

TAHOE DOUGLAS FIRE PROTECTION DISTRICT



STRATEGIC PLAN 2011

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**FOR THE
TAHOE DOUGLAS
FIRE PROTECTION DISTRICT**

Lake Tahoe, Nevada

Fire Chief
Guy LeFever

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**THE FOLLOWING DOCUMENT IS
TO BE VIEWED ONLY AS A
GUIDELINE AND NOT A POLICY**

ONLY THE BOARD OF TRUSTEES APPROVED
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AND THE BOARD AND THE UNION APPROVED “UNION CONTRACT”
DICTATE POLICY

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Executive Summary

2011

The Tahoe Douglas Fire Protection District was formed in 1946 to meet the expectations of the community to guard against the threat of fire in the wildland urban interface. The challenge of meeting those expectations are dynamic which tasks us to be more innovative to respond through a professional, highly-trained, well equipped organization in those expected services with concern for the well being of our personnel.

It is through these efforts we strive to become a full service district that embraces the respect of the community and support of our citizens.

This is our twelfth edition of our Strategic Plan. This Plan is intended to show how we are adapting to the changing future of the fire service and how we provide those services.

The wildland/fuels reduction efforts are now being identified in each edition of the strategic plan. As the years pass, this new service and fund must remain transparent with regards to revenue and expenditures relating to fuels reduction program.

Funding challenges will be addressed in this Strategic Plan to reflect revenues and expenditures, as far out as is reasonable in an effort to maintain a consistent level of service we are committed to provide.

This Strategic Plan will begin with fiscal year 2011 and continue over the next four fiscal years after that. The Fire District's resources are clarified in one of three categories; Physical Resources (stations and apparatus), Human Resources, and Financial Resources.

This Strategic Plan is intended to be a tool or a guide to outline a direction we as an organization are headed. Like any Plans, Mission, Vision and Values will be impacted by undetermined or unforeseen circumstances beyond our control requiring us to adapt and overcome as we proceed into the future. Together as an organization we can accomplish what we set our minds to accomplish.

Sincerely,

Guy E. LeFever
Fire Chief

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.

ORGANIZATIONAL PRIORITIES

The following broad based priorities have been established to guide Fire District operations.

A. PRIORITIES IN ORDER

1. Emergency Response
2. Training (Scheduled)
3. Fire Prevention, Public Education, Public Relations
4. Pre-Incident Planning
5. Facility, Apparatus and Equipment Maintenance
6. Wellness and physical fitness

B. CLARIFICATION - INTENT

1. To manage work priorities and the day-to-day time necessary to accomplish them, it is necessary to understand the concept of managing multiple priorities. This process requires the participation of all personnel and is critical to Chief Officers, Fire Captains and Supervisors who are responsible for managing objectives within time and priority guidelines.
2. The need to accomplish multiple priorities is a normal part of any large complex organization. Our organization is more complex because our primary responsibility is responding to emergencies. Emergency response staff must immediately stop all duties when an emergency occurs. The “on alert” status generally limits the activities of emergency response staff to assigned stations.
3. Setting priorities is more than focusing on the highest rated priority in addition to our primary responsibility of emergency response. Setting priorities is a guide to achieve goals through juggling objectives on a day-to-day basis to reasonably balance the accomplishment of multiple activities with meaningful results. Personnel must keep annual objectives in clear view in order to effectively juggle day-to-day activities.
 - a. **EXAMPLE:** The number one organizational priority is Emergency Response. Regardless of the activity one may be involved in, when an emergency occurs, we immediately respond.
4. All other priorities will be managed **SIMULTANEOUSLY**. However, when time becomes a factor and results will be

negatively affected due to multiple activities, one may have to be chosen over another. This may require the highest priority being accomplished first and rescheduling the others.

- a. EXAMPLE: An engine company is behind on fire prevention objectives and the company desires to accomplish specific maintenance, physical fitness and extra training. The Captain must reschedule some duties in order to achieve meaningful results on the activities carried out. Therefore, the Captain would most likely reschedule extra training and physical fitness in order to accomplish inspection work and maintenance.
 - b. EXAMPLE: Prevention inspections may be postponed one shift in order to conduct scheduled training or other high priority activities. The postponed inspections must be rescheduled and accomplished ASAP. This rescheduling would avert an emergency situation in which personnel are under pressure to catch up or where life or property loss unnecessarily occurred.
 - c. EXAMPLE: If a Captain is reassigned to a District that has specialized duties, it will be the Captain's responsibility to become acquainted with those specialized duties. This may necessitate rescheduling of other priorities. The Captain would explain to the supervisor what transpired and why.
5. These examples of managing and prioritizing clearly identify that effective time management is a difficult but critical task. Several priorities can quickly stack up and expected deadlines may be difficult or impossible to meet. It could also make it difficult to justify why the objectives were not accomplished over the period of a year. This process will help to identify if the difficulties were acceptable or due to poor planning.
 6. During the course of a year some objectives may not be fully accomplished due to unanticipated activities given higher priority such as emergency responses or specialized training. It is important that chief officers and supervisors work closely on a month-to-month basis, jointly discussing and approving adjustments to objectives. .
 7. Personnel can readily see that in order to accomplish desirable activities such as physical fitness, effective time management is required.

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.

STATIONS/STAFFING/APPARATUS PRESENT AND FUTURE

FIRE STATION #1 KINGSBURY

Fire Station #1 is staffed with a minimum of three personnel: Captain, Engineer, and Firefighter. At least one of the assigned personnel is certified to an Intermediate Life Support (ILS) level as the Engine Company provides ILS care including IV, advanced airway, limited medications, and cardiac defibrillation. All District personnel are certified as EMT-D's, having been trained in the use of semi-automatic defibrillators. A Firefighter/Paramedic and an ALS ambulance may also be housed at Station #1 during the winter months to enhance operational effectiveness.

The station presently houses one Type-I Engine, one type-III Brush Engine, a patrol unit and an aerial ladder truck. The ladder truck may be housed at Station #3 during the winter months to enhance operational effectiveness. The services provided include all types of fire suppression, E.M.S. at intermediate level, rope rescue, and vehicle extrication. This fire station was constructed in 2001, replacing the previous station.

FIRE STATION #3 ROUND HILL

Fire Station #3 is staffed with a minimum of four line personnel: Captain, Engineer, and two Firefighter/Paramedics. The shift Battalion Chief also responds from Station #3. This station also houses the District's administrative offices. Administration positions include Fire Chief, Assistant Chief-Administrative, Assistant Chief-Fire Marshal, Battalion Chief-Fuels Manager and two Administrative Assistants.

The station presently houses one type-I engine, two advanced life support ambulances (one front line and one reserve), one type-I reserve engine, the rescue boat, and one utility vehicle. The aerial ladder truck may be located at this station during the winter months to enhance operational effectiveness.

Fire Station #3 provides all types of fire suppression, A.L.S. medical response, rope rescue, ice rescue, and water rescue.

FIRE STATION #4 ZEPHYR COVE

Fire Station #4 is staffed with two to four personnel: a Captain and an Engineer and up to two Firefighter/Paramedics. The station presently houses one type-1 engine and an ALS ambulance may be staffed from this station based on time of year and staffing level. The District's Vehicle Maintenance Shop is next to Fire Station #4 and the mechanic has a utility vehicle. Station-4 currently houses the district's battalion chief's office, sleeping quarters, and command vehicle. Beginning March 1st, 2010, the USFS will conduct operations from station-4 while a new fire station is constructed on Spooner Summit. Construction of the new station is expected to be completed by late fall/early winter of 2010. Station-4 will house a USFS type-3 engine and up to six USFS personnel depending on the season. USFS personnel will utilize the paramedic office/work station for administrative duties.

Fire Station #4 currently provides all types of fire suppression, I.L.S. medical response, ice rescue, rope rescue, water rescue, and heavy vehicle extrication.

FIRE STATION #5 GLENBROOK

Fire Station #5 is staffed with a minimum of two to three personnel: a Captain, Engineer, and Firefighter. At least one of the assigned personnel is certified to an Intermediate Life Support (I.L.S.) level as the Engine Company provides I.L.S. care including I.V., advanced airway, limited medications, and cardiac defibrillation. All District personnel are certified as EMT-D's, having been trained in the use of semi-automatic defibrillators.

The station presently houses one type-1 engine, the water tender, and the E.O.D. Unit, one hazardous materials response trailer, a Multi-casualty Incident Trailer provided by the State of Nevada, and one patrol unit. Fire Station #5 provides all types of fire suppression, I.L.S. medical response, rope rescue, ice rescue, and vehicle extrication.

HUMAN RESOURCES

Following are breakdowns of how the organization will be staffed including each rank's duties and responsibilities and the required and desired qualifications. Additional positions not mentioned may be added as necessary. The required qualifications for all ranks are necessary at the time of appointment to the position, not at the time the promotional exams are administered, unless otherwise specified. Also included are the organizational breakdown and a non-traditional conceptual organization chart that shows all fire district functions and activities revolving around customer service.

The reason for this conceptual organization chart is that we exist, as an organization, to respond to urgent customer needs. Our essential "mission" and number one priority is to deliver the best possible service to our owners and customers. The only part of our high tech service delivery system the customer will remember is the "human" part; the person who touches them in a human and caring way. The customer's needs, perceptions, and feelings design and dictate how our service delivery system looks and behaves.

With this in mind, this plan also includes the fire district's Service Plan which identifies the emergency and non-emergency services the district delivers, the training levels needed, where applicable, to deliver those services, and the number of personnel that will respond.

The last item in this section is the district's "Goals and Objectives" document, reprinted directly from the FY **2011** budget document.

ORGANIZATIONAL STAFFING

Introduction:

The following is intended to be a guideline for new and existing employees of the Fire District to prepare for advancement. Specific requirements may vary slightly when promotional examinations are announced but the employee who strives to attain all or most of the qualifications listed will increase his/her chances for those promotions. Many of the requirements listed are subjective in nature and interpretation would be at the discretion of the Fire Chief. Also, it would be impossible to list every characteristic or trait that would be subject to evaluation and comparison at the time promotions are available. It is important that personnel realize that they are being evaluated on the subjective criteria throughout their entire career. It is also important to remember that listed desirable qualifications may become required qualifications in the future.

Educational requirements are regularly re-evaluated and increased while remaining realistic and attainable. Benefits of re-evaluation include:

- Enhancing the level of professionalism in the fire service.
- Providing a career development road map for all employees.
- Identifying the multi-functional/multi-dimensional skills required in today's fire service.
- Identifying the body of knowledge needed.
- Creating a benchmarking tool.

The greatest benefit of these ever-increasing requirements will be realized in the future as we see the results of grooming tomorrow's leaders.

FIRE CHIEF

Duties and Responsibilities:

- Development and implementation of District goals, objectives, policies, procedures and long range planning;
- Assignment and monitoring delivery of all emergency and non-emergency services;
- Developing, preparing, and submitting budgetary proposals to the Board of Trustees and monitoring same;
- Work closely with all parts of the community to answer questions and concerns;
- Recruit, promote, and motivate District personnel;
- Retain responsibility for every aspect of the District's "Service Delivery Plan."

Required Qualifications:

- EMT-D Certification;
- Possession of a valid drivers license;
- Resides within seventy-five (75) road miles of a Tahoe Douglas Fire Protection District fire station;
- **Bachelors Degree in: Fire Administration, Fire Prevention Technology, Public Administration or related field - and/or equivalent work experience**

Desirable Qualifications:

- Associates Degree in Fire Science or related fields;
- Completion of or current participation in the National Fire Academy's Executive Fire Officers Program;
- Completion of California Chief Officer Certification courses;
- History of service as a chief officer and captain for a combined period of eight years;
- Knowledge of modern-day fire suppression and emergency rescue techniques;
- Excellent oral and written communication skills;
- Excellent interpersonal skills and strong leadership/management skills;
- Understanding of governmental accounting principles and budgets;
- Knowledge of International Fire and International Building Codes;
- Current Certification as Haz-Mat I.C. as specified by 29 CFR 1910.120 and NRS;
- Completion of Haz-Mat Safety Officer Course;
- **Ability to lift and/or move up to 50 pounds.**

ADMINISTRATIVE ASSISTANT

This position reports to the Fire Chief.

Duties and Responsibilities:

- Process daily roll call and records related to vacation, sick leave, etc.;
- Prepare payroll information for District accountant;
- Perform data entry, inventory, word processing, ambulance billing and other District documents;
- Prepare industrial insurance forms and act as District liaison to health insurance provider, assuring all claims are accurate and timely;
- Make financial wire transfers;
- Record and process vendor billings and maintain petty cash account;
- Greet the public personally and on the telephone;
- **Resides within seventy-five (75) road miles of a Tahoe Douglas Fire Protection District fire station.**

Desirable Qualifications:

- High school diploma or general education degree (GED);
- Two (2) years clerical experience demonstrating willingness and ability to accept progressive responsibility, preferably in a fire department;
- Associates Degree in Public Administration or Fire Science and prior experience with fire plan review;
- Fire Code certification;
- Knowledge of Fire Code and the ordinances enforced by the County; familiarity with principles of fire plan review and accepted safety standards; ability to work in a team environment and ability to interact with the development community effectively;
- Skill in operating a personal computer with intermediate skill in word processing, spreadsheet software and other related software in order to prepare and maintain records and tracking systems;
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations;
- Ability to write reports, business correspondence, and procedural manuals.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages;
- Ability to apply concepts of basic algebra and geometry;
- Ability to type 40-60 WPM;
- Ability to interact with the public and fellow employees in a courteous manner; customer service oriented;
- Knowledge of computers, copiers, calculators, and miscellaneous office equipment; Knowledge of public safety radio procedures;
- Experience in ambulance billing procedures;
- Adaptive to administrative secretarial skills.
- Ability to sit, use hands to finger, handle, or feel, and ability to talk and hear;

- Ability to stand, walk, stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance;
- Ability to lift and/or move up to 25 pounds;
- Possess adequate uncorrected or corrected close vision, distance vision, color vision, peripheral vision, and depth perception;
- Valid driver's license with an acceptable driving record.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities listed above.

ASSISTANT FIRE CHIEF - FIRE MARSHAL

MARKETING & FIRE PREVENTION

This is a top management position and part of the senior management team. The Assistant Fire Chief- Fire Marshal is a full time, FLSA exempt employee assigned to a forty-hour workweek.

Duties and Responsibilities:

- Act as the Fire District's Fire Marshal;
- Supervise the Battalion Chief assigned to Fire Prevention;
- Plan, direct, manage, and oversee all activities of the Fire District including, but not limited to, fire prevention, code enforcement, fire investigation, fuels management, public education, District marketing, pre-suppression and suppression as directed by the Fire Chief;
- Plan, implement, coordinate, and direct the permit issuance process as required by the International Fire and International Building Codes;
- **Participate in the planning, development and implementation of the Douglas County Emergency Operations Plan and the Douglas County Natural Hazard Disaster Mitigation Plan;**
- Ensure efficient day-to-day administration and operation of the Fire District;
- Assume on-scene command of emergencies such as major fires, hazardous materials, mass-casualty incidents or other all-risk disasters;
- May act as Fire Chief in the Fire Chief's absence;
- Other duties as assigned by the fire chief.

Required Qualifications:

- Meet the standards and requirements established by the National Fire Protection Association (NFPA) 1031 (2009), "Standards for Professional Qualifications for Fire Inspector and Plans Examiner at the Inspector III and Plans Examiner II levels.
- **Associate Degree in Fire Science**
- **Meet the standards of the NV State Fire Marshals Office and the Nevada Fire Service Standards and Training committee (NRS 477), for an Inspector III and Fire Plans Examiner.**
- Certified Fire Inspector Level II through the International Code Council.
- Certified Fire Plans Examiner or Building Plans Examiner through the International Code Council.
- **Completion of approved NFPA 921-Fire Investigation training.**
- **Certified as INV-F (NWCG)**
- Must maintain all required certifications.
- Excellent record of attendance;
- Possession of a valid driver's license.
- Demonstrated loyalty to the Fire Chief and District's goals and objectives.
- Certified EMT-D.

- Customer service oriented.
- Knowledge of modern-day fire and emergency rescue techniques.
- Excellent oral and written communication skills; strong leadership/management skills; some understanding of governmental accounting principles and budgets.
- Adaptability to varying situations, circumstances and personalities.
- Demonstrated ability to follow through on assigned tasks.
- Resides within seventy-five (75) road miles of a Tahoe-Douglas Fire Protection District fire station.

Desirable Qualifications:

- Bachelor Degree in Fire Administration and/or Fire Prevention Technology and/or Public Administration or equivalent work experience;
- Completion of California Company Officer core classes;
- Completion of California Chief Officer Certification courses;
- Completion of, or currently participating in, the National Fire Academy's Executive Fire Officer Program;
- History of service as a chief officer and captain for a combined period of seven years;
- I-401, "Incident Command Multi-Agency Coordination", and I-402 "ICS for Executives".
- Current certification as Haz-Mat IC as specified by 29 CFR 1910.120 and Nevada Revised Statutes.
- Completion of Haz-Mat Safety Officer Course
- **Ability to lift and/or move up to 50 pounds.**

BATTALION CHIEF/ASSISTANT FIRE MARSHAL

FIRE PREVENTION

This position reports directly to and performs as a subordinate to the Assistant Chief/Fire Marshal. The Fire Prevention Battalion Chief is a full-time, FLSA exempt employee assigned to a forty-hour workweek.

Duties and Responsibilities:

- Participate in development of fire prevention planning, code enforcement, fire investigation, fuels management, public education, District marketing, pre-suppression and suppression as directed by the Fire Chief;
- Assist the Fire Marshal with permit issuance as required by the International Fire and International Building Codes;
- Attend meetings and conferences as deemed appropriate for the position.
- Assume on-scene command of emergencies such as major fires, hazardous materials, mass-casualty incidents or other all-risk disasters;
- Participate in development of the District's annual budget;
- Assure all expenditures within the Fire Prevention Division are necessary and prudent;
- Shall act as the Fire Marshall in the Assistant Fire Chief/Fire Marshall's absence.
- Other duties as assigned by the Fire Chief or Assistant Fire Chief/Fire Marshall.

Required Qualifications:

- Meet the standards and requirements established by the National Fire Protection Association (NFPA) 1031 (2009), "Standards for Professional Qualifications for Fire Inspector and Plans Examiner at the Inspector II and Plans Examiner I levels.
- Meet the standards of the NV State Fire Marshals Office and the Nevada Fire Service Standards and Training committee (NRS 477), for an Inspector II and Fire Plans Examiner.
- Associates Degree in Fire Science
- Certified Fire Inspector through the International Code Council.
- Certified Fire Plans Examiner or Building Plans Examiner through the International Code Council.
- Certified Fire Investigator.
- Certified EMT-D.
- Must maintain all required certifications.

- Excellent record of attendance;
- Possession of a valid drivers license;
- Knowledge of modern-day fire and emergency rescue techniques;
- Excellent interpersonal skills; excellent oral and written communication skills; strong leadership/management skills;
- Customer service oriented;
- Record of on-going personal development (education, training, etc.);
- Demonstrated ability to follow through on assigned tasks;
- Adaptability to varying situations, circumstances and personalities;
- Demonstrated loyalty to the Fire Chief and District's goals and objectives;
- Resides within seventy-five (75) road miles of a Tahoe Douglas Fire Protection District fire station.

Desirable Qualifications:

- Bachelor Degree in: Fire Administration and/or Fire Prevention Technology and/or Public Administration or equivalent work experience.
- Completion of or currently participating in National Fire Academy's Executive Fire Officer program;
- Completion of the California Company Officer core classes;
- Completion of California Chief Officer Certification courses;
- **Qualification as INV-F (NWCG)**
- Completion of; I-400, "Advanced Incident Command Systems";
- I-401, "Incident Command Multi-Agency Coordination," and I-402 "ICS for Executives";
- Current certification as Haz-mat IC as specified by 29 CFR 1910.120 and Nevada Revised Statutes;
- Completion of Haz-mat Safety Officer course;
- Held the classification of Company Officer for a minimum of five years
- **Ability to lift and/or move up to 50 pounds**

ADMINISTRATIVE AID

FIRE PREVENTION

This position reports to the Assistant Chief /Fire Marshal.

