

TAHOE DOUGLAS FIRE PREVENTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**June 27, 2018**

**Those Present:**

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

Office Manager Kate Warner  
Accounting Specialist Carrie Nolting  
Administrative Assistant Erin Allison  
Captain Brandon Brady  
Crew Foreman Matt Fogarty  
Guest Nicholas Buchholz  
Guest Dana Buchholz  
Guest Mike Rebaleati  
Guest Zach Clarke  
Guest Tim Ball  
Guest Fire Chief Ryan Sommers

**1. Call to Order.**

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

**2. Pledge of Allegiance.**

Pledge of allegiance was led by Trustee Kirschner.

**3. Roll Call.**

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

**4. Approval of the Agenda.**

Trustee Kirschner motioned to approve the agenda. Vice Chairman Kjer seconded the motion. Motion approved 5-0.

**5. Public Comment.**

None.

**6. Board Trustee Comment.**

Vice Chairman Kjer commented he attended over 25 life and safety inspections with the Douglas County code enforcement officer. They have installed many items, such as fire extinguishers and smoke detectors. The inspections are tough but fair. The county is doing a great job with the new required life safety inspections.

Chairperson Grant thanked the District for keeping the key to the new CERT shelter trailer. Kahle is the evacuation center.

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

Items:

- a. Approval of Minutes 05/23/18
- b. Monthly Expenditures
- c. Financials – 03/31/18, 04/30/18

Trustee Schussel motioned to approve the Consent Calendar. Trustee Kirschner seconded the motion. Motion approved 5-0.

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

None.

**9. Presentation: Special Community Recognition.**  
Fire Chief Scott Baker

Nicholaus Buchholz is a recent graduate from Whittell High School and is the Tahoe Douglas 2018 scholarship recipient. Chief Baker and Fire Marshal Guevin presented him with his \$500.00 scholarship award.

**10. For Discussion and Possible Action: Discussion and possible approval of renewal proposal for commercial and workers compensation insurance from Nevada Public Agency Insurance Pool (POOL) and approval for payment in the amount of \$64,020.75 from FY 2018-2019 funds; approximately 7% higher than last year.**  
Alan Reed, C.I.C., Warren Reed Insurance  
Wayne Carlson, NV Public Agency Insurance Pool

**Guest Mike Rebaleati from NV Public Agency Insurance Pool** took the place of Wayne Carlson. Increases in the cost are due to changes in the economy and national catastrophes in the past year, mainly hurricanes and wildfires. Even though the losses worldwide were significant, POOL/PACT was able to negotiate lower costs for the District because of our good standing.

The coverage is the same as last year. There was a one million dollar increase for cyber security coverage, now totaling three million dollar cyber liability coverage.

There is a POOL/PACT retreat September 20 and 21 for strategic planning for the future, and any Fire District attendance would be appreciated.

The Stryker grant process is still in place should the District need another gurney in the future.

Trustee Felton asked the total premium cost POOL/PACT pays to Lloyds of London compared to all of the other agencies and how often they are paying out.

Rebaleati responded we do not tap into them very often, which allows us to keep our premiums down. They are paying out because we are able to contain the costs within the \$500,000 threshold. Lloyds of London is approximately half of all costs, but it is for earthquake and flood coverage, which is substantial coverage that is rare in Northern Nevada.

#### **Alan Reed, Warren Reed Insurance**

Sixteen years ago, TDFPD only had six million dollars insured, and now has about 16 million dollars insured.

Trustee Felton commented payroll is up six percent (6%) but doesn't match up to the chart and auto cap.

Reed responded the 39 vehicles are EMS vehicles; the 44 on the chart would include trailers. Payroll is based on the numbers from last year, and he will research the discrepancy and provide an update.

The total program cost is higher than last year and has fluctuated over the years based on the market.

Market conditions change based on property losses, which happened a lot in the past year. When the underwriters went to London, we were looking at 8-12% property rate increases. Syndicates in London looked at the history of POOL/PACT and saw a great loss record with long-term stable relationships and they lowered their points from 25 to 12.5. It is due to people who make their operations safe by controlling their risks and provide risk management.

