

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
December 20, 2017

Those Present:

Chairman Bill Kirschner
Vice Chairperson Ann Grant
Trustee Greg Felton
Trustee Kevin Kjer
Trustee Larry Schussel
Legal Counsel Devon Reese
Fire Chief Scott Baker
Assistant Chief Jim Antti
Battalion Chief Todd Moss
Battalion Chief Rich Nalder
Battalion Chief Ralph Jones
Battalion Chief Bryce Cranch
Fire Marshal Eric Guevin
Forester John Pickett
Crew Foreman Matt Fogarty

Office Manager Kate Warner
Accounting Specialist Carrie Nolting
Administrative Assistant Erin Allison
Captain Chris Lucas
Captain Will Morgan
Engineer Kyle Fine
Firefighter/Paramedic Dusty Gooch
Firefighter/Paramedic Kurt Hamann
Firefighter/Paramedic Greg Koeck
Firefighter/Paramedic Kelly Pettit
Firefighter/Paramedic Chris Wade
Guest Dan Carter
Guest Mark Lobaugh
Guest Josef Treiber
Guest Margo Treiber
Guest Ed Johns

1. Call to Order.

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

2. Pledge of Allegiance.

Pledge of allegiance was led by Trustee Kjer. A moment of silence was taken for Cal Fire Engineer Cory Iverson, who was killed on the Thomas Fire in Ventura County, CA.

3. Roll Call.

Chairman Kirschner, Vice Chairperson Grant, Trustee Kjer and Trustee Schussel were present. Trustee Felton was present via phone. A quorum was present.

4. Approval of the Agenda.

Vice Chairperson Grant motioned to approve the agenda. Trustee Kjer seconded the motion. Motion approved 5-0.

5. Public Comment.

Forester Pickett commented that former Nevada Fire Safe Council member from our district, Jason Arnold, lost his house in the Thomas Fire in Ventura County. He did not have insurance, and all of his belongings were completely destroyed. There is a GoFundMe page set up to help him recover; Pickett will distribute the link. Arnold did a lot of great work for the district and would appreciate any help at this time.

6. Board Trustee Comment.

Vice Chairperson Grant thanked the firefighters for coming to the CERT potluck.

Trustee Felton commented that the District has been on a lot of tough incidents recently, and he appreciates our team and all they have been doing.

7. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 11/15/17
- b. Monthly Expenditures
- c. Financial Statements – 07/31/17, 08/31/17, 09/30/17

Trustee Kjer motioned to approve the Consent Calendar items. Vice Chairperson Grant seconded the motion. Motion approved 5-0.

8. For Possible Action: Consent items moved forward.

None.

9. Presentation: Special Community Recognition.
Battalion Chief Todd Moss

The District has had five field saves this year, which is a cardiac event in which the patient is brought back to life by either our personnel or hospital staff. Two of the field saves occurred in November: Josef Treiber and Jake Schwartz. These saves are due to our community preparedness and the quick response from bystanders and the District's personnel.

Josef Treiber and his wife Margo came to Tahoe for church, which is where he suffered cardiac arrest. Bystanders initiated CPR before our crews arrived, and he had return of spontaneous circulation (ROSC) prior to arrival at the emergency room. He was stabilized and flown to Renown and is here today.

Treiber commented that he is very thankful and grateful that the team took such good care of him and arrived to help him so quickly. Our first responders are the ones who brought him back to life.

On November 5th, our crews responded to Harrah's for another cardiac arrest and arrived to find Harrah's security and DCSO performing CPR with an AED applied on Jake Schwartz. Schwartz also had ROSC prior to arrival at the hospital.

Schwartz was present via phone, and commented that he has immense gratitude for the training that our crews go through to be prepared for these types of situations. He is grateful to be alive today because of the highly trained TDFPD personnel that came to his aid. He thanked all of the first responders for their assistance and the department, chiefs, and trustees for providing the opportunities and the resources that are needed for the high level of training. He had been told that his chances of survival were very small, so it is remarkable that he is alive and it is no doubt due to what our department did for him. He has endless gratitude to all the personnel that helped him.

Chief Moss commented that these saves are what make us a Heart Safe Community and he is proud of our crews.

Chief Baker commented that these two individuals are living proof that our training works.

10. Presentation: Proposed ground lease at Station 25 for communication equipment for Verizon Wireless' cellular network.
Mark Lobaugh, Epic Wireless Group LLC

Epic Wireless is proposing a plan to put communication equipment for Verizon Wireless at Station 25. They would not be building a tower, just a pre-cast concrete structure that would house some of their equipment.

Verizon has embarked on the Tahoe Initiative to improve their network and communications around the Basin. The proposed equipment at Station 25 would take the information coming off the towers, process it, and send it back out. This increases the capacity of the network, and would be one component of a big network going in around the lake.