Duties and Responsibilities:

- Provide assistance to public and Assistant Chief / Fire Marshal with respect to fire codes and plan review;
- Interact and assist the general public on a day-to-day basis;
- Review minor building, mechanical, and electrical permits for completeness. Receive fire plans from the general public and contractors;
- Enter plan information into the database, track fire plan review status, and maintain database;
- Type, proofread, distribute and process a variety of documents including general correspondence, memos, and reports from rough draft or verbal instruction;
- Act as a receptionist, greeting the public personally and on the telephone;
- Perform a wide variety of clerical work including, filing, tracking, checking, and recording information on records and/or fiscal transactions;
- Oversee all fire prevention office supplies and public education supplies.
- **Resides within seventy-five (75) road miles of a Tahoe Douglas Fire Protection District fire station.**

Additional Assignments:

- May process daily roll call and records related to vacation, sick leave, etc.;
- Prepare payroll information for district accountant;
- Perform data entry relevant to inventory, word processing, ambulance billing and other district documents as assigned;
- Prepare industrial insurance forms as necessary;
- Make financial wire transfers;
- Record and process vendor billings;
- Maintain petty cash account.

Desirable Qualifications:

- High school diploma or general education degree (GED);
- Two (2) years clerical experience demonstrating willingness and ability to accept progressive responsibility, preferably in a fire department;
- Associates Degree in Public Administration or Fire Science and prior experience with fire plan review;
- Fire Code certification;
- Knowledge of Fire Code and the ordinances enforced by the County; familiarity with principles of fire plan review and accepted safety standards;

- ability to work in a team environment and ability to interact with the development community effectively;
- Skill in operating a personal computer with intermediate skill in word processing, spreadsheet software and other related software in order to prepare and maintain records and tracking systems;
 - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations;
 - Ability to write reports, business correspondence, and procedural manuals.
 - Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages;
 - Ability to apply concepts of basic algebra and geometry;
 - Ability to type 40-60 WPM;
 - Ability to interact with the public and fellow employees in a courteous manner; customer service oriented;
 - Knowledge of computers, copiers, calculators, and miscellaneous office equipment; Knowledge of public safety radio procedures;
 - Experience in ambulance billing procedures;
 - Adaptive to administrative secretarial skills.
 - Ability to sit, use hands to finger, handle, or feel, and ability to talk and hear;
 - Ability to stand, walk, stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance;
 - Ability to lift and/or move up to 25 pounds;
 - Possess adequate uncorrected or corrected close vision, distance vision, color vision, peripheral vision, and depth perception;
 - Valid driver's license with an acceptable driving record.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities listed above.

FIRE INSPECTOR II

FIRE PREVENTION

This position reports directly to and performs as a subordinate to the Battalion Chief/Assistant Fire Marshal. The Fire Inspector Level II position is a full-time employee assigned to a forty-hour workweek.

Duties and Responsibilities:

- The Fire Inspector II performs a variety of inspections of public, commercial, industrial, residential and other buildings and property to ensure compliance with the Fire District's Fire Prevention Codes and Regulations; investigates fire safety violations; and participates in the development of fire safety educational programs. To perform a variety of advanced fire prevention and inspection of work including fire code enforcement and fire safety education program administration.
- Understanding of basic fire hazards, related prevention and abatement methods.
- Fuels Reduction Manager; supervising hand crews and or chipping crews.
- Principles of fire prevention and safety education.
- Understanding of Codes, Laws, Policies and Procedures relating to fire prevention.
- Safe work practices and procedures.
- Public relations as they relate to obtaining cooperation and compliance to fire codes and laws.
- Respond to inquiries, complaints and requests for service in a fair, tactful and firm manner.
- Speak publicly and give presentations.
- Deal effectively with property owners, managers and the general public in difficult work situations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Provide assistance to public and Assistant Fire Chief / Fire Marshal with respect to fire codes and basic plan review concepts.
- Interact and assist the general public on a day-to-day basis.
- Develop, distribute and process a variety of documents including general correspondence, memos, and reports from rough draft or verbal instruction.
- Other duties as assigned by the Fire Chief or Assistant Fire Chief/Fire Marshal.

Required Qualifications:

- Meet the standards and requirements established by the National Fire Protection Association (NFPA) 1031 (2009), "Standards for Professional Qualifications for Fire Inspector and Plans Examiner at the Inspector II level.

- Meet the standards of the NV State Fire Marshals Office and the Nevada Fire Service Standards and Training committee (NRS 477), for an Inspector II.
- Certified Fire Inspector Level II through the International Code Council.
- Intermediate Fire Investigation skills.
- Must maintain all required certifications.
- Valid driver's license with an acceptable driving record.
- Resides within seventy-five (75) road miles of a Tahoe Douglas Fire Protection District fire station.

Desirable Qualifications:

- Two (2) years clerical experience demonstrating willingness and ability to accept progressive responsibility, preferably in a fire department;
- Associates Degree in Public Administration or Fire Science.
- Qualified as a Defensible Space Evaluator as defined by TRPA Code;
- Completion of FI-210;
- Completion of CSFM Investigation 1A/1B or equivalent;
- Ability to write and submit grant proposals to Federal, State, and Local agencies.
- Knowledge of Fire Code and the ordinances enforced by the County; familiarity with principles of fire plan review and accepted safety standards; ability to work in a team environment and ability to interact with the development community effectively;
- Skill in operating a personal computer with intermediate skill in word processing, spreadsheet software and other related software in order to prepare and maintain records and tracking systems;
- Proficient in Microsoft Word, Excel, and Access;
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations;
- Ability to write reports, business correspondence, and procedural manuals;
- Ability to interact with the public and fellow employees in a courteous manner; customer service oriented;
- Knowledge of computers, copiers, calculators, and miscellaneous office equipment; Knowledge of public safety radio procedures;
- Ability to sit, use hands to finger, handle, or feel, and ability to talk and hear;
- Ability to stand, walk, stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance;
- Ability to lift and/or move up to 50 pounds;
- Possess adequate uncorrected or corrected close vision, distance vision, color vision, peripheral vision, and depth perception.

FIRE INSPECTOR I

FIRE PREVENTION

This position reports directly to and performs as a subordinate to the Battalion Chief /Assistant Fire Marshal. The Fire Inspector Level I position is a full-time employee assigned to a forty-hour workweek.

Duties and Responsibilities:

- The Fire Inspector I performs a variety of inspections of public, commercial, industrial, residential and other buildings and property to ensure compliance with the Fire District's Fire Prevention Codes and Regulations; investigates fire safety violations; and participates in the development of fire safety educational programs. To perform a variety of routine fire prevention and inspection of work including fire code enforcement and fire safety education program administration.
- Fuels Reduction Manager; supervising hand crews and or chipping crews.
- Act as a receptionist, greeting the public personally and on the telephone.
- Perform a wide variety of clerical work including, filing, tracking, checking, and recording information on records and/or fiscal transactions.
- Oversee all fire prevention office supplies and public education supplies.
- Other duties as assigned by the Fire Chief or Assistant Fire Chief/Fire Marshal.

Required Qualifications:

- Meet the standards and requirements established by the National Fire Protection Association (NFPA) 1031 (2009), "Standards for Professional Qualifications for Fire Inspector and Plans Examiner at the Inspector I level.
- Meet the standards of the NV State Fire Marshals Office and the Nevada Fire Service Standards and Training committee (NRS 477), for an Inspector I.
- Basic understanding of fire hazards, related prevention and abatement methods.
- Certified Fire Inspector Level I through the International Code Council.
- Basic Fire Investigation skills.
- Must maintain all required certifications.
- Valid driver's license with an acceptable driving record.
- Resides within seventy-five (75) road miles of a Tahoe Douglas Fire Protection District fire station.

Desirable Qualifications:

- One (1) year clerical experience demonstrating willingness and ability to accept progressive responsibility, preferably in a fire department;
- Associates Degree or Certificate of Achievement in Public Administration or Fire Science;

- Qualified as a Defensible Space Evaluator as defined by TRPA Code;
- Completion of FI-210;
- Completion of CSFM Investigation 1A/1B or equivalent;
- Ability to write and submit grant proposals to Federal, State, and Local agencies;
- Knowledge of Fire Code and the ordinances enforced by the County; familiarity with principles of fire plan review and accepted safety standards; ability to work in a team environment and ability to interact with the development community effectively;
- Skill in operating a personal computer with intermediate skill in word processing, spreadsheet software and other related software in order to prepare and maintain records and tracking systems;
- Proficient in Microsoft Word, Excel, and Access;
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations;
- Ability to write reports, business correspondence, and procedural manuals;
- Ability to interact with the public and fellow employees in a courteous manner; customer service oriented;
- Knowledge of computers, copiers, calculators, and miscellaneous office equipment; Knowledge of public safety radio procedures;
- Ability to sit, use hands to finger, handle, or feel, and ability to talk and hear;
- Ability to stand, walk, stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance;
- Ability to lift and/or move up to 50 pounds;
- Possess adequate uncorrected or corrected close vision, distance vision, color vision, peripheral vision, and depth perception.

FUELS MANAGEMENT OFFICER

FIRE PREVENTION

This position reports to the Fuels Management Battalion Chief

Duties and Responsibilities:

Responsibilities and duties include but are not limited to the following:

- Plan and implement fuels reduction projects in a manner that complies with State and Federal laws and regulations.
- Obtain permits necessary to implement fuels reduction projects.
- Layout fuels management projects, including establishing and flagging unit boundaries and marking trees.
- Provide project oversight including contract compliance and pre and post treatment monitoring.
- Writes Vegetation Management Plans, Treatment Prescriptions and Timber Harvest Plans.
- Issues tree removal permits in accordance with district standards, TRPA Code of Regulations, and State Laws.
- Apply for local, state and federal grants and comply with reporting and accounting procedures associated with such grants.
- Work closely with community groups.
- Coordinate and direct fuels crewmembers in daily fuels reduction and chipping operations
- Knowledge of wildland fire management, planning and practices including prescribed fire, fuel management, fire histories, and fire hazard analysis
- Conduct public presentation and represent the District in a professional and customer service oriented manner.
- Track and report fuels crew hours.
- Develop and implement prescribed burn plans.
- Perform Defensible Space Evaluations.
- Issues tree removal permits in accordance with district standards, TRPA Code of Regulations, and State Laws.
- Implements management policy and operating procedures for Crew and ensures employee compliance.
- Recommends promotions, commends outstanding performance, takes disciplinary action when needed, resolves employee complaints, and completes the standard evaluation forms for each employee.
- Assists in the recruitment and selection of crew personnel and establishing crew policies and procedures.
- Performs fire prevention and education functions as assigned.
- Understand and demonstrate a general working knowledge of Defensible Space and Living With Fire guidelines.

- Knowledge of currently adopted and/or referenced Wildland Urban Interface Code and International Fire Code.
- Knowledge of fire prevention practices and procedures.
- Ability to conduct Defensible Space Inspections and take enforcement actions associated with such inspection.
- Ability to develop and oversee defensible space inspection program.
- Distribute wildfire prevention educational materials to raise wildfire awareness, gains public participation in TDFPD programs, and builds a successful reputation.
- If qualified, may serve as Crew Supervisor
- Other duties as assigned by the Fuels Management Battalion Chief.

Required Qualifications:

- Five (5) years experience in fuels management, forestry or closely related field.
- Firefighter Type II.
- RXB3 within **one year** of employment.
- Possession of Nevada or California Driver's License.
- Resides within seventy-five (75) road miles of a Tahoe Douglas Fire Protection District fire station.

Desirable Qualifications:

- Bachelor's degree in Forestry or closely related field;
- Computer operations and software including: Word, Access, Excel, and ARC GIS;
- Knowledge of federal, state and local fire and forestry regulations;
- Ability to complete archaeological surveys/clearances in accordance with applicable state/federal laws;
- Knowledge of the Incident Command System;
- Knowledge of wildland fire operations and Urban Interface wildland firefighting techniques sufficient to determine strategy and tactics;
- Knowledge of wildland fire management, planning and practices including prescribed fire, fuel management, fire histories, and fire hazard analysis;
- Knowledge of local fire contracts and agreements;
- Skill in written and verbal communication;
- Knowledge of supervisory techniques;
- Knowledge of personnel, fiscal, property, and purchasing guidelines and procedures;
- Ability to lead others and ability to maintain cooperative relationships with those contacted in the course of work activities;
- **Ability to lift and/or move up to 50 pounds;**
- Qualification as CRWB;
- Qualification as RXB2;
- EMT and CPR;
- Completion of FI-210.

FORESTER/DEFENSIBLE SPACE INSPECTOR

FIRE PREVENTION

This position reports to the Fuels Management Officer

Duties and Responsibilities:

- Develop Vegetation Management Plans.
- Apply for and obtain permits necessary to implement fuel reduction projects, in accordance with Tahoe Fire and Fuels Team procedures, TRPA Code of Regulations, and Nevada Revised Statutes.
- Project layout, including flagging boundaries, treatment and exclusion areas, determine basal area and marking trees in accordance with established prescription and NRS stocking standards.
- Conduct archeological surveys.
- Contract oversight for fuels reduction project.
- Provide monitoring of fuels reduction projects.
- Provide tree removal permits and tree marking services in accordance with Fire Fuel Reduction MOU between TRPA and the Tahoe Douglas Fire Protection District. Submit required TDFPD and TRPA mandated documentation within required timelines.
- Perform spot checks of tree removal to insure compliance with tree removal permits.
- Participate in TRPA mandated training sessions.
- Assist in coordination between TDFPD and the Nevada Fire Safe Council.
- Provide public education regarding the threat of wildland fires and the role of fuels management activities.
- Participates in District and/or partner agency sponsored educational events.
- Estimate cost factors for fuels reduction projects.
- Performs long range fuels reduction planning. Develops budgets based upon these planning activities.
- Performs Defensible Space Inspections and re-inspections to determine compliance.
- Provides defensible space education to property owners.
- Speaks at public events.
- Tracks inspections and tree removal permits using computer software.
- Sends inspection notices and violation notices to property owners.
- Schedules appointments with property owners.
- Represents the fire district professionally and with a high degree of customer service.
- Performs fire prevention and education duties as assigned.
- Knowledge of State Law pertaining to forestry, vegetation management and defensible space.
- Knowledge of currently adopted International Fire Code and International Wildland Urban Interface Code.

- Understand and demonstrate a general working knowledge of Defensible Space and Living With Fire guidelines.
- Distribute wildfire prevention educational materials to raise wildfire awareness, gain public participation in TDFPD programs, and build a successful reputation.
- Contributes and maintains a positive and safe work attitude.
- Willingness to work varying schedule.

Required Qualifications:

- Qualified Forester as defined by TRPA Code of Regulations.
- Knowledge of computer operations, including MS Word, Excel, Access, Quickbooks, and ARC GIS.
- Nevada or California Driver's License.
- Resides within seventy-five (75) road miles of a Tahoe Douglas Fire Protection District fire station.

Desirable Qualifications:

- 2 years experience in Forestry or Fuels Management;
- Experience in Public/Community Education;
- Bachelors Degree in Fire Science, Forestry or closely related field;
- 2 years experience in fire suppression;
- Knowledge of wildland fire operations and Urban Interface wildland firefighting techniques;
- Knowledge of federal, state and local fire regulations;
- Knowledge of the Incident Command System;
- Ability to acquire knowledge of wildland fire management, planning and practices including prescribed fire, fuel management, fire histories, and fire hazard analysis;
- Ability to acquire knowledge of local fire contracts and agreements;
- Skill in written and verbal communication;
- Knowledge of fire prevention practices and procedures;
- Knowledge of personnel, fiscal, property, and purchasing guidelines and procedures;
- Ability to lead others and ability to maintain cooperative relationships with those contacted in the course of work activities;
- Ability to lift and/or move up to 50 pounds;
- Healthcare Provider CPR and EMT or First Aid;

DEFENSIBLE SPACE INSPECTOR

FIRE PREVENTION

This position reports to the Fuels Management Officer

Duties and Responsibilities:

- Performs Defensible Space Inspections;
- Provides defensible space education to property owners;
- Speaks at public events;
- Issues tree removal permits in accordance with district standards, TRPA Code of Regulations, and State Laws;
- Tracks inspections using computer software;
- Sends inspection notices and violation notices to property owners;
- Schedules appointments with property owners;
- Represents the fire district professionally and with a high degree of customer service;
- Performs fire prevention and education duties as assigned;
- Knowledge of State Law pertaining to forestry, vegetation management and defensible space;
- Knowledge of currently adopted International Fire Code and International Wildland Urban Interface Code;
- Understand and demonstrate a general working knowledge of Defensible Space and Living With Fire guidelines;
- Distribute wildfire prevention educational materials to raise wildfire awareness, gain public participation in TDFPD programs, and build a successful reputation;
- Contributes and maintains a positive and safe work attitude;
- May serve on fire/fuels crew;
- Willingness to work varying schedule;
- Maintains Red Card currency for assignment to emergency incidents.

Required Qualifications:

- Firefighter Type II.
- Minimum 2 years experience in fire suppression.
- Ability to become qualified as Tahoe Basin Defensible Space Inspector.
- Knowledge of computer operations, including MS Word, Excel and Access.
- Nevada or California Driver's License.
- **Resides within seventy-five (75) road miles of a Tahoe Douglas Fire Protection District fire station.**

Desirable Qualifications:

- Experience in Forestry or Fuels Management;
- Knowledge of wildland fire operations and Urban Interface wildland firefighting techniques sufficient to determine strategy and tactics;
- Knowledge of federal, state and local fire regulations;
- Knowledge of the Incident Command System;
- Ability to acquire knowledge of wildland fire management, planning and practices including prescribed fire, fuel management, fire histories, and fire hazard analysis;
- Ability to acquire knowledge of local fire contracts and agreements;
- Ability to operate and maintain various types of fire-fighting equipment;
- Associates Degree in Fire Science, Forestry or closely related field;
- Skill in written and verbal communication;
- Knowledge of fire prevention practices and procedures;
- Knowledge of personnel, fiscal, property, and purchasing guidelines and procedures;
- Ability to lead others and ability to maintain cooperative relationships with those contacted in the course of work activities;
- Healthcare Provider CPR and EMT or First Aid;
- **Ability to lift and/or move up to 50 pounds.**

FUELS REDUCTION/WILDLAND CREW SUPERVISOR

FIRE PREVENTION

This position reports to the Fuels Management Officer and/or Fuels Battalion Chief

Duties and Responsibilities:

- Responsibilities and duties include but are not limited to the following.
- Coordinate and direct fuels crewmembers in daily fuels reduction, chipping, and wildland fire fighting operations and assignments.
- Supervise the fuels crew in meeting standards for safety and productivity.
- Organize and prepare the fuels crew for a variety of projects and wildland fire fighting assignments.
- Ensure that the fuels crew meets and maintains minimum training qualifications as set by the Fire District and the National Wildland Coordination Group, including physical fitness.
- Track and report fuels crew hours. Approve and submit crew time sheets to Fuels Reduction Battalion Chief or Fuels Management Officer at end of pay period.
- Conduct daily safety briefings and assure continual adherence to all safety policies during all operations. Contributes to and maintains a positive and safe work attitude.
- Assign and supervise sub-groups of crew members operating at various project locations.
- Assume responsibility for the inspection and maintenance of all facilities, tools, equipment and vehicles assigned to the fuels crew.
- Assist in the research and preparation of grant requests for fuels reduction projects and equipment.
- Assist in the development and implementation of fuels management and fire hazard reduction plans.
- Supervise firefighting crews at wildland fire incidents and prescribed burns.
- Direct resources from other agencies when operating within the Fire District.
- Assist in the development of training programs. Provide training, education, and technical expertise in wildland fire qualifications.
- Develop and implement prescribed burn plans.
- Perform Defensible Space Evaluations.
- Design and implement fuels reduction projects in a manner that complies with State and Federal laws and regulations.
- Implements management policy and operating procedures for Crew and ensures employee compliance.
- Recommends promotions, commends outstanding performance, takes disciplinary action when needed, resolves employee complaints, and completes the standard evaluation forms for each employee.
- Assists in the recruitment and selection of crew personnel and establishing crew policies and procedures.

- Leads daily physical conditioning program to assure the crews physical stamina for fire fighting.
- Performs fire prevention and education functions as assigned.
- Understand and demonstrate a general working knowledge of Defensible Space and Living With Fire guidelines.
- Distribute wildfire prevention educational materials to raise wildfire awareness, gains public participation in TDFPD programs, and builds a successful reputation.
- Participates in Fire Investigations.
- Other duties as assigned by the Fuels Management Battalion Chief.

