

# TAHOE DOUGLAS FIRE PROTECTION DISTRICT

## ANNUAL OPERATING PLAN

FY 2016/2017



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## SUMMARY

The Annual Operating Plan (AOP) is designed to lay the framework for the Fire District's activities for the next Fiscal Year. The AOP will describe the services we provide, the deployment model, and the organizational structure of the Fire District. It will also describe the resources that will be necessary to support the service delivery in the form of our Capital Improvement Plan and our Annual Training Plan. The AOP is structured so as to complement our Strategic Plan. The Strategic Plan provides guidance which addresses the opportunities and challenges the Fire District will likely face during the next three to five years. The AOP describes how we will tactically support the strategic initiatives identified in the Strategic Plan.

The Strategic Plan and the Annual Operating Plan belong to both the citizens and employees of the Fire District. Constructive input and participation is encouraged in the ongoing revision and development of these plans. The usefulness of both plans is directly correlated to the acceptance of these guiding documents by our customers and employees and their willingness to support the plan.



# MISSION STATEMENT

Preserve and enhance the quality of  
life in our community through a  
professional, highly-trained,  
well-equipped organization which delivers  
quality fire suppression, prevention, education,  
emergency medical service, explosive  
ordnance disposal, Haz Mat, rescue and other  
services with concern for the  
well-being of our personnel.

# VISION STATEMENT

We, as members of the **TAHOE DOUGLAS FIRE PROTECTION DISTRICT**, see our organization as a living, growing enterprise dedicated to the protection of life and property, while placing service to our constituents above self-interest.

Through community involvement and partnership, we stand united in our dedication to seek out opportunities to enhance the quality of life in our community. We will responsibly implement practical public safety programs that educate our community and better prepare our citizens for a safe future.

We strive for organizational greatness by our personnel and collective commitment to make choices that uphold honesty, trust, spirit and dedication to service, courage, and loyalty. Our commitment to the principles of shared leadership will add exponential value to us as employees, the citizens of Lake Tahoe as our customers, and the greater body of members of the County, State, and the Nation.

# ORGANIZATIONAL VALUES

**INTEGRITY** is the core of our work.

It is being honest, open and fair in our dealings with others.

It is being responsible for our actions, willing to admit mistakes and ensuring that our behavior builds credibility.

It is respecting individual as well as community diversity while maintaining the public trust.

**PROFESSIONALISM** is the style in which we carry out our work.

It is having the clear sense of commitment, perspective and direction in serving the community.

It is striving for quality, timeliness and excellence in our services to the community. It is to continually educate and evaluate ourselves and the organization to meet challenges and opportunities facing the community and the Fire District.

It is being accountable and taking pride in the work we do.

**SENSITIVITY** is the quality we bring to our interactions with others.

It is considering the public as our customers and striving to manage their perceptions by being responsive in a caring, helpful, and understanding manner.

It is being approachable, listening and learning from information gained to develop programs and make sound judgments.

It is anticipating needs before they become problems.

It is encouraging ideas and participation from all sources.

It is providing open and timely constructive criticism to supervisors who respond constructively.

It is treating fellow employees as customers.

**COOPERATION** is using our combined resources to provide services.

It is communicating and cooperating with each other to reach community and Fire District goals.

It is using our collective knowledge and abilities to reach our potential.

It is demonstrating independence, action and initiative with the recognition that our success as an organization is realized through team effort.

**VITALITY** is the spirit behind all our efforts.

It is planning ahead and pursuing innovative approaches to solve challenges before they become problems.

It is experimenting, using good judgment in taking calculated risks, and learning from our experiences.

It is being active, intuitive and curious, approaching our work with a sense of enjoyment and excitement.



# FIREFIGHTER'S OATH

*I do solemnly swear....*

That I will bear true faith and allegiance to the United States of America,  
The State of Nevada and the people of Douglas County,  
serving them honestly and faithfully.

I will uphold the constitutions of the United States and of the State of Nevada,  
Obeying the orders of all officials and officers appointed over me according to  
the law.

I will obey all policies and regulations adopted by Tahoe Douglas Fire Protection District.

I will uphold the values, ethics, and image portrayed by our great organization,  
and hold my fellow Firefighters and Officers to those standards.