They are proposing to ground lease a section of Station 25. There is suitable space on both the north and south sides of the station to place the structure, which would take up approximately twenty feet by forty feet.

If this is approved, they would need to survey the site to see where the property lines are and go through TRPA for permitting, which will all be paid for by Verizon. The board has been presented with a letter of intent detailing a 25 year lease at \$1,750 per month. This would be an unmanned facility and Verizon Wireless would be the tenant. They would access the site periodically for testing.

They selected the site because it is well located for their needs, and they typically don't put these sites on residential parcels. It would not be blocking any scenic views.

Trustee Schussel asked if this would help with the frequency of dropped calls in the area. Lobaugh responded that capacity is a reason for dropped calls, and they are addressing those types of issues with other projects.

Trustee Schussel asked how the liability insurance would be handled. Lobaugh responded that each party insures themselves, and Verizon and the District will work with their attorneys to make sure all needs are met.

Trustee Schussel asks if the District has the same option to terminate the contract with three months' notice that Verizon has. Lobaugh responded that Verizon wants the termination clause in the lease because technology changes can affect their need for this site, and they need to be able to vacate the site if it is no longer needed. They are managing thousands of these sites across the country, and need the flexibility to decommission a site. This right does not extend to landlords because if they are forced to vacate, it could potentially take the entire network down.

Vice Chairperson Grant asked if this site is a critical part of the extra infrastructure they are adding around the lake. Lobaugh responded that yes, it will be put in no matter what. If the District doesn't approve the proposal, they will move forward with it somewhere else, but they would prefer to work with us.

Trustee Felton commented that the final clause mentions confidentiality, but it is not possible for the District to keep the details confidential.

Trustee Felton asked for clarification on clause five on option exclusivity and if another person/company could utilize the same space. Lobaugh responded that the intent is to pay a fee for the right to reserve the area on the station premises for Verizon Wireless, and not for any other carrier. They would reserve the location for their purposes while getting permits and while occupying the site.

Trustee Felton commented that the District should be indexing the rate based on market measure, and a fixed number would not be the right answer. Lobaugh responded that annual increases are negotiable.

Everything will be vetted by council of both parties before going forward.

Chief Nalder commented that the north side of the building is small, and something of the size they are proposing would take up the whole thing. The crews rarely use the lawn on the south

side, and have discussed removing it completely. They do use the north side lawn, so he would recommend the structure be placed on the south side.

Chief Baker will work with Lobaugh on the letter of intent and with Legal Counsel Devon Reese and Verizon Wireless on the contract and bring it back to the board for approval.

Legal Counsel Devon Reese commented that agreements like this are common for public entities, and the concerns that have been raised will be included in the discussions.

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| 11. For Discussion and Possible Action: | Review and possible approval of the audit of the Fire District's financial statements for fiscal year 2016-2017 prepared by Eide Bailly LLP.
Dan Carter, Eide Bailly |
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The audit has been completed, but Eide Bailly is not prepared to present it due to a change in the accounting standards impacting all of the state of Nevada that we are working through with PERS and the Governmental Accounting Standards Board (GASB).

A lot of local governments will have to re-issue their financial statement audits. We haven't released ours yet, so we are in a better place.

Employer contributions were changed from one hundred (100%) to fifty percent (50%), which is a huge change for PERS reporting and we will have to redo all financial statements.

The state is requesting a three month extension.

Late in the year, PERS changed the interpretation of employer contributions regarding the employer picking up half of the employee contributions. Eide Bailly and other accounting firms have deemed them to be employer contributions, but PERS changed the interpretation and reclassified them as employee contributions.

Eide Bailly is currently communicating with PERS and GASB to find the best solution. All of the information is the same, but it will be located in a different place on the new financial statements. Eide Bailly cannot issue financial statements until they receive answers from PERS.

Our current extension expires on January 15th, 2018, but it is unlikely that the deadline will be met. Eide Bailly recommends that the District apply for another extension.

Trustee Schussel asked if the difference going forward would be that individuals would show half of the contributions coming from their account and half coming from the District. Carter responded that nothing changed in PERS other than the way they look at the contributions because of a governmental accounting statute. The only change is in the way the contributions are presented in the financial statement. It does not change the amounts.

Overall, the audit went better this year compared to last year, but the issue of Eide Bailly preparing the financial statements remains. This is the same finding as last year. A lot of corrections were made to the numbers. Many of the errors that were found this year were simple, but significant, and it was worth correcting them. There were issues like booking invoices twice, recording revenue twice, or recording accounts payable as accounts receivable. Overall, we are moving in the right direction.

No action to be taken at this time. The audit will be presented and voted on when it is available.