Required Qualifications:

- Qualification as CRWB (S-290, S-230).
- Qualification as RXB3 and FIRB within 1 year of employment.
- **Qualification as RXB2 within 3 years of employment.**
- Qualification as ICT 4 within 2 years of employment.
- **Ability to pass Work Capacity Test at the Arduous Level.**
- Qualification as Class B Faller.
- Current CPR card and EMT within 2 years of employment.
- Valid state of Nevada or California driver's license.
- **Resides within seventy-five (75) road miles of a Tahoe Douglas Fire Protection District fire station.**

Desirable Qualifications:

- Knowledge of wildland fire operations and Urban Interface wildland firefighting techniques sufficient to determine strategy and tactics;
- Knowledge of air operations and safety procedures;
- Knowledge of federal, state and local fire regulations;
- Knowledge of the Incident Command System;
- Knowledge of wildland fire management, planning and practices including prescribed fire, fuel management, fire histories, and fire hazard analysis;
- Knowledge of local fire contracts and agreements;
- Ability to operate and maintain various types of fire-fighting equipment;
- Skill in written and verbal communication;
- Knowledge of supervisory techniques;
- Knowledge of personnel, fiscal, property, and purchasing guidelines and procedures;
- Ability to lead others and ability to maintain cooperative relationships with those contacted in the course of work activities;
- **Ability to lift and/or move up to 50 pounds;**
- Completion of I-200, L-280, S-270, S-260, S-234.

FUELS REDUCTION/WILDLAND CREW FOREMAN

FIRE PREVENTION

This position reports to the Fuels Reduction/Wildland Crew Supervisor

Duties and Responsibilities:

- In the absence of the Crew Supervisor, supervises a Fuels Reduction and Wildland Firefighting crew composed of 20 employees or small groups of crew members in fuels reduction and/or wildland firefighting.
- Assist in determining strategy and tactics based on fire behavior. Assists in determining when additional resources are required and/or circumstances require withdrawal of crew to a safe location.
- Assist in directing hot spot extinguishment and fire line construction.
- Engages in the full range of suppressing and controlling Wildland fires.
- Serves as a crew squad leader.
- Assists in ensuring that employees comply with all personnel policies and procedures.
- Assists in establishing crew policies and procedures.
- Resolves employee complaints.
- Leads daily physical conditioning program to assure the crews physical stamina for fire fighting.
- Assists in development and presentation of training for crewmembers and other fire fighters in physical conditioning, fire fighting, use of tools and equipment, air operations, safety first aid.
- Coordinates and provides direction for fire crew training and development.
- Monitors and reviews quality of work performed.
- Performs performance appraisals.
- Directs crewmembers in the maintenance and repair of fire tools and equipment.
- Assists in the implementation of management policy and operating procedures for the crew.
- Maintains Red Card currency for assignment to emergency incidents.
- Ensures the development of crew safety procedures and crewmember performance in a safe manner.
- Obtains and maintains an inventory of all properly and equipment assigned the crew.
- Performs fire prevention and education duties as assigned.
- Understand and demonstrate a general working knowledge of Defensible Space and Living With Fire guidelines.
- Distribute wildfire prevention educational materials to raise wildfire awareness, gain public participation in TDFPD programs, and build a successful reputation.
- Performs Defensible Space Evaluations.

- Supervises Curbside Chipping Program, including scheduling of chipping services.
- Assists in the recruitment and selection of crew personnel.
- Contributes to and maintains a positive and safe work attitude.
- Engages in the full range of activities related to prescribed fire.
- Other duties as assigned.

Required Qualifications:

- Qualification as CRWB (S-290, S-230)
- Qualification as RXB3 within 1 year of employment
- Qualification as ICT 5
- Ability to pass Work Capacity Test at the arduous level
- Certified as EMT-B
- Qualification as Class B Faller
- Valid California or Nevada driver's license
- Resides within seventy-five (75) road miles of a Tahoe Douglas Fire Protection District fire station.

Desirable Qualifications:

- Knowledge of wildland fire operations and Urban Interface wildland firefighting techniques sufficient to determine strategy and tactics;
- Knowledge of air operations and safety procedures;
- Knowledge of federal, state and local fire regulations;
- Knowledge of the Incident Command System;
- Knowledge of wildland fire management, planning and practices including prescribed fire, fuel management, fire histories, and fire hazard analysis;
- Knowledge of local fire contracts and agreements;
- Ability to operate and maintain various types of fire-fighting equipment;
- Skill in written and verbal communication;
- Knowledge of supervisory techniques;
- Knowledge of personnel, fiscal, property, and purchasing guidelines and procedures;
- Ability to lead others and ability to maintain cooperative relationships with those contacted in the course of work activities;
- Healthcare Provider CPR and EMT or First Aid;
- Qualification as ICT 4;
- Completion of I-200, L-280, S-270, S-260, S-234;
- Qualification as FIRB;
- Ability to lift and/or move up to 50 pounds.

FUELS REDUCTION/WILDLAND ASSISTANT CREW FOREMAN

FIRE PREVENTION

This position reports to the Fuels Reduction/Wildland Crew Supervisor or Crew Foreman

Duties and Responsibilities:

- In the absence of the Crew Supervisor or Crew Foreman, supervises a Fuels Reduction and Wildland Firefighting crew composed of 20 employees or small groups of crewmembers in fuels reduction and/or wildland firefighting;
- Assist in determining strategy and tactics based on fire behavior. Assists in determining when additional resources are required and/or circumstances require withdrawal of crew to a safe location;
- Assist in directing hot spot extinguishment and fire line construction;
- Engages in the full range of suppressing and controlling Wildland fires;
- Serves as a crew squad leader;
- Assists in ensuring that employees comply with all personnel policies and Procedures;
- Assists in establishing crew policies and procedures;
- Resolves employee complaints;
- Leads daily physical conditioning program to assure the crews physical stamina for fire fighting;
- Assists in development and presentation of training for crewmembers and other fire fighters in physical conditioning, fire fighting, use of tools and equipment, air operations, safety first aid;
- Coordinates and provides direction for fire crew training and development;
- Monitors and reviews quality of work performed;
- Performs performance appraisals;
- Directs crewmembers in the maintenance and repair of fire tools and equipment;
- Assists in the implementation of management policy and operating procedures for the crew;
- Maintains Red Card currency for assignment to emergency incidents;
- Ensures the development of crew safety procedures and crewmember performance in a safe manner;
- Obtains and maintains an inventory of all properly and equipment assigned to the Crew;
- Performs fire prevention and education duties as assigned;
- Understand and demonstrate a general working knowledge of Defensible Space and Living With Fire guidelines;
- Distribute wildfire prevention educational materials to raise wildfire awareness, gain public participation in TDFPD programs, and build a successful reputation;
- Performs Defensible Space Evaluations;
- Supervises Curbside Chipping Program, including scheduling of chipping Services;
- Assists in the recruitment and selection of crew personnel;
- Contributes to and maintains a positive and safe work attitude;

- Engages in the full range of activities related to prescribed fire;
- Other duties as assigned.

Required Qualifications:

- Qualification as CRWB (S-290, S-230) within 2 years of employment.
- Qualification as RXB3 within 1 year of employment.
- Qualification as ICT 5 within 2 years of employment.
- Qualification as Class B Faller.
- Valid California or Nevada driver's license.
- Healthcare Provider CPR and First Responder.
- Resides within seventy-five (75) road miles of a Tahoe Douglas Fire Protection District fire station.

Desirable Qualifications:

- Knowledge of wildland fire operations and Urban Interface wildland firefighting techniques sufficient to determine strategy and tactics;
- Knowledge of air operations and safety procedures;
- Knowledge of federal, state and local fire regulations;
- Knowledge of the Incident Command System;
- Knowledge of wildland fire management, planning and practices including prescribed fire, fuel management, fire histories, and fire hazard analysis;
- Knowledge of local fire contracts and agreements;
- Ability to operate and maintain various types of fire-fighting equipment;
- Skill in written and verbal communication;
- Knowledge of supervisory techniques;
- Knowledge of personnel, fiscal, property, and purchasing guidelines and procedures;
- Ability to lead others and ability to maintain cooperative relationships with those contacted in the course of work activities;
- EMT;
- Completion of I-200, L-280, S-270, S-260, S-234;
- Qualification as FIRB;
- Ability to lift and/or move up to 50 pounds.

FUELS REDUCTION/WILDLAND SQUAD LEADER

FIRE PREVENTION

This position reports to the Fuels Reduction/Wildland Crew Foreman

Duties and Responsibilities

- Engages in the full range of suppressing and controlling Wildland fires;
- Determines when additional resources are required and/or when circumstances require withdrawal of squad to a safe location;
- Directs the organization of chain saw work;
- Ensures that chain saws are maintained and in proper working order at all times;
- Serves as a crew squad leader;
- Supervises a squad of 5 to 10 crewmembers;
- Oversees Curbside Chipping program;
- Monitors and reviews quality of work performed. Provides input on performance appraisals;
- Assists in ensuring that employees comply with all personnel policies and procedures;
- Assists in establishing crew policies and procedures;
- Directs employees to accomplish their daily physical conditioning program;
- Assists in development and presentation of training for crewmembers;
- Directs crewmembers in the maintenance and repair of fire tools and equipment;
- Assists in the implementation of operating procedures for the crew;
- Maintains Red Card currency for assignment to emergency incidents;
- Ensures the development of crew safety procedures and crewmember performance in a safe manner;
- Aids Foreman in obtaining and maintaining an inventory of all property and equipment assigned the crew;
- Performs fire prevention and education duties as assigned;
- Performs Defensible Space Inspections;
- Understand and demonstrate a general working knowledge of Defensible Space and Living With Fire guidelines;
- Distribute wildfire prevention educational materials to raise wildfire awareness, gain public participation in TDFPD programs, and build a successful reputation;
- Contributes and maintains a positive and safe work attitude;
- Insures the crew is following operational directives and specifications for assigned task.

Required Qualifications:

- Completion of S-131, S-290, S-133, FALB, S-212.
- Qualification as FALB.
- Ability to complete Work Capacity Test at the arduous level.
- Resides within seventy-five (75) road miles of a Tahoe Douglas Fire Protection District fire station.

Desirable Qualifications:

- Completion of S-270, S-211, L-280, S-215, S-234, I-200;
- **Qualification as ICT 5 within one year;**
- Qualification as HECM;
- Knowledge of wildland fire operations and Urban Interface wildland firefighting techniques sufficient to determine strategy and tactics;
- Ability to acquire knowledge of air operations and safety procedures;
- Knowledge of federal, state and local fire regulations;
- Knowledge of the Incident Command System;
- Ability to acquire knowledge of wildland fire management, planning and practices including prescribed fire, fuel management, fire histories, and fire hazard analysis;
- Ability to acquire knowledge of local fire contracts and agreements;
- Ability to operate and maintain various types of fire-fighting equipment;
- Skill in written and verbal communication;
- Knowledge of supervisory techniques;
- Knowledge of personnel, fiscal, property, and purchasing guidelines and procedures;
- Ability to lead others and ability to maintain cooperative relationships with those contacted in the course of work activities;
- Healthcare Provider CPR and EMT or First Aid;
- **Ability to lift and/or move up to 50 pounds.**

FUELS REDUCTION/WILDLAND SAWYER/LEAD FIREFIGHTER

FIRE PREVENTION

This position reports to the Fuels Reduction/Wildland Squad Leader

Duties and Responsibilities

Responsibilities and duties include but are not limited to the following:

- In the absence of the Squad Leader, supervises a Fuels Reduction and Wildland Firefighting squad composed of up to 5 crewmembers;
- Work in a team environment as a member of a wildland firefighting and fuels reduction crew;
- Demonstrate ability to fell hazard trees safely in adverse conditions;
- Follow written and verbal orders;
- Operate heavy machinery (wood chipper) and chainsaws;
- Operate fire district vehicles;
- Adhere to all safety procedures;
- Organize time effective schedules that allow for maximum chipping;
- Understand and demonstrate a general working knowledge of Defensible Space and Living With Fire guidelines;
- Distribute wildfire prevention educational materials to raise wildfire awareness, gain public participation in TDFPD programs, and build a successful reputation;
- Perform Defensible Space evaluations;
- Maintain and strengthen partnerships with the general public;
- Attend and participate in meetings, training sessions and other TDFPD functions;
- Document program progress and accomplishments in a database;
- Implement and adhere to safe procedures at all times and on all aspects of the job;
- Provide excellent customer service in all circumstances;
- Independently engage in **labor-intensive, physically demanding, manual work.** Work involves lifting, bending, and carrying heavy loads on uneven terrain;
- Other duties as assigned.

Required Qualifications:

- Qualification as FALB.
- Completion of S-290, S-131, and S-133.
- Valid California or Nevada driver's license.
- Working knowledge of operation and maintenance procedures for chippers, chainsaws, and hand tools.
- Working knowledge of the principles and practices of fuels reduction and wildland firefighting for at least 2 fire seasons.
- Ability to complete Work Capacity Test at the arduous level.

Desirable Qualifications:

- Qualification of FFT1;
- Qualification of FALC;
- Completion of S-211, S-215, S-234, S-270;
- Ability to lead others and ability to maintain cooperative relationships with those contacted in the course of work activities;
- Healthcare Provider CPR and EMT or First Aid;
- Ability to operate and maintain various types of fire-fighting equipment;
- Skill in written and verbal communication;
- Knowledge of supervisory techniques;
- Ability to lift and/or move up to 50 pounds.

FUELS REDUCTION/WILDLAND CREWMEMBER

FIRE PREVENTION

This position reports to the Fuels Reduction/Wildland Squad Leader

Duties and Responsibilities:

Responsibilities and duties include but are not limited to the following:

- Work in a team environment as a member of a wildland firefighting and fuels reduction crew;
- Follow written and verbal orders;
- Operate heavy machinery (wood chipper) and chainsaws;
- Operate fire district vehicles;
- Adhere to all safety procedures;
- Organize time effective schedules that allow for maximum chipping;
- Understand and demonstrate a general working knowledge of Defensible Space and Living With Fire guidelines;
- Distribute wildfire prevention educational materials to raise wildfire awareness, gain public participation in TDFPD programs, and build a successful reputation;
- Perform Defensible Space evaluations;
- Maintain and strengthen partnerships with the general public;
- Attend and participate in meetings, training sessions and other TDFPD functions;
- Document program progress and accomplishments in a database;
- Implement and adhere to safe procedures at all times and on all aspects of the job;
- Provide excellent customer service in all circumstances;
- Independently engage in labor-intensive, physically demanding, manual work. Work involves lifting, bending, and carrying heavy loads on uneven terrain;
- Other duties as assigned.

Required Qualifications

- High School diploma or GED.
- **Completion of S-110, S-130, S-190.**
- **Ability to pass Work Capacity Test at the arduous level.**
- 18 years of age.
- Valid Driver's License.

Desirable Qualifications:

- Excellent customer service skills;
- Good organizational skills;
- Working knowledge of the principles and practices of fuels reduction and wildland firefighting;
- Knowledge of operation and maintenance procedures for chippers, chainsaws, and hand tools;
- Qualification as FALA or FALB;
- Ability to lift and/or move up to 50 pounds.

ASSISTANT FIRE CHIEF - ADMINISTRATIVE

OPERATIONS & TRAINING

This is a top management position and part of the senior management team. The Assistant Fire Chief - Administrative is a full time, FLSA exempt employee assigned to a forty-hour workweek.

Duties and Responsibilities:

- Supervise Shift Battalion Chiefs;
- Plan, direct, manage and oversee all operation and training activities of the Fire District including but not limited to Fire Suppression, EMS, Bomb Squad, Hazardous Materials, Water Rescue and other technical rescue services;
- Develop, submit, and implement budget proposals;
- Develop District Policies & Procedures, Standard Operating Procedures, and implement Performance Standards;
- Ensure efficient day-to-day administration and operation of the Fire District;
- Assume on-scene command of emergencies such as major fires, hazardous materials, mass-casualty incidents and other all-risk disasters;
- Assist in the implementation of cooperative fire agreements with state and other fire agencies or departments to prevent and/or control residential, commercial, wildland and all other fires or natural disasters;
- May act as the Fire Chief in the Fire Chief's absence.

Required Qualifications:

- EMT-D Certified;
- Possession of a valid drivers license;
- Resides within seventy-five (75) road miles of a Tahoe Douglas Fire Protection District fire station;
- Knowledge of International Fire and International Building Codes;
- Knowledge of modern-day fire and emergency rescue techniques;
- Excellent oral and written communication skills;
- Strong leadership/management skills;
- Some understanding of governmental accounting principles and budgets;
- Demonstrated loyalty to the Fire Chief and District goals and objectives;
- Excellent record of attendance.

Desirable Qualifications:

- Associate Degree in Fire Science;
- Bachelor Degree in: Fire Administration, Fire Prevention Technology, Public Administration or related field – and/or equivalent work experience;
- Completion of California Company Officer core classes;
- Completion of California Chief Officer Certification courses;

- Completion of, or currently participating in, the National Fire Academy's Executive Fire Officer Program;
- Completion of I-400, "Advanced Incident Command Systems," I-401, "Incident Command Multi-Agency Coordination," and I-402 "ICS for Executives;"
- History of service as a chief officer and captain for a combined period of seven years;
- Current certification as Haz-mat IC as specified by 29 CFR 1910.120 and Nevada Revised Statutes;
- Completion of Haz-mat Safety Officer course;
- **Ability to lift and/or move up to 50 pounds.**

BATTALION CHIEF-SUPPRESSION

Duties and Responsibilities:

- Manage any area of staff responsibility including Special Operations, Training/Safety, EMS or Support Services, performing all related tasks in a timely and efficient manner; Participate in development of the District's annual budget;
- Assume on-scene command of emergencies such as major fires, hazardous materials, mass-casualty incidents or other all-risk disasters;
- Participate in development of the District's annual budget;
- Assure all expenditures within assigned division(s) are necessary and prudent;
- Direct and supervise all line personnel in the District on an assigned shift;
- Assure that assigned personnel adhere to District rules, regulations and general orders; Assure that assigned personnel are fully trained and prepared for emergency response; Provide technical assistance and advice to the Fire Chief;
- Attend meetings and conferences as deemed appropriate for the position.
- Other duties as assigned by the Fire Chief or Assistant Fire Chief/Fire Marshall.

Required Qualifications:

- Possession of a valid driver's license of the proper classification;
- Certified as an EMT-D;
- **Associates Degree in Fire Science;**
- Resides within seventy-five (75) road miles of a Tahoe Douglas Fire Protection District fire station;
- Knowledge of the "International Fire and Building Codes";
- Knowledge of modern-day fire and emergency rescue techniques;
- Excellent interpersonal skills;
- Excellent oral and written communication skills;
- Strong leadership/management skills;
- Customer service oriented;
- Record of on-going personal development (education, training, etc.);
- Demonstrated ability to follow through on assigned tasks;
- Adaptability to varying situations, circumstances and personalities;
- Demonstrated loyalty to the Fire Chief and the District's goals and objectives;
- Excellent record of attendance.

Desirable Qualifications:

- Bachelor Degree in: Fire Administration, Fire Prevention Technology, Public Administration or related field – and/or equivalent experience;
- Completion of or currently participating in National Fire Academy's Executive Fire Officer program;
- Completion of the California Company Officer core classes;

- Completion of California Chief Officer Certification courses;
- Completion of I-400, “Advanced Incident Command Systems,” I-401, “Incident Command Multi-Agency Coordination,” and I-402 “ICS for Executives;”
- Current certification as Haz-Mat IC as specified by 29 CFR 1910.120 and Nevada Revised Statutes;
- Completion of Haz-Mat Safety Officer course;
- History of service as a Company Officer for a minimum of five years;
- **Ability to lift and/or move up to 50 pounds**

CAPTAIN

Duties and Responsibilities:

- Engage directly in fire suppression, fire investigation, fire prevention, public education, EMS, Haz Mat, rescue and all other public safety activities;
- Direct the activities of assigned personnel at all emergency and non-emergency scenes;
- Assure that assigned personnel are fully trained and prepared for emergency response;
- Assure that assigned personnel adhere to Fire District rules, regulations and general orders;
- Direct the maintenance and cleaning of facilities, equipment and apparatus;
- Maintain appropriate discipline at all times;
- Prepare reports and maintain records;
- Perform prolonged manual work under adverse conditions.

Required Qualifications:

- Successfully complete the competitive promotional exam for the position of Captain;
- Associates Degree in Fire Science or completion of Company Officer certification classes from California, Nevada, or another State certification curriculum that meets NFPA 1021;
- History of service in the rank of Engineer or has passed the Engineer's examination and demonstrated competence in driving, pumping and daily maintenance of equipment;
- Valid driver's license of the proper classification;
- Certified EMT-D;
- Completion of:
 - I-100, "Introduction to the Incident Command System"
 - I-200, "Basic ICS"
 - I-300, "Intermediate Command Systems"
 - S-215, "Fire Operations in the Wildland Urban Interface"
 - S-336, "Fire Suppression Tactics" and
 - Fire Investigation 1A.
- All newly promoted Company Officers will meet N.F.P.A. 1021, "Standard on Fire Officers Professional Qualification Level I and II" within three years of promotion. This may require additional coursework for those with an Associates Degree, but who have not completed a CA or an NFPA certified State Company Officer's certification curriculum.
- Resides within seventy-five (75) road miles of a Tahoe Douglas Fire Protection District fire station.

