

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
December 28, 2022

Those Present:

Vice Chairman Greg Felton  
Chairman Kevin Kjer  
Trustee Janet Murphy

Trustee Larry Schussel  
Fire Chief Scott Lindgren  
Legal Counsel Devon Reese

**1. Call to Order.**

Meeting was called to order at 2:30pm.

**2. Pledge of Allegiance.**

The Pledge of Allegiance was led by Amanda Keeton

**3. Roll Call.**

Vice Chairman Felton and Trustee Kjer were present. Trustee Schussel attended virtually. A quorum was met.

**4. Approval of the Agenda.**

Trustee Felton made a motion to approve the agenda as presented. Second: Trustee Schussel. Motion approved 3-0.

**5. Public Comment.**

None.

**6. Board Trustee Comment.**

Trustee Schussel recognized Karen Wondka-Lefever, wife of former Fire Chief Guy LeFever, who recently passed away. Karen was always very supportive of the District and served as a great "First Lady". His comments were followed by a moment of silence.

He also acknowledged that this meeting will be Chairman Kjer's final meeting as a trustee, as he will be termed out. Trustee Schussel added that Chairman Kjer has been a pleasure to work with; and we appreciate all the time and effort he had dedicated to the community through his Trustee position for the past 12 years.

Chairman Kjer acknowledged that he is proud of the board, and he appreciates how respectful everyone has always been towards each other and our community. He added that it has been an honor to serve and to be a part of this organization. He is proud of the District's standard of excellence, and all the initiatives that have been accomplished under his tenure.

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Trustee Felton acknowledged the retirement of Engineer Kevin Crebs after 25 years of service to the District.

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

- a. Board Meeting Minutes 11/30/22
- b. Monthly Expenditures
- c. Financials 05/31/22, 06/30/22

Trustee Felton made a motion to move Item 7.c. forward and approve the Consent Calendar Items a. & b. as presented. Second: Trustee Schussel. Motion approved 3-0.

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

Trustee Felton initiated further discussion on Item 7.c. to draw attention to the June 30, 2022 financials – fiscal year end. Budget was within 2 % of revenue estimates, and the District maintained expenses below the budget. This is great performance. His concern was that the general ledger (GL) information is 6 month old data, and he feels compromised in his fiscal responsibility as a Trustee in the decision making process.

Chief Lindgren explained that due to short staffing, the District has not been able to get information to the accountants on a timely basis. Normal lag time for the GL will always be about four months. Going forward, staff has been increased which will provide more timely reporting to the accountants and procedural changes have been made to provide quarterly updates at board meetings.

He cautioned that the first quarter will always be huge due to the large amount of overtime paid out during fire season while the reimbursements from fire billing are still pending.

Trustee Murphy arrived at 2:47 pm.

Trustee Felton made a motion to approve the Consent Calendar Item 7.c. as presented. Second: Trustee Murphy. Motion approved 4-0.

**9. Employee Recognition**

Fire Chief Scott Lindgren

**Service Recognition:**

Fire Chief Scott Lindgren     2 Years of Service

**New Employees:**

Amanda Keeton	Fire Board Clerk
Megan McCarthy	Human Resources Specialist
Michelle Turner	Fire Prevention Clerk

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**10. Discussion and possible approval of the 2023 Board of Trustees meeting schedule.**  
Vice Chairman Greg Felton

Since Chairman Kjer is terming off the board, he passed the item to the Vice Chairman for discussion, Trustee Felton expressed concern about the June meeting and the time necessary to prepare the budget augmentations. Finance Manager Nolting confirmed the need to move the June meeting to the last Wednesday, 06/28/23.

Trustee Murphy made a motion to approve the meeting schedule with the June 21 date moving to Wednesday 06/28/23. Further discussion, expanded her motion to change December 27 to Wednesday, 12/ 20/23 to free up the holiday period with the understanding that the meeting may need to change to approve the annual audit. Second: Trustee Schussel.  
Motion approved 4-0

**11. Report Items: District Division Reports**

Assistant Chief Bryce Cranch  
Fire Inspector Kris Rowlett  
Division Chief/FMO Keegan Schafer  
Administration Division Officer Kate Warner

**Operations Division – Cranch**

No report, Chief Cranch on vacation.

Trustee Felton acknowledged the assignment evaluations included in the report and stressed how much he appreciates the consistent positive feedback the District receives about our firefighters on these assignments.

**Wildland Fire and Fuels - Fogarty (for Schafer)**

No report, BC Fogarty as on assignment.

Chief Lindgren informed the Board that crew members have been working with other agencies on NV Energy projects and bragged that District crews knocked out 60% of Truckee Meadow Fire's project quota in 6 days. He stressed how proud he is that he consistently gets great feedback on all our crews - suppression, prevention and bomb squad - from our neighboring agencies and our community.

Trustee Felton drew attention to FMO Schafer's desire to continue to go after grant funding, and how much that commitment is appreciated. FMO Schafer always has his feelers out there for grants, and is regularly reviewing grant specifications to see if the District could qualify.

Chief Lindgren noted that almost all of the EOD equipment is grant funded as well. He added that the District was just been awarded a FEMA grant for SCBA equipment. This grant was a

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multiple agency partnership for \$2.6M to update equipment, so that all agencies have the same equipment on fire scenes. This grant alone saved our taxpayers over \$450,000.

There is a careful balance to grant management, as the reporting can be too cumbersome to comply with.

Chairman Kjer inquired about accident scenes that Chief Lindgren has been driving up on which happens a lot with Chief's commute. He jested that he responds to more calls out of District than he does in District.

