

TAHOE DOUGLAS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
November 10, 2020

Those Present:

Chairman Greg Felton
Vice Chairman Larry Schussel
Trustee Kevin Kjer

Trustee Bill Kirschner
Legal Counsel Devon Reese
Fire Chief Scott Baker

1. Call to Order.

Meeting was called to order at 2:29p.m.

2. Pledge of Allegiance.

Pledge of allegiance was led by Eric Guevin.

3. Roll Call.

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

4. Approval of the Agenda.

Trustee Kirschner made a motion to approve the agenda as submitted. Trustee Kjer seconded the motion. Motion approved 4-0.

5. Public Comment.

Resident Ann Grant - Thanked the District for their heartfelt send off at the last board meeting. It was truly appreciated and she will miss serving the Tahoe Douglas community.

6. Board Trustee Comment.

Chairman Felton - Thanked Chief Todd Moss and Trustee Ann Grant for all their efforts for the District throughout their services.

7. Approval of the Consent Calendar.

Items:

- a. Board Meeting Minutes 10/13/2020
- b. Monthly Expenditures
- c. Job Descriptions – Fire Chief, Assistant Chief, and Office Manager

Trustee Schussel motioned to approve the Consent Calendar as presented. Trustee Kjer seconded the motion. Motion approved 4-0.

8. For Possible Action: Consent items moved forward. None.

9. Presentation:

Employee Recognition including an FPAN Award Presentation for Fire Marshal Eric Guevin

Sylvia Lee, Fire Prevention Association of Nevada (FPAN)

Michelle Turner, Belfor Property Restoration

Jeff Donahue, Retired Fire Marshal

The Golden Sparky Award is the State of Nevada's highest award for outstanding achievement in fire prevention and fire safety education for fire service personnel. As most people know, Sparky, a Dalmatian, is the national mascot of the National Fire Protection Association and a symbol of fire prevention and fire safety education. The Golden Sparky Award is a perpetual award. In addition to Fire Marshal Guevin receiving this personal award, he will also be named on a monument award displayed at the Nevada State Fire Marshal's office in Carson City.

As a strong and dedicated Fire Prevention Association member, here are a few of Fire Marshal Guevin's accomplishments:

- At a local level, Eric heads up several fire safety days where local residents and area visitors receive valuable fire safety information. Eric also promotes wildland fire prevention and mitigation.
- He promoted fire prevention and education by heading the Fire Shows West - Fire Prevention track, which brought in world class instructors.
- Eric was appointed by the Governor to serve as Chairman for the Board of Fire Services.
- On the national level, Eric was designated as the NFPA Fire Education Network Representative for the State of Nevada. In this capacity, Eric became a vital liaison between the Fire Prevention Association of NV, the Fire Safety Educators of Nevada and the National Fire Protection Association (NFPA).
- Eric played an important role in the NFPA Public Education Network, which consisted of the top fire safety educators in the United States and Canada.
- He brought to the attention of NFPA the fire safety hazards and concerns of the Vacation Home Rental industry. Because of Eric, NFPA began a study on this important fire and life safety issue.

The association would like to thank Chief Baker for all he has done to support Eric in all his accomplishments.

Fire Marshal Eric Guevin acknowledged the following Service Recognition:

Firefighter/Paramedic Scott Vandover	8 years of service
Engineer Paul Apple	8 years of service
Captain Kyle Fine	8 years of service
Captain Justin Reddig	8 years of service

TDFPD Veteran's

United States Army

Firefighter/AEMT Josef Almeida
Engineer Paul Apple
Captain Kevin Green
Trustee Larry Schussel
Zephyr Crew Member Kenan Hart

United States Navy

Firefighter/Paramedic Gregory Koeck
Trustee Bill Kirschner

United States Army National Guard

Firefighter/Paramedic Joseph Fording

United States Air Force/Nevada Air National Guard

Engineer James Ward
Fire Chief Scott Baker

10. Presentation:

Presentation of the *idtPlans* software for electronic plan review adopted by the Fire Prevention Bureau.

Fire Marshal Eric Guevin

SUMMARY: Cloud-based *idtPlans* software now allows the District to provide digital plan submittal and review. With features including user account logins, automated replies and calendar tracking all users can view the status of the review, receive payment updates & chat about any questions or concerns directly through the *idtPlans* software. After payment is received from the submitter the review clock will start and the inspector has a number of days to review, make notes, ask questions etc. If the review is past due, the inspector and submitter are notified. The District is receiving positive feedback from the community regarding this new system and hope to see it in full action come next building season (Spring/Summer 2021).

No action will be taken at this time.

11. Discussion and Possible Action:

Discussion and possible action to approve an application for a POOL/PACT grant to purchase new exercise equipment for five stations totaling \$35,000 which, if approved, requires a 25% in matching funds in the amount of \$8,750 and moving up the capital expenditure timeline to take advantage of pricing.

Battalion Chief Chris Lucas

SUMMARY: This is a risk prevention grant that would cover the cost of upgrading the District gym equipment as well as providing access to an injury prevention professional. This professional would conduct training on how to use the new equipment, proper workout mechanics, and general injury prevention. The grant in total would be \$35,000, with \$30,000 to purchase equipment and \$5,000 for instruction training of which 25% would be paid by the District in matching funds.