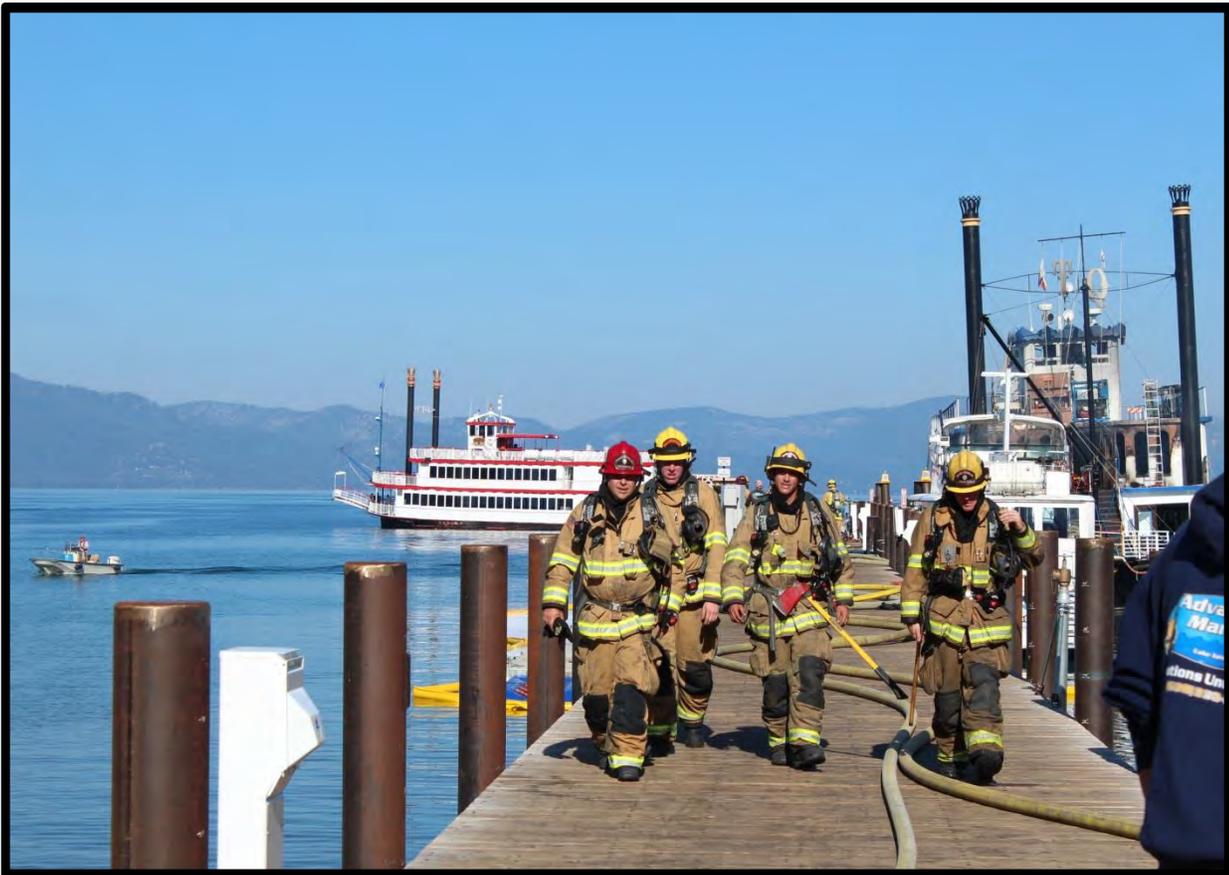


# FIREFIGHTER CODE OF ETHICS

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge to do the following...

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- 
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment, and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.

- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.



# TRAINING PLAN FY 16/17



This training plan provides a planning tool for the Fire District’s training program and employees. Training is our priority, second only to emergency response. An active training program is vital to providing safe and effective emergency services. This plan also addresses many of the initiatives identified in the Strategic Plan. Finally, the plan is intended to reinforce our commitment to making quality training an organizational priority. To this end, it is important that each individual take personal responsibility for training and understand the organizational expectations regarding training.

All employees will strive toward these training objectives:

- I. Provide for everyone’s safety.
- II. Lead by example, with consistency and good communication.
- III. Take advantage of employees with specialized training.
- IV. Do not tolerate horseplay during training.
- V. Assure instructors in charge of training shall remain in charge.
- VI. Standardize all training to the best of our ability.
- VII. Train how we do the job.

- VIII. Attempt to keep training fresh and reality based.
- IX. Train on and communicate new ideas before implementing.
- X. Bring home any training from outside classes.

“Train as if your life depends on it, because it does...”

The past year saw a high commitment to training by all members of the organization. Some of the sentinel accomplishments included a recruit academy, extensive probationary training, truck operations training, USCG water rescue training, in-district live fire training, a small engine repair and maintenance course, multi-company water supply drills, a Tox-Medic course, live fire gas props, multi-agency wildland drills and joint TDFPD/Zephyr Crew training.

Competency confirmation was also conducted for probationary Engineers and for technical rescue personnel. Required Nevada EMS recertification training for all TDFPD personnel was completed in 2016.

With a solid foundation established for our new employees, a major priority again this year will be driver-operator training for those who have completed their probationary period. We will also hold a promotional academy for the position of Engineer. We will conduct an Engineer exam in the spring of 2017 and a Captain Exam in the fall of 2017.

