

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
May 23, 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
Assistant Chief Jim Antti
Battalion Chief Bryce Cranch
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 Brian Zabel
Firefighter/Paramedic Brent Tajkowski
Firefighter/Paramedic Scott Vizzusi
Firefighter/Paramedic Jesse McDonald
Guest Eastern Alpine Fire Chief Terry Hughes
Guest Leona Allen
Guest Jennifer Robillard

1. Call to Order.

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

2. Pledge of Allegiance.

Pledge of allegiance was led by Fire Marshal Guevin.

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.

Item 9 has been removed from the agenda.

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

5. Public Comment.

Terry Hughes, Eastern Alpine Fire Chief

Chief Hughes has served as the coordinator for the Lake Tahoe Basin Fire Academy (LTBFA) for eleven years after he retired from Tahoe Douglas.

Recently, Tahoe Douglas provided training for ventilation for the academy cadets.

LTBFA is an accredited regional training program that is a cooperative program between Lake Tahoe Community College and local fire agencies. Chief Hughes thanked the District for the support of the academy and the quality training the cadets receive while training with our department.

The success of the program is due to the cooperation of Tahoe Douglas.

There is great benefit in getting the cadets to all of the different local agencies because it contributes to the success rate of the academy and the agencies.

The program has been running for twelve years with Leona Allen in charge, but she is changing duties. Jennifer Robillard will be taking over her position.

6. Board Trustee Comment.

Trustee Felton congratulated Firefighter/Paramedic Tajkowski for passing paramedic probation.

Chairperson Grant thanked the Bomb Squad for attending the CERT Safety Fair, particularly Chiefs Moss and Antti.

7. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 04/25/18
- b. Monthly Expenditures
- c. Financials – 01/31/18, 02/28/18
- d. Board Goals & Objectives – 3rd quarter update

Trustee Kjer motioned to approve the Consent Calendar. Trustee Schussel 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**

Removed from agenda.

10. For Discussion and Possible Action: Public Hearing and possible adoption of the FY 2018-2019 Tentative Budget.
Fire Chief Scott Baker

Chief Baker reviewed the Tentative Budget page by page, noting the following:

- Index – did not include a lobbying expense page since we are not lobbying above a certain amount, but the state asked for it anyways. It will be added in the Final Budget.
- Page 1 – adjustments to public safety – Heart and Lung and PERS – Still using 2010 census, expect to see it change.
 - Assessed evaluation – last year’s estimated ending was \$1.156 million, now \$1.65 million
 - Incoming tax rate has not changed
 - Fire Safe Community Fund is exempt
- Page 2 – overall, tax rates, allowed vs what we have vs what they will adjust – leveed tax rate (column 4) is the one you want to look at – abatement, ad valorum, RDA is included. RDA capped the taxes in that area. The amount of building and property values are increasing. The budget ad valorum with the cap roughly \$6 million.
- Page 7 – General Fund – salaries and wages – gone up slightly. The increase in salaries is promotions, with a two percent (2%) increase from last year and there will be a two percent (2%) increase for this year.
 - Transfers out go the Health Insurance Fund, Special Services, Ambulance Fund – Firefighter/Paramedics are paid from this fund.
- Page 12 – Fire Safe Community Fund
 - .05 on tax, exempt, ad valorum taxes, grants, strike teams
 - Took an average of last three years and took a percentage to come up with the strike team expected income.
 - Capital Outlay – \$360,000 for buggies for the crew.
- Page 13 – Fire Flow Initiative Fund
 - No taxes coming in
 - Self-sustained fund – money received before the program was implemented – year ending 2017, expenditures – \$500,000 was budgeted for the boat, and a total of \$484,105 has been spent after all supplies have been purchased.
 - Ending balance will roll into next fiscal year
 - Expecting fees this year – some homeowners are lined up to pay in.
 - Capital outlay towards the pier – \$125,000 with other grants and other people involved.
- Page 14 – Ambulance Fund
 - .2 in taxes coming in, user fees, salaries/wages, benefits, services/supplies
 - Budgeted bad debt has been redone by averaging three years and bumping it up a bit.

- Depreciation – comes from Bill Johnson.
- Property taxes and other income – standbys for events

Trustee Kirschner motioned to approve and adopt the FY 2018-2019 Tentative Budget. Trustee Felton seconded the motion. Motion approved 5-0.

11. For Discussion and Possible Action: Public Hearing and possible adoption of the FY 2018-2019 Final Budget.
Fire Chief Scott Baker

There were a few changes from the Tentative Budget to the Final Budget. Funds requiring property tax revenue is the same. Expenditures have gone up and the publication date was amended.

