

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
November 27, 2018

Those Present:

Chairperson Ann Grant (via phone)
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 Ralph Jones
Fire Marshal Eric Guevin
Office Manager Kate Warner
Accounting Specialist Carrie Nolting

Administrative Assistant Erin Allison
Forester John Pickett
Fire Prevention Specialist Gina Schuster
Mechanic Gregg Gemmet
Captain Chris Lucas
Captain Will Morgan
Captain Steve Prather
Engineer Brad Petersen
Firefighter/Paramedic Derrick Bean
Firefighter/Paramedic Kurt Hamann
Firefighter/Paramedic Greg Koeck
Firefighter/Paramedic Kelly Pettit

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 Kirschner.

3. Roll Call.

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

4. Approval of the Agenda.

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

5. Public Comment.

None.

6. Board Trustee Comment.

Trustee Felton commented the boat recognition and tour in October was very informative.

Chairperson Grant commented the CERT team radio use training was a great class.

7. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 10/24/18
- b. Monthly Expenditures
- c. Tahoe Douglas Fire Protection District Post-Retirement Plan 2017 Income Tax Return

Trustee Kirschner motioned to approve the Consent Calendar. Vice Chairman Kjer seconded the motion.

Trustee Felton asked if there is anything of concern in the PRT income tax return. Chief Baker responded no.

Motion approved 5-0.

8. For Possible Action: Consent items moved forward.

None.

9. Presentation: Employee Recognition.
Fire Chief Scott Baker

Chief Baker recognized the following employees:

- Scott Vizzusi, who recently got married and is expecting a baby soon.
- Mechanic Gregg Gemmet for his 20 years of service.
- New Fire Prevention Specialist, Gina Schuster.
- Engineers Paul Apple, Kyle Fine, Justin Reddig, and Firefighter/Paramedic Scott Vandover for six years of service.
- Firefighter/Paramedic Kynett is back to work after being off duty for health issues.

Chief Baker expressed appreciation on behalf of:

- Firefighter/Paramedic Scott Vandover and Captain Bill Romanowitz send their thanks for the thoughts and prayers during their recovery from the significant health issues they have been facing that have been keeping them off duty.
- Inspector Stroup and his family for the support during multiple losses in the family.
- Josh Phillips at North Lake Tahoe Fire Protection District for the support during a family loss.

10. Presentation: Preliminary Strategic Plan.
Fire Chief Scott Baker

Chief Baker presented on his preliminary strategic plan for the District covering the following:

- Previous strategic plan
- Standards of Coverage study
- Department's paradigms and history
- Current upgrades (boat, policy revisions, promotions, new projects, data management and trends, overhead and strike team assignments, Fuels leadership/supervision, grants, vacation home rentals, and events)
- Current budget, staff, and capital plan
- The 2018-2019 budget and capital plan
- The new foundation (safety, efficiency, information, and engagement)
- The new plan (staffing, capital plan, equipment/service location/storage, budget, organization, and procedures)
- Personnel management and potential changes
- Annual planning/updates, equipment relocation, staffing, and maintenance
- Locations of staff/divisions
- The shop
- Efficiency and costs
- The role of the Fire Chief

Stemming from this, the District will develop a strategic plan using workshops, individual assignments, and group assignments while developing the FY 2019-20 budget and proceeding through negotiations.

Trustee Felton commented it is not often that organizations have the luxury/opportunity to look at what they do and throw around questions and ideas. This is a fantastic thing to be doing for the District. Everyone has the opportunity to get involved and can influence the outcomes and should take advantage of that opportunity.

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

East Fork has closed station 14 for mold and remodeling.

Recognition:

- Petersen – active in uniform program, working on Company Officer taskbook, and is leading the department Christmas party.
- Sanders – new appointment to the Bomb Squad and will be going to ice rescue instructor training in Colorado in January.

- Serrano – has a big impact on FireShows West by running a social media and mentoring event. He is also going through paramedic school.
- Guevin – received Golden Beacon award on behalf of FPAN for all work within the organization for the state.

ISO report has been received. The rating has not changed, but there are areas for improvement. Communications issues will be addressed.

The District will be accepting donations for the 2019 Rotary St. Patrick's Day Celebration & Fundraiser again this year.

The TRPA end-of-season report is being presented to their board on 11/28/18.

Our strike team crew is home from the Camp Fire. We sent five personnel as part of a regional strike team – a four-man strike team and a strike team leader.

The Post-Retirement Trust 2017 Income Tax filing is complete.

The 2019 insurance renewal is complete. We work very well with our broker, and were able to negotiate renewals at an equal or lower cost for all coverages.