The POOL/PACT grant program is available; POOL/PACT gives out about one million dollars per year for risk reduction needs. Resources for Living (Employee Assistance Program) continues to grow, which is a program to help employees facing dire personal stresses.

Trustee Felton commented in the 17 years total with POOL/PACT, the District has \$140,000 in claims, but has paid about one million dollars in premiums. We continue to look for ways to lower the risk for our employees or our claims.

Reed responded that POOL/PACT provides a variety of services free of charge that add to the value of our premiums, which are built in coverages that you wouldn't buy on the open market.

Trustee Felton asked if it is possible to lower the coverages for the same cost, as all of the losses in the last 17 years are below \$200,000.

Reed responded no. Other agencies do not provide the same coverages for the same cost. Rebaleati commented a higher deductible is possible, but this insurance is in place to cover catastrophic losses.

Trustee Schussel asked if all agencies in the POOL saw different increases.

Reed responded yes. One district went down \$10 and one went up \$115,000 for various reasons.

Trustee Felton motioned to approve the renewal proposal for commercial and workers compensation insurance from Nevada Public Agency Insurance Pool and to approve payment in the amount of \$64,020.75 from FY 2018-2019 funds. Trustee Kirschner seconded the motion. Motion approved 5-0.

- 11. Presentation: Drone America support during the 2018 fire season providing valuable data from regular flight operations.**  
Mike Richards, Drone America

Zach Clarke and Tim Ball took the place of Mike Richards.

#### **Zach Clarke, Project Manager of Integrations and Development**

Drone America is attempting to establish consistent operations around the lake for first responders and emergency management. They are pursuing private funding to be able to provide this coverage to first responders around the lake at no cost to the first responders. Coverage would include:

- Fire detection/fire mapping
- Environmental research
- Search and Rescue/water rescue
- Transport of critical equipment and medications

All drone pilots are required to have certifications through FAA, NASA, and the state of Nevada to fly their drones in ways that others cannot.

The Bi-State Emergency Evacuation Drill was the first time in the nation that a non-military commercial drone conducted simultaneous operations with other agencies directly for emergency response and management. This was an attempt to demonstrate their abilities to local agencies, find out how best to work with them, and what information is best to provide to local agencies.

All drones are designed and made in Reno, Nevada and are designed to operate as similarly as possible. They will be expanding operations in the near future and are looking for feedback.

### **Tim Ball, Biologist and Fire Scientist**

There are applications for other emergencies as well. Ball has experience in mapping wildland fires and is looking into forward movement of the technology to better map fires. He can create highly specific maps with details with comments about terrain, fuel loads, and fire behavior at specific latitude and longitude and provide the information to firefighters on the ground. It helps firefighters know what they are dealing with before they go into certain areas during fires.

He uses a real-time data system based on military systems that collects, processes, analyzes, and disseminates data for real-time use on the fire.

Trustee Kirschner asked what the cost for operations are.  
Clarke responded it costs \$3,500 per day when contracted for agencies.

Chief Baker commented Drone America is working in conjunction with North Lake Tahoe Fire Protection District, and this project has been in the works for a long time. The District's intent is to enter into an agreement. In conjunction with NLTFPD, we have looked into other drones, and the cost is not comparable.

Chairperson Grant asked how they would be dispatched out to incidents.  
Chief Sommers responded the current discussions are in regards to what they offer, and policies and procedures still need to be determined. It is likely they will be used for search and rescue and wildland incidents. There are federal policies that are involved to be able to utilize their services. Agreements in place with the federal agencies will aid our ability to use them during wildland responses (BLM, NDF, US Aviation).

Chief Baker commented this is in accordance with board objective #4, strategy #3, which is to identify tools to maximize the use of technology to better serve our residents and keep our employees safe.

- 12. For Discussion and Possible Action:** **Discussion and possible approval of an MOU between Tahoe Douglas Fire Protection District and Lake Valley Fire Protections District outlining services TDFPD will provide within LVFPD.**  
Fire Chief Scott Baker

Forester Pickett has been working hard in our district and the Basin for Fire Adapted Communities and growing our fuels programs. This MOU covers what we can currently do and what we are projecting for the future, including chipping, defensible space inspections, Fire Adapted Community coordination through SNPLMA 16 funding. Tahoe Resource Conservation District (TRCD) is managing the grant and we are working with them throughout the Basin for grant reimbursement. North Tahoe and Tahoe Douglas will work together to implement a program in Lake Valley.

