

TAHOE DOUGLAS FIRE PREVENTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**October 25, 2017**

**Those Present:**

Chairman Bill Kirschner  
Vice Chairperson Ann Grant  
Trustee Greg Felton  
Trustee Kevin Kjer  
Legal Counsel Devon Reese  
Fire Chief Scott Baker  
Battalion Chief Todd Moss  
Battalion Chief Rich Nalder  
Battalion Chief Ralph Jones  
Fire Marshal Eric Guevin  
Fire Inspector Todd Stroup  
Forester John Pickett  
Crew Foreman Matt Fogarty

Office Manager Kate Warner  
Accounting Specialist Carrie Nolting  
Administrative Assistant Erin Allison  
Crew Member Dustin Anino  
Guest Audrick Anderson  
Guest Mallory Cole

**1. Call to Order.**

Meeting was called to order at 2:30 p.m.

**2. Pledge of Allegiance.**

Pledge of allegiance was led by Chairman Kirschner.

**3. Roll Call.**

Chairman Kirschner, Vice Chairperson Grant, Trustee Felton, and Trustee Kjer were present. A quorum was present.

**4. Approval of the Agenda.**

Vice Chairperson Grant motioned to approve the agenda. Trustee Felton seconded the motion. Motion approved 4-0.

**5. Public Comment.**

None.

**6. Board Trustee Comment.**

Vice Chairperson Grant thanked Chief Moss for leading CERT training through the mass casualty trailer and effective mass casualty care.

Trustee Kjer thanked the District for allowing and attending the Whittell Homecoming bonfire. There was an engine and ambulance standby and a great safety briefing before the event.

**7. Approval of the Consent Calendar.**

Items:

- a. Approval of Minutes 08/23/17
- b. Monthly Expenditures
- c. Strategic Plan – 4<sup>th</sup> Quarter Update
- d. Board Goals & Objectives – 1<sup>st</sup> Quarter Update

Trustee Felton stated he would like to move item “d” forward.

Trustee Kjer motioned to approve the Consent Calendar items “a, b, and c”. Vice Chairperson Grant seconded the motion. Motion approved 4-0.

**8. For Possible Action: Consent items moved forward.**

Item “d” Board Goals & Objectives – 1<sup>st</sup> Quarter Update

Trustee Felton asked if the priority for the SNPLMA funding that will be going to the Cave Rock project is the same as the Lake Tahoe Restoration Act funding. Chief Baker confirmed.

Trustee Felton asked if there had been a resolution to the discussions with the water purveyors that wanted to use SNPLMA funding.

Chief Baker responded that SNPLMA 16 is moving forward as is, and we will be working with the water purveyors for future funding through SNPLMA 17 and 18.

Trustee Felton motioned to approve Consent Calendar item “d”. Vice Chairperson Grant seconded the motion. Motion approved 4-0.

**9. Presentation: Employee Recognition.**  
Fire Chief Scott Baker

Chief Baker recognized all of the crews that have been out on strike teams and busy all year long. Captain Zabel and Brush 21 were recently on the fires in Northern California. Chief Nalder has been out on assignments all summer as well.

Chief Baker recognized Audrick Anderson for receiving the Zephyr Crew Paramedic Scholarship for 2017. We will be awarding up to \$10,000 for his paramedic school at TMCC. Audrick started with the District in 2015, working three seasons with the Zephyr Crew and burn crew last winter. He graduated from Douglas High School and attended United States Air Force Para-rescue training. He has worked as a volunteer with East Fork Fire and went through their fire academy. In his time with the Zephyr Crew, he helped with the fuels maintenance and monitoring program. He also applied for our last paramedic job opening even though he wasn't qualified just to go through the whole process and have a better understanding of what to expect in the future.

Chief Baker recognized Forester John Pickett for more than five years of service. Pickett started with the District in 2011. He is known for his public speaking at HOA, GID, and inter-agency meetings around the Basin. He is responsible for all of the fuels management grant applications, and is the defensible space guru in the Basin. He has been nominated four times for the Tahoe Chamber Blue Ribbon Award for Community Service (Public Agency). Pickett was instrumental in securing Station 22 – Zephyr Crew Quarters, and continues to play a key role in the Compost Your Combustibles, Community Work Days, and Fire Adapted Communities programs.

Chief Baker also recognized Carrie Nolting for more than five years of service. She started with the District in 2010, and is responsible for billing, accounts payable, payroll, grant reporting/tracking, and audits. She has a background in banking and personal business and a BS in business administration. In her time at with the Fire District, she initiated the project of all the retiree pictures hanging in the classroom and creating the supplies and service budget expense tracking sheet. She has been instrumental in the HR Phase II assessment, COOP, FLSA, and much more. Nolting also earned the title of “Zephyr Crew Mom.”

Chief Baker also recognized Squad Boss Dustin Anino for more than five years of service. He was hired in 2010 as a Zephyr Crew member and has spent a few winters on the burn crew as well. He was promoted to Lead Crew Member in September 2016 and Squad Boss in July 2017. Anino graduated from South Tahoe High School and completed the Lake Tahoe Basin Fire Academy. He is currently attending fire science classes with TMCC. He is a hard worker, a go getter, has a lot of integrity, and is a great asset to the Fire District.

