported that work on that First Responder Pier has been
18 moving forward. He said that he will be working with the Washoe County
19 Sheriff Office (WCSO) on the project and pursuit for the construction,
20 permits, environmental studies soon. FC Sommers said he has been in
21 contact with a consultant, an engineer, and a contractor at this time.
22

23 FC Sommers reported that CFO Dunklee and he would be meeting with the
24 General Manager (GM) of Incline Village General Improvement District
25 (IVGID) to explore a partnership for Human Resources (HR) expertise. He
26 noted that this partnership would assist the CFO with HR items and he was
27 envisioning a partnership where NLTFPD would pay for the expert employee
28 for a specific number of hours every week or month, depending on what was
29 agreed upon with IVGID. FC Sommers said there is an employee at IVGID
30 who he personally feels is a very good mentor and is very good at HR. He
31 noted that he felt the IVIGID employee he had in mind would be interested
32 in assisting the NLTFPD employees who work on HR.
33

34 FC Sommers reported that NLTFPD may look at exploring a 501(c)(3) status
35 and will be working with legal to assess the possibility further.
36

37 Director Leijon asked what the work with contractors was related to because
38 his virtual connection had cut out during the first portion of FC Sommers'
39 report.
40

41 FC Sommers said that it was related to a First Responder Pier.
42

43 Director Leijon thanked FC Sommers for clarifying.
44

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1 FC Sommer Reported that next week he will be in Washington, District of
2 Columbia (Washington, D.C.) with Western Fire Chiefs Association (WFCA)
3 chiefs from the state of Nevada (NV) to speak with delegates and would be
4 out of the District the week following on personal days.

5
6 Chair Herron asked if Provisional AFC Horan would be overseeing the District
7 in FC Sommers' absence.

8
9 FC Sommers confirmed.

10
11 End of report.

12
13 ***Chief Officers Report presented by Provisional Assistant Fire Chief**
14 **Horan.**

15
16 Provisional Assistant Fire Chief (AFC) Horan reported that Operations had
17 responded to 1,048 incidents since January and that 568 had been
18 Emergency Medical Services (EMS) calls.

19
20 Provisional AFC Horan reported that the Incline Village Community Hospital
21 (IVCH) signed a transfer contract with Technical Medical (Tech Med), a
22 private entity, who will be available from 8:00 p.m. to 6:00 a.m. for
23 transfers after hours. He noted that Chair Herron has been informed
24 throughout discussions and that he is available for questions.

25
26 Provisional AFC Horan reported that there was a structure fire last week on
27 Wheel Road. He noted that the NLTFPD crews did a great job and the fire
28 was contained to the room of origin. Provisional AFC Horan added that the
29 structure sustained substantial smoke damage. He said that the Internation
30 Association of Fire Fighter (IAFF) Local 2139 had provided gift cards and
31 resources for the homeowners to aid them in starting the recovery process.

32
33 Provisional AFC Horan reported that a hiring announcement for a Lateral
34 Firefighter/Paramedic (FF/PM) position has been posted. He stated that the
35 position would close at the end of April.

36
37 Provisional AFC Horan reported that thanks to NLTFPD Fleet, all apparatus is
38 in service. He said that snow tires will be changed by the beginning of May.

39
40 Provisional AFC Horan reported that all refresher training for wildland fire
41 season is currently underway.

42
43 Provisional AFC Horan reported the NLTFPD boat will be on the water by
44 mid-May.

NLTFPD Board of Directors Tuesday, April 14, 2026

1 Provisional AFC Horan reported that there have been some generous
2 donations of homes that will be demolished for NLTFPD training. He said he
3 has been working with Fire Marshal (FM) James and crews have been able to
4 rotate through the homes working through training.

5
6 Provisional AFC Horan reported that there will be a Fire Captain test mid-
7 May.

8
9 At this time FC Sommers commented that he wanted the BOD to be aware
10 that Tech Med will not answer 9-1-1 calls. He said there is no plan currently
11 for Tech Med to post an ambulance in Incline Village strictly for transfers and
12 that the company is coming from Reno for the transfers.

13
14 Secretary-Treasurer Bremer asked if Tech Med would only take patients
15 Reno or if they would transfer to Truckee as well.

16
17 FC Sommers said it was his belief that Tech Med would transfer patients to
18 any location as assigned by the doctor.

19
20 Director Klein asked if NLTFPD would step in for emergencies since it would
21 take Tech Med half an hour to get up the hill from Reno for a transfer.