Staff is in the process of reviewing all personnel contracts and updating as necessary to ensure all personnel have the same benefits, time off, and that all contracts are accurate.

The U.S. Forest Service is moving along with the public safety pier as part of the Fire Flow Initiative Program. Fire Marshal Guevin and Chief Moss will be involved.

Firefighter/Paramedic Ward has been working hard to get a Stop the Bleed program up and running in the Fire District. He is seeking grant/donation funding for bleeding control kits to be put into all the Douglas County schools. The casinos are also interested in the program.

Chief Baker has been hosting small business coffee meet and greets for new businesses in the district, which are going well.

The MAC coordinating group/TFFT recently had a capacity briefing where it was discussed that the District has a lot of room to expand our resources, especially with the Zephyr Crew, to be able to assist our neighboring agencies with fuels management projects around the Basin.

Chief Baker recently attended a data class. It was a great class with a lot of useful information that we will be utilizing in the near future.

12. Report Item: Review of Fire District Division Reports.

Battalion Chief Ralph Jones
Office Manager Kate Warner

Jones

Captain Lucas was introduced to give a report of deployment on the Camp Fire.

Captain Lucas, Engineer Fine, Firefighter/Paramedic Pruitt, and Firefighter/Paramedic Wade were the crew on the Camp Fire with Captain Salerno as the strike team leader.

Typically during strike team assignments, the crew usually follows a regular pattern of assignment. They start with being up for 36-72 hours fighting fire aggressively, then mopping up and putting out hotspots, then cleaning up, then containment, and then they get sent home.

This assignment was unlike any other he has ever been on. When they first got to the Camp Fire, they went straight into Paradise, and spent most of the incident mopping up and putting out hotspots before going to each burned up foundation to search for human remains. They worked with California Taskforce 4 Urban Search and Rescue (USAR) during the search through burned foundation for remains.

Captain Lucas presented pictures of the devastation from the fire.

All of the members of California Taskforce 4 USAR go through post-event health evaluations, which is something the District has never done before. All five members who were on the fire were put through medical evaluations upon returning home this time. On the fire, the crew utilized air purifying respirators, which is also not common. They will be recommended for each employee to have for strike team assignments and will likely be processed through the Health and Safety Committee.

Warner

The District has not had to handle post-fire health evaluations in the past, so navigating those with worker's compensation was new. We are looking into new measures to monitor our employees going forward and catch any changes quickly.

PRT tax income return has been received. There are no surprises, we are in good shape, and we will continue on the same path for the next six to twelve months with no changes. The new procedures are working great and we are exactly where we were expecting to be.

Accounting Specialist Nolting has been heavily burdened with the Fire District audit recently. We are receiving three times as many requests as normal for back up documentation. We are on track to get the final draft of the audit, review it, and return it to the auditors by 11/30/18, which is the state requirement. We may have to file for continuance if they do not have it to us in enough time.

Insurance renewal arrangements have been wrapped up with our carriers. Hometown Health came in at 5% less than current rates, so we renewed with them. Our dental insurance with the Standard came back flat for one year and our ancillary policies came back flat for two years. We will begin working with the brokers at the end of January. One carrier bid on us at the same 5% decrease as Hometown Health, but we chose to stay fully funded with our current carriers. However, we are closer to being self-funded.

Workers compensation has been active. On-duty injuries, non-work injuries, and the strike team personnel have been significant. Warner is keeping track of appointments, updates, and status of return to work. There has been a lot of overtime lately because of these injuries and the Camp Fire strike team assignment.

Most of the Zephyr Crew completed exit interviews, which consists of a standard questionnaire they fill out and then discussion of specific things they want/need. Overall, they are thrilled with their season. They had significant time on fires, fuels work was on track, and we kept them on longer than normal.

Trustee Kirschner asked to clarify that Hometown Health came in 5% lower. Warner responded yes, 5% lower than our current year.

Chairperson Grant asked if that is because of a low number of significant claims. Chief Baker responded there are a lot of variables involved that contribute to that. We believe that our past brokers may not have been entirely forthright as to the real reasons for the changes in rates, but LBG is keeping us updated.

13. Public Comment:

Vice Chairman Kjer congratulated Trustee Kirschner on his re-election to the board of trustees.

Trustee Kirschner congratulated Vice Chairman Kjer on his re-election to the board of trustees.

14. Discussion: Confirm next meeting, with a proposed date of Wednesday, December 19, 2018 with a start time of 2:30 p.m. and possible agenda items.

Meeting confirmed for Wednesday, December 19, 2018 at 2:30 pm.

Possible agenda items include the Fire District audit.

Adjourn.

Chairperson Grant adjourned the meeting.

Closed Session: Not needed at this meeting.

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

APPROVED