In FY 2016/2017, we will continue training with an emphasis on core competencies and company officer level training. During the plan period, performance standards will continue to be reviewed and revised as necessary. Company competency confirmation will be conducted and based upon the updated performance standards. Competency confirmation will also be conducted annually for Engineers, Acting Engineers and for technical rescue. Opportunities to conduct live burn training at the Regional Training Center will be actively pursued.

**General Goals:**

- Provide the training and education necessary for our employees to provide quality emergency service.
- Emphasize firefighter and public safety.
- Incorporate recognized standards as the framework for training curriculum.
- Encourage employees to become qualified to teach their peers.
- Integrate the Zephyr Crew into relevant training.
- Support out of district training and education experiences as budget allows.
- Document training in a consistent manner so that our training efforts can be realistically measured.
- Captains will conduct and document company level training beyond what is contained in this training plan.
- Provide for professional development training in accordance with employee training needs and the District’s Career Development Guide.

## **Program Specific Goals:**

### **Personnel Development – Promotional Exams**

- Prior to promotional exams, focus training on the required knowledge, skills and abilities for the position being tested for.
- Provide standardized training in the form of promotional academies prior to promotional exams.
- An Engineer’s Academy will be held February through April with an Engineer promotional exam in May.

### **Officer Development**

- Provide regular, scenario based multi-company drills.
- Provide regular instruction focused on developing decision making skills for the fire officer.

### **EMS**

- Continue regularly scheduled training that complies with the requirements of both the Nevada State EMS Division and the Fire District’s Medical Director for ongoing recertification of all District personnel.
- Provide ACLS, CPR, ITLS and PALS/PEPP classes to maintain required certifications. ACLS is scheduled for September 2017. PALS is scheduled for February 2018. ITLS is scheduled for November 2017. CPR is scheduled for October 2017.
- Implement Target Solutions Continuing Education.
- Incorporate hands on and scenario based practical experience with all scheduled training to enhance our low frequency/high risk skills.
- Support out-of-district training and education as the budget allows.
- Continue Tactical Emergency Casualty Care (TECC) training to first responders in law enforcement, industry security, and educators.

### **Hazardous Materials**

- Provide training to keep all-risk suppression employees current at the Haz Mat FRO (First Responder Operations) level.
- Provide training to maintain the qualifications of those qualified at the Haz Mat IC level.
- Offer Haz Mat IC training as needed to provide an adequate number of Haz Mat ICs.
- Participate in Quad County Haz Mat drills and training. Haz Mat Technicians will complete a minimum of two drills and one skills session per year.
- Personnel will attend *Hazmat the Continuing Challenge* in September 2017.

### **Fire Suppression/Structure**

- Provide regular drills to maintain proficiency in manipulative skills. Drill schedule will ensure all FFI and FFII skills are refreshed annually. Provide company performance standards that include individual performance standards and manipulative skills. Performance standards will be revised this year.

- Provide company officer level education and training in strategy and tactical decision making.
- Coordinate with surrounding jurisdictions to provide live fire training at regional training facilities and/or high rise drills.

### **Fire Suppression/Wildland**

- Provide regular drills to maintain proficiency in manipulative skills. Provide company performance standards that include individual performance standards and manipulative skills.
- Provide at least one NWCG course per year.
- Support individuals pursuing single resource qualifications as staffing and logistics allow.
- Integrate the Zephyr Crew into wildland training when possible.
- Provide annual RT 130 refresher. RT-130 is completed annually in April.

### **Extrication**

- Designate at least one employee to be extrication coordinator. The extrication coordinator will attend “train the trainer” type classes at least once every two years and update our curriculum.
- Annual training will consist of a classroom refresher and practical training at an appropriate site. Training is scheduled for November at Pick and Pull in Carson City.

### **Technical Rescue/Rope: Low and High Angle**

- Designate at least one employee to be the rope rescue coordinator. The rope rescue coordinator will work with the rope rescue instructor cadre to coordinate rope rescue training. Training will be scheduled with outside instructors as necessary to maintain proficiency among crews.
- Those qualified as high angle technicians will successfully complete a skills verification annually.
- Annual training at the company level will consist of equipment and technique review followed by a multi-company drill.

### **Ice Rescue**

- Designate at least one employee to maintain certification as an instructor. The instructor will coordinate annual ice rescue refresher training.

### **Emergency Vehicle Operator**

- Provide EVOC training annually for all district personnel. There will be an EVOC coordinator who will seek to develop a cadre of EVOC instructors which includes one member from each shift.

- Maintain “Third Party Certifier” program with Nevada DMV.
- Provide necessary training for all employees who have completed their initial probationary period to complete their Engineer taskbook within one year.

### **Confined Space**

- Provide awareness and responder level training annually to all personnel.
- Complete “crosswalk” of required competencies for the technician level and provide annual technician level training to those who meet minimum qualifications.