- 12. For Discussion and Possible Action:** **Discussion and possible approval of Resolution #10-2017 Adoption of amendments to CHOICE 125 Cafeteria Plan 521 to update plan as per IRS code effective January 1, 2018.**
Fire Chief Scott Baker

The IRS makes occasional adjustments to these types of plans. The Healthcare FSA plan has increased the monetary limit that employees can put into the account. This resolution authorizes the Fire Chief to make the changes as the law changes and update the board when that occurs.

Trustee Schussel motioned to approve Resolution #10-2017 Adoption of amendments to CHOICE 125 Cafeteria Plan 521 to update plan as per IRS code effective January 1, 2018. Trustee Kjer seconded the motion. Motion approved 5-0.

- 13. For Discussion and Possible Action:** **Discussion and possible approval of the 2018 Board of Trustees meetings calendar.**
Fire Chief Scott Baker

The board meetings are scheduled for the fourth Wednesday of every month except December, which has been moved to the third Wednesday due to the Christmas holiday.

Trustee Kjer motioned to approve the 2018 Board of Trustees meetings calendar. Vice Chairperson Grant seconded the motion. Motion approved 5-0.

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

We have received a second proposal for the Standards of Coverage and we are still looking for a third one. The first proposal was priced at \$30,000 and this second one was priced at \$50,000.

The Commercial Floor Area by the Safeway that the District sold is moving forward. We will receive payments once they obtain the permits and begin the work.

SNPLMA grant planning is going well. Our personnel will be expanding to do fuels work on the west shore and the south shore. We are working with water purveyors to find the best solutions for everyone.

Marine 24 is on the water and crews are training extensively. All personnel have been trained on the boat operations, and we are moving into fire flow training. Water rescue training will be completed after that. We have already received our first call for mutual aid for a stranded kite surfer.

The District is looking at the Capital Plan in preparation for the budget. The Capital Plan met the state requirements. We are looking at it more realistically now and are making progress as far as equipment and the potential for a new shop.

The insurance renewal is going well. Thank you to Office Manager Warner for the hard work on it. The District kept the current medical insurance carrier with a slight increase in rate. There was a change in the dental plan carrier, but the plan is identical to the one the District previously had.

The District submitted a proposal to Bickmore to complete the actuarial report for the Post-Retirement Trust. Office Manger Warner has been preparing ahead of time so that we can move forward as soon as the proposal is accepted.

The strike team that was in Ventura County is returning home. Battalion Chief Nalder and Captain Salerno returned on December 19th and Firefighter/Paramedic Pruitt remains on the line, but should be home before Christmas.

The recent fire academy went well, and the agencies are already working on plans for the next academy. The District will not have a candidate in the next academy, but will help with training as needed.

Chief Baker will be laddering the Edward Jones investments in the near future.

15. Report Item: **Review of Fire District Division Reports.**
Assistant Chief Jim Antti
Battalion Chief Rich Nalder
Office Manager Kate Warner

Antti

2017 Year in Review

Employee Recognition:

- Two academy graduations this year – tremendous amount of time and resources.
 - Engineer Reddig was the Recruit Training Officer for both academies.
 - FF/P Bean graduated from Class 17-1 and FF/P Tajkowski graduated from Class 17-2. Both are doing very well, which is a tribute to the recruit training, Engineer Reddig, and their preceptors.
- Marine 24 is in service – fantastic resource for the district, the community, and the lake.
- Completed a lot of promotional testing assistance for neighboring agencies for grading of candidates.
- Successful year for grant funding – bomb suits, Stryker gurney, radios, four gas detectors, and SCBA bottles.
- Three new bomb technicians were certified – Engineers Darr and Johnson and Investigator Love.
- Kudos to Office Manager Warner for coordinating five community blood drives.

Operations:

- 2,200 calls – busiest year since 2009.
- 55 out-of-district assignments – Strike Teams, Single Resources, and Zephyr Crew.
 - Continuously get high marks.
- Fires – structure fire on New Year’s Eve and a few other fairly large fires – crews doing great job.
- Quad County HazMat Team responded to an acid spill at the Tesla factory.
- Two new HazMat technicians – Engineer Apple and Firefighter/Paramedic Vandover.
- Chief Cranch coordinated the NDF crews digging fire hydrants out of the snow.
- Chief Moss & Gunner completed 45 sweeps in our community and surrounding areas.

Administration:

- Active with FireShowsWest – Marine 24 was on display at the convention and even though it is hosted in Reno, we maintain a high presence.
- Hosted blood drives, FireFest, and Pancake Breakfast.
- The Zephyr Crew and the fuels program have done a great job getting out into the community and representing the District well.