- Index – changed to final budget and FY ending 19
 - Second page – lobbying expenses added as page 19
- Page 1 – no changes
- Page 2 – header changed
- Page 3 – header changed
- Page 4 – General Fund – increase of \$50,000 in services and supplies.
 - Income from contingencies – no change to total
 - Fire Safe Community Fund – changes to add 2 new crewmembers for chipping with Lake Valley and Fallen Leaf Lake for \$44,227 in salaries/wages/benefits.
 - Total increase in income and expenses

Trustee Felton asked why \$10.5 million of the budget is designated for salaries/wages/benefits out of \$18 million total and if it is comparable to other organizations.

Chief Baker responded yes it is comparable. Our employees are the majority of expenses as they are the ones that provide the services that keep the District running.

Legal Counsel Reese responded that it has to do with the way the state views various funds. Many fire districts are very similar.

- Page 5 – header changed
- Page 6 – no changes
- Page 7 – service/supplies increase \$50,000, contingency down \$50,000 – capital \$125,000 for building repairs from the general fund
- Page 8 – Capital Plan
 - .02 on the dollar put into the Capital Plan – \$183,892
 - Expenses are \$105,000 – catching up on utilities, extrication equipment, shop equipment, and shop storage.
 - Looking out ten years – plan ahead and then look for grants to fill in the gaps.

- Page 9 – no changes
- Page 10 – capital outlay to start saving towards EOD building.
 - Bomb suits will be augmented because they were done by grants and we will be reimbursed.
- Page 11 – no changes
- Page 12 – adding two crew members, income increased \$44,227, salaries/wages/benefits increased same amount
- Page 13 – no changes
- Page 14 – no changes
- Page 15 – purchase of equipment = capital outlay, ambulance refit in process, July 1 delivery
- Pages 16-18 – no changes
- Page 19 – now lobbying expenses – no anticipated funding, it is a required page.

Trustee Felton asked if what Steve Teshara does for the District is lobbying. Chief Baker responded no, he does not lobby on our behalf, he is a consultant throughout the year.

Legal Counsel Reese responded that his law firm spends a lot of time during the legislative session paying attention to bills that could affect the Fire District and there have been times where chief officers have gone to testify in the legislature, but there is no expense.

- Page 20 – new page for contracts, no change
- Page 21 – no change
- Page 22 – no change

Vice Chairman Kjer thanked Chief Baker and staff for fine-tuning numbers and spending the time to get everything accurate.

Chief Baker responded he plans to have higher participation from line personnel next year.

Trustee Schussel motioned to approve and adopt the FY 2018-2019 Final Budget. Trustee Kirschner seconded the motion. Motion approved 5-0.

12. For Discussion and Possible Action:

Discussion and possible approval of Resolution #03-2018 to amend the Fire District Fees for Service rate schedule effective June 1, 2018. Second reading for EOD rate changes and new Fire Prevention administrative fines and sanctions.

Fire Chief Scott Baker

The proposed Fire Prevention administrative fines and sanctions rates match the State Fire Marshal's Office. The rates change when the State Fire Marshal adopts new codes, and the District will adopt those changes as they occur.

In lieu of criminal citations, the District will be issuing administrative fines. Fees will be going through the District rather than the County. The County court system can still be utilized if necessary.

Trustee Felton suggested a change in the wording on the EOD rates to remove the wording about the base rate for a minimum of two hours.

The suggested changes will be made to the final version of the EOD rates. Appendix 3 for the Fire Prevention fees will have verbiage added that the District will follow the State Fire Marshal fees as codes change and update as necessary.

Trustee Felton asked how often the EOD rates are used. Chief Moss responded that they were only used once in the last year. Chief Antti responded that it is only used if someone has committed a crime and it needs to be clearly stated and in place in case we do need to use it.

Trustee Felton motioned to approve Resolution #03-2018 as amended to amend the Fire District Fees for Service rate schedule effective June 1, 2018. Chairperson Grant seconded the motion. Motion approved 5-0.

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| 13. For Discussion and Possible Action: | Discussion and possible approval of adjusted pay scales for non-represented employees of the Fire District, which reflects a two percent (2%) increase between all wage scale steps. This change would become effective on June 24, 2018 with an estimated fiscal impact of \$44,897 for FY 2018-2019. This impact includes step increases, worker's compensation, taxes, retiree health, and NV PERS.
Fire Chief Scott Baker |
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Local 2441 employees have a three year Collective Bargaining Agreement which designates all represented employees will be getting at two percent (2%) raise going into the new fiscal year. In keeping with that, it is suggested that a two percent (2%) raise is enacted for non-represented employees.

Trustee Schussel motioned to approve adjusted pay scales for non-represented employees. Trustee Kirschner seconded the motion.

Trustee Felton commented that he would like the District to periodically check with other regional fire agencies to ensure we are not out of line with their salaries and wages. Chief Baker responded that the District is going through all administrative staff contracts and obtaining input from neighboring agencies to look at how much staff they have, what they do, and what they get paid.