### **EOD**

- All technicians shall meet the annual training goals as outlined in the Nevada Bomb Squad Association and NBSCAB Strategic Plans.
- Develop and provide appropriate training to Tahoe Douglas and Northern Nevada Bomb Technicians through joint monthly/annual training.
- Train Bomb Squad appointees in preparation for basic school training at Redstone Arsenal.
- Provide annual explosive ordnance disposal operational training to fire district employees.
- Recertify existing bomb technicians in accordance with FBI/HDS guidelines.
- Provide awareness training to public safety and private entities within our jurisdiction.
- Maintain Explosive Detection Canine (EDC) program per policy.
- Provide EDC assistance to the Northern Nevada Bomb Technician Task Force.



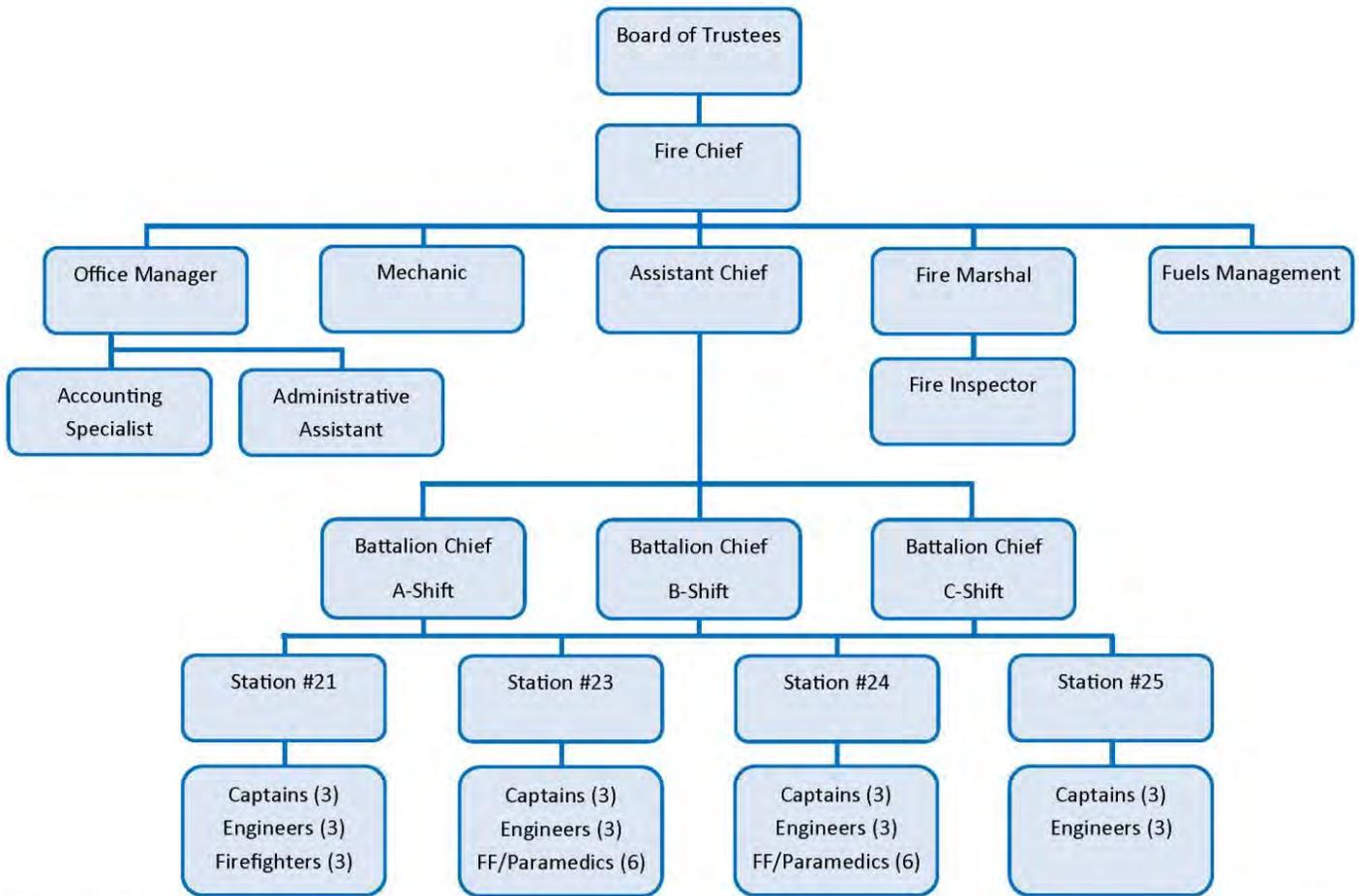
## Training Calendar FY 2016/2017

Month	Topic	Other projects
<b>July</b>	Hazmat FRO	Golf-concerts
	Water Rescue Training	
	CQI	
<b>August</b>	Performance Standards	Concerts
	EMS	
	Water Rescue Training	
	Base Station	
<b>September</b>	Haz Mat FRO	Business Inspections
	ACLS Recert	Pancake Breakfast
	CQI	
<b>October</b>	Base Station	Hydrant Servicing
	Truck Training	Ladder Testing
		Fire Fest
		Hose Testing
<b>November</b>	Haz Mat FRO	
	EVOC	
	Active Shooter Training	
	Extrication (Pick and Pull)	
	CQI	
	ITLS Recert	
<b>December</b>	SCBA Consumption Course	Breakfast-Santa
	RIT/Pack Tracker	NYE/Stateline
	NLTFPD Refresher	
	EMS	
	Base Station	
<b>January</b>	Ice Rescue Training	
	CQI	
	Haz Mat FRO	