Trustee Felton asked if the crews will be conducting work on private property and issuing rebates.

Chief Baker said there is no plan for the District to manage rebates. There is a procedure in place for CA residents to work through the TRCD for rebates.

Trustee Kirschner motioned to authorize Chief Baker to sign the MOU between Tahoe Douglas Fire Protection District and Lake Valley Fire Protection District for grant funded defensible space services Tahoe Douglas Fire Protection District will provide within Lake Valley Fire Protection District. Vice Chairman Kjer seconded the motion. Motion approved 5-0.

- 13. For Discussion and Possible Action:** **Discussion and possible approval of Resolution #05-2018 Budget Augmentation – Health Insurance Fund in the amount of \$346,481, increasing the budget from \$2,005,755 to \$2,352,236 for additional unanticipated resources.**  
Fire Chief Scott Baker  
Bill Johnson, CPA

Augmentation occurs every year for monies that are in our budget that were not accounted for during the original budgeting process. These resolutions cover the augmentations that need to be made in order to show where the money we are spending has come from for the state and the auditors to see.

Trustee Felton motioned to approve Resolution #05-2018 Budget Augmentation for the Health Insurance Fund in the amount of \$346,481. Vice Chairman Kjer seconded the motion. Motion approved 5-0.

- 14. For Discussion and Possible Action:** **Discussion and possible approval of Resolution #06-2018 Budget Augmentation – Special Services Fund in the**

**amount of \$103,353, increasing the budget from \$193,800 to \$297,153 for additional unanticipated resources.**

Fire Chief Scott Baker  
Bill Johnson, CPA

Trustee Felton motioned to approve Resolution #06-2018 Budget Augmentation for the Special Services Fund in the amount of \$103,353. Trustee Schussel seconded the motion. Motion approved 5-0.

**15. For Discussion and Possible Action:**

**Discussion and possible approval of Resolution #07-2018 Budget Augmentation – Fire Flow Initiative Fund in the amount of \$100,000, increasing the budget from \$525,000 to \$625,000 for additional unanticipated resources.**

Fire Chief Scott Baker  
Bill Johnson, CPA

Trustee Felton motioned to approve Resolution #07-2018 Budget Augmentation for the Fire Flow Initiative Fund in the amount of \$100,000. Trustee Kirschner seconded the motion. Motion approved 5-0.

**16. For Discussion and Possible Action:**

**Discussion and possible approval of an extension of the temporary inter-fund loan to cover a temporary cash deficit for the Ambulance Fund year-end balance in accordance with NRS 354.6118 as clarified by NAC 354.290.**

Fire Chief Scott Baker  
Bill Johnson, CPA

Every year, the funds for the Ambulance Fund trail the fiscal year end. Chief Baker requested an extension of the previous loan rather than paying back last year's loan and then requesting another loan. After speaking with TDFPD accountant Bill Johnson, the District will incorporate a transfer to the Ambulance Fund in the next budget of the appropriate amount so we will not need an inter-fund transfer to cover revenue not yet received. This will be the process moving forward.

Trustee Schussel motioned to approve an extension to the temporary inter-fund loan to cover a temporary cash deficit for the Ambulance Fund year-end balance as discussed. Trustee Kirschner seconded the motion.

Trustee Felton commented there is no end date or period of time mentioned. Chief Baker responded he would like at least six months, but would prefer one year.

Trustee Schussel motioned to approve an extension to the temporary inter-fund loan to cover a temporary cash deficit for the Ambulance Fund year-end balance through the end of the fiscal year 2019 budget cycle. Trustee Kirschner seconded the motion. Motion approved 5-0.

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| <b>17. For Discussion and Possible Action:</b> | <b>Discussion and possible approval of Resolution #08-2018 for provisional funding of the Post-Retirement Trust with available funds to be contributed by the District to the Trust in such increments as the District shall determine.</b><br>Fire Chief Scott Baker |
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The auditors recommended making payments through the Trust for reporting requirement purposes. We have come to the board every time for certain amounts and timelines. This request is to transfer \$208,000, followed by quarterly transfers to meet the BOT approved GASB requirements. The FY 2018-19 budget includes this funding.