Beginning in 2010, S-290 Intermediate Fire Behavior and S-230 Single Resource Leader will also be required to participate as an engine captain on a strike team.

Desirable Qualifications:

- Associate Degree in Fire Science and Completion of Company Officer core classes;
- Seven years employment with the District at the time of appointment;
- Knowledge of modern-day fire and emergency and rescue techniques;
- Knowledge of the International Fire and International Building Codes;
- Excellent oral and written communication skills;
- Strong leadership/management skills;
- Customer service oriented;
- Excellent record of attendance;
- Adaptability to varying situations, circumstances and personalities;
- Demonstrated loyalty to District's goals and objectives;
- Completion of Fire Investigation 1B;
- Current certification as Haz-Mat IC as specified by 29 CFR 1910.120 and Nevada Revised Statutes;
- Ability to lift and/or move up to 50 pounds.

Shift Training Captain

One captain from each shift will be assigned as the shift training captain whose duties include assisting the training chief with coordination of assigned shift training for all stations.

- Meet quarterly to discuss training goals.
- Participate in scheduling training for all shifts.
- Assure compliance with scheduled training for all stations.
- Audit record of training attended.
- Poll all crews on shift and other training captains for training ideas.
- Communicate with Training Chief to avoid scheduling conflicts.
- Communicate with Training Chief/SFM to train for measurable goals.
- Communicate with Special Rescue Team Leaders to integrate into training schedule.
- Develop position specific training goals.
- Use available resources to keep current on trends in the industry.

ENGINEER

Duties and Responsibilities:

- Respond to fire and other emergencies as driver of a Type I, Type III, Water Tender or aerial ladder truck;
- Operate apparatus and all equipment at the emergency scene;
- Receive and relays radio messages;
- Perform fire, EMS and rescue duties as needed;
- Perform daily and weekly equipment checks on apparatus and equipment;
- Perform annual pump service tests;
- Perform the maintenance and cleaning of facilities, equipment and apparatus;
- Perform minor repairs as necessary;
- Assist in fire prevention and public education activities;
- Function in the position of acting captain when required and supervise engine company activities at an emergency scene and at the fire station.
- Perform prolonged manual work under adverse conditions;

Required Qualifications:

- Successfully complete the competitive promotional exam for the position of Engineer;
- **Completion of CSFM Driver Operator 1A and 1B at time of appointment;***
- Completion of CSFM Driver Operator 1A and 1B to operate apparatus on strike team or task force assignments;
- Certified as an EMT-D;
- Valid driver's license of the proper classification;
- Resides within seventy-five (75) road miles of a Tahoe Douglas Fire Protection District fire station;
- Successful Completion and maintenance of Engineer Task Book prior to the competitive promotional exam for the position of Engineer.*

Desirable Qualifications:

- Associate Degree in Fire Science or completion of Company Officer Core Classes;
- Knowledge of District streets and water systems, and built in fire protection systems;
- Three years employment with the District at the time of appointment;
- Knowledge of fire hydraulics, pumper flow testing, and mathematics as it applies to the fire service;
- Knowledge of tools and equipment, firefighting and fire behavior, and rescue techniques; Knowledge of communications practices;
- Customer service oriented;
- Excellent oral and written communications skills;

- Excellent record of attendance;
- Demonstrated loyalty to the District's goals and objectives;
- **Ability to lift and/or move up to 50 pounds.**

FIREFIGHTER

Duties and Responsibilities:

- Respond to fires and other emergencies as a part of an engine company or ambulance crew;
- Lay and connect hoses, apply water through nozzles;
- Raise and climb ladders;
- Ventilate buildings;
- Remove persons from dangerous situations;
- Administer emergency medical aid to level of certification;
- Perform salvage operations;
- Perform land and water rescue;
- Assist in fire prevention and public education activities;
- Perform and/or assist with daily and weekly equipment checks;
- Perform the maintenance and cleaning of facilities, equipment and apparatus;
- Perform prolonged manual work under adverse conditions.

Required Qualifications:

- Certified as an EMT-D;
- Acquire and maintain ambulance attendant license;
- Valid driver's license of the proper classification;
- Firefighter I certification.
- Resides within seventy-five (75) road miles of a Tahoe Douglas Fire Protection District fire station.

Desirable Qualifications:

- Associate Degree in Fire Science;
- Haz Mat Technician/Specialist;
- EMT-I (intermediate);
- Completion of Company Officer core classes;
- Completion of CSFM Driver/Operator 1A and 1B;
- Ability to learn complex practical manual skills;
- Ability to cope with the mental and physical stress associated with emergency scenes;
- Excellent oral and written communications skills;
- **Ability to lift and/or move up to 50 pounds.**

FIREFIGHTER/PARAMEDIC

Duties and Responsibilities:

- Respond to fires and other emergencies as a part of an engine company or ambulance crew;
- Lay and connect hoses, apply water through nozzles;
- Raise and climb ladders;
- Ventilate buildings;
- Remove persons from dangerous situations;
- Administer emergency medical aid;
- Perform salvage operations;
- Perform land and water rescue;
- Assist in fire prevention and public education activities.
- Maintain the ALS ambulance and all related equipment;
- Function as incident commander on EMS calls in the absence of a company officer or Medical Group Supervisor on incidents with multiple patients;
- Conduct EMS training for engine company personnel.
- Perform the maintenance and cleaning of facilities, equipment and apparatus;
- Perform prolonged manual work under adverse conditions;

Required Qualifications:

- Current certification as a Nevada EMT-A (advanced/paramedic) or the ability to obtain the certification within six months of employment.
- Maintain ITLS, ACLS, PALS/PEPP certifications;
- Valid driver's license of the proper classification;
- Acquire and maintain ambulance attendant license;
- Firefighter I certification;
- Resides within seventy-five (75) road miles of a Tahoe Douglas Fire Protection District fire station.

Desirable Qualifications:

- Associate Degree in Fire Science;
- Haz Mat Technician/Specialist;
- Completion of Company Officer core classes;
- Completion of CSFM Driver/Operator 1A and 1B;
- Ability to learn complex practical manual skills;
- Ability to cope with the mental and physical stress associated with emergency scenes;
- Excellent oral and written communications skills;
- **Ability to lift and/or move up to 50 pounds.**

MECHANIC

This position reports to the Battalion Chief in charge of equipment and apparatus.

Duties and Responsibilities:

- Perform and may lead others in the maintenance and repair of Fire District vehicles and equipment;
- Maintain records of such maintenance and repair;
- Purchase parts and supplies from vendors;
- Schedule repair work with vendors when necessary.

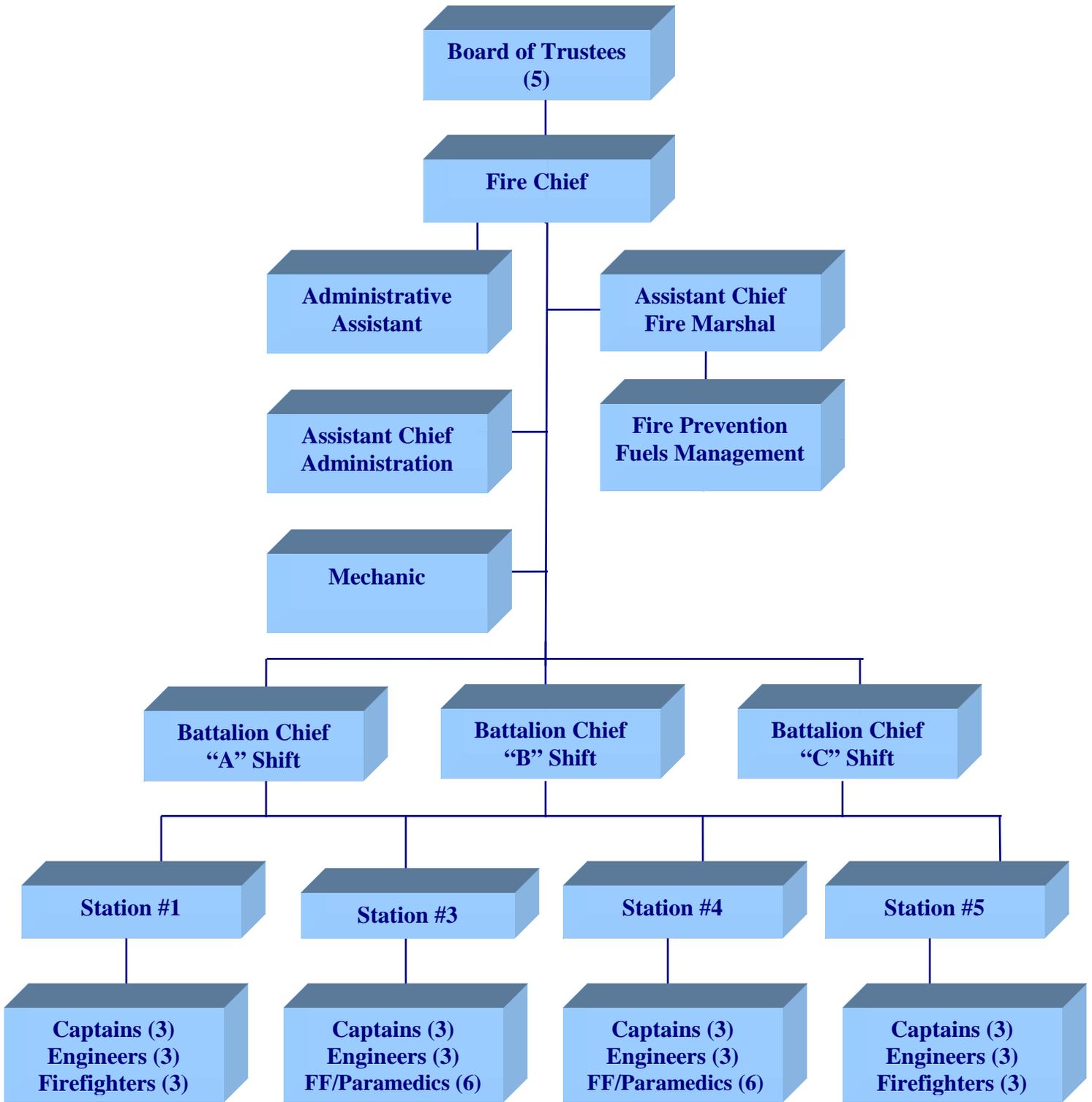
Required Qualifications:

- Valid driver's license of the proper classification.

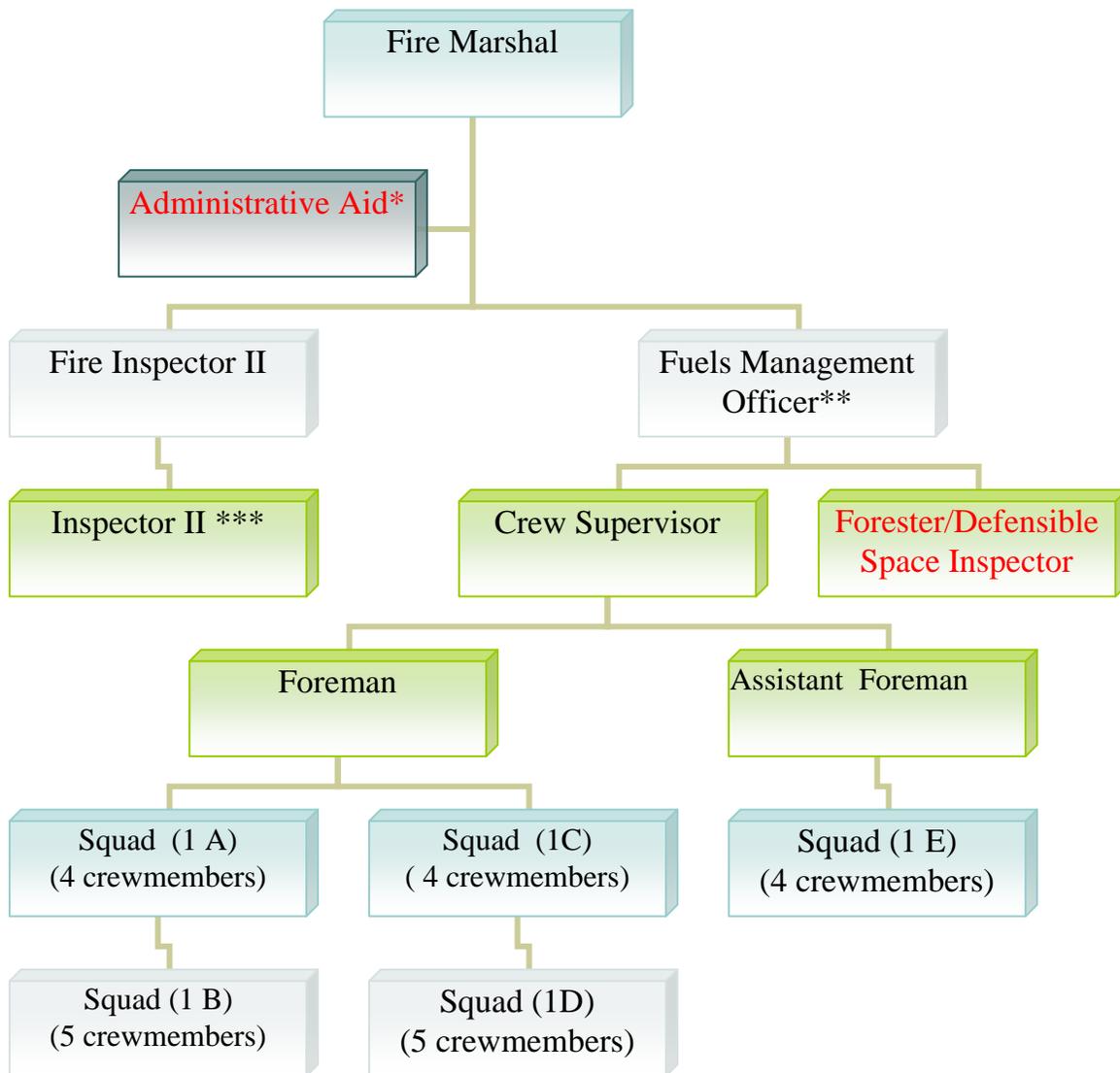
Desirable Qualifications:

- Four years experience at the journeyman level in light, medium and heavy duty gasoline and diesel driven motor apparatus;
- Knowledge of maintenance and repair of fire pumps;
- Completion of California State Fire Marshal Fire Mechanic I courses;
- Continued coursework toward completion of Fire Mechanic II and III or Certified Emergency Vehicle Technician equivalent;
- Ability to get along with others;
- Good verbal and written communication skills;
- Customer service oriented;
- **Ability to lift and/or move up to 50 pounds.**

TAHOE DOUGLAS FIRE PROTECTION DISTRICT ORGANIZATIONAL CHART



FIRE PREVENTION/FUELS MANAGEMENT ORGANIZATIONAL CHART



* The Administrative Aid is a support function of Fire Prevention/Fuels Management, but reports to the Administrative Assistant.

** The Fuels Management Officer position is currently unfilled.

*** Second Inspector II is a transitional position that will be unfilled after 12/2010

SERVICE PLAN

Following is a listing of most of the emergency and non-emergency services offered by the Tahoe Douglas Fire Protection District. Our primary mission is to attain and maintain the highest level of service to our citizens and visitors. This section describes some intra-organizational activities along with projected time frames. The District also has and will maintain mutual aid agreements with all local and regional fire and EMS providers.

In responding to emergencies (see definition of emergency response) within the Fire District boundaries, it is the goal of the District to attain the following response time objectives 90% of the time:

| | |
|--------------------------------|------------|
| *Alarm processing; | 50 seconds |
| Turnout time: | 60 seconds |
| Travel time of first due unit: | 5 minutes |

“Emergency Response” is any request for service to mitigate an immediate threat to life, limb, property or the environment. Examples of emergency response would be structure, wildland, and miscellaneous fires, medical emergencies, vehicle accidents, hazardous materials incidents, explosives incidents and physical rescues (water, ice, rope). When documenting responses, personnel strive to document the correct mode of response and include factors that delay response.

Examples of urgent or non-emergency responses would be requests for non-emergency transport from medical clinics, delayed patient arrival transports from ski areas, public assistance requests, smoke investigations, some types of explosive ordnance disposal requests, move-up assignments, and long distance strike team response.

The first due unit advances the first hose line for fire control, provides initial life support for medical calls, and takes other actions necessary to begin mitigating the emergency. The table below outlines the minimum response objectives for a majority of the typical risks encountered by the Tahoe Douglas Fire Protection District.

*Although the alarm answering point is not under direct control of the Fire District, we work closely with Douglas County Communications to meet this objective.

RESPONSE OBJECTIVES

| | Number of Companies | Total Personnel | Engine Company Minimum | 2 nd Due Company Minimum | 3 rd Due Company Minimum |
|-------------------|---------------------|-----------------|------------------------|-------------------------------------|-------------------------------------|
| Structure Fire | 4 | 13-15 | 2** | 2** | 2** |
| Wildland Fire | 3*** | 10 | 3** | 3** | 3** |
| Medical Aid | 2* | 4/5* | 2 | N/A | N/A |
| Traffic Collision | 3 | 7 | 2 | 2 | On Request 2 |
| All Other Risks | 2 | 4 | 2 | 2 | On Request 2 |

*Some Medical Aid requests warrant the response of a medic unit without an engine company, such as inter-facility transfers. "Total Personnel" includes the closest engine company to ensure that patient care is initiated in a timely manner.

**Engine Company Minimums will vary depending on daily staffing level.

***May also include Water Tender and hand crew response.

STRUCTURAL FIRE PROTECTION

Overview

The Tahoe Douglas Fire Protection District believes that the best and safest way to fight a fire is by having a good fire prevention program. We have spent thousands of dollars and many hours educating citizens of this District and surrounding communities on the dangers of fire and how they can protect themselves from such emergencies. We believe public education reduces the possibility of fire fatalities and property loss in our district and nationwide. Even with this progressive education effort in place, structure fires will still occur. Accepting this threat, the Tahoe Douglas Fire Protection District will maintain a high level of readiness utilizing a three-tier fire suppression training program centered on the district's policy to rapidly and aggressively attack all fires to keep life hazard and property damage to a minimum.

Training - Basic

All probationary firefighters will be trained to a minimum Firefighter I level as described in National Fire Protection Association 1001, "Standard of Firefighters Professional Qualifications".

The Fire District will establish training and education programs that offer new members initial training, proficiency opportunities and a method for evaluating skills and knowledge prior to engaging in emergency operations.

Training- Annual Recruit Review

All probationary firefighters will complete a comprehensive twelve-month training period under the supervision of the Company Officer. The training will be documented in a manual/task book that will provide adequate training in all firefighter related duties. The twelve-month training period will conclude with a comprehensive evaluation that allows the employee to demonstrate competency in all areas of the training program.

Training - Advanced

All line personnel will be trained to the Firefighter II level using the N.F.P.A. guidelines above. All line personnel will receive live fire and flammable fuels fire training annually. Additional training will emphasize "high risk, low frequency tasks" including Rapid Intervention Team, multi-company drills, truck company aerial operations, vertical ventilation, victim/firefighter search, self-rescue, and fire ground operations. Training resources outside the Fire District will be utilized to facilitate training objectives.

Training - Driver/Operators

All personnel will be given the opportunity to attend the Diver/Operator 1A and 1B courses over the next three years. These courses meet the requirements set in N.F.P.A. 1002, "Standard for Fire Department Vehicle Diver/Operator Professional Qualifications." These courses are required for all district engineers. All Engineers,

Acting Engineers and future Engineer Candidates will complete the Engineer Task Book and maintain annual certification.

Training - Company Officers

All Company Officers will meet the Firefighter II level as stated above. All personnel will have the opportunity to complete the California State Company Officer Courses. It is the goal of the Training Division to offer the entire curriculum every three years. These courses are offered through the California State Fire Marshal's Office Training Division. The Training Division will strive to have all courses taught in the district though some courses may be held at Lake Tahoe Community College and Lake Valley Fire District. The nine courses required are:

- Incident Command 300;
- Instructor 1A and 1B;
- Investigation 1A;
- Command 1A and 1B;
- Prevention 1A and 1B;
- Management 1A. (Investigation 1B is also desirable).