Equipment:

- New Type I engine in service.
- New ambulance in service.
- New boat in service.
- New LDH in service on all engines – big step up in firefighting capabilities.

Nalder

Chief Nalder was recently assigned to the wildfires in Southern California as a Task Force Leader, and Captain Salerno accompanied him as a Strike Team Leader trainee. Their crew was made up of strike teams from the Turlock area. They were originally assigned to the Lilac fire near San Diego County, which started next to the freeway and almost burned all the way to the beach. They lost four houses in the area they were working in the first day. The second day, they worked in a trailer park that lost 77 of the 105 homes in the neighborhood.

They were then transferred to the Thomas Fire. The morning they arrived was the morning that Cory Iverson was killed, and they replaced the crews that had been removed from the area after the incident. The fire was burning to the south when the wind changed and went to the east and Iverson was caught in the flames. They had heavy fire all night and were dealing with the same winds the next day. It was a very sobering experience, but overall a good assignment.

Chief Nalder announced that this would be his last board meeting, as he is retiring on January 5th. He has been working for the District since 1980. Over all his time here, he has seen a lot of changes. We have a great thing going right now and we were very lucky to have Chief Baker leading the way.

They were recently discussing situational awareness on the fires. Chief Baker has some of the best situational awareness he has ever seen. Chief Baker understands the life safety aspect of things, as well as has fantastic situational awareness of economic and political landscapes. This is the best Tahoe Douglas has ever been in his career. Thank you to everyone.

Warner

We have a new Tahoe Douglas flag at the request of Chief Baker that is hanging in the classroom.

The District has customized Christmas ornaments for sale that were made by a local South Lake Tahoe resident.

The District has completed a cyber security audit with the consulting company that POOL/PACT recommended. It was a good experience, and our IT technician Ed Johns was involved from the beginning.

The consulting company looked at everything involved with our system to see if we were vulnerable in any way and then made recommendations.

First, they tried to remotely break into our system and were not able to access anything.

Our training has focused on prevention, detection, and response as key areas to look at. We have been doing a good job with detection and response, but this audit helped bring the focus back on prevention.

Multiple points relating to our website were brought up. Our web designer is a firefighter who does web design on the side. Originally, each employee had a login to access insurance benefits, vacation scheduling, and all calendars. In 2016, the District changed to Gmail and all logins were deleted except Office Manager Warner and Administrative Assistant Allison's.

Another item that was discussed was that we are still using factory default passwords on our leased printers. The consultants were able to break in and access the printers, so the passwords will be changed.

With our permission, the company went into the dark web and found five former and nine current employee emails in batches that they saw as a potential threat. The emails were likely accessed from Linked In, Dropbox, etc., which are commonly used but are not very secure. They made some recommendations for changes with emails and passwords. The employees involved were notified and required to change their passwords. The vulnerability is that most people use the same passwords for everything.

These findings are minor. There were no major concerns, and the company was very complimentary. They gave kudos to Johns and his IT support. He has initiated segmentation and a private network and maintains control. There were no exposures or data disclosure between the respective stations.

We have a little work to do training our employees to use different and stronger passwords, which we will likely be in January. We are fortunate to have Johns.

Trustee Kjer asked Johns how often he monitors our systems.

Johns responded that it is ongoing, all day, every day monitoring of our facilities, computers, and electronic equipment.

Calendar:

- Academy graduation – estimated 265 people in attendance.
- A-Shift attended Breakfast with Santa at Kahle Community Center and flipped pancakes – they used our logo on the flyers, which was good publicity.
- Local 2441 hosted the children's Christmas party.
- We sent an engine to the Tahoe Douglas Rotary children's party, which supports foster children in the community – 70 children were in attendance this year.
- 1/5/18 – Chief Nalder's last call.
- 1/9/18 – Blood drive.

- Ongoing – taking in items for the Tahoe Douglas Rotary donations – event is St Patrick’s Day.

16. Presentation: Employee Recognition.
Fire Chief Scott Baker

Bryce Cranch has been promoted to Battalion Chief. We are in the process of changing some staff assignments for the chiefs, and Chief Cranch will be taking over EMS.

Chief Nalder passed on his badge to Chief Cranch and congratulated him on his promotion.

17. Public Comment:

Chairman Kirschner thanked the trustees for the insightful questions about the ground lease at Station 25.

18. Discussion: Confirm next meeting, with a proposed date of Wednesday, January 24th, 2018 with a start time of 2:30 p.m. and possible agenda items.

Meeting confirmed for Wednesday, January 24th, 2018 with a start time of 2:30 p.m. in the Station 23 classroom.

Possible agenda items include Standards of Coverage, the Verizon Wireless ground lease, and board elections.

Adjourn.

Chairman Kirschner adjourned the meeting.

Closed Session: Not needed at this meeting.

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