Vice Chairman Kjer commented that the trustees should keep this two percent (2%) increase in mind while reviewing Chief Baker's contract.

Motion approved 5-0.

- 14. For Discussion and Possible Action:** **Discussion and possible approval of Resolution #04-2018 for Promotion of the Lake Tahoe Basin Wildfire Awareness Month – June 2018.**
Fire Marshal Eric Guevin

May is Wildfire Awareness Month for the state of Nevada and it is June for the Lake Tahoe Basin.

Weather pattern changes are significant. All winter moisture came at once and the expectation is to get extreme drying into the early summer months. We will experience a lot of plant growth that will lead to increased risk and fire behavior.

We can change the fuels and we need to raise awareness within the community.

The theme is "prepare now – wildfire knows no season!"

Lots of initiatives will be happening in June, including the Wildfire Expo, awareness day, and the Forest Service's "Learn S'more about Fire Safety" program.

Chairperson Grant and Fire Marshal Guevin attended the Board of County Commissioners meeting to accept the proclamation from the governor.

Trustee Felton motioned to approve Resolution #04-2018 for Promotion of the Lake Tahoe Basin Wildfire Awareness Month – June 2018. Vice Chairman Kjer seconded the motion. Motion approved 5-0.

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

Service Recognition:

- Engineer Brad Petersen – 11 years of service – boat program and uniform program
- Firefighter/Paramedic Dusty Gooch – 2 years of service – hard worker, always helps out where needed

Actuary on PEB and OPEB has been received and will be reviewed in the near future. The changes were in regards to the change to GASB 75. The District is putting money aside for liability and everything is on track.

ESCI is completing the Standards of Coverage using data from staff and interviews. A site visit to assess the physical buildings and apparatus of the District will occur in the near future. The goal is to create recommendations for the future.

The Zephyr Crew is out training to be ready for wildland season. The crew will be operating with a total of 32 crew members with 13 new crew members with varying levels of experience.

Lake Valley Fire Protection District found that they cannot complete some work within their fuels management grants. The District will be able to pick up that work for them so the grants aren't in jeopardy. This will include Fire Adapted Community involvement and a chipping crew.

The Tahoe Fire and Fuels Team and Multi-Agency Coordinating (MAC) group are working diligently on updates to annual plans. The new chair for MAC is Chief Baker.

Lake Tahoe Regional Fire Chiefs Association is using RESGRID for strike teams and Cal OES involvement and responses have been great. We have gotten complimented for getting out quickly with qualified individuals and have been securing choice assignments due to our crews' readiness.

There are some billing changes occurring with Sierra Front that will include agreements with BLM and other agencies that previously went through USFS Region 5.

FLSA is under a three year contract and was developed with input from POOL/PACT. As we go through the contract, we have found some discrepancies in the law and some interpretations and are continuing to work on it. Chief Baker, Captain Brady, and Engineer Darr will be attending the FLSA conference at the end of May to get more information. Chief Baker thanked Local 2441 for all of the work on the FLSA issues.

15. Report Item:

Review of Fire District Division Reports.

Battalion Chief Bryce Cranch
Forester John Pickett

Cranch

Acknowledgments:

- Zabel – STL trainee
- Brady – STL certified
- Reddig – several certifications

- All attended the OES annual refresher
- Zabel teaching RT130 – annual wildland refresher course
- Peterson and Reddig – conducted the first day of the LTCC ventilation class
- Tajkowski completed paramedic probation – passed 6 month firefighter test – thanks to Zabel and FTO Vizzusi
- Vizzusi – completed a critical care paramedic class – brings his passion for EMS into our training program

The mobile home park fire on Sage Dr was a notable alarm for B shift this month. The investigation into the cause of the fire is still ongoing. Kudos to B shift and Chief Baker, who was the IC, for a quick knockdown on a fire that had potential for massive spreading.

Ketamine was implemented as a pain management drug on January 1, 2018 thanks to Chief Moss, who worked to put it in motion.

It is a “new-old” drug for pre-hospital care. It is widely used in the pre-hospital setting, and continuous research is being done. It is derived from PCP.

It is an effective sedative and analgesic, and the common uses are for sedation, pain management, and behavioral control.

It inhibits receptors in the Central Nervous System creating a disconnection between the mind and the body. It is separate from a narcotic because it serves as an anesthetic, sedative, amnesiac, and analgesic all at once. It is beneficial because the patient’s ability to breathe remains intact and multiple drugs do not have to be used simultaneously to get the same effect.

Patients that benefit from the use of Ketamine are trauma patients, patients who have respiratory compromise, head injuries, opioid addictions, or are opioid tolerant (chronic opioid users).

It is useful for sedation because it is a rapid acting restraint to ensure the safety of the patient and the first responders – it works almost instantly.