Trustee Felton asked to clarify the wording of regular and recurring/quarterly to mean until we start to pay from the Trust.  
Chief Baker responded yes, it will be included in the annual actuarial reports in the future.

Trustee Kirschner motioned to approve Resolution #08-2018 for provisional funding of the Post-Retirement Trust with available funds to be contributed by the District to the Trust in such increments as the District shall determine. Trustee Schussel seconded the motion.

Trustee Felton asked to clarify the wording “as the District shall determine.”  
Chief Baker responded the Fire Chief will determine the funding and update the board as needed.

Motion approved 5-0.

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| <b>18. For Discussion and Possible Action:</b> | <b>Discussion and possible acceptance of the Actuarial Valuation of Other Postemployment Benefits.</b><br>Fire Chief Scott Baker<br>Office Manager Kate Warner |
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There are two actuarial reports for the PEBP and OPEB. The PEBP liability is outside the Post-Retirement Trust (PRT) and costs about \$12,000 per year for five individuals until 2032, which is paid directly by the District.

Chairperson Grant asked if the PEBP will cease when the employees go on Medicare.  
Chief Baker responded yes.

Trustee Felton asked what age people go to Medicare.



Chief Baker responded 65.

Office Manager Warner commented some spouses are included, and if the spouse is younger, they will be covered under the employee's name until they are 65.

The District is pre-funding for the OPEB by putting the money into the PRT. Bickmore has watched the inception of the RBIF and is familiar with our procedures and situation. Dates for evaluation are on the calendar year rather than the fiscal year.

Total liability for active employees and retirees is \$12,427,113. This is the bulk of our net position and cash in the PRT. Current employees are paying into their own futures and the RBIF is paying for retirees.

Vice Chairman Kjer commented if liability is \$12,000,000 and the District has paid about \$10,000,000, we still need around \$1.4 million to be fully funded.

Trustee Felton commented the return over the last period is 23%. The fund will be overfunded if we get another 23% return in the coming year.

Chief Baker responded this is why we will be doing annual actuarial updates and will be monitoring our funding.

The retiree list is dwindling and we have a young force, which is why annual updates are important.

Chief Baker thanked Office Manager Warner and Accounting Specialist Nolting for their work on the report.

Trustee Kirschner motioned to accept the Actuarial Valuation of Other Post-Employment Benefits. Vice Chairman Kjer seconded the motion.

Trustee Schussel asked if it is appropriate for him to vote since he benefits from the retiree insurance program.

Legal Counsel Reese responded yes.

Motion approved 5-0.

**19. For Discussion and Possible Action:**

**Discussion and possible approval of the Fire Chief's Annual Performance Evaluation.**

Trustee Greg Felton  
Trustee Larry Schussel

Trustee Schussel explained he and Trustee Felton combined all performance evaluations from the trustees and met with Chief Baker to review the results.

Chief Baker thanked the board for their evaluations and for remembering and recognizing things that have been done throughout the year. He appreciated seeing the individual comments.

Trustee Schussel thanked Trustee Felton and Administrative Assistant Allison for their work on helping put it together.

Vice Chairman Kjer motioned to approve the Fire Chief's Annual Performance Evaluation. Trustee Kirschner seconded the motion. Motion approved 5-0.

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

Chief Baker recognized the following employees for their years of service:  
Assistant Chief Antti – 26 years of service  
Captain Salerno – 26 years of service  
Chief Moss – 20 years of service

Captain Brady went out as a Division Supervisor with Sierra Front to the Upper Colony Fire. Brush 21 is at the Pawnee Fire. The District is staffing up for red flag warning days and the Fourth of July. It will be a busy fire season again.

The Final Budget was accepted by the state, and the tax rates have not changed. The thirty-year tax override for the fuels program was put in place in 2008, and there have been no changes.

The Standards of Coverage consultants will be wrapping up in August, and we may have to move our August board meeting to meet the requirements.

Fire boat training is continuing in perpetuity, and crews have mastered fire boat operations. There were two fire boat rescue calls yesterday.