Chief Baker recognized Chief Antti for completing one year as the Assistant Chief and Chief Jones who will have completed one year as a Battalion Chief at the end of October.

**10. Discussion: Discussion of obtaining and accepting a proposal for Standards of Cover. No action will be taken.**

One of the FY 2017-18 Board Goals and Objectives is to complete a Standards of Cover (SOC) report, and the current strategy is to hire an outside consultant. Our first proposal is from the

current South Lake Tahoe Fire Chief, Jeff Meston, and former Acting South Lake Tahoe Fire Chief, Bruce Martin, who are considered fire experts, both live in the basin, and have had extensive experience with SOC reporting for other fire agencies. The cost of this proposal is \$35,000.

Chief Baker has located other consultants, but has not been able to set up meetings with them yet. Those consultants are broad-based organizations that complete standards of cover for government entities, but not necessarily for fire service or in our area.

Chief Baker would like to continue to gather proposals. When discussing the staff needed and the number of hours it would take for our staff to complete, the price of the proposal would be well worth it. Plus, an outside agency will evaluate the standards of cover objectively, which helps meet our goal.

Trustee Kjer commented that he would like to see more bids to get an idea of price range comparisons with other organizations.

Vice Chairperson Grant commented that she appreciates the fact that they are local and know this area, and they will have a good idea of what the standards should look like here.

Trustee Felton commented that he would also like to see some sort of comparison for price and content. He also commented that updating our maintenance facility is not specifically mentioned in this proposal, but it is something Chief Baker has mentioned that needs to be addressed.

Chief Baker responded that it was discussed with these consultants, and he will talk to them about specifically putting it into the proposal.

Trustee Felton asked if the consultants we choose will be assessing our district based on set standards and requirements.

Chief Baker responded that there are set requirements and they are looking at how our district, staffing, topography, etc. fit into those standards.

Trustee Felton asked if the GIS data mentioned in the proposal is available.

Chief Baker responded that to our knowledge, it is, and the county is willing to work with us to provide what we need.

Trustee Felton asked if they can look into the infrastructure issue between Glenbrook and Cave Rock and provide recommendations on what needs to be done to fix that issue.

Chief Baker responded that they are aware of the issue and the Fire Flow Initiative, and this issue can be defined more specifically in the report.

Trustee Felton asked if the SOC report will help us apply for grants for things like infrastructure in the Glenbrook/Cave Rock area.

Chief Baker and Forester Pickett both responded yes.

Trustee Felton asked when they would get started.

Chief Baker responded that it will depend on when the proposal is accepted, but the sooner the better. We will try to have the proposals for next meeting so that we can start moving forward with this at that point.

**11. Report Item: Review of Monthly Fire District Activities.**  
Fire Chief Scott Baker

Chief Baker recognized the following employees for their years of service:

- October
  - Engineer Fred Parson – 22 years of service
- September
  - Battalion Chief Rich Nalder – 37 years of service
  - Captain Andy Isenberg – 7 years of service
  - Firefighter/Paramedic Jenny Alustiza – 7 years of service
  - Firefighter/Paramedic James Ward – 4 years of service
  - Firefighter/Paramedic Chris Wade – 3 years of service
  - Administrative Assistant Erin Allison – 1 year of service

Chief Baker thanked the board for defining specific, measurable Board Goals and Objectives. Staff is working to tie everything we do back to the Board Goals and Objectives and to provide regular updates.

The PRT audit is complete and the District audit is almost complete. The auditors will be in at one of the next two board meetings to give a briefing as they usually do.

From the September Fire Chief Report:

- Pancake Breakfast – successful with over 400 guests.
- Retiree Luncheon – fed 40 people, 19 of those being retirees. This event was especially nice due to a lot of interaction between the retirees and the staff/crews with great words of wisdom being passed down.
- FireFest – staff did a great job and thank you to all the other entities that were involved. There are estimates that 1,000-1,300 people were in attendance.

Chief Baker congratulated Mark Norwood, who was promoted to Engineer on September 3.

The Fire Academy is ongoing, and graduation will be on November 17 at Harrah's.

On schedule for November – new fire boat delivery, Captain's test, and new ambulance.

The new Zephyr Crew buggies have been ordered. They are not in production, but we will update the board when that happens.

- 12. Report Item: Review of Fire District Division Reports.**  
Battalion Chief Ralph Jones  
Battalion Chief Rich Nalder  
Forester John Pickett

### **Jones**

Captain Lucas has secured a LEPC grant for 4 gas detectors through the county that went into service in all the engines. The BC rig has a new 5 gas detector. Captain Lucas did a great job.

Engineer Apple and Firefighter/Paramedic Vandover are in the middle of a six-week long hazmat technician class.

Training for October and November will be focused on Captain's test preparation.

There has been a lot of interference with tac channels on our radios, so we are working to get two county tac channels that are designated to our department specifically.

Chief Baker commented that we have our primary channel that we are dispatched on, and tac channels are used on incidents to keep the primary channel free for dispatch. The tac channels are region wide, so other agencies can use them while we are, which causes interference.