Other benefits include low side-effects, no physical dependency, short duration of action, and few contraindications. It is one of the safest drugs in pre-hospital care and is used regionally in EMS and hospitals.

Many Northern Nevada agencies are using Ketamine, and it is another tool for our department to properly treat patients.

Chief Cranch thanked Firefighter/Paramedic Vizzusi for initiating the use of Ketamine in our department. We have been using it for the last six months and have had great responses to it.

Trustee Kirschner asked if it is administered by injection and where.

Chief Cranch responded that it is injected by either intramuscular or intravenous. Intravenous is preferred.

Trustee Felton asked if it was replacing a medication or an addition to our supply.

Chief Cranch responded that it has been added to the pain management protocols.

Chairperson Grant commented that opioids cause nausea and asked if Ketamine does as well.

Chief Cranch responded no.

Trustee Schussel asked if Barton hospital is on board and if South Tahoe Fire is using it.

Chief Cranch responded that South Tahoe is not using it yet, but there will be a meeting on June 25 to discuss its implementation. We have a great relationship with Barton and are involving physicians in the decision making process.

Trustee Felton asked how available it is, what the shelf life is, and the cost.

Chief Cranch responded it has not been difficult to get.

Firefighter/Paramedic Vizzusi responded the shelf life is two years and it costs less than fentanyl and morphine.

Chief Moss responded it is less than \$10 per dose.

Trustee Felton thanked Firefighter/Paramedic Vizzusi and Chief Moss for implementing the use of Ketamine for the District.

Pickett

The District is upsizing the crew to take care of the Lake Valley chipping.

Steve Teshara has worked hard to get the Lake Tahoe Restoration Act (LTRA) passed and dollars appropriated. The Forest Service is preparing agreements to work with state and local agencies to enact Good Neighbor Authority (GNA) for urban lots – small undeveloped lots in the middle of subdivisions – to allow state and local fire districts to take over the management of parcels in the WUI. We will become the long-term manager of Forest Service lots within the WUI in our district. Several hundred parcels managed by the Forest Service in our district will be managed by us in the coming years.

The next step for the LTRA is to put money under contract. Those contracts will provide the money for us to treat the lots in our district and in areas outside of our district that threaten our district. It will provide funding and acreage for us to sustain our current crew configuration.

The Lake Valley agreement is good agreement. We are well situated to help our neighbors. We are looking at needing to expand our crew more to be able to take over the urban lot treatments.

Over the long term, it is a very sustainable program between SNPLMA, LTRA, and the Steven's Authority with several funding sources to maintain the current configuration.

These lots will be managed with no matching dollars from the District. The money has been allocated and will be placed under contract, and then we would be able to get the projects done. No money will be paid by the Forest Service until the contract has been completed.

Chairperson Grant asked what the time frame is.

Forester Pickett responded next season we will be entering into GNA. This goes to show the value of Steve Teshara's work getting the funding from the LTRA. The Cal Tahoe Conservancy has been instrumental in getting GNA in the Lake Tahoe Basin.

Vice Chairman Kjer asked if the District would decide how often the lots are treated.

Forester Pickett responded the lots will be worked on as the fuel conditions dictate

Trustee Felton asked about the liability.

Forester Pickett responded the only time liability is involved is when a person or contractor is directly responsible for starting a fire. Fuel condition has never been a cause for litigation.

Trustee Felton asked about the future of SNPLMA funding.

Forester Pickett responded there is over \$800 million in the SNPLMA account. It is no longer policy to spend money as quickly as possible. There is still public land available for purchase to add to this fund and land for SNPLMA property is being added.

Trustee Schussel asked if the engine companies would be inspecting these lots.

Forester Pickett responded no. The Forester and Forestry Technician will be completing the inspections and monitoring fuels throughout the district. Each lot has a monitoring plot on it.

Residents have the authority as citizens of the Lake Tahoe Basin to do brush and defensible space work on federal lands that are adjacent to their house. The District wants to encourage people to take advantage of the ability to do defensible space on federal lots within 100 feet of their house, however, they cannot cut down trees.

Trustee Schussel asked how often lots will be inspected.

Forester Pickett responded they will be on a five year rotation. All inspections will be done electronically. Data from the plots will be readily available to examine real fire hazard's proximity to homes and what we want fire behavior to be on those lots.

Trustee Kirschner asked how many lots we would take over.
Forester Pickett responded it could be up to 700 parcels. Many are very small.

16. Public Comment:

None.

17. Discussion: Confirm next meeting, with a proposed date of Wednesday, June 27, 2018 with a start time of 2:30 p.m. and possible agenda items.

Meeting confirmed for Wednesday, June 27, 2018 with a start time of 2:30 p.m.

Possible agenda items include Chief's performance appraisal, the actuary report, and a boat update.

Adjourn.

Chairperson Grant adjourned the meeting.

Closed Session: Not needed at this meeting.

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