Trustee Kirschner motioned to approve the motion for as presented. Trustee Schussel seconded the motion. Motion approved 4-0.

12. Discussion and Possible Action:

Discussion and possible approval of Resolution #12-2020 which designates five (5) Chief Officers the authority to sign a Transfer of Authorization “Delegation of Authority” on behalf of the Tahoe Douglas Fire Protection District in the event of a major wildfire/urban interface fire event or other disaster within the Fire District jurisdiction.

Fire Chief Scott Baker

This resolution updates the Chief Officers with authority to include newly promoted Assistant Chief Bryce Cranch and Battalion Chief Chris Lucas.

Trustee Schussel motioned to approve Resolution #12-2020 for as presented. Trustee Kjer seconded the motion. Motion approved 4-0.

13. Discussion and Possible Action:

Discussion and possible approval of Resolution #13-2020 which designates five (5) Chief Officers authority to enter into a Cost Share Agreement on behalf of Tahoe Douglas Fire Protection District in the event of major wildfire/urban interface fire event or other disaster within the Fire District jurisdiction.

Fire Chief Scott Baker

This resolution updates the Chief Officers with authority to include newly promoted Assistant Chief Bryce Cranch and Battalion Chief Chris Lucas.

Trustee Kjer motioned to approve Resolution #13-2020 for as presented. Trustee Kirschner seconded the motion. Motion approved 4-0.

14. Discussion and Possible Action:

Discussion and possible approval of Resolution #14-2020 which designates two (2) Chief Officers the authority to sign an Authorization Request for “Declaration of Emergency”.

Fire Chief Scott Baker

This resolution updates the Chief Officers with authority to include newly promoted Assistant Chief Bryce Cranch.

Trustee Kirschner motioned to approve Resolution #14-2020 for as presented. Trustee Kjer seconded the motion. Motion approved 4-0.

15. Discussion and Possible Action:

Discussion and possible approval of salary ranges for the positions of Fire Chief, Assistant Chief and Office Manager.

Fire Chief Scott Baker

SUMMARY: Salary range surveys had not been completed on these positions in the past five years. The District reached out to neighboring agencies to compare current salary ranges for the Fire Chief, Assistant Chief and the Office Manager positions. It was noted that our current salary for the Office Manager position does not match the level of responsibility, thus the District is able to offer a 12% step increase for that position.

The Assistant Chief position has also acquired more responsibility in the past few years which has prompted the proposal of a 7% step increase for this position. And of course, if the Assistant Chief position is to have an appropriate incentive to promote to the Fire Chief role, there needs to be an increase on the Fire Chief Salary as well of 7%. By updating the salary ranges, we are able to have the pay reflect the work being done in both these positions for the District; this will also get us aligned with other districts

Trustee Schussel motioned to approve the salary ranges as presented. Trustee Kirschner seconded the motion. Motion approved 4-0.

16. Discussion and Possible Action:

Discussion and possible action regarding an update on the recruitment process and approval to extend a conditional job offer for the position of Fire Chief to one of the following finalists – Bryce Cranch, Scott Lindgren and Steve McNamara.

Chairman Greg Felton and Fire Chief Scott Baker

Thank you's were extended to all who were involved in this process. The District was able to hold three groups of panelists to interview our three candidates. By keeping the search local, the District could ensure that the person who takes on the position will already have knowledge of the Basin and the responsibilities of a Basin Chief. After the finalist interviewed, the panelists were able to meet as a group to express applicant qualifications. After careful consideration, the recommendation to the Board is to offer the position of the Fire Chief of Tahoe Douglas Fire to Scott Lindgren. The panelists believe that his skill level, experience and knowledge of the Tahoe area will serve the District well.

Two trustees, Vice Chairman Larry Schussel and Chairman Greg Felton, were assigned to negotiate an employment contract with Lindgren.

Trustee Kirschner motioned to approve Chairman Felton and Vice Chairman Schussel to represent The District and board to extend an offer to candidate Scott Lindgren and to negotiate the terms of employment. Trustee Kjer seconded the motion. Motion approved 4-0.

17. Report Item:

Review of Monthly Fire District Activities.

Fire Chief Scott Baker

District Updates

- **Probation Periods** - Will Darr, James Ward, and Chad Baker completed their probationary promotional periods and we wish them well with their new responsibilities.
- **Recruits** - TDFPD currently has six recruits attending fire academy training at the Carson City Academy. We have received several reports that our candidates continue to set the bar for excellence and we are very proud.
- **NV Energy Crew** – The District continues to provide staffing for NV Energy projects throughout the basin including staying on call at ST 22 during their PSOM events.

- **Mechanic Dagenhart** - Justin has been working nonstop on repairs and service orders to the point where we are currently in prevention mode and prepping for the winter season. We greatly appreciate his work ethic and speedy turnarounds on all our mechanical needs.
- **Shoulder Season** - Call volume is still steady, if not busier than previous years during this time. We are monitoring our staffing and district needs as we continue into the busy holiday season.

Public Comment: None.

Confirm next meeting, with a proposed date of **Tuesday, December 08, 2020** with a start time of 2:30 p.m. and possible agenda items.

Possible agenda items include:

- Audit
- Chairman / Vice Chair Positions for 2021
- L.G.I.P (Local Government Investment Pool)

Adjourn

Fire Board Secretary
Mikayla Warner