The Fire District will investigate possible avenues for providing practical training and experience for company officers. This could include live fire training at seminars, the fire training center in Carson City, and/or ride-along and exchange programs with other fire departments.

Personnel Response

The minimum response assigned to a first alarm structure fire is thirteen to fifteen personnel including one chief officer. Equipment response includes three engine companies, one ladder truck and two paramedic ambulances. This minimum response will be affected by the daily staffing level. Additional apparatus and personnel will be requested through mutual aid with adjacent agencies and paging off duty personnel.

WILDLAND FIRE PROTECTION

Prevention

Fire prevention activities will strive to make our citizens and visitors aware of the threat of fire in the wildland environment. The focus will be on defensible space in accordance with NFPA 1144, "Standard for Protection of Life and Property from Wildfire and the International Urban-Wildland Interface Code, 2006 Edition.

Training

Our goal is to provide quick response and deploy appropriate strategy and tactics to attack a wildland fire. We will strive to provide adequate fire suppression in the event of a wildfire by training our personnel to the most current standards of wildfire suppression techniques and practices. All personnel will be required to complete S-110, S-130, S-190 or equivalent and annual completion of RT-130. Driver/Operator IA/IB, ICS 300

“Incident Command”, S-215 “Fire Operations in the Interface,” and S-336 “Fire Suppression and Tactics” will be offered periodically to allow members to meet “Tahoe Basin Chiefs” and California OES Five Party Agreement training requirements. All personnel will have an understanding of IFSTA Third Edition, “Fundamentals of Wildland Firefighting” and basic I.C.S. techniques.

Any Chief Officer who participates in the Lake Tahoe Regional Fire Chief’s Association as a Strike Team or Task Force Leader will meet their minimum training requirements for participation as endorsed by the Tahoe Douglas Fire District Fire Chief. All suppression personnel will meet the minimum training requirements as outlined in the California O.E.S. Five Party Agreement.

Personnel Response

The minimum response assigned to a first alarm is ten personnel including one chief officer. Minimum equipment response includes two type-1 engines, one type-3 brush engine and one ALS ambulance. The hand crew will respond or be recalled. The water tender may also respond.

MISCELLANEOUS FIRE

Overview

The term “miscellaneous fire” relates to all fires except structure and wildland. Examples of miscellaneous fires are vehicles, boats, snowmobiles and rubbish fires. The Tahoe Douglas Fire Protection District will respond to all fires in its jurisdiction including miscellaneous fires with the most modern equipment, staffed by well-trained personnel. All personnel will be trained to the level of Firefighter II as outlined in the N.F.P.A. Standard 1001, “Standards of Firefighter Professional Qualification”.

Personnel Response

The minimum response assigned to a first alarm is four personnel on one engine and one paramedic ambulance. A chief officer may respond to “on-highway” incidents to assist with scene safety.

HAZARDOUS MATERIALS

Prevention

The District will inform our community about the proper handling and use of hazardous materials. We will make available a list of licensed disposal facilities for proper disposal of hazardous materials. Beginning in the spring of 2000, the District began providing a location for the residents to dispose of household hazardous waste materials. Through State and County Grants, the District has purchased a small storage building and offers open collections twice a year. We will continue to encourage the use of non-hazardous materials as appropriate. The District will use enforcement as a last resort to ensure compliance.

Mitigation/Training

The Tahoe Douglas Fire Protection District will strive to provide adequate hazardous materials response to our community in the event of a hazardous materials emergency by maintaining annual training for all personnel. All personnel will have a minimum of the eight-hour “First Responder” and twenty-four hour “Operations” training certified by the Nevada State Fire Marshals Office. Our incident commanders will be certified as Hazardous Materials Incident Commanders as specified by 29 CFR 1910.120, and Nevada Revised Statutes. **Hazardous materials incident commanders must receive training or demonstrate competency annually to comply with CFR 1910.120.** Select members from each shift will be trained and certified as Hazardous Materials Decontamination and Technician members. The department goal is to maintain at least six technicians. These people will participate in the Quad County (Storey, Lyon, Carson City and Douglas Counties) Hazardous Materials Response Team. This team responds to emergencies in the participating jurisdictions.

Personnel Response

The minimum response assigned to a first alarm is seven personnel including one chief officer, two engines, and one paramedic ambulance. Haz-Mat 5 will respond as requested. As stated above, the Quad County H.M.R.T. will respond when requested by the Incident Commander.

EMERGENCY MEDICAL SERVICES

Overview

Emergency Medical Services continue to expand yearly and make up most of our call volume. Therefore, the Fire District’s commitment to this service will continue to be strong. The Fire District is committed to staffing a qualified emergency response team for both the citizens and visitors to the community. All of our engine companies provide at least EMT-D service level, the majority of engine companies are staffed and equipped to the EMT-Intermediate service level.

Training – EMT Basic/D

All department personnel will complete and maintain EMT-D certification. This course consists of 110 hours of training and requires recertification every two years.

Training – EMT Intermediate (ILS)

At the discretion of the Fire Chief, a limited number of personnel will be trained as Intermediate Life Support EMT’s. Individuals who promote out of the rank of FF/PM will be encouraged to maintain at least ILS certification to maximize staffing flexibility and ILS service delivery. Individuals trained to this level will fulfill re-certification requirements set forth by the Tahoe Douglas Medical Advisory Board. An additional 50 hours of training beyond EMT-D is required for ILS certification. The Fire District has made the commitment to provide realistic training and continuing education to allow ILS personnel to maintain a skill level commensurate with the district’s high standards for patient care.

Training – EMT Advanced

At the discretion of the Fire Chief, a limited number of personnel may be trained to this level, meeting the requirements of the State of Nevada. Individuals who promote out of the rank of FF/PM will be encouraged to maintain this level of certification to maximize staffing flexibility and ALS service delivery. Individuals trained to this level will fulfill re-certification requirements set forth by the Tahoe Douglas Medical Advisory Board. Currently, 24 hours of annual outside continuing medical education are required to maintain certification, which includes three hospital base station meetings, one skills lab, and the balance of hours to be determined by the base hospital Paramedic Coordinator. Increasing the number of certified paramedics will increase flexibility in staffing patterns and provide the highest level of EMS service delivery.

Personnel Response

The nearest Engine Company and nearest ALS Ambulance typically respond to requests for medical assistance. The district's engine companies are all equipped to an ILS level. The district will maintain two ALS ambulances staffed with at least one paramedic each, and a reserve ALS ambulance.

VEHICLE EXTRICATION

Overview

The Fire District has taken an aggressive stance in regard to vehicle extrication, due in part to the high traffic volume that travels through the district. We provide “state of the art” vehicle extrication services utilizing cutting edge equipment and well-trained personnel. The district will continue to maintain this high level of service.

All personnel are required to have a thorough working knowledge of all tools and equipment used in vehicle extrication and carried on district apparatus. This will continue to be accomplished through regular training and new annual hands on training given by district personnel.

Company officers will continue to assure that their personnel are trained to this level. Instructors will be expected to attend classes specific to extrication and new vehicle construction to maintain competency. When possible, the district will secure vehicles from local tow yards, agencies and manufacturers for practical extrication training and education.

Personnel Response

The minimum response assigned to a first alarm vehicle accident is a minimum of seven personnel on two engines, one paramedic ambulance and one chief officer.

EXPLOSIVE ORDNANCE DISPOSAL

Overview

The Tahoe Douglas Fire Protection District operates and maintains the Tahoe Douglas Bomb Squad to provide a front line response to incidents involving weapons of mass destruction, bombs, suspected bombs, explosives, shock sensitive materials, and accidental explosions. Members of the squad are trained to respond to explosive related incidents in a wide variety of situations. The Bomb Squad provides these services consistent with currently accepted practices.

EOD response is a joint effort with the Douglas County Sheriff's Office. With five personnel from the Tahoe Douglas Fire District and three personnel from the Douglas County Sheriff's Office there are a total of seven certified hazardous device technicians and one trainee assigned to the Bomb Squad awaiting assignment to formal training.

EOD response is provided throughout Douglas County. Additionally the City of South Lake Tahoe, Carson City, the Legislative Counsel Bureau and Capitol Police obtain EOD service under a service contract agreement. Other jurisdictions are provided EOD service, as needed, under a fee for service agreement.

The Bomb Squad also participates in the Northern Nevada Bomb Technicians Federal Task Force. This is a working group comprised of the Consolidated Bomb Squad Reno, Elko Bomb Squad, Placer County Sheriff's Bomb Squad, Tahoe Douglas Bomb Squad and the FBI.

Training

All Tahoe Douglas Bomb Technicians complete a six-week basic course of instruction provided by the Federal Bureau of Investigation at Redstone Arsenal in Huntsville, Alabama. Upon successful completion of this course, new technicians are certified to analyze and render safe a variety of hazardous devices and upon return to the squad are assigned with senior technicians for further training, observation, and evaluation. All certified Bomb Technicians have received an additional 40 hours of training in render safe procedures for weapons of mass destruction (devices that disseminate a chemical or nerve agent for example). Advanced training in render safe procedures, improvised explosive devices, and post blast investigation are provided through classes from various government agencies that include B.A.T.F., F.B.I., and all branches of the U.S. military service. In order to maintain certification, annual training for technicians also includes 16 hours monthly in house training and an additional 40 hours received from an outside source. All new personnel selected to attend the Hazardous Devices School Basic class must also meet the training requirements for CFR 1910.120 Hazardous Materials Technician as a prerequisite for acceptance into the school.

Duties of Technicians

In addition to the new weapons of mass destruction requirements, the duties of bomb technicians include: evaluation, render safe, removal, and or destruction of improvised explosive devices, incendiary devices, explosives, explosive chemicals, pyrotechnics and

ammunition. They also conduct post blast crime scene investigations, collect and preserve evidence, and provide courtroom testimony. Other duties include dignitary protection, disposal of recovered military ordnance, fireworks disposal, drug lab mitigation and S.W.A.T support.

Public Training

The Tahoe Douglas Bomb Squad is widely recognized for teaching bomb threat awareness and public safety programs to government agencies and the general public throughout the nation and abroad. The squad also assists agencies and businesses in developing emergency response plans for bomb threats, bombing incidents and other related matters.

Personnel Response

The minimum response to an actual or suspected hazardous device incident is two technicians and the EOD Response Vehicle. In addition, fire, EMS and law enforcement personnel respond as required according to the nature of the incident.

RESCUE SERVICES

Overview

Severe terrain, unpredictable climate, and diverse recreational activities in the Tahoe Basin all contribute to our unusually high number of rescue calls. These types of alarms are generally outside the normal scope of response for fire departments. This fact, coupled with our industrial sector's reliance on us for rescue services, has created a need for several specialized rescue programs.

The Fire District will continue to be proactive in this regard. District personnel perform technical rope rescue, boat based water rescue, dive rescue, ice rescue, and confined space rescue.

The Fire District has followed national guidelines and standards such as NFPA 1983, NFPA 1670, OSHA 1910.146 and others to set minimum guidelines for these programs. Members are trained by nationally recognized organizations to assure the highest level of service and safety for our customers and our personnel. The programs are then tailored to meet the particular needs of our district. The Tahoe Douglas Fire Protection District will continue to accept the challenges these operations present.

Training - Rope Rescue; Operations Level

This level of training includes thorough knowledge of low angle rescue operations including quick line deployment, patient access, litter rigging and attending, raising and lowering systems, belay systems, and anchor setup. Additionally, training includes procedures for ascending and descending a fixed rope. All members of the department will continue to be trained to this level in-house and will participate in competency based training at least twice yearly.

Training – Rope Rescue; Technician Level

Training at this level will include thorough knowledge of high angle operations including anchor systems, victim “pick off,” vertical stokes operations, patient access and stabilization, line transfers, and ascending and descending a fixed line.

Completion of Progressive Rescue Technician I and II or equivalent is desirable. Training at this level will be offered primarily in-house with outside classes offered as needed. All members trained to this level will participate in competency based training at least twice yearly.

Training - Confined Space Rescue; Operations Level

Training will include Operations Level rope rescue training and Confined Space Entry Level training as set forth in OSHA 1910.146. This includes hazard recognition, protection and control; air monitoring; identifying and controlling the psychological challenges, and use of raising and lowering systems in the high-angle environment. All members of the department will be trained to this level in-house. Performance of specific tasks will be dependent upon individual ability and skill retention. All members will participate in competency based training on at least an annual basis.

Training-Confined Space Rescue; Technician Level

This level will include “Awareness and Operations” level training as well as procedures set forth in NFPA 1670, Chapter 5-4. These include a medical surveillance program, continuing size-up, and planning for rescues in hazardous environments. Performance of specific tasks will be dependant upon individual ability and skill retention. All members will participate in competency based training at least once annually.

Training - Water Rescue; Operations

Training includes rescue operations for crewmembers aboard the rescue vessel. All members of the department are trained to this level in-house.

Training - Water Rescue; Technician

Training includes the safe and effective operation of the rescue vessel during rescue and firefighting operations. Personnel must demonstrate competency in all areas of vessel operations. Only personnel having completed competency testing will operate the boat.

Training – Water Rescue; Boat-based Firefighting

All personnel will be trained to perform firefighting functions aboard the district’s rescue vessel including use of the stationary master stream device, onboard hand lines, and supplying water to hose lines on shore.

Training - Ice Rescue; Technician

Training will include rescue from shore and insertion onto or into the ice. All personnel will be trained to this level in house. All personnel will participate in a minimum of bi-annual training.

Training – Dive Rescue (Proposed)

The program's goal is to develop and implement a safe, effective, sustainable Dive Rescue Program over the next two years featuring a two-tiered training program.

Training – Dive Rescue; Operations (Proposed)

All personnel will be required to observe safety at incidents including minimum personal protective equipment and flotation devices. They will be trained to interview witnesses, conduct shore based rescue operations, and support rescue divers from vessels.

Training – Dive Rescue; Technician (Proposed)

Technician level personnel will perform underwater rescue operations and will have and maintain their Professional Association of Diving Instructors (P.A.D.I.) or National Association of Underwater Instructors (N.A.U.I.), Rescue Diver certification and Public Safety Diver certification through a Tahoe Douglas Fire District sponsored, nationally recognized agency.

Training – Rapid Intervention Team

All emergency personnel responding to Tahoe Douglas incidents will be trained in RIT and Fire Fighter Survival techniques annually. Current Policies/Procedures and Best Practice Guidelines will continually be updated to current practices to reflect our ongoing commitment to firefighter safety.

Personnel Response

The minimum response assigned to a rescue will be seven personnel including one chief officer, two engine companies, and one paramedic ambulance.

Note: All rescue programs are classified to response level as outlined in NFPA 1670, "Standard on Operations and Training for Technical Rescue Incidents." All programs are currently being evaluated for service response at the Technician level. All training provided for rescue services will be recurring and verifiable to maintain proficiency and to provide a means for company officers and incident commanders to ensure that personnel are performing these services are currently qualified.

PUBLIC ASSIST SERVICES

Overview

The Tahoe Douglas Fire Protection District services will continue to be accessible to all residents in the district for any immediate problem. If our Fire District cannot mitigate the immediate problem, a resource list will be made available which may be utilized to mitigate the problem. It is our intent to deliver service that exceeds our customers' expectations.

Personnel Response

The minimum response to a request for assistance will be the nearest available engine company.

FIRE PREVENTION

Overview

The Tahoe Douglas Fire Protection District is committed to protecting our community from the impacts of fires and other emergencies. The Fire Prevention Department 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 life safety 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. We will also strive to provide educational materials and defensible space evaluations to every member of the community.

The Fire and Life Safety Public Education Program consists of a variety of programs, including school programs that focus on pre-school, elementary, and middle school students to inform them about the hazards of fire and other emergencies. Curriculums and activities may include: Project S.A.F.E. (Student Activities for Emergencies), Winter Survival, Dialing 911, Fire Safety House, Boating and Water Safety, CPR/First Aid, Business Kaleidoscope, Health Fair, Fire Fest, Wildfire Awareness Week and the Child Passenger Safety Program.

To assist in evaluating the Public Education Program, a record will be kept of all public education activities. This record will be maintained as a “Public Education Event” in the Emergency Reporting System accessed under the “Event” tab.

All building projects occurring within the district will have some level of plan review. At a minimum a “pre-TRPA” plan review will occur to ensure that there is adequate fire department access and compliance with defensible space standards. Most projects will also require a plan review which includes, but is not limited to: roofing materials, siding materials, alarms systems and sprinkler systems. The Department of Fire Prevention will work with the Building Official and Douglas County in the adoption of new editions of the International Codes.

All fires occurring in the Fire District shall be investigated. Responsibility for Fire Investigation begins at the Captain level. The first due Captain shall have primary investigation responsibility. Depending on the complexity of the fire, an individual Captain may conduct the investigation, or request assistance from other Captains, any Chief Officer or the Department of Fire Prevention at any stage of the investigation. The EOD unit may also be requested to assist with an investigation. The Department of Fire Prevention 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 Department of Fire Prevention. The State Fire Marshal shall be notified in fires resulting in large property loss, serious injury or death. The Fire District will seek opportunities to allow Captains to maintain competency in fire cause and origin investigation skills.

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 a defensible space by managing the types of vegetation and other combustibles that are in the near-home environment.

FUELS MANAGEMENT

Overview

In 2004 the Tahoe Douglas Fire Protection District and the Nevada Fire Safe Council commissioned the “Nevada Community Wildfire Risk/Hazard Assessment Project”. The Assessment Project surveyed seven geographical areas of the Fire District and assigned a Fire Hazard Rating Score of low, moderate, high, or extreme. Of the seven areas, five scored high, one (Stateline) scored moderate, and one (Chimney Rock) scored extreme. The primary recommendation of the Assessment Project was the removal of excess flammable forest fuel and the creation of neighborhood fuel breaks.

Subsequent to the release of the Assessment Project, the Fuels Management Division was created to address the hazards identified as being the responsibility of the Fire District.

Fire Safe Chapters

Fire Safe Chapters are the cornerstone of the community fuels reduction effort. The chapters apply for grant money and then schedule work using various contractors, including the Fire District’s Fuels Reduction Crew. They also raise general fire safety awareness and coordinate the homeowner’s volunteer time, which is worth thousands of dollars in matching funds.

Glenbrook and Hidden Woods had existing chapters, formed in 2002. Chapters formed in 2004 as a result of the Assessment Project were Cave Rock, Chimney Rock, and Lake Village. 2005 saw the formation of Fire Safe Chapters in Skyland, Logan Creek, and Round Hill as well as work projects started in Cave Rock and Hidden Woods / Lakeridge. The Upper Kingsbury Chapter formed in 2006 and the momentum picked up with Chimney Rock, Round Hill, Skyland, Logan Creek, Lake Village, and Upper Kingsbury all starting ambitious fuels reduction efforts. 2007 brought chapters in Elks Point, Kingsbury South, and the Zephyr Cove area. The Marla Bay area organized in early 2008 for a total of thirteen Fire Safe Chapters in the Fire District.

The Fire District's Commitment

The Fire District's commitment centers around five major projects, defensible space inspections, "Compost Your Combustibles", curbside chipping, a fuels reduction crew, and the implementation of fuel-breaks as prescribed in the Community Wildfire Protection Plan.

Defensible space inspections are a comprehensive inspection of the home and surrounding area, with the specific intention to improve the home's survivability in the case of a wildfire. Fire resistive materials are recommended for siding, roofing, and decking. General housekeeping is assessed, with special attention directed toward the storage of firewood and other combustibles around the house, deck, and stairways. Finally, the area within 100 feet of the home is surveyed for proper spacing of ground fuels and trees. Homeowners can then receive a tree removal permit, if necessary. As of May 2008, the Fire District's trained personnel issue tree removal permits under an MOU with TRPA.

"Compost Your Combustibles" was instituted as an alternative to open burning of slash and other yard wastes. Residents are encouraged to bring slash, pine needles, and other combustible wood products to the Heavenly Boulder Lodge parking lot where the accumulation is used by Heavenly for erosion control or transported to the Carson Valley to be turned into organic compost.

Chipping and fuels reduction began in 2006 with a three person crew and a brush chipper, taking requests via telephone and the district's website. The public's response was soon overwhelming. An additional three person fuels reduction crew was added in 2007, and in 2008, an additional chipper was bought with grant funding to keep up with the demand and allow fuels reduction work to be accomplished on larger parcels. Two vehicles transported the crews and equipment; one a flat bed truck donated by Sierra Pacific Power Company, the other a surplus ambulance cab and chassis on which a dump bed replaced the ambulance body.