22
23 FC Sommers confirmed that was correct.

24
25 End of report.

26
27 ***Prevention Report presented by Fire Marshal James.**

28
29 Fire Marshal (FM) James reported that his report was included in the BOD
30 packet and he was available for questions.

31
32 FM James reported that Prevention was staying busy with Cal Neva Resort,
33 Hyatt Regency Lake Tahoe Spa and Casino, and new construction.

34
35 End of report.

36
37 ***Fuels Management Report as presented by Division Chief Powning.**

38
39 Division Chief (DC) Powning reported that the initial seasonal hiring process
40 is complete. He said that new seasonal employees would be starting on May
41 4 and that returning seasonal employees would start on May 18. DC Powning
42 noted that all the crews and engines will be available for response starting
43 on May 22 after Critical 40 training has been completed.

1 DC Powning reported NLTFPD Fuels crews have been assisting the
2 Humboldt-Toiyabe National Forest (NV-HTF) team with prescribed burning in
3 the Reno area. He said NLTFPD Fuels Crews have been completing training
4 and preparations for the coming Critical 40 training as well.

5
6 DC Powning reported that one of the NLTFPD Fuels Crew Supervisors has
7 been in the Mid-West completing Burn Boss training.

8
9 DC Powning reported that the department received \$1.3 million dollar grant
10 from Lake Tahoe Restoration Act (LTRA). He noted that this meant that
11 about \$1.6 million dollars in grants had been received in the last month.

12
13 End of report.

14
15 ***Chief Financial Report presented by Chief Financial Officer Dunklee.**

16
17 CFO Dunklee reiterated the budget schedule and noted that dates would be
18 finalized today.

19
20 CFO Dunklee reported that there would be a budget augmentation at the
21 May BOD Meeting.

22
23 CFO Dunklee reported that Paycom had launched. She said that quarterly
24 meetings with Paycom team members would continue for the extended
25 launch period as the system continues to be set up to meet NLTFPD needs.

26
27 CFO Dunklee reported that work on the Fixed Asset List is underway for the
28 June 30 inventory count. She noted that all the assets would be input into
29 Great Planes, which will replace excel moving forward.

30
31 CFO Dunklee reported that there may be an email request in May for BOD
32 decision related to the Corrective Action Plan from the Audit notes. She said
33 that the date would be determined and finalized.

34
35 CFO Dunklee reported that starting July 1, NLTFPD would have its own
36 contract with Cal Fire for dispatch and NLTFPD will be billed directly instead
37 of going through North Tahoe Fire Protection District (NTFPD).

38
39 Chair Herron asked if the April 30 BOD Budget Workshop was going to being
40 adjusted to May 7.

41
42 CFO Dunklee said that Vice-Chair Miller would be out on April 30 and that FC
43 Sommers would have to attend virtually, thus she requested May 7 since all
44 attendees would be able to attend in-person.

1 Chair Herron asked the BOD if they would be available on May 7.

2
3 Secretary-Treasurer Bremer and Director Klein confirmed availability.

4
5 Director Leijon advised he had to check and confirm availability.

6
7 Discussion occurred regarding the scheduling of the May Board meetings,
8 including proposed dates and times. Consensus was reached on the meeting
9 schedule.

10
11 CFO Dunklee thanked Compliance Officer Erick Rodriguez and I.T./Logistics
12 Manager Alan Green for their help transitioning to Paycom. She also thanked
13 her team for their hard work during the transition.

14
15 End of report.

16
17 ***Public Education Information Officer Report presented by PIO**
18 **Quiroz.**

19
20 Public Information Officer (PIO) Quiroz reported that her report was included
21 in the BOD packet, and she was available for questions.

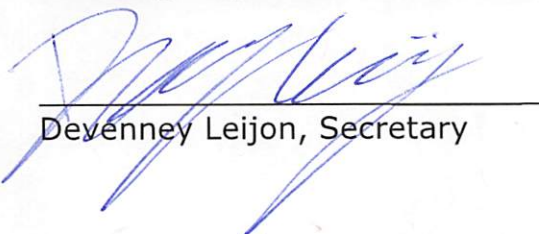
22
23 End of report.

24
25 ***Local Union 2139**

26
27 No union representative was available for the meeting. No report was given.

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. No Public Comment.**

32
33 **Meeting Adjournment 10:16 a.m.**

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Devenney Leijon, Secretary


Susan Herron, Chairman