**Fire Prevention Bureau – Rowlett**

No questions on the Bureau report.

FI Rowlett updated the board on Fire Marshal Guevin's medical leave reporting that he is making slow and steady progress and hopes to return around April 1.

FI Rowlett is supporting East Fork Fire's fire code update, which was just approved by their board. He stressed there will be continuity and consistency within the county whenever possible. FI Rowlett has a goal to bring the code changes to the fire board for two readings 1<sup>st</sup> quarter of 2023.

Chief Lindgren added that codes related to sprinklers, generators, solar panels and charging centers will be unique to TDFPD. In reality, there will be little change for our contractors; the District will be formalizing what is already practiced. Firefighter safety is paramount in these code changes. Firefighters must know what they are dealing with on a fire scene.

Trustee Felton asked if during Vacation Home Rental (VHR) inspections, staff can address all the concerns the code changes will reflect. FI Rowlett stressed that the District cannot make the homeowner update sprinklers to an existing home, but the nature of the occupancy with VHRS does give the District authority to address issues. Once in a property, if our inspectors discover a code concern, they will work with the homeowner to mitigate it.

Event Center has an anticipated open date of July 6, 2023.

The Edgewood Villas are also moving forward and the property is planning to propose an additional pool.

Hard Rock will host a New Year's Eve firework show.

Harrah's fire alarm update is taking too long, and the property is currently on fire watch on multiple floors due to issues with their fire alarm panel. Issues have been complicated by a lack of qualified workers and materials.

ST 22 remodel plans are out for review, so construction should be underway soon.

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AA/Public Information Officer Trainee Turner has updated our radio PSAs in FM Guevin's absence, and has done a great job! AA Turner will be primarily responsible for community outreach through public education programs, social media posts and the TDFPD website.

**Administration Division - Warner**

No questions on the ADMIN report.

ADO Warner informed the Board that Accounting Specialist French desires to become a grant writer in the future and has submitted a training proposal for grant writing class. Her request has been approved, ensuring grant funding will continue in our future.

Training efforts have been aggressive as new employees are already providing much needed depth. AS French is working closely with HRS McCarthy bringing her up to speed on the UKG software, McCarthy has recent experience in implementing new HR software with her previous employers. ADO Warner acknowledged AS French was our only UKG subject matter expert, but a support team is being developed.

Our new hires broke our radio silence on social media, designing and launching content on adopting hydrants, crew member recruitment and celebrating ENG Crebs. All formats have been converted to a generic email address, eliminating ownership issues with former employees and providing one email location where all information and photos will be sent.

ADO Warner shared an example, of standardizing leave accrual policies, to show how additional staffing and the UKG software has made decision making more accurate and timely.

Plans for 2023 include a social media content team to guide objectives, policy and staff responsibility. Job descriptions will be updated prior to loading them into the UKG software, personnel policies will be updated, eLearning with POOL/PACT recommended courses, and self-insurance research.

Thanks were extended to Chief's Brady and Prather for assisting with orientation, A-Shift and B-Shift for hosting ENG Creb's retirement breakfast and Chief Lindgren and the board for supporting additional staffing for the Administration Division.

Trustee Murphy informed the new trustees that POOL/PACT provides excellent training for newly elected officials, and encouraged them to take advantage of the opportunity.

**12. Report Item: Review of Monthly Fire District Activities  
Fire Chief Scott Lindgren**

Chief mentioned that legal counsel has offered ethics training for new trustees which will be scheduled prior to a future meeting.

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Engineer Sanders' 7 year old son, Sawyer, sustained a head injury while skiing and he is doing well.

The normal NYE annual incident command structure with law enforcement will be in place to be prepared for the event on a bi-state level. Nothing out of the ordinary is expected. Heavenly Village event will be a ball drop at 9pm with a live music. Stateline properties will provide inside entertainment as well, weather permitting.

ST 22 bidding was extended to January 6, 2023 at the request of contractors who wanted to participate. There is a performance component by May 1 which is when the District needs to vacate the former Wells Fargo faculty. The remodel will add sprinklers, bath rooms and sleeping quarters for the Wildland Fire & Fuels crew.

Lake Assault, manufacturer of the new Marine 24, confirmed our boat is in production. Availability of motors caused a delay, but delivery is now expected in early January. The trailer, windows and doors for the cabin are expected in March. Chief Lindgren is hopeful for an April boat christening. The design is basically identical to the old boat, with additional underwater lighting, and hose storage. Chief Lindgren reiterated that the District boat is a year round resource to the community due to the Fire Flow Initiative and the need to provide water to lake front properties without hydrants. TDFPD is the only agency that provides 24/7 response on Lake Tahoe.

**13. Report Item: SAVE the BASIN  
Fire Chief Scott Lindgren**

Status quo with aviation program due to holidays; additional presentations and planning discussions are scheduled for after the New Year.

Tahoe Transportation has plans for a bus center off the Warrior Way site which will include a new maintenance shop facility for the District.

**14. Public Comment**

None.

**15. Discussion: Confirm next meeting, with a proposed date of Wednesday, January 18, 2023, with a start time of 2:30 pm and possible agenda items.**

Trustee Felton suggested that consultant Steve Teshara be invited to present on his legislative work for District.

Trustee Felton also suggested updates on capital improvement projects planned for a Stateline fire station, EMS transporting needs/Barton Hospital, public safety pier and equipment purchases, NV Energy contract etc.

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Chief Lindgren added that the District's EMS rates may need to be revisited in 2023, research is underway. There may also be a transport fee added.

Meeting Adjourned: 4:10pm

Submitted by:  
Kate Warner  
Administration Division Officer

APPROVED