

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
June 28, 2017

Those Present:

Chairman Bill Kirschner
Vice Chairperson Ann Grant
Trustee Greg Felton
Trustee Kevin Kjer
Legal Counsel Jason Guinasso
Fire Chief Scott Baker
Assistant Chief Jim Antti
Battalion Chief Rich Nalder
Fire Marshal Eric Guevin
Fire Inspector Todd Stroup

Crew Supervisor Keegan Schafer
Office Manager Kate Warner
Accounting Specialist Carrie Nolting
Administrative Assistant Erin Allison
Captain Justin Rossi
Guest Bill Johnson
Guest Wayne Carlson, NPAIC
Guest Marshall Smith, POOL/PACT

1. Call to Order.

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

2. Pledge of Allegiance.

Pledge of allegiance was led by Chairman Kirschner.

3. Roll Call.

Chairman Kirschner, Vice Chairperson Grant, Trustee Felton, and Trustee Kjer were present. Trustee Schussel was present via phone at the beginning of the meeting, but due to technical difficulties, was disconnected after the pledge of allegiance. A quorum was present.

4. Approval of the Agenda.

Trustee Kjer motioned to approve the agenda. Trustee Felton seconded the motion. Motion approved 4-0.

5. Public Comment.

None.

6. Board Trustee Comment.

None.

7. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 05/24/17
- b. Monthly Expenditures
- c. Financials – 12/31/16, 1/31/17, 2/28/17
- d. Douglas County Proclamation for the Lake Tahoe Basin Wildfire Awareness Month
- e. 2015 Annual Audit – Post-Retirement Trust

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

8. For Possible Action: Consent items moved forward.

None.

**9. Presentation: Employee Recognition.
Fire Chief Scott Baker**

Chief Baker recognized Captain Justin Rossi for 10 years of service. Captain Rossi is a professional triathlete and owns a real estate business. He is a great asset and mentor for the department. He was the captain on the Tahoe Rim Trail Rescue last year and the nighttime water rescue of the four victims who were clinging to a cooler to stay afloat. Chief Baker thanked him for his years of service.

Chief Baker congratulated FF/P Gooch on completing his 12 month test. He has proven to be a great asset to the department.

Chief Baker thanked Crew Foreman Fogarty for the creation of the Zephyr Crew Operations Guide, which is an all-encompassing wildland pocket guide for the crew members.

Chief Baker thanked Engineers Prather and Reddig for equipping the new engine.

Chief Baker thanked FF/Ps Dennis, Vandover, Baker, Wade, and Bean for their assistance with the EMS Skills and scenarios during new FF/P testing.

**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 \$59,577 from FY 2017-2018 funds; approximately 2% lower than last year.
Alan Reed, C.I.C., Warren Reed Insurance
Wayne Carlson, Executive Director, NPAIC**

Trustee Felton motioned for a flexible agenda. Vice Chairperson Grant seconded the motion. Motion approved 4-0.

Agenda Item #10 was skipped initially, and returned to after Item #13.

Alan Reed

In POOL this year, there are six insurance companies that provide insurance for Tahoe Douglas. These companies submit their proposal each year, which is presented to the executive board for review, and then to the general membership of POOL. If they approve the final program, it is presented to the Fire District.

Financial statements are always available because it is a quasi-public agency. This organization insures about 96% of eligible public entities in Nevada and has grown significantly over the years.

POOL has a loss control and grant program that is available to their members, which provides various amounts of money for risk management/reduction programs. Last year, they gave away \$277,000 to various entities. As a member, the Fire District has access to five conference grants per year, and can receive up to \$2,000 for conference/travel expenses.

In an attempt to broaden the horizon in regards to coverage, pollution liability and cyber liability coverage are now in the policy, both up to \$2,000,000. There is also a data security assessment for cyber security available to member agencies.