In April of 2008 the Zephyr Fire Crew was born. This twenty-person fire and fuels reduction crew was established in order to provide wide-scale fuels reduction in and around our neighborhoods, in addition to serving as a first-response wildland firefighting resource. Their equipment includes five crew-cab pickups, two brush chippers, a woodchip transport truck, and a supervisor's vehicle.

The Crew's facility is a 3 acre parcel owned by Douglas County on Logging Road Lane. The County allows the property's use through an Interlocal Agreement requiring the District to treat 6 acres of county owned land each year that the District occupies the property. A temporary office trailer and two storage containers occupy the parcel and parking space is available for employees, crew vehicles and chippers. **Due to regulatory constraints, this facility may be relocated during the 2010/2011 FY. The staff of the Fuels Management program is working to secure a permanent site on which to build a permanent facility.**

During the 2010/2011 FY, the process of developing neighborhood specific wildland pre-incident plans will begin. This process will take several years to fully implement. When completed, this tool will provide the Incident Commander a baseline from which to develop their strategy and recommendations for resource requests. This tool will also be utilized as a resource for mutual aid suppression resources which will allow them to rapidly develop their situational awareness and be a more effective suppression resource.

Funding

The Fire Safe Chapters receive no funds from the Fire District. They apply for and administer their own grant funding. Some of that grant funding, however, becomes income to the District when the fuels crew works for the various Fire Safe Chapters.

The chipping/fuels crew began life with Nevada Senate Bill 1 funding and continued through a combination of a California Clearinghouse grant, and various contract work for the United States Forest Service, Nevada Division of Forestry, and Nevada Fire Safe Council. **The chipping program is currently funded by SNPLMA funds.**

The Fire District funds the defensible space inspections, with the only costs being administrative time for the **Fire Inspector and Fire Marshal** to perform the inspections.

“Compost Your Combustibles” began as a joint venture between the Fire District, South Tahoe Refuse, and the Nevada Department of Environmental Protection. Costs are shared between the sponsoring organizations.

The majority of 2009 income came through the Nevada Fire Safe Council. The Council made over \$400,000 in funding from the Southern Nevada Public Lands Management Act available to the district for fuels reduction. **In July of 2009, the fire district began to receive funding made possible by the Fuels Reduction Tax Override. This override,** in the amount of \$0.05 per \$100.00 of assessed valuation. This override will bring approximately \$650,000.00 of additional **annual** revenue to the program to help fund fuels reduction and wildland fire prevention and awareness.

Training

The Fire District follows the guidelines for wildland firefighter training as set forth by the National Wildfire Coordinating Group (NWCG).

| Fuels Crew | NWCG Required | NWCG Desirable |
|-------------------|--|--|
| Entry Level | FFT2 (I-100, S-130 S-190, L180) | S-212 |
| Returning | | S-290, L-280, FFT-1 (S-131, S-133) |
| Crew Supervisor | CRWB (S-290, S-230, RXB3, FIRB, L-280) | I-200, L-280, S-270, S-260, S-234 RXB2 |

All personnel will receive a 40 hour refresher training each year. This training will include the mandatory RT-130 topics as well as American Heart Association Basic First Aid and CPR courses. In addition, there will be one designated EMT-B for each squad, the fire district will support the continuing education and recertification process for these individuals.

Personnel

Currently the Fuels Division consists of a Fuels Battalion Chief, a Fire Inspector, a Crew Supervisor, and nineteen Crewmembers.

Completed Projects

In the 2008 fuels reduction season the crew completed two major projects contained in the District's CWPP; the Stateline 1 and 3 projects.

Stateline 1, the Friday's Station/Park Cattle Company Project, involved 20 acres of hand thinning by the Zephyr Crew, and 150 acres of mechanical mastication. Stateline 3 comprised work on property owned by the Douglas County School District, Sierra Pacific Power Company, and the Tahoe Douglas Sewer Improvement District. This project entailed 15 acres of hand thinning above the Kingsbury Middle School and mechanical mastication on the Sewer District and SPPCO properties. Burning of piles in the hand thinned areas finished both projects after the fire season.

Additionally, the Crew treated 70 acres of Forest Service and State of Nevada owned lots in the Round Hill and other neighborhoods. Other smaller projects included 30 acres in Glenbrook and several private parcels of 5 to 25 acres.

During the 2009 field season, fuel break projects were completed on 268 acres. These projects include 102 acres in the Zephyr Cove Park area, 56 acres on the East Ridge of the Kingsbury Grade area, 20 acres along the Kingsbury Corridor, 16 acres of USFS urban lots in Zephyr Heights, 33 acres in the Zephyr Creek drainage, and 41 acres in Slaughterhouse Canyon. The Slaughterhouse Canyon was awarded a "Best in Basin" award by the TRPA.

Future Projects

Planned for 2010 are five projects: Heizer Ranch and adjacent Nevada State Lands, the Tranquility Project, the Round Hill Project and continuation and/or completion of the Kingsbury Corridor, Kingsbury 2 and Elk Point #3 projects.

The Kingsbury 2 project consists of a 134 acre treatment designed to protect the residents of the Upper Kingsbury area from a wildfire approaching from the Carson Valley side of the Sierra Range. Kingsbury 2 is listed as the number one priority in the Community Wildfire Protection Plan. This project will be funded by the District's SNPLMA Round #8 – Carson Range allocation. The Kingsbury Corridor project will protect the communities along the Kingsbury Corridor. It will be approximately 140 acres and will be funded by SNPLMA Round #9. The Elk Point #3 project is approximately 100 acres of land encompassing the Zephyr Cove Park and the Douglas County School District Properties on Warrior Way. This project will protect the communities of Zephyr Heights/Knolls and Skyland as well as the Zephyr Cove Elementary School and Whittell High School, which are potential evacuation centers. This project will either be funded by SNPLMA or the United States Forest Service. The Heizer Ranch/NDSL project consists of 31 acres adjacent to the community of Cave Rock. The Tranquility Project consists of

approximately 45 acres adjacent to Round Hill and Zephyr Heights. Finally, the Round Hill Project consists of 12 acres adjoining the community of Round Hill.

In another cooperative project the District is working with other Tahoe Basin agencies to develop a Basin-wide defensible space ordinance. Implementation of this ordinance will provide another tool to encourage homeowners to complete defensible space measures. Adoption of such an ordinance will require both a full time Inspector position and developing an engine company based inspection model.

Future Funding

The District, in conjunction with other Tahoe Basin Fire Agencies has received funding from the Southern Nevada Public Lands Management Act (SNPLMA) Round 9 and the United States Forest Service for fuel break projects. This funding will pay for a portion of our efforts during the 2010 field season.

In 2009 the District applied for two Pre-disaster Mitigation Grants of \$500,000.00 each. One grant is for the Glenbrook area with the other for continued work in the Kingsbury region. FEMA has selected these applications for further consideration. We are hopeful that we will be awarded these funds. The National Environmental Policy Act (NEPA) clearance should begin during field season 2010.

MARKETING

The Department of Fire Prevention and Fuels Management has developed a marketing plan. The focus of this plan is keep our customers informed of the fuels management programs the Fire District offers and provide information on how tax generated revenues are being leveraged to increase the safety of the community. During this fiscal year, implementation of this marketing plan will be a priority activity.

Early plans call for a new Fire Prevention and Fuels Reduction website to be released prior to the 2010 fire and fuels reduction season. Also being developed are new educational handouts. One to give to business owners will educate them on their responsibility for fire protection systems maintenance. It will have a list of monthly checks and important Fire Prevention information. The other handout is directed towards homeowners, with Defensible Space, Curbside Chipping, and biomass alternative information. The homeowner handout will also, for the first time, contain information on the importance of defensible space maintenance after their initial defensible space work is completed.

OTHER

In order to maintain a constant level of readiness, the district performs other services as well. Several examples follow:

- All fire hydrants are serviced annually. Actual flow tests are conducted on a scheduled basis to assure flows will meet requirements. Every fire hydrant will have been flow tested within a five-year time frame.
- All fire hose is pressure tested on an annual basis.
- The district participates in ongoing Pre-Incident Plan Development to remain familiar with all commercial occupancies and target hazard areas. **The Pre-Incident Planning program is currently being revised. During FY 2011 a new program will be implemented which will provide a more robust format that is easier for the end-user to digest. As a net result, this information will be easier to utilize in the strategic and tactical decision making process.**
- All district rolling stock is checked daily with a thorough, operational inspection done weekly. If anything is found in need of repair, it is dealt with or taken out of service for repair by the district mechanic. More importantly, the district relies on an aggressive preventative maintenance program. All lighter vehicles (ambulances and smaller) are serviced every three months or 3,000 miles. All first out large vehicles are serviced and safety inspected every three months. Reserve apparatus and station generators and compressors are inspected and serviced annually.
- All apparatus fire pumps are service tested annually and following repair.
- The district's Self Contained Breathing Apparatus and Fresh Air Compressors are inspected and maintained by a certified technician as required.
- All personnel are fit tested for SCBA use annually.
- All SCBA's are flow tested annually.
- All Personal Protective Equipment such as structural turn-outs and wildland firefighting gear are inspected monthly.
- The district participates with Douglas County Emergency Management in Disaster Preparedness, **planning and developing the County Emergency Operations Plan and the Natural Hazard Mitigation Plan.**

WELLNESS / FITNESS PROGRAM

The Fire District has adopted the IAFF/IAFC Fire Service Joint Labor Management Wellness/Fitness Initiative. All uniformed personnel will receive an annual medical exam in accordance with the Initiative. After the employee is medically cleared he/she will have a quarterly fitness evaluation done by a certified Peer Fitness Trainer. It is a goal of the Wellness/Fitness program and The Fire District to provide full rehabilitation for any employee who has an illness or injury preventing full duty status. The Wellness/Fitness program supports behavioral health issues, including but not limited to: support of the EAP, wellness classes, nutrition counseling and others.

The Wellness/Fitness Initiative is designed as a positive, individualized program that measures results against the individual's previous exams and not against standards or norms. Medical practice standards may be used if life-threatening conditions are identified.

EVALUATION OF GOALS AND OBJECTIVES FISCAL YEAR 2010

An important component of the Strategic Planning process is the establishment of specific goals and objectives. A fundamental part of this process is to engage in evaluation of our progress towards these goals and objectives. It should be noted that the implementation period for these goals encompasses fiscal year 2010. As such, some goals/objectives may be completed within the fiscal year, but after the publishing of this document.

Goals and/or objectives that have not been achieved should be given extra emphasis so that they can be completed within the plan year. In some situations an objective may be found to be no longer a priority or realistically achievable. In such situations, further evaluation is necessary to determine if that objective should be carried forward or dropped from the plan.

Within the Strategic Plan document, the reader will find two sets of Goals and Objectives. The first are those established by the Board of Trustees, followed by those established by the management team.

GOALS AND OBJECTIVES

Review of Fiscal Year 2010

FISCAL YEAR 2010

The following are 13 specific objectives; three submitted by the Board of Trustees and ten submitted by the Fire District Staff.

BOARD DRIVEN OBJECTIVES

OVERALL GOAL: Continue to provide the highest quality public safety and health services to the Tahoe-Douglas community utilizing taxpayer funds efficiently and effectively.

Objective #1: Direct Staff to identify at least 3 options for a permanent Fuels Management work facility that includes work, office, and training space, storage space, parking, and restroom facilities.

Status: Pending with 2 or 3 possible locations identified, in discussions with one property owner to secure a permanent location.

Objective #2: To lessen the burden on Tahoe-Douglas taxpayers, identify (and apply for as appropriate) available Federal, State, private, and local funding opportunities, including grants, that will help to advance the public safety and health objectives of the Department.

Status: Completed, ongoing annual objective to investigate alternative funding opportunities.

Objective #3: Direct staff to develop longer-term worst-case scenario options for evaluation and implementation based on significant revenue reductions and minimum service delivery levels.

Status: Pending.

GOALS AND OBJECTIVES

FISCAL YEAR 2010

STAFF DRIVEN OBJECTIVES

- Objective #1:** Develop and execute a comprehensive, on-going strategic public education campaign to ensure wide-spread community understanding of, and support for, on-going fuels management and reduction program throughout the fire district.
- Objective #2:** Establish a fixed facility for the Fuels Mitigation & Wildland Fire Protection service. Consideration shall be given to all viable options, including but not limited to: use of District existing facilities, securing donated space, leasing an existing facility, purchasing an existing facility, or constructing a new facility.
- Objective #3:** EMS- Update the Tahoe Douglas Fire Protection District EMS Policies and Procedures Manual.
- Objective #4:** Training- Provide training to meet state and federal mandates in Human Resources.
- Objective #5:** Operations- Implement the Emergency Reporting System for records management.
- Objective #6:** Fuels Management- Implement fuel-breaks on 200 acres of land within the Tahoe Douglas Fire Protection District
- Objective #7:** Fuels Management- Provide each household within the Tahoe Douglas Fire Protection District with educational materials regarding the threat of catastrophic wildfire.
- Objective #8:** Fuels Management- Adopt the Wildland Interface Code for the Tahoe Douglas Fire Protection District.
- Objective #9:** Health and Safety- Finish Policies and Procedures Safety Manual Volume 3 and provide the document on the Tahoe Douglas Fire District web site
- Objective #10:** Training- Develop and implement a task book based training program for Company Officers and future Company Officers.

GOALS AND OBJECTIVES

FISCAL YEAR 2010

OBJECTIVE #1

Develop and execute a comprehensive, on-going strategic public education campaign to ensure wide-spread community understanding of, and support for, on-going fuels management and reduction program throughout the fire district.

KEY AREA: Fuels Management/Public Education

INDICATOR: 2009 Fuels Tax Override

ACTION PLAN:

- Marketing Plan developed
- Public education materials developed
- Media outlets utilized to maximize program exposure
- Materials disseminated to all Fire Safe Chapter Leaders and to community members who served on Citizen's for a Fire Safe Community.
- Outreach made to community groups at public meetings

PERFORMANCE MEASURES:

- Marketing plan implemented
- Marketing plan evaluated for effectiveness

Status: **Marketing Plan has been developed. Implementation of specific elements of this plan has begun and will be ongoing.**

GOALS AND OBJECTIVES

FISCAL YEAR 2010

OBJECTIVE #2

Identify options for a permanent Fuels Management work facility. This facility will include work, office, and training space, storage space, parking, and restroom facilities.

KEY AREA: Fuels Management

INDICATOR: Strategic Plan

ACTION PLAN:

- Identify minimum facility requirements
- Investigate feasibility of property acquisition of Logging Land Road property.
- Investigate other undeveloped properties within the Fire District boundaries.
- Investigate available existing facilities within the Fire District boundaries.
- Make recommendation based upon availability, suitability and cost.

PERFORMANCE MEASURES:

- Facility requirements identified.
- Recommendation made.

Status: Facility requirements have been identified and translated into required size of building and property. We have been working with several property owners that have suitable property. We have eliminated two of these properties due to constraints beyond our control. We are still working with one property owner with suitable property.

GOALS AND OBJECTIVES

FISCAL YEAR 2010

OBJECTIVE #3

Update the Tahoe Douglas Fire Protection District EMS Policies and Procedures Manual.

KEY AREA: EMS

INDICATOR: Review the Tahoe Douglas Fire Protection District EMS Policies and Procedures Manual and update the manual to meet the current and future goals and policies of the EMS Division.

ACTION PLAN: Produce a current EMS Policies and Procedure Manual available to all fire district personnel.
Complete a training and orientation class on the new EMS Policies and Procedure Manual.

PERFORMANCE MEASURES: Successful delivery of a Policy and Procedure Manual for each Fire Station and completion of the training and orientation class for all TDFPD EMS personnel.

Status: In progress, will be completed by end of FY 2010.

GOALS AND OBJECTIVES

FISCAL YEAR 2010

OBJECTIVE #4

To provide all mandated requirements established by State and Federal Standards in Human Resources Classes and Training

KEY AREA: Training

INDICATOR: Attend in-house, outside and on-line training classes

ACTION PLAN:

- Maintain current information updates with Pool/Pact Human Resources.
- Maintain current with State and Federal Human Resources Mandates.
- Monitoring system for tracking personnel completion of courses.

PERFORMANCE MEASURES:

- Pool/Pact annual action plan
- Training and testing to a competent level
- Assessment of overall program.
- Attendance to the Human Resources Assistant Training Program

Status: **An ongoing program of Pool-PACT training classes has been established for all levels of departmental needs.**

GOALS AND OBJECTIVES

FISCAL YEAR 2010

OBJECTIVE #5

Implementation of the Emergency Reporting System for records management

KEY AREA: Operations

INDICATOR:

- Records management for all paperless record keeping: Alarms reports, payroll management, roll call, training, equipment maintenance, inspections, etc.

To provide a smooth transition of features as:

- Internet based software
- Access to Emergency Records entry and review from off-site locations.
- Administrative access to customize Emergency Reporting criteria.

ACTION PLAN:

- Implementation to begin on January 2009 with a one year of input and adjustment to customize to Tahoe Douglas Fire requirements.

PERFORMANCE MEASURES:

- I.P. based performance
- Off-Site access to Emergency Reporting software
- Customization of Emergency Reporting to Tahoe Douglas Fire applications.
- Within one year

Status: **Completed**

GOALS AND OBJECTIVES

FISCAL YEAR 2010

OBJECTIVE #6

Implement fuel-breaks on 200 acres of land within the Tahoe Douglas Fire Protection District

KEY AREA: Fuels Management

INDICATOR: Community Wildfire Protection Plan/Lake Tahoe Basin Multi-Jurisdictional Fuel Reduction and Wildfire Prevention Strategy-10 Year Plan

ACTION PLAN:

- Property owners contacted.
- Environmental and archaeological compliance completed.
- Prescriptions developed
- Mechanical projects bid
- Projects implemented
- Monitoring and documentation completed.

PERFORMANCE MEASURES:

- 200 acres treated
- All environmental and historical preservation requirements met.
- Treatment costs within budget projections
- Accomplishments documented and reported

Status: 269 acres had fuel reduction treatments during the field season. 49 acres were thinned by combination cut to length thinning/mastication, 11 acres were treated by direct mastication and 209 acres were treated by hand thinning/piling.

GOALS AND OBJECTIVES

FISCAL YEAR 2010

OBJECTIVE #7

Provide each household within the Tahoe Douglas Fire Protection District with educational materials regarding the threat of catastrophic wildfire.

KEY AREA: Fuels Management

INDICATOR: Community Wildfire Protection Plan/ Nevada-California Tahoe Basin Fire Commission Report

ACTION PLAN:

- Educational materials developed
- Educational materials mailed to each P.O. Box and posted to website

PERFORMANCE MEASURES:

- Validated educational materials developed
- Each resident of the Fire District receives materials by mail
- Materials available on Fire District website

Status: Per Board objective #2, an application was made to the Assistance to Firefighters – Fire Prevention Grant Program to fund this goal. We were not awarded this grant. Materials are currently being developed and will be distributed to coincide with Wildfire Awareness Week in the Summer of 2010. This outreach will be funded by the Community Fire Safe Fund.

GOALS AND OBJECTIVES

FISCAL YEAR 2010

OBJECTIVE #8

Adopt Wildland Interface Code for the Tahoe Douglas Fire Protection District

KEY AREA: Fuels Management/Fire Prevention

INDICATOR: Community Wildfire Protection Plan/Nevada-California Tahoe Basin
Fire Commission Report

ACTION PLAN:

- Adopt Wildland Urban Interface (WUI) Code.
- Provide property owners with educational outreach on new code
- Provide developers, contractors, and architects with educational outreach regarding new code
- Develop plan for periodic compliance inspections

PERFORMANCE MEASURES:

- Trustees approve and forward adoption to County Commissioners
- County Commissioners adopt WUI code
- WUI code adopted complies with Lake Tahoe Regional Fire Chiefs “Nine Point Letter” and findings of Nevada-California Tahoe Basin Fire Commission Report.

Status: This issue has been delayed due to controversy and discussions surrounding the adoption of the 2009 International Codes. The County is currently in the process of changing County Ordinances to delay the adoption of the 2009 International Codes. There is not currently support at the County level to adopt the IWUI code. This objective will not be completed this FY.

GOALS AND OBJECTIVES

FISCAL YEAR 2010

OBJECTIVE #9

Finish Policies and Procedures Safety Manual Volume 3 and a published document on the Tahoe Douglas Fire District web site.

KEY AREA: Health and Safety

INDICATOR:

- All Fire District employees will have web site access to the Safety Manual Policy, Volume 3.