The process for the public safety pier has started with multiple agencies on the lake. The goal is to design something all agencies can work off of.

The boat committee has done a fantastic job. Engineer Johnson is the lead for water rescue and has been leading for the new boat. Captain Green is in charge of all training and some specific parts of the design, Engineer Fine is the lead on the design of the boat, Captain Lucas is the lead for fire flow and firefighting equipment, Engineer Prather is in charge of all maintenance issues, and Engineer Sanders is in charge of ancillary equipment. The boat committee will be putting together a training manual and taskbooks. Safety is a huge factor, and we are taking it very seriously. The end goal is to have every engineer in this district able to operate the boat.

Chief Jones and Engineer Fine went to Lake Assault last week for the final inspection, and the boat is almost complete. Lake Assault is putting the boat in the water on October 26 to test the pumps and the motors. Mercury will be there to tune the motors.

Zephyr Cove Resort and Round Hill Pines Resort have agreed to provide temporary docking for the fire boat until the public safety pier is completed. Electricians are working this week at the docks to get the electricity we need out to the boat.

The final mooring and safety equipment has been ordered and the certificate of origin has been delivered. We will be getting graphics on the boat with the certificate numbers once it arrives.

The boat will be on display in the exhibit hall at FireShowsWest in Reno November 6-9, and we are hoping to have it in the water on the morning of November 10 and docking it at Zephyr Cove pier.

November 13 will a media event in conjunction with the manufacturer, Lake Assault, to promote this new venture. It is an invitation only event with a brief ceremony/christening. A demonstration will be held in the spring once training has been completed. November 14-16 will be the training hosted by Lake Assault.

## **Nalder**

It has been a busy summer out of district on assignments.

We are experiencing the typical seasonal slowdown, with every shift running about 50 calls. The District is about 100 calls ahead of last year.

There were four gas leaks in the district this month. We are able to plug them ourselves, which is good training for the crews.

There was a fatal motorcycle accident on Spooner during Street Vibrations. Acting Captain Crebs was the lead on the incident and did a great job.

There was also one backcountry rescue this month.

Emergency Reporting System (ERS) is the program we use for staffing, maintenance, reports, and inventories. We are starting to add other programs to it, including Halligan, which we use for check-out for the engines, and CrewSense, which we use for staffing. We are trying to get rid of a lot of the paper forms that we use where possible, and are working out the issues as they arise.

Ladder testing was completed on all engines and an outside company is completing hose testing. Truck 23's ladder testing will be on October 29.

Chairman Kirschner asked if the roof repairs at Station 23 are complete. Chief Nalder responded that we are still waiting for the worker to show up.

Trustee Felton asked why the gutter work was planned for December. Chief Nalder responded that the local contractors have been completely booked and December was the first available opening.

## **Pickett**

The Fuels Management Division has been renamed to the Wildland Fire Division.

NRS 528 had a provision that would have required homeowners that live within 200 feet of a creek to obtain a permit to be able to cut down any tree for defensible space, no matter its size. The law has successfully been changed to apply to commercial timber only, which does not apply to the Tahoe Basin.

We received a grant that will reshape the GIS data for Douglas County that will be used for our Standards of Cover. We have an MOU with the county that will give us use of that data in perpetuity. They will continually update it and mapping is becoming more accurate.

The entire community of Cave Rock will begin a cheatgrass abatement effort that will involve being spraying and then re-planting with TRPA approved native grasses. We will also be giving away seed bags of native grass to our residents to aid in cheatgrass abatement.

We are working to develop a collector app with our partners at Cal Fire to enable defensible space inspections to be done electronically and immediately uploaded to a central database.

Trustee Felton asked about the Wildland Fire Division report item referencing the expansion of the Zephyr Crew into a fire crew and a fuels crew.

Forester Pickett responded that crew members can move between the two teams should they choose, but it would allow us to have a crew available to go out on fires while still completing the acreage that needs to be completed in the district.

### **13. Public Comment:**

Trustee Felton asked if Ketamine is replacing a drug we currently use or in addition to what we currently use.

Chief Baker responded that it is in addition.

Chief Jones added that Ketamine is readily available and it is commonly used in emergency rooms.

Trustee Felton asked why ambulance billing revenue is significantly lower than normal, while transports and billing are at normal levels.

Accounting Specialist Nolting responded that Chief Moss reached out to our billing company about it and we have not heard back from them. We hope to have an answer for the next meeting.

Trustee Felton asked what the \$72,000 grant that was awarded to us from the Nevada Division of Emergency Services was for.



Chief Baker responded that it is for a second bomb suit.

- 14. Discussion: Confirm next meeting, with a proposed date of Wednesday November 15<sup>th</sup>, 2017 with a start time of 2:30 p.m. and possible agenda items.**

Meeting confirmed for Wednesday, November 15<sup>th</sup>, 2017 with a start time of 2:30 p.m. in the Station 23 classroom.

**Adjourn.**

Chairman Kirschner adjourned the meeting.

**Closed Session: Not needed at this meeting.**

**Erin Allison  
Board Secretary  
Tahoe Douglas Fire Protection District**

APPROVED