This year, the Fire District's premium is 2.9% lower than last year. Increases in coverage for buildings and content increased by about 11.6% to \$8,000,000, payroll dropped by about 1%, and the number of vehicles increased from 37 to 42.

This is the seventh consecutive year our premium has gone down. This is because POOL is receiving significantly less claims each year due to members working together, buying into the loss control program, and implementing risk reduction. POOL has dropped their losses from \$18,000,000 to about \$3,000,000, and they hope to continue this downward trend.

Trustee Kjer asked if the new fire boat will be covered.

Reed responded that yes it will. If an organization adds something after July 1st, there is no charge for it, and it will be on the renewal schedule for next year.

Chief Baker asked if there is coverage for snow damage.

Reed responded that there is coverage for weather damage.

Office Manager Warner commented that we utilized POOL resources for ergonomic evaluations through Willis for staff employees, which led to office remodels and for fitness evaluations and nutritional consultations through Specialty Health.

Marshall Smith, Risk Manager, POOL/PACT (attended for Wayne Carlson)

The POOL started with four member agencies and now has 115. All of the money that is retained by the POOL by good risk management increases the amount of coverage the POOL can provide its members and decrease the premiums.

As a member, the Fire District has taken advantage of a lot of the programs that are available including a \$24,600 grant in March for the Stryker gurney for the new ambulance.

Online e-learning courses are available, which can be useful for new hires. Courses are assigned and emailed to the person, and the program tracks when it is completed and the person's score.

HR resources are extraordinary through POOL/PACT.

POOL/PACT will likely integrate with Target Solutions, which the Fire District is already using. This will provide resources for site inspections, training, SCBA fit testing, OSHA training, cyber security training, and much more.

Cyber security is a relatively new program. POOL/PACT can come on-site and do a passive network assessment and create a program to harden our network to help protect against cyber security attacks.

Trustee Felton motioned to approve the renewal proposal for commercial and workers compensation insurance from Nevada Public Agency Insurance Pool (POOL) and approval for payment in the amount of \$59,577 from FY 2017-2018 funds; approximately 2% lower than last year. Vice Chairperson Grant seconded the motion. Motion approved 4-0.

11. For Discussion and Possible Action:

Discussion and possible approval of Resolution #04-2017 Budget Augmentation – General Fund in the amount of \$600,000, increasing the budget from \$9,459,177 to \$10,059,177 for additional unanticipated resources.
Fire Chief Scott Baker

Chief Baker explained that the Fire District typically augments our budget at the end of the year. We ended up with more money, but it needs to be officially augmented into the budget to be able to use it.

Trustee Felton asked for clarification that there is no intent to spend the extra funds, we are just augmenting to cover our bases.

Chief Baker confirmed. We are augmenting because we have unanticipated resources, not unanticipated needs.

Vice Chairperson Grant motioned to approve Resolution #04-2017 Budget Augmentation – General Fund in the amount of \$600,000, increasing the budget from \$9,459,177 to \$10,059,177 for additional unanticipated resources. Trustee Kjer seconded the motion. Motion approved 4-0.

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| 12. For Discussion and Possible Action: | Discussion and possible approval of Resolution #05-2017 Budget Augmentation – Fire Safe Community Fund in the amount of \$555,868, increasing the budget from \$1,869,649 to \$2,425,517 for additional unanticipated resources.
Fire Chief Scott Baker |
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Chief Baker explained that this is a similar augmentation. The Fire Safe Community is a separate fund with tax override. There are no unanticipated needs in this fund.

Trustee Kjer motioned to approve Resolution #05-2017 Budget Augmentation – Fire Safe Community Fund in the amount of \$555,868, increasing the budget from \$1,869,649 to \$2,425,517 for additional unanticipated resources. Trustee Felton seconded the motion. Motion approved 4-0.