Trustee Felton asked how boat calls are dispatched.

Chief Baker responded they are dispatched through our regular Douglas County dispatch system.

Chief Jones commented one of the calls the previous day was a Coast Guard call, and they requested our response.

There was a recent workshop regarding the Cave Rock water system. There are residential issues between the neighborhoods. There are requirements for an increase in fire water in Cave Rock, and we are continuing to seek permanent solutions to the fire water issues.

There was a recent workshop with Douglas County on Vacation Home Rental ordinance, which is basically homeowners versus business owners. Vacation Home Rentals are businesses and we

have a responsibility for life safety to be involved in inspections. Their compliance officer is inspecting some of the rentals, but the District still needs to be involved. There have been many issues with Vacation Home Rentals that we have found, including fires and safety issues.

Trustee Schussel asked if the District will duplicate the inspections for our needs. Chief Baker responded yes. The State Fire Marshal requires TDFPD to do inspections, and it is our liability and responsibility that we cannot give to someone else. We will specifically be inspecting for fire safety and target hazards.

Trustee Schussel asked if we could go to the county to see if we can receive any of the funding they are increasing.

Chief Baker responded we are participating in workshops, but Douglas County is implementing a plan that hasn't been approved yet.

Chief Baker and Fire Marshal Guevin met with Lou Feldman regarding the Redevelopment Area events center. If it is costing the District to provide services, we want to be sure we are going to be paid for our services. Chief Baker will review this issue incrementally, stay involved, and update as needed.

Chief Baker, Captain Brady, and Engineer Darr attended a recent FLSA conference. The District is making the appropriate corrections.

Captain Brady commented these are muddy waters to wade through due to circuit court decisions that can be interpreted many different ways. We are getting there and have an understanding of how it should be done.

The District will accept an agreement with BLM for strike teams.

The Zephyr Crew will be conducting fuels reduction work in the Carson Range as part of a multi-jurisdictional plan.

The car seat inspection program continues to be a success. We recently had a return customer, who specifically requested Inspector Stroup because she had a previous inspection with him. She recently was in a car accident and her child was unharmed because the car seat had been properly installed.

The District recently completed an ISO update, but the results have not been received yet.

Chief Baker will be out of the area and without cell phone service from July 5 to July 15.

Trustee Felton asked for an update on the upcoming fireworks.

Chief Baker responded there are no unforeseen issues. The outside company is improving storage and set up, and is still contracting for cleanup. The District is available to help in new ways with new fire boat.

**21. Report Item: Review of Fire District Division Reports.  
Administrative Assistant Erin Allison**

Administrative Assistant Allison gave a presentation and demonstration on how to schedule defensible space inspections through the new online scheduling program available at [tahofire.com/Wildland Fire Division/Defensible Space](http://tahofire.com/Wildland Fire Division/Defensible Space). This program is accessible to our residents 24/7 and sends email confirmations, which allow cancellations and rescheduling options. As an added bonus, it has increased efficiency for administrative personnel taking appointments over the phone, as it is a significantly quicker and easier process. Again, this is in accordance with our board objective #4, strategy #3, which is to identify tools to maximize the use of technology to better serve our residents and keep our employees safe.

**22. Public Comment:**

Trustee Felton thanked staff for indicating the distinction between Upper Kingsbury and Lower Kingsbury in this year's Community Work Day letter.

Trustee Kjer commented it was great to see the Zephyr Crew on a recent Community Work Day and it appeared to be extremely efficient.

Chief Baker thanked Foreman Fogarty and Supervisor Schafer for this year's growth of new supervisors and squad leaders. They are working hard and doing a great job mentoring and training the crew.

**23. Discussion: Confirm next meeting, with a proposed date of  
Wednesday, July 25, 2018 with a start time of  
2:30 p.m. and possible agenda items.**

**Discussion to move the August meeting date to  
accommodate the Standards of Coverage.**

Prospective date for August will be discussed as we have more information from the SOC.

Meeting confirmed for Wednesday, July 25, 2018 with a start time of 2:30 p.m. Trustee Felton will have to call in.

**Adjourn.**

Chairperson Grant adjourned the meeting.

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

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

APPROVED