ACTION PLAN:

- Have all sections of the Safety Manual on computerized access for easy updating on future document changes.
- Comply with occupational health and safety rules and standards, which are applicable to your own actions and conduct.
- Maintain work habits and attitudes that will protect other employees and themselves.
- Provide employees with the necessary instruction to perform their work safely.

PERFORMANCE MEASURES:

- Completed and on web site in twelve months.

Status: **Completed**

GOALS AND OBJECTIVES

FISCAL YEAR 2010

OBJECTIVE #10

Develop and implement a task book based training program for Company Officers and future Company Officers.

KEY AREA: Training

INDICATOR: Improved operational efficiency through task based training of current and prospective Captains

ACTION PLAN:

- Produce and distribute Company Officer Task Book to all Captains, Probationary Captains and members on the Acting Captain list.
- Implement training related to company officer task books.

PERFORMANCE MEASURES:

- Captains complete and maintain task book.
- Newly promoted Captains complete task book during probationary period.
- Acting Captains will be provided a task book while on the acting list.

Status: **Task books were completed and distributed to applicable fire district employees.**

GOALS AND OBJECTIVES

FISCAL YEAR 2011

The following are eleven specific objectives; two submitted by the Board of Trustees and nine submitted by the Fire District Staff.

BOARD DRIVEN OBJECTIVES

OVERALL GOAL: Continue to provide the highest quality public safety and health services to the Tahoe-Douglas community utilizing taxpayer funds efficiently and effectively.

Objective #1: Direct Staff to identify to develop a 3-year plan which addresses the structure required by the Fuels Management Operation which includes positions which may be filled with non-safety classified employees.

Objective #2: Develop a modified service delivery plan and a district wide comprehensive salary and benefits reduction plan in the event of a continued evaporation of revenue sources. I.e. CTX Ad-valorem and ambulance fee revenue.

GOALS AND OBJECTIVES

FISCAL YEAR 2011

STAFF DRIVEN OBJECTIVES

- Objective #1:** To complete the provisions stated in Pool/PACT's Human Resource Assessment Program Checklist developed by our December 2009 audit.
- Objective #2:** Create and implement the Tahoe Douglas Fire Protection District EMS monthly training classes through video conferencing.
- Objective #3:** Develop and implement a task book/operational manual for Acting Battalion Chief.
- Objective #4:** To complete the provisions stated in Pool/PACT's human resource assessment program checklists developed by the December 2009 audit; to provide human resource training for chief and company officers.
- Objective #5:** Present a resident California State Fire Marshal Company Officer class: Fire Command 1C, I-zone Wildland Fire Fighting for Company Officers
- Objective #6:** To complete station information/instruction books
- Objective #7:** Adopt Wildland Interface Code for the Tahoe Douglas Fire Protection District
- Objective #8:** Implement an operational permit program
- Objective #9:** Establish a neighborhood specific Wildland Fire Pre-Incident Planning Program

GOALS AND OBJECTIVES

FISCAL YEAR 2011

OBJECTIVE #1:

To complete the provisions stated in Pool/Pact's Human Resource Assessment Program Checklist developed by our December 2009 audit.

KEY AREA: Human Resources

INDICATOR:

- Establishment of proper Human Resource filing system with proper security measures in place.
- Adoption of comprehensive Personnel Policies Manual.
- Hard copies of policy manual available in all district stations.
- Implementation of a "Conditional Offer Letter" for new employees.

ACTION PLAN:

- Maintain current information updates with Pool/Pact Human Resources.
- Maintain current with State and Federal Human Resources Mandates.
- Monitoring Human Resource filing system implementation.

PERFORMANCE MEASURES:

- Pool/Pact annual action plan
- Assessment of overall program.
- New personnel filing system with security in place.

GOALS AND OBJECTIVES

FISCAL YEAR 2011

OBJECTIVE #2

Create and implement the Tahoe Douglas Fire Protection District EMS Monthly training classes through video conferencing.

KEY AREA: EMS

INDICATOR:

- Revise the Tahoe Douglas Fire Protection District Monthly EMS classes to be broadcast over the internet live to all stations. This would alleviate movement of personnel and equipment between stations to attend classes in person.

ACTION PLAN:

- Produce a video conferencing process to achieve the goal of providing video inter-active classes over the Internet through each fire district station computer.

PERFORMANCE MEASURES:

- Successful delivery of Monthly EMS class via a video conferencing system for each Fire Station for all TDFPD EMS personnel.

GOALS AND OBJECTIVES

FISCAL YEAR 2011

OBJECTIVE #3

Develop and implement a Duty Chief operations manual for the position of Acting Duty Chief.

KEY AREA: Training

INDICATOR:

- Improved operational efficiency through an operational manual for company officers placed in the role of acting duty chief.

ACTION PLAN:

- Provide an operational manual to company officers who may fill the role of acting duty chief. Manual to be maintained in Duty Chief's office.
- Implement training through captain's meeting format.

PERFORMANCE MEASURES:

- Battalion Chiefs maintain and update the Duty Chief operations manual.
- Captains complete training.

GOALS AND OBJECTIVES

FISCAL YEAR 2011

OBJECTIVE #4

To complete the provisions stated in Pool/Pact's Human Resource Assessment Program Checklist developed by our December 2009 audit to provide Human Resource training to Chief and Company Officers

KEY AREA: Human Resources

INDICATOR:

- Provide training through NV Pool-PACT for chief and company officers.

ACTION PLAN:

- Send chief and company officers to the Pool-PACT Human Resources Management Training Series.
- Maintain current information updates with Pool/Pact Human Resources.
- Maintain current with State and Federal Human Resources Mandates.
- Monitoring system for tracking personnel completion of courses.

PERFORMANCE MEASURES:

- Pool/Pact annual action plan
- Training and testing to a competent level
- Attendance to the Human Resources Assistant Training Program
- Assessment of overall program

GOALS AND OBJECTIVES

FISCAL YEAR 2011

OBJECTIVE #5:

Present a resident California State Fire Marshal Company Officer Class: Fire Command 1C, I Zone Wildland Fire Fighting for Company Officers

KEY AREA: Training

INDICATOR:

- Present in-house class from the California State Fire Marshal Office

ACTION PLAN:

- Set-up of in-house class
- Establish attendance list of personnel attending.
- Audit of training budget.
- Monitoring system for tracking personnel completion of courses.

PERFORMANCE MEASURES:

- Presentation of class as scheduled
- Training and testing to a competent level
- Assessment of overall program.
- Achievement of California State Fire Marshal Office Certificate

GOALS AND OBJECTIVES

FISCAL YEAR 2011

| |
|---------------------------|
| <u>OBJECTIVE#6</u> |
|---------------------------|

| |
|---|
| To complete station information/instruction books |
|---|

KEY AREA: Facilities

INDICATOR:

- All station captains will have access to detailed information about each station within the district.

ACTION PLAN:

- Develop list of station repair/maintenance vendors.
- Develop a detailed site property diagram
- List of all pertinent information to replace or order repairs of station appliances and equipment.

PERFORMANCE MEASURES:

- Completed manual placed in all fire district stations within twelve months.

GOALS AND OBJECTIVES

FISCAL YEAR 2011

OBJECTIVE #7

Adopt a Wildland Interface Face Code for the Tahoe Douglas Fire Protection District

KEY AREA: Fuels Management/Fire Prevention

INDICATOR:

- Community Wildfire Protection Plan and Nevada-California Tahoe Basin Fire Commission Report

ACTION PLAN:

- Adopt Wildland Urban Interface (WUI) Code.
- Provide property owners with educational outreach on new code
- Provide developers, contractors, and architects with educational outreach regarding new code
- Develop plan for periodic compliance inspections

PERFORMANCE MEASURES:

- Trustees approve forwarding adoption to County Commissioners
- County Commissioners adopt WUI code
- WUI code adopted complies with Lake Tahoe Regional Fire Chiefs “Nine Point Letter” and findings of Nevada-California Tahoe Basin Fire Commission Report.

GOALS AND OBJECTIVES

FISCAL YEAR 2010/2011

| |
|--|
| OBJECTIVE #8 Implement Operational Permit Program |
|--|

KEY AREA: Fire Prevention

INDICATOR:

- 2006 International Fire Code – The IFC identifies specific activities for which an operational permit shall be issued. These activities include blasting, hot work, outdoor assemblies, etc. This process will provide for an increased level of customer service as those responsible for these activities will have a clear understanding of Fire District requirements prior to commencing the activity.

ACTION PLAN:

- Develop operational permit application process (no fee to customer).
- Develop written materials to support this program.
- Hold stakeholders meeting to gather public input and describe the process.
- Develop tracking program for operational permits

PERFORMANCE MEASURES:

- Application Process is developed
- Written materials developed
- Stakeholders meeting held and necessary modifications made.
- Informational materials and application posted to the website.
- Operational permit process implemented.

GOALS AND OBJECTIVES

FISCAL YEAR 2010/2011

| |
|--|
| <p><u>OBJECTIVE #9</u> Establish neighborhood specific Wildland Fire Pre-Incident Planning Program</p> |
|--|

KEY AREA: Fuels Management

INDICATOR:

- Community Wildfire Protection Plan

ACTION PLAN:

- Review existing formats and programs for this process.
- Choose best alternative.
- Begin process of developing neighborhood Wildland Pre-Incident Planning Program.

PERFORMANCE MEASURES:

- Wildland Pre-Incident Program is developed.
- Completion of Wildland Pre-Incident Plans for a minimum of two neighborhoods.

CAPITAL IMPROVEMENT PLAN

FISCAL YEARS 2011-2015

Physical Resources

The physical resources of the Fire District consist of its fire stations, apparatus and equipment. Each year the Physical Resources Committee meets to check on current fiscal year capital projects and plan capital projects for the next five-year period. Tasks are assigned to members with interest and expertise in stations, fire apparatus, computers, ambulances, hazardous materials, E.O.D., and numerous other important areas. Information is brought forward to the committee and decisions are made based on necessity, cost, time frame and an underlying resolve to improve service delivery to our customers. This process has resulted in a well-planned, logical course of direction to maintain, replace and acquire millions of dollars worth of capital items.

The District has four fire stations: Kingsbury Station #1, Roundhill Station #3, Zephyr Cove Station #4, and Glenbrook Station #5. Fire Station #2 was eliminated in 1980 when the Lake Tahoe Fire Protection District and the Kingsbury Fire Protection District merged to form the Tahoe Douglas Fire Protection District.

Fire Station #1 was demolished and rebuilt in the spring of 2001. The new Fire Station #1 was completed and occupied in January 2002. Station #1 houses a three-person engine company. The ladder truck and brush engine are positioned at Station #1. A complete remodel of Fire Station #3 was finished in the summer of 1998. Station #3 houses a two-person engine company and one paramedic ambulance. The administrative staff is also housed at Station #3. Reserve fire and ambulance units are kept at Station #3. Fire Station #4 was completely torn down and rebuilt in 1991 and houses three to four personnel. This station staffs a rescue engine and paramedic ambulance. The rope rescue and extrication equipment are deployed from Station #4. **Marine-4 is currently housed at Station #3 and Water Tender-4 is currently housed at Station #5 to accommodate the USFS and Battalion-1.** Fire Station #5 was remodeled in 1986. Station #5 houses a two to three-person engine company. The E.O.D unit and the Haz-Mat trailer are positioned at Station #5.

The Zephyr Crew currently operates out of a temporary facility at Logging Road Lane. The fire district is currently working to acquire land to build a permanent crew facility that would also have additional storage space for fire district reserve equipment/engines.

CAPITAL IMPROVEMENT PLAN

FISCAL YEARS 2011-2015

Apparatus is the second largest capital item. The expected service life of fire engines is 20 years. Two Type-I fire engines were replaced in 2006. The engines replaced had over 20 years of service logged. The 1973 ladder truck was replaced in 2004 with over 30 years of service. **A new Type-III Brush Engine was scheduled for purchase in fiscal year 2010. The purchase was not made and has been changed to a type-I engine for fiscal year 2011.**

Emergency Medical Service Alarms account for approximately 75% of our emergency responses. In 2007, the Fire District received a \$97,000 grant from Harrah's/Harvey's Casino to replace all of our cardiac monitor/defibrillators, and Automatic External Defibrillators. The new monitors have 12 lead monitoring capability, end tidal CO2 monitoring, capnography, and automatic blood pressure monitoring. The service life of our ambulances has been greatly increased by replacing the chassis and rotating each ambulance through the "reserve" position. We will begin the fleet refurbishment process as the chassis reach their service life mileage goal of 90,000 miles.

The Water Rescue Program has blossomed over the years from humble beginnings. We have become an integral resource for rescue on Lake Tahoe. We are currently equipped with state of the art equipment. Marine-4 will respond from Station #4 in the off-season and is one of the only water rescue services available 24/7. Marine-4 has been pre-deployed at Bitler's for the boating season, when access to launch ramps may cause a delayed response. Two personal watercrafts and a trailer have been acquired through the grant process. These units are responded from Station #3.

The Tahoe Douglas Bomb Squad's capabilities have grown significantly in recent years. Our "Post 9/11 World" has driven this growth. Significant State Homeland Security grant monies have been pursued, awarded, and put to work in this program. With the assistance of this funding, the Nevada State Bomb Squad Association has been formed. This association links the four FBI accredited Nevada bomb squads and has led to the creation of the first edition of the strategic plan for Nevada bomb squads to identify statewide response capabilities and assists in setting standards for training, exercise and equipment statewide. Recent grant equipment acquisitions include a command style response vehicle, a rapid response vehicle, enhanced robotics, render safe tools, and state of the art personal protective equipment. In addition, bomb technicians received funding for and have completed advanced training courses to further increase technical capabilities.

The Fuels Management Program was established in fiscal year 2005. This program has grown rapidly. The District implemented a chipping program during FY 2007. A 20 person fuels/fire crew, the Zephyr Crew was added in FY 2009. **In FY 2010, an additional 5-person fuels reduction squad was added to allow seven day per week staffing.** A significant part of the program is funded on a fee for service basis through grant funded projects. A 5-cent tax override for the Fuels Management program was approved by the voters in November of 2008 and **was** implemented 1 July 2009.

There are projects and purchases addressed through the strategic planning process that don't meet the capital asset threshold of \$1,000. These items are purchased under particular line items in the operating budget. These purchases will also be identified under "miscellaneous projects" in the Capital Improvement Plan.

CAPITAL IMPROVEMENT PLAN

FISCAL YEARS 2011-2015

Following is the currently proposed five-year capital improvement plan and details of the five funds that provide revenue for capital improvements.

The General Fund can be used for infrastructure, information technologies and other miscellaneous capital assets. Revenue for this fund is derived primarily from current operating revenue, account balances and accrued interest.

The Capital Projects Fund is used for major improvement or replacement of fixed assets (stations), and purchase of rolling stock. A two-cent Ad Valorem Tax, interest on fund reserves, the selling of old apparatus and transfers from cash reserves provide the revenue for this fund.

The Special Services Fund provides revenue to purchase and replace equipment for all areas of service other than fire, EMS and Fuels Management. These services include hazardous materials response, bomb squad, rope rescue, water rescue, and confined space rescue. Revenue for the Special Services Fund is from several sources; grants from county, state and federal sources, revenue from contract services, and transfers from the General Fund.

The Ambulance Enterprise Fund along with its funding mechanism, a voter approved tax increase for paramedic service, and depreciation schedule, is used to purchase, replace or refurbish EMS equipment and ambulances.

The Fuels Management Fund is used for all aspects of the fuels management program, including: forest fuels reduction projects, vegetation recycling and disposal, curbside chipping, defensible space inspections, tree removal permitting, wildland training, the Zephyr Crew program (fuels reduction and wildland fire suppression, and public outreach/public education. Revenue for the Fuels Management Fund is from reimbursements for fuels projects, grant funding, incident reimbursement, and the voter approved tax override, passed in November of 2008.

CAPITAL IMPROVEMENT PLAN

FISCAL YEARS 2011/2015

GENERAL FUND

*Spending on capital improvements from the General Fund has been suspended until economic conditions improve. Grant money will be the primary source of funding for capital items.

| GENERAL FUND IMPROVEMENTS FISCAL YEAR 2011 | |
|---|-----------------|
| Station Upgrades | \$20,000 |
| Information Technology | \$5,000 |
| Wellness / Fitness | \$6,000 |
| Communications | \$25,000 |
| Hand Held Radios | \$7,500.00 |
| TOTAL | \$63,500 |

- **Station Upgrades-** Future station upgrades.
- **IT-** Replacement of oldest computers, printers, upgrades of hardware and software.
- **Wellness / Fitness Equipment-** Replace and add exercise equipment.
- **Communications Equipment-** Replace and upgrade components of radio system. Replace hand-held radios in 2011 and 2012 for utilization with County communications upgrade

| GENERAL FUND IMPROVEMENTS FISCAL 2012-2015 | | | |
|---|--------------------|--------------------|--------------------|
| FY 2012 | FY 2013 | FY 2014 | FY 2015 |
| Station Upgrades | Station Upgrades | Station Upgrades | Station Upgrades |
| IT | IT | IT | IT |
| Wellness / Fitness | Wellness / Fitness | Wellness / Fitness | Wellness / Fitness |
| Communications | Communications | Communications | Communications |
| -63,500- | -60,000- | -60,000- | -60,000- |

- **Station Upgrades-** Future station upgrades.
- **IT-** Replacement of oldest computers, printers, upgrades of hardware and software.
- **Wellness Fitness-** Replace and add exercise equipment.
- **Communications-** Replace and upgrade components of radio system.

CAPITAL IMPROVEMENT PLAN

FISCAL YEARS 2011-2015

CAPITAL PROJECTS FUND

| CAPITAL PROJECTS FUND FISCAL YEAR 2011 | |
|---|----------------|
| Type I Engine | 500,000 |
| Staff Vehicle (Prevention) | 30,000 |
| Command Vehicle (B/C) | 75,000 |
| | |
| TOTAL | 605,000 |

- **Type-I Engine- Replacement schedule for type-I engines.**
- **Staff Vehicle- Replace U0403 (sent to fuels management)**
- **Command Vehicle- Replacement of 1999 B/C unit**

| CAPITAL PROJECTS FUND FISCAL YEARS 2012-2015 | | | |
|---|------------------|-----------------|----------------|
| FY 2012 | FY 2013 | FY 2014 | FY 2015 |
| | Type-III Engine | Patrol | |
| | | Staff Vehicle | |
| | | | |
| 0 | -380,000- | -80,000- | 0 |

FISCAL YEAR 2012

- **No planned purchases**

FISCAL YEAR 2013

- **Type-III Engine- To augment wildland firefighting capabilities**

FISCAL YEAR 2014

- **Patrol- Replace 1993 patrol vehicle**
- **Staff Vehicle- Replace 1988 Ford Explorer**

FISCAL YEAR 2015

- **No planned purchases**

CAPITAL IMPROVEMENT PLAN

FISCAL YEARS 2011/2015

SPECIAL SERVICES FUND

*Spending on capital improvements from the Special Services Fund has been suspended until economic conditions improve. Grant money will be the primary source of funding for capital items.

The Tahoe Douglas Bomb Squad received grant funding through Homeland Security for the purchase of a new bomb squad vehicle and complete outfitting.

| Hazardous Materials/Rescue/EOD 2011-2015 | | | | |
|---|-----------------------|-----------------|-----------------|-----------------|
| FY 2011 | FY 2012 | FY 2013 | FY 2014 | FY 2015 |
| Haz-Mat Equip | Haz-Mat Equip | Haz-Mat Equip | Haz-Mat Equip | Haz-Mat Equip |
| Rescue Equip | Rescue Equip | Rescue Equip | Rescue Equip | Rescue Equip |
| Dry Suits | Ranger Rescue Vehicle | Ice Rescue Suit | Dry Suits | Ice Rescue Suit |
| RIT Equipment | | | | |
| -10,000- | -10,000- | -10,000- | -10,000- | -10,000- |

FISCAL YEAR 2011

- **Haz-Mat Equipment-** Acquire or replace equipment for Hazardous Materials program.
- **Rescue Equipment-** Acquire or replace equipment for various rescue programs.
- **Dry Suits-** Replace oldest dry suits for surface water rescue.
- **RIT Equipment- Purchase RIT bag for rescue in IDLH environments**

FISCAL YEAR 2012

- **Ranger Utility Vehicle-** Purchase six wheel utility/rescue vehicle for special events and back country incidents where full size vehicle access is not possible
- **Haz-Mat Equipment-** Acquire/replace equipment for Haz-Mat program
- **Rescue Equipment-** Acquire/replace equipment for rescue programs

FISCAL YEAR 2013

- **Ice Rescue Suits-** Replace oldest ice rescue suits
- **Haz-Mat Equipment-** Acquire/replace equipment for Haz-Mat program
- **Rescue Equipment-** Acquire/replace equipment for rescue programs

FISCAL YEAR 2014

- **Haz-Mat Equipment-** Acquire/replace equipment for Haz-Mat program
- **Rescue Equipment-** Acquire/replace equipment for rescue programs
- **Dry Suits-** Replace oldest surface water rescue dry suits

FISCAL YEAR 2015

- **Haz-Mat Equipment-** Acquire/replace equipment for Haz-Mat program
- **Rescue Equipment-** Acquire/replace equipment for rescue programs
- **Dry Suits-** Replace oldest surface water rescue dry suits

CAPITAL IMPROVEMENT PLAN

FISCAL YEARS 2011/2015

AMBULANCE ENTERPRISE FUND

| AMBULANCE ENTERPRISE FUND FISCAL YEAR 2011 | |
|---|----------------|
| Re-Chassis 2002 Medic Unit | 100,000 |
| Re-Chassis 2003 Medic Unit | 100,000 |
| Purchase Adult EMS Mannequin | 3,500 |
| Total | 203,500 |

- **Re-Chassis Two Medic Units-** Re-Chassis 2002, 2003 medic units/end of service life. First unit in July, second in September 2011.
- **EMS Mannequin-** Purchase adult EMS/airway mannequin for skills training/testing.

| AMBULANCE ENTERPRISE FUND FISCAL YEARS 2012-2015 | | | |
|---|--------------------------------|-----------------------------|--|
| FY 2012 | FY 2013 | FY 2014 | FY 2015 |
| Re-Chassis 2004 Medic Unit | Purchase One Auto-Pulse Device | Replace/Update ECG Monitors | Replace/Update Gurneys |
| Purchase Two Auto-Pulse Devices | | | Update/Replace Medic Unit Laptop Computers |
| Pediatric EMS Mannequin | | | |
| Purchase EZ-IO Units | | | |
| 164,200 | 14,000 | 60,000 | 42,000 |

FISCAL YEAR 2012

- **Re-Chassis 2004 Medic Unit-** Service life of chassis will have been reached
- **Purchase Two Auto-Pulse Units-** Purchase Auto-Pulse CPR units
- **Airway Mannequin-** Purchase adult and pediatric airway mannequin for training
- **Purchase EZ-IO Units-** Purchase six intraosseous infusion drill kits

FISCAL YEAR 2013

- **Purchase Auto-Pulse Device-** Purchase Auto-Pulse CPR unit

FISCAL YEAR 2014

- **Replace/Update ECG Monitors-** Replace/Update ALS ECG Monitors

FISCAL YEAR 2015

- **Replace/Update Gurneys-** Replace/Update lift-assist gurneys
- **Replace/Update Medic Unit Laptops-** Replace/Update EMS laptop computers

CAPITAL IMPROVEMENT PLAN

FISCAL YEARS 2011/2015

FUELS MANAGEMENT FUND

| FUELS MANAGEMENT FUND FISCAL YEAR 2011 | |
|---|---------------|
| Re-Chassis Chipper Truck | 40,000 |
| Purchase Trailer Mounted Sani-Hut | 5,000 |
| Relocate Temporary Facility | 50,000 |
| Total | 95,000 |

- **Re-Chassis Chipper Truck-** Current chassis has reached service life
- **Trailer Mounted Sani-Hut-** Currently rented. Purchase cost recovered in 3 years
- **Relocate Facility-** Permitting constraints may require relocation of fuels facility

| FUELS MANAGEMENT FUND FISCAL YEARS 2012-2015 | | | |
|---|-------------------------|--------------------------------|-----------------|
| FY 2012 | FY 2013 | FY 2014 | FY 2015 |
| Remote Weather Station | Permanent Crew Facility | Purchase Skid-Steer Masticator | Replace Chipper |
| Electric Sign Board | | | |
| | | | |
| | 1,000,000 | 150,000 | 30,000 |

FISCAL YEAR 2012

- **Weather Station-** Purchase remote weather station for prescribed fires.
- **Sign Board-** Purchase electric sign board for prescribed fire notifications

FISCAL YEAR 2013

- **Permanent Crew Facility-** Build a permanent fuels crew facility

FISCAL YEAR 2014

- **Skid-Steer masticator-** Purchase one skid-steer masticator

FISCAL YEAR 2015

- **Replace Chipper-** Current Chipper has reached service life

MISCELLANEOUS PROJECTS

| MISCELLANEOUS PROJECTS (NON-CAPITAL) FISCAL YEAR 2011 | |
|--|---------------|
| SCBA Bottle Replacement (10) | 9,000 |
| SCBA Pack Upgrades (5) | 10,000 |
| PPE Replacement | 40,000 |
| Rope Rescue Equipment | 2,000 |
| Sawyer's Chaps (12) | 1,200 |
| RIT Equipment | 2,000 |
| Haz-Mat Training Materials | 1,600 |
| Total | 65,800 |

- **SCBA Bottle Replacement-** Scheduled replacement of bottles reaching service life.
- **SCBA Pack Upgrades-** To meet current OSHA standards
- **PPE Replacement-** Continuous replacement of old turnouts/helmets
- **Rope Rescue Equipment-** Replacement of rope, harnesses and other high and low angle equipment.
- **Sawyer's Chaps-** Replace obsolete chaps to meet new safety standards
- **RIT Equipment-** Purchase equipment to allow firefighters to safely egress from IDLH environments
- **Haz-Mat Training Materials-** Upgrade materials for Haz-Mat Training Program

CAPITAL IMPROVEMENT PLAN

FISCAL YEARS 2010/2019

CAPITAL PROJECTS LONG RANGE PURCHASES (10 YEARS)

| YEAR | APPARATUS | COST | SOURCE | REVENUE | BALANCE |
|----------|-----------------|---------|-----------------|---------|---------|
| F/Y 2010 | | | Balance Forward | | 560,000 |
| F/Y 2011 | | | TAXES | 150,000 | 710,000 |
| | | | INTEREST Est. | 10,000 | 720,000 |
| | Reserve Engine | | SALE/ASSETS | 10,000 | 730,000 |
| | B/C Unit | 75,000 | | | 655,000 |
| | Staff Vehicle | | | | 625,000 |
| | Type-I Engine | | | | 125,000 |
| F/Y 2012 | | | TAXES | 150,000 | 275,000 |
| | | | INTEREST | 5,000 | 280,000 |
| | | | | | 280,000 |
| F/Y 2013 | | | TAXES | 150,000 | 430,000 |
| | | | INTEREST | 5,000 | 435,000 |
| | Type III Engine | 380,000 | | | 55,000 |
| F/Y 2014 | | | TAXES | 150,000 | 205,000 |
| | | | INTEREST | 2,000 | 207,000 |
| | | | SALE/ASSETS | 2,000 | 209,000 |
| | Patrol | 50,000 | | | 159,000 |
| | Staff Vehicle | 45,000 | | | 114,000 |
| F/Y 2015 | | | TAXES/INT | 170,000 | 284,000 |
| | | | | | |
| F/Y 2016 | | | TAXES/INT | 180,000 | 464,000 |
| | Type I Engine | 600,000 | | | -0- |
| F/Y 2017 | | | TAXES/INT | 150,000 | 150,000 |
| | | | | | |
| F/Y 2018 | | | TAXES/INT | 160,000 | 310,000 |
| | Rescue Boat | 200,000 | | | 110,000 |
| F/Y 2019 | | | TAXES/INT | 170,000 | 280,000 |
| | | | | | |
| | | | | | |
| | | | | | |

EMS CAPITAL PROJECTS

Depreciation Justification

Funding for capital expenditures in the Ambulance Enterprise Fund comes from retained earnings that are a result of depreciating capital items and the proceeds from selling used equipment. The main capital items in the Ambulance Enterprise Fund are ambulances, defibrillators, computers, gurneys and stair chairs. These items must be depreciated over five years by the “straight line method”. We anticipate keeping the ambulances ten years, defibrillators five years and the computers five years.

We have made estimates and assumptions on the cost of replacement of capital items and established a Depreciation Schedule accordingly along with what we could reasonably expect to receive by selling the used items.

Following is the Capital Acquisition and Replacement Plan and Depreciation Schedule; outlining the current ten year plan for ambulance, defibrillator, computer, gurney, stair-chair, and training mannequin needs.

We currently have one 2002 ambulance, one 2003 re-chassis ambulance, and one 2004 re-chassis ambulance. Our current replacement schedule is approximately every ten years. The replacement schedule may vary from the projected ten years, due to the re-chassis program extending service life. The cost of refurbishing is roughly 60% of the cost of replacement. The ambulance box has a lifetime warranty. We sold the 1992 ambulance after the second 1996 ambulance was refurbished in 03/04.

The second capital item is defibrillators. We have two types: paramedic defibrillators (manual heart monitor/defibrillators), and AED’s (automatic external defibrillators). We replaced all of our paramedic defibrillators and AED’s in 2007 with a grant from Harrah’s/Harvey’s. A five-year life is reasonable for all of the defibrillators due to regularly scheduled preventative maintenance and changes in technology.

The third capital item is computers to be used by the paramedics and EMS Chief for Patient Care Reports and ambulance billing. We anticipate replacing them once they are fully depreciated after five years, due primarily to changes in technology. Two Computers were added to Station #3 in FY 2005 for the paramedics and a new computer was purchased for the EMS Battalion Chief. Lap-Top computers were purchased for the ambulances in 2008.

The other depreciated capital items are gurneys, stair chairs, and a training mannequin. These items were purchased in 2004 and 2006, and 2009 respectively.

2010-2014 EMS Capital Acquisition and Replacement Plan

| EQUIPMENT | PRICE | PURCHASE YEAR | DEPRECIATION | 2011 | 2012 | 2013 | 2014 | 2015 |
|----------------------|---------|------------------|---------------|--------|--------|---------|--------|---------|
| MEDIC UNIT #0102 | 107,862 | 2009 | 5 YEARS | | | | | |
| 2002 New Purchase | | DEPRECIATION | COMPLETED '06 | | 19,000 | 19,000 | 19,000 | 19,000 |
| 2011 Re-Chassis Unit | 95,000 | REPLACEMENT COST | | 95,000 | | | | |
| MEDIC UNIT #0203 | 85,245 | 2010 | 5 YEARS | | | | | |
| 2003 Re-Chassis Unit | 81,675 | DEPRECIATION | COMPLETED '07 | | | 19,500 | 19,500 | 19,500 |
| 2012 Re-Chassis Unit | 97,500 | REPLACEMENT COST | | | 97,500 | | | |
| MEDIC UNIT #0304 | 85,245 | 2011 | 5 YEARS | | | | | |
| 2004 Re-Chassis Unit | 85,652 | DEPRECIATION | COMPLETE '08 | | | | 20,000 | 20,000 |
| 2013 Re-Chassis Unit | 100,000 | REPLACEMENT COST | | | | 100,000 | | |
| PM Monitor | 30,000 | 2007 | 5 YEARS | | | | | |
| | | DEPRECIATION | | 6,000 | 6,000 | | | |
| | | REPLACEMENT COST | | | | | | 40,000 |
| PM Monitor | 30,000 | 2007 | 5 YEARS | | | | | |
| | | DEPRECIATION | | 6,000 | 6,000 | | | |
| | | REPLACEMENT COST | | | | | | 40,000 |
| PM Monitor | 30,000 | 2007 | 5 YEARS | | | | | |
| | | DEPRECIATION | | 6,000 | 6,000 | | | |
| | | REPLACEMENT COST | | | | | | 40,000 |
| AED-Engines (4) | 12,600 | 2007 | 5 YEARS | | | | | |
| 3,150 EACH | | DEPRECIATION | | 2,520 | 2,520 | | | |
| | | REPLACEMENT COST | | | | | | 15,000 |
| AED-Chiefs (5) | 7,800 | 2007 | 5 YEARS | | | | | |
| 1,560 EACH | | DEPRECIATION | | 1,560 | 1,560 | | | |
| | | REPLACEMENT COST | | | | | | 10,000 |
| Training Mannequin | 8000 | 2009 | 5 YEARS | | | | | |
| | | DEPRECIATION | | 1,600 | 1,600 | 1,600 | 1,600 | |
| | | REPLACEMENT COST | | | | | | 10,000 |
| COMPUTERS | 4,000 | 2005 | 5 YEARS | | | | | |
| Sta. 3 (2) | | DEPRECIATION | | 800 | | 800 | 800 | 800 |
| 2,000 EACH | | REPLACEMENT COST | | | 4,000 | | | |
| COMPUTERS (3) | 15,000 | 2008 | 5 YEARS | | | | | |
| EMS Charting Laptop | | DEPRECIATION | | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 5,000 EACH (X3) | | REPLACEMENT COST | | | | | | |
| Stair Chairs (X3) | 6,000 | 2004 | 5 YEARS | | | | | |
| 2,000 EACH | | DEPRECIATION | | | | | | |
| | | REPLACEMENT COST | | | | | | 6,000 |
| GURNEYS (X3) | 30,000 | 2006 | 5 YEARS | | | | | |
| 10,000 EACH | | DEPRECIATION | | 6,000 | 6,000 | | | |
| | | REPLACEMENT COST | | | | | | 30,000 |
| DEPRECIATION | | | | 32,680 | 45,680 | 43,100 | 60,100 | 62,300 |
| SALE OF ASSETS | | | | 3,000 | 3,000 | 3,000 | | |
| EXPENDITURES | | | | 95,000 | 97,500 | 100,000 | | 191,000 |

2016-2020 EMS Capital Acquisition and Replacement Plan

| EQUIPMENT | PRICE | PURCHASE YEAR | DEPRECIATION | 2016 | 2017 | 2018 | 2019 | 2020 |
|--------------------|-------|------------------|--------------|--------|---------|---------|---------|---------|
| MEDIC UNIT #1 | | 2017 | 5 YEARS | | | | | |
| | | DEPRECIATION | | 19,000 | | 26,000 | 26,000 | 26,000 |
| | | REPLACEMENT COST | | | 130,000 | | | |
| MEDIC UNIT #2 | | 2018 | 5 YEARS | | | | | |
| | | DEPRECIATION | | 19,500 | 19,500 | | 28,000 | 28,000 |
| | | REPLACEMENT COST | | | | 140,000 | | |
| MEDIC UNIT #3 | | 2019 | 5 YEARS | | | | | |
| | | DEPRECIATION | | 20,000 | 20,000 | 20,000 | | 30,000 |
| | | REPLACEMENT COST | | | | | 150,000 | |
| PM Monitor | | 2015 | 5 YEARS | | | | | |
| | | DEPRECIATION | | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| | | REPLACEMENT COST | | | | | | |
| PM Monitor | | 2015 | 5 YEARS | | | | | |
| | | DEPRECIATION | | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| | | REPLACEMENT COST | | | | | | |
| PM Monitor | | 2015 | 5 YEARS | | | | | |
| | | DEPRECIATION | | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| | | REPLACEMENT COST | | | | | | |
| AED Engines (4) | | 2015 | 5 YEARS | | | | | |
| 3,750 EACH | | DEPRECIATION | | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| | | REPLACEMENT COST | | | | | | |
| AED Chiefs (5) | | 2015 | 5 YEARS | | | | | |
| 2,000 EACH | | DEPRECIATION | | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| | | REPLACEMENT COST | | | | | | |
| Training Mannequin | | 2015 | 5 YEARS | | | | | |
| | | DEPRECIATION | | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| | | REPLACEMENT COST | | | | | | |
| COMPUTERS (2) | | 2017 | 5 YEARS | | | | | |
| Sta. 3 PM | | DEPRECIATION | | 800 | | 600 | 600 | 600 |
| | | REPLACEMENT COST | | | 3000 | | | |
| COMUTERS-(3) | | 2016 | 5 YEARS | | | | | |
| Lap-tops | | DEPRECIATION | | | 3,000 | 3,000 | 3,000 | 3,000 |
| | | REPLACEMENT COST | | 15,000 | | | | |
| Stair Chairs (3) | | 2015 | 5 YEARS | | | | | |
| | | DEPRECIATION | | 1,200 | 1,200 | 1200 | 1,200 | 1,200 |
| | | REPLACEMENT COST | | | | | | |
| GURNEYS (3) | | 2015 | 5-YEARS | | | | | |
| | | DEPRECIATION | | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| | | REPLACEMENT COST | | | | | | |
| DEPRECIATION | | | | 99,500 | 79,700 | 89,800 | 97,800 | 127,800 |
| SALE OF ASSETS | | | | | 3,000 | 3,000 | 3,000 | |
| EXPENDITURES | | | | 15,000 | 133,000 | 140,000 | 150,000 | |

Fuels Management Budget Projections

| FUELS MANAGEMENT FUND | FY 2011 | FY 2011 | FY 2012 | FY 2012 | FY 2013 |
|----------------------------|-----------|---------|-----------|---------|-----------|
| REVENUE | PROJECTED | ACTUAL | PROJECTED | ACTUAL | PROJECTED |
| BEGINNING FUND BALANCE | 207,691 | | 42,718 | | 115,134 |
| AD VOLOREM | 633,908 | | 665,605 | | 698,885 |
| INTEREST INCOME | 5,000 | | 5,000 | | 5,000 |
| PROJECT INCOME | 680,000 | | 680,000 | | 680,000 |
| INCIDENT INCOME | 100,000 | | 100,000 | | 100,000 |
| | | | | | |
| | | | | | |
| TOTAL RESOURCES | 1,626,599 | | 1,493,323 | | 1,599,019 |
| | | | | | |
| FUELS MANAGEMENT FUND | FY 2011 | FY 2011 | FY 2012 | FY 2012 | FY 2013 |
| EXPENDITURES | PROJECTED | ACTUAL | PROJECTED | ACTUAL | PROJECTED |
| SALARIES / WAGES | 1,037,077 | | 1,068,189 | | 1,100,235 |
| SERVICE / SUPPLIES | 299,000 | | 250,000 | | 250,000 |
| Equip./Veh. DEPRECIATION | 18,470 | | 18,470 | | 18,470 |
| CAPITAL OUTLAY | 125,000 | | 60,000 | | 60,000 |
| | | | | | |
| | | | | | |
| TOTAL EXPENDITURES | 1,461,077 | | 1,378,189 | | 1,410,235 |
| ENDING FUND BALANCE | 42,718 | | 115,134 | | 188,784 |

Fuels Management Depreciation Schedule

| Item Description | Price | Purchase Year | Dep. Term | FY 2011 | FY 2012 | FY 2013 | FY 2014 | FY 2015 |
|-------------------|--------|---------------|-----------|---------|---------|---------|---------|---------|
| Crew Transport #1 | 25,000 | FY 2009 | 10 Years | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| | | | FY 09-19 | | | | | |
| Crew Transport #2 | 25,000 | FY 2009 | 10 Years | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| | | | FY 09-19 | | | | | |
| Crew Transport #3 | 26,000 | FY 2009 | 10 Years | 2,600 | 2,600 | 2,600 | 2,600 | 2,600 |
| | | | FY 09-19 | | | | | |
| Crew Transport #4 | 26,000 | FY 2009 | 10 Years | 2,600 | 2,600 | 2,600 | 2,600 | 2,600 |
| Crew Transport #5 | 27,000 | FY 2009 | 10 Years | 2,700 | 2,700 | 2,700 | 2,700 | 2,700 |
| | | | FY 09-19 | | | | | |
| Chipper #1 | 25,000 | FY 2007 | 10 Years | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| | | | FY 07-17 | | | | | |
| Chipper #2 | 25,000 | FY 2009 | 10 Years | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| | | | FY 09-19 | | | | | |
| Crew Sup Truck | 35,000 | FY 2010 | 10 Years | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| | | | FY 10-20 | | | | | |
| Portable Pump | 2,700 | FY 2010 | 5 Years | 270 | 270 | 270 | 270 | 270 |
| | | | FY 10-14 | | | | | |

FINANCIAL TRENDS AND PROJECTIONS

FUND TYPES AND DESCRIPTIONS

The Tahoe-Douglas Fire Protection District uses funds and account groups to report on its financial position and the results of its operations. Funds are classified into three fund types: governmental, proprietary and fiduciary. Each fund, in turn, is divided into separate broad account groups.

Governmental Funds

General Fund - The General Fund is the general operating fund of the District. It is used to account for all financial resources except those accounted for in another fund.

Capital Projects Fund - The Capital Projects Fund is used to account for resources to be used for the acquisition of general fixed assets, primarily apparatus.