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| 13. For Discussion and Possible Action: | Discussion and possible approval of Resolution #06-2017 Budget Augmentation – Capital Projects Fund in the amount of \$6,798, increasing the budget from \$670,000 to \$676,798 for additional unanticipated resources.
Fire Chief Scott Baker |
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At the advice of our CPA, we should cover the full cost of the new engine in the Capital Projects Fund, rather than in the General Fund. This augmentation is a safety net for the new fire engine.

Trustee Kjer motioned to approve Resolution #06-2017 Budget Augmentation – Capital Projects Fund in the amount of \$6,798, increasing the budget from \$670,000 to \$676,798 for additional unanticipated resources. Vice Chairperson Grant seconded the motion. Motion approved 4-0.

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| 14. For Discussion and Possible Action: | Discussion and possible approval of a temporary interfund 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. |
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Fire Chief Scott Baker

One of the recommendations on our 2016 annual audit was to formally approve interfund transfers with a board approval. This interfund loan serves to transfer the necessary funds to the Ambulance Fund to balance out at zero. The monies that are billed for the ambulance fund won't be received until after fiscal year end.

To make findings consistent with NRS statute, Chief Baker explained that:

- there is sufficient money available in the General Fund;
- this transfer would not compromise the economic viability of either the General Fund or the Ambulance Fund; and
- this budget change has been announced at a public hearing.

Chief Baker proposed the money be available for six months and will be repaid as funds are available, and suggested no rate of interest.

Trustee Felton motioned that the tenants of NRS 354.6118 have been reviewed and the board believes an interfund transfer to the ambulance fund would meet all the requirements. Vice Chairperson Grant seconded. Motion approved 4-0.

Vice Chairperson Grant motioned to approve the conditions of the loan. Trustee Kjer seconded the motion. Vice Chairperson Grant amended the motion that the funds are to be repaid within six months at 0% interest, and are to be repaid periodically at the discretion of the administration.

A five minute recess was taken.

Chief Baker recommended a \$500,000 interfund loan.

Vice Chairperson Grant motioned to approve a temporary interfund 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 in the amount of \$500,000, to be paid back within six months of the loan, at a rate of 0% interest, and to be repaid periodically as the Ambulance Fund will allow. If more time is needed, Chief Baker will present it to the board. Trustee Kjer seconded the motion. Motion approved 4-0.

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

Chief Antti and Captain Salerno both achieved 25 years of service this month, and Battalion Chief Moss achieved 19 years of service.

Chief Baker and Office Manger Warner have been attending cyber security webinars through our auditors Eide Bailly.

Chief Baker, Administrative Assistant Allison, and Fire Marshal Guevin attended a social media class in an effort to expand our outreach.

Sierra Front is up in full swing, and Chief Baker and Chief Nalder have been attending meetings.

Lake Tahoe Regional Fire Chief's Association has new strike team trainees out this year. Chief Baker is the new LTRFCA secretary.

Nevada Division of Emergency Management is in full swing. We have proven to be a highly reliable organization with quick responses and our efforts on fuels reduction/fire prevention.

We have been working with the Tahoe Fire and Fuels Team and Multi-Agency Coordinating Group efforts to secure funding from the Lake Tahoe Restoration Act as well as SNPLMA 16. Chief Baker and Forester Pickett are in the planning stages for SNPLMA 17.

Chief Baker's focus for right now is on succession planning and budget reviews with staff, as well as completing one-on-one meetings with the firefighter/paramedics.

16. Report Item: Review of Fire District Division Reports.
Assistant Chief Jim Antti
Office Manager Kate Warner

Antti

We received 6,800 feet of Large Diameter Hose (LDH) and are working to get it put in service.

The new engine should be put in service the first week of July, but could be used now if it was needed.

The boat committee met with Lake Assault and the new boat has been ordered. FireShows West is at end of October, so our boat will be on display in the vendor's booth and then delivered November 1, 2017 after the show. This coordination with the vendor saves everyone money.

Interviews for the engineer promotion will be scheduled.