<b>Month</b>	<b>Topic</b>	<b>Other Projects</b>
<b>February</b>	Engineer Academy	Physicals
	Base Station	Business Inspections
	EMS	
	PALS/PEPP Recert	
<b>March</b>	High Rise Drills	Physicals
	Haz Mat FRO	
	Rope Skills Verification	
	Engineer Academy	
	CQI	
<b>April</b>	RT-130/WCT	D-space Inspections
	Engineer Academy	Spring Break
	Base Station	Zephyr Crew Hiring
	D-space Training	
	Performance Standards	
	EMS	
<b>May</b>	LTCC Vent Prop	Zephyr Crew RT-130
	Engineer Exam	S-212 Wildfire Chainsaws
	Agreements/Strike Team	Zephyr Crew Spike Exercise
	CQI	
	Haz Mat FRO	
<b>June</b>	Multi-Agency Wildland Drill	Annual Pump Testing
	Zephyr Crew Drill	Community Work Days
	EMS	
	Faller Qualification	
	Truck Training	

# TAHOE DOUGLAS FIRE PROTECTION DISTRICT ORGANIZATIONAL CHART

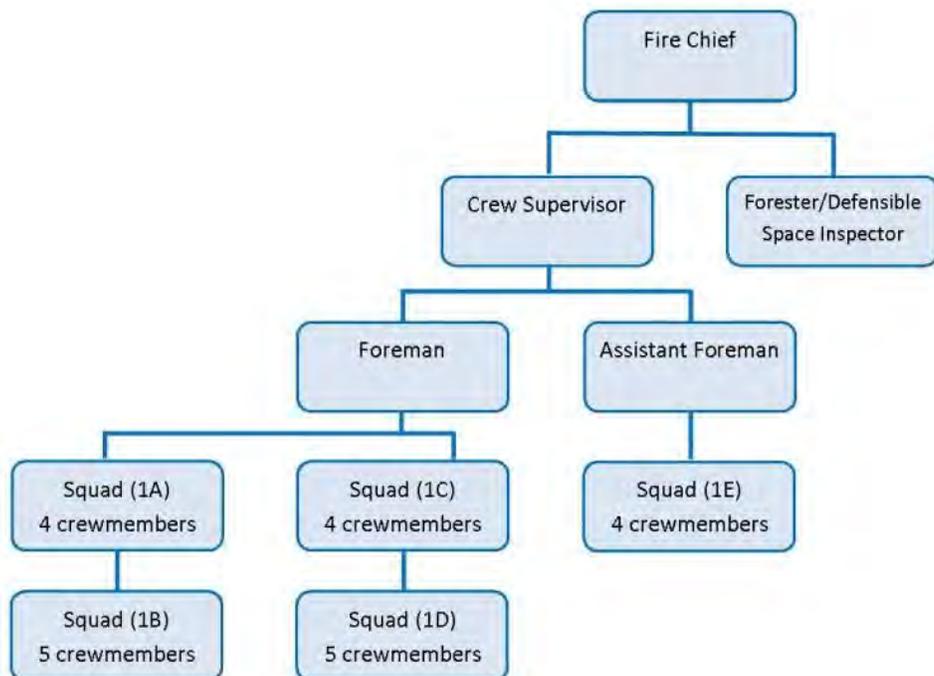
FY 2016-2017



Organizational Chart  
Tahoe Douglas Fire Protection District

12-2016

TAHOE DOUGLAS FIRE PROTECTION DISTRICT ORGANIZATIONAL CHART—FUELS MANAGEMENT  
FY 2016-2017



## SERVICE PLAN

The Fire District exists to provide emergency services to the residents and visitors of our Fire District. The service delivery plan describes how these services are delivered and the benchmarks for delivery.

The Fire District is currently working off a FEMA Staffing for Adequate Fire and Emergency Response (SAFER) Grant that was awarded in 2014. We maintain staffing in accordance with that grant, and we have strategically been budgeting to be able to maintain those positions after the SAFER grant has closed.

The Fire District will complete a Standards of Cover analysis during FY 16/17. This analysis will inform future service delivery decisions including staffing levels and resource deployment. The Fire District has adopted the following best practices that are consistent with the initial work completed on the Standard of Cover Analysis.

- Alarm Processing Time (time from receipt of alarm at 911 center until transmittal of alarm) – 60 seconds.
- Turnout Time (time from initial notification of emergency units until travel is initiated) – 60 seconds.
- Travel time of first due unit – 240 seconds.
- An initial alarm assignment for structure fire incidents of a minimum of fourteen personnel.
- An initial alarm assignment for medical aid incidents of four personnel.
- A Fire District “Coverage Grid” that establishes minimum resource deployment levels and deployment locations.

Dispatch services are provided by the Douglas County 911 Emergency Communications Center (ECC). The ECC has adopted the Priority Dispatch protocols of the International Academy of Emergency Fire Dispatch (IAEFD). These protocols result in a system in which the type of response (lights and siren) and the number of resources sent are based upon an established protocol based upon the emergency. This protocol is an important risk management practice that reduces Fire District liability associated with emergency driving and provides for optimal utilization of resources. As a result the traditional one size fits all response to emergency incidents has been eliminated.

## RESOURCE DEPLOYMENT

**Station 21:** Summit of Kingsbury Grade. Staffed by a Captain, Engineer and Firefighter or Firefighter/Paramedic.

Apparatus assigned:

E-21: Type I engine, Intermediate Life Support (ILS), full complement extrication tools.

Brush 21: Type III engine (wildland).

Rescue 21: Advanced Life Support (ALS) ambulance.

Rescue 123: ALS ambulance.

Patrol 21: Wildland patrol and snowplow.

**Station 23:** Round Hill. Staffed by a Captain, Engineer and two Firefighter/Paramedics. In addition to line personnel, Station 23 is the location of the Administrative Offices of the Fire District.

Apparatus assigned:

E-23: Type I engine, ILS, partial complement extrication tools, rope rescue equipment.

Truck 23: 104' Aerial platform, "quint" apparatus.

Brush 23: Type III engine.

R-23: ALS ambulance.

Utility 23: Utility vehicle and snowplow.

Marine 23/123: Honda Aquatrax personal watercraft.

Nevada EMS trailer: Mass Casualty Incident support trailer.

Breathing Air Compressor (stationary).

Staff Vehicles: Fire Chief, Assistant Chief, Fire Marshal, Fire Inspector

**Station 24:** Zephyr Cove. Staffed by a Battalion Chief, Captain, Engineer, and two Firefighter/Paramedics.

Apparatus Assigned:

E-24: Type I engine, ILS, full complement extrication tools.

R-24: ALS ambulance.

Battalion 20: Command Vehicle.

Marine 24: 20' rigid hull inflatable marine vessel.

Utility 24: Utility vehicle and snowplow.

**Station 25:** Glenbrook. Staffed by a Captain, Engineer and a Firefighter.

Apparatus Assigned:

E-25: Type I engine, ILS, partial complement of extrication tools.

Water Tender 25: 1800 gallon (type II).

Patrol 25: Wildland patrol and snowplow.

EOD 25: Bomb Squad response vehicle.

Haz Mat 25: Hazardous Material decontamination trailer.

EOD 125 and the bomb containment trailer are deployed in the Carson Valley.

Note: Staffing levels may vary.

**Fuels Management Zephyr Crew Quarters 22:** lower Kingsbury Grade. Staffed by a Crew Supervisor, Crew Foreman, Assistant Foreman, four Squad Leaders and up to thirty crewmembers during the height of the fire season.

**Apparatus Assigned:**

Crew Supervisor Vehicle: 3/4 ton pickup with utility body.

Crew Trucks: 3/4 ton pickup (5).

Chip truck: ton and ¼ chassis with enclosed dump body.

Utility truck: ton and ¼ pickup with utility body.

Chippers (2).

## SERVICES

The Fire District is an all-risk emergency services provider. The following services are provided:

**Structure Fire** – In addition to traditional structure risks, the Fire District protects a number of High Rise structures.

**Wildland Fire Protection** – All Fire District engines are equipped to operate in the Wildland Urban Interface (WUI). The Fire District also has two Type III (brush) engines. Initial attack capability is augmented by the Zephyr Fire Crew which is a type II IA hand crew.

**Hazardous Materials** – All Fire District line personnel are trained to the First Responder Operations level. In addition the Fire District has six Hazardous Materials Technicians. The Fire District has a Haz Mat decontamination trailer and is a member of the Quad County Hazardous Materials Team.

**Emergency Medical Services** – The Fire District provides Advanced Life Support (ALS) transport, and in addition, all first line Engine Companies provide Intermediate Life Support (ILS) care.

**Vehicle Extrication** – All personnel are trained to the technician level. All first line Engines carry basic hydraulic tools with two Engines carrying a full complement of extrication equipment.

**Explosive Ordnance Disposal** – The Fire District is a participant in the Tahoe Douglas Bomb Squad, which is jointly operated with the Douglas County Sheriff's Office. Specialized response capabilities include two robots, one heavy EOD response unit, one light EOD response unit and a total containment vessel.

**Technical Rescue** – The Fire District provides high and low angle rope rescue, confined space rescue, ice rescue and water rescue. Water rescue is delivered by a 20’ rescue boat and two personal watercraft.

**Fuels Management** – The Fire District provides a number of fuels management services. The Zephyr Crew creates and maintains fuel breaks around the community, operates the curbside chipping program, assists homeowners during community work days, and conducts prescribed fire activities. In addition, the Zephyr Crew is a fire suppression resource that responds both locally and nationally. The Fire District also conducts defensible space inspections and issues tree removal permits to assist property owners in creating defensible space and in complying with the Wildland Urban Interface Code. Major areas of emphasis during the coming year will be the purchase of new crew carriers, continued improvements of newly purchased crew quarters and maintaining a high level of customer service through innovative wildfire risk mitigation strategies.

The Fire District’s fuels management services are provided with the goal of modifying wildland fire behavior in and adjacent to communities so as to prevent catastrophic wildland fires. Preventing catastrophic outcomes from wildland fire requires the reduction of wildland fuels in the Wildland Urban Interface and the creation of defensible space around homes. Fuels reduction projects limit the intensity of fire and defensible space prevents fire from reaching the buildings in the community. The Fire District manages the following wildfire mitigation programs:

*Forest Fuels Reduction Program*

The Fire District has prioritized forest fuels reduction treatments around the communities of the fire district and treats them on an approximately 10 to 15 year rotation. The Zephyr Fire Crew will complete initial fuels reduction and forest thinning on approximately 150 acres within the Wildland Urban Interface during the 2017 field season.

*Prescribed Fire Program*

Slash created from forest thinning activities completed by the Zephyr Crew or completed by federal or state land managers is frequently disposed of through pile burning. The Zephyr Crew will complete approximately 200 acres of pile burning on federal, state, local government or privately owned land within the wildland urban interface.

Broadcast prescribed fire is used to maintain vegetation density on lands that have been thinned in prior years. The Zephyr Crew will complete approximately 20 acres of broadcast prescribed fire during the fall of 2017.

### *Curbside Defensible Space Inspections*

The Fire Prevention Division inspects approximately 25 percent of the single family homes in the fire district annually for compliance with the Douglas County defensible space ordinance. In April and May of 2017, approximately 650 initial curbside inspections will be completed. Approximately 50 percent of the initial inspections will require follow-up for compliance, resulting in an additional 500 inspections. In 2016, only two properties were cited for failure to comply with the defensible space ordinance, and this low number is also anticipated for 2017.

### *Defensible Space Consultations*

The Fuels Management Division consults with property owners about defensible space through requested evaluations. The Fire District's forester, Zephyr Crew supervisor, Zephyr Crew foreman, fire marshal and fire inspector meet with property owners about their defensible space and these inspectors are authorized to issue TRPA Tree Removal Permits should one be necessary to mitigate the fire hazard on the property.

### *Community Chipping Services*

The Zephyr Fire Crew will chip slash created when property owners remove vegetation necessary to create defensible space. The Zephyr Crew will complete approximately 100 chipping requests in 2017.

### *Community Pile Burning*

The Zephyr Crew will help homeowners with steep or difficult to access properties and create defensible space by burning any slash that may be generated from the vegetation management treatment. The Zephyr Crew will burn piles on approximately 20 residential parcels in 2017.

### *Compost your Combustibles*

The fire district partners with Heavenly Ski Resort, South Tahoe Refuse and F&B Services to allow homeowners to dump pine needles and slash at Heavenly's Boulder Lodge parking lot from Memorial Day through 4<sup>th</sup> of July weekend. Compost your Combustibles typically results in the removal and disposal of 500 tons of slash and pine needles from defensible space activities.

### *Community Work Days*

The Zephyr Crew will visit the eight regions composing the fire district on consecutive weekends and assist homeowners who are creating defensible space. On each of the eight weekends, the Zephyr Crew canvases the neighborhoods and stops for any homeowner who requests help. The Zephyr Crew also blankets the neighborhoods and chips any slash piles left roadside. The project provides a single weekend for every resident where the Zephyr Fire Crewmembers will cut brush, small trees or assist homeowners with lifting materials up steep slopes where the slash can be disposed of. In 2017, each of the eight regions in the fire district will be allocated a

two-day weekend for Community Work Day assistance.

#### *Fire Adapted Communities Development*

The fire district is currently working with the Tahoe Resource Conservation District on the development of a replacement organization for the Nevada Fire Safe Council. In 2017, the Tahoe Network of Fire Adapted Communities will become operational and will restore an active neighbor-to-neighbor education element.

**Fire Prevention** – The Tahoe Douglas Fire Protection District is committed to protecting our community from the impacts of fires and other emergencies. The Fire Prevention Bureau achieves this goal by implementing strategies in accordance with the NFPA Fire Safety Concepts Tree. Accordingly, we will strive to prevent fires and other emergencies from occurring. One focus will be to educate our community about how to prepare for, prevent, and if necessary, react to fires, medical emergencies, and other life or property-threatening situations. The other major focus will be the life safety inspection program. The Fire and Life Safety Plan Review and Inspection Program will serve as both an educational tool and a means to ensure that fire hazards are abated and engineered fire resistance and protection systems are maintained.