We have had a lot of strike team requests already this year, and so far our crews have responded to the Hunter Lake, Topaz, and Garson fires. The Zephyr Crew has been on assignment in Utah and Arizona.

Chief Antti, Chief Nalder, Administrative Assistant Allison, Fire Marshal Guevin, and Crew Supervisor Schafer attended the Angora Fire First Responder Remembrance Ceremony on Saturday, June 24. Lake Valley Fire handed out a proclamation for each agency that participated as first responders on the fire. The Fire District was very well represented by active and retired employees.

Chief Antti is moving into administrative management of the fuels management division and the Zephyr Crew.

Testing for a new firefighter/paramedic has been completed, which included a skills review board, interview panel, and Chief interviews. We selected Brent Tajkowski, and he will start on July 10.

Crews responded to a significant motor vehicle accident a few days ago that was considered a mass casualty accident for us with a total of seven patients. Captain Rossi did a fantastic job along with the rest of B shift.

Warner

In the aftermath of the BLM fatalities last year, BLM created a working group to prepare and train for line of duty deaths. Meetings began in January, a scenario drill was held in April, and training with the National Fallen Firefighters Foundation (NFFF) was held in May. NFFF has a model called the Local Assistance State Team Program (LAST), which Nevada can adopt if enough agencies are willing to dedicate the resources to make it happen. The decision to formally apply for LAST status with NFFF will be made in June. Chief Baker, Chief Antti, and Office Manager Warner are supporting the effort.

Our agency has had a Line of Duty Death policy in place for over ten years, and we now have access to resources from other local departments. Suggestions to enhance our policy will be forthcoming.

Chief Baker and Office Manager Warner have been participating in seminars sponsored by Eide Bailly on cyber security. Again, the Fire District has a policy in place and expanded our I.T. technician contract from repairs and maintenance only to include proactive monitoring in January.

The three main objectives for a strong cyber security policy are:

- Prevention – taking measures to make sure security issues don't arise, including all employees, staff, and trustees.
- Detection – taking measures to ensure that we know immediately when we have been hacked.
- Response – having a plan in place to know what needs to be done when cyber security is compromised. Risk management support through POOL/PACT is available if something happens.

If a cyber security issue happens to the organization, we are all at risk, including trustees. A security issue could be a disruption to our ability to serve the public, identity theft for patients/employees, or could compromise citizen privacy. Small agencies are more at risk because they are an easier target.

Trustee Felton asked what the District policy is on the use of personal devices. Warner responded that we don't currently have one. We will be looking into it, however, employees cannot log into our server with a personal device.

Chief Baker commented that we are dealing with the overview on policies and procedures, not hardware or software.

The Post-Retirement Trust annual audit will be completed in July and we will have a final review with Eide Bailly.

Fire Marshal Guevin and Office Manager Warner updated the topics for radio releases, which include water safety, red flag warnings, campfires, and grilling safety.

We are currently encouraging personnel to take pictures when it is appropriate during training and public education situations to increase our presence on social media. Administrative Assistant Allison is in charge of Facebook and Instagram.

Office Manager Warner and Administrative Assistant Allison are systematically working through updates on the websites. The goal is to update the blog every week with four topics. Our current and past budgets have been added the website, as well as signed board resolutions. We are trying to make the website more user-friendly and are working through requests with the web designer.

17. Public Comment:

None.

- 18. Discussion: Confirm next meeting, with a proposed date of Wednesday July 26th, 2017 with a start time of 2:30 p.m. and possible agenda items.**

Meeting confirmed for Wednesday, July 26th, 2017 with a start time of 2:30 p.m. in the Station 23 classroom.

Trustee Felton may be present via phone for the meeting.

Possible agenda items for July's meetings are a Zephyr Crew season update, a department cyber security update, a Fire Flow Initiative program update, and the Fire Chief's performance appraisal results.

Adjourn.

Chairman Kirschner adjourned the meeting.

Closed Session: Not needed at this meeting.

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