The Tahoe Douglas Fire Protection District is committed to our Fire and Life Safety Inspection Program. All occupancies will be inspected annually with the exception of R-3s, and R-2s with less than 5 units. Occupancies will be inspected in accordance with the currently adopted editions of the International Fire and Building Codes.

The International Wildland Urban Interface (WUI) code has been adopted by the Nevada Fire Marshal. We will also strive to provide educational materials and defensible space evaluations to every member of the community. Every residence in the district is on a 4 year cycling rotation to be evaluated for code compliance with necessary follow up and enforcement. Fire Prevention will also assist the community by issuing TRPA tree removal permits for trees that create a fire threat to surrounding structures.

The plan review process is a key component to public and firefighter safety. Plan reviews are categorized by level, based upon the review requirements. Level One plan reviews are “pre-TRPA” plan review. In this review, fire department access, fire-flow, vegetation clearances, and roofing/siding materials are reviewed. Level Two plan reviews are for single-family residential structures. In this level of review, smoke alarm coverage and placement is evaluated. This level can be combined with the Level One review at the project proponent’s discretion. Level Three plan review is conducted on commercial projects, tenant improvements, multi-family dwellings and for fire protection systems. A fee is charged for Level Three plan review in accordance with the Fire District’s Plan Review Fee Schedule. On Level Three plan reviews, several inspections usually accompany the project to completion to verify code compliance. The Fire Prevention Bureau will work with the Building Official and Douglas County in the adoption of new editions of the International Codes.

Special Events can pose significant risks to the public and firefighters. A high priority will be to process permits outlining safety measures to be taken and code requirements, then to inspect venues for occupancy and safety standards when set up, and often times during the event itself.

All fires occurring in the Fire District shall be investigated. Responsibility for scene preservation and initial origin and cause investigation begins at the Captain level. The first due Captain shall have initial investigation responsibility. Depending on the complexity of the fire, an individual Captain may conduct the investigation, or request assistance from other Captains, a Chief Officer or the Fire Prevention Bureau at any stage of the investigation. The EOD unit may also be requested to provide support for the investigation. The Fire Prevention Bureau shall be notified of all fires occurring within the Fire District, and under no circumstances shall a building be released back to the responsible party, or demolished, prior to the notification of the Fire Prevention Bureau. The State Fire Marshal shall be notified in fires resulting in large property loss, serious injury or death. Wildland fires shall be investigated by a member who is qualified as an INV-F. The Fire District will seek opportunities to allow Captains to maintain competency in fire origin and cause investigation skills. The State of Nevada is currently revising the requirements for Nevada Certified Fire Investigator. By the end of FY 2018, all members of the Fire Prevention Bureau and at least one Captain per shift should be qualified at the CFI-1 level or as an IAAI CFI.

To address community-wide risks, Disaster Preparedness materials will be made available to all district residents. *Living with Fire: A Guide for the Homeowner* will continue to be the standard educational program for educating the public on living in a fire prone community and providing guidance on the prevention of catastrophic wildfire. This program focuses on living in wildland urban interface areas and how to create defensible space by managing the types of vegetation and other combustibles that are in the near-home environment.

Public Outreach and Education is an ongoing priority. This year, a goal will be to develop social media components to round out a robust safety public relations plan. We want to make ourselves available with a safety message on various platforms that will be both cost effective and result based. We would like to develop FaceBook and Twitter, along with a YouTube channel to provide information and education to our residents and visitors. We will also utilize conventional outlets such as radio, cable, and newspapers. We will utilize National Campaigns and Safety messages to promote Tahoe Douglas Fire Prevention and reduce community risk.

**Marketing** – The focus of the marketing plan is to keep our customers informed with Fire District activities in the community and provide information that increases the safety of our residents. The Fire Prevention and Fuels Management sections of the [www.tahoefire.org](http://www.tahoefire.org) website focus on the services provided to the community. In addition to our presence on the web, information is disseminated through social media and conventional media outlets.

A number of activities are conducted to support the Fire District's ability to provide essential services:

- All fire hydrants are serviced annually. All fire hydrants are flow tested every five years on a rotating basis with one-fifth of all hydrants being flow tested in a given year.
- All fire hose is pressure tested annually.
- All pumping apparatus are pump tested annually and following major repairs.
- All self-contained breathing apparatus (SCBA) are flow tested and serviced annually.
- All suppression personnel are fit-tested for SCBA annually.
- All firefighting personal protective equipment is inspected monthly.
- All vehicles are inspected daily with an in depth operational check conducted weekly.

Training requirements for the services provided by the Fire District are found within the Career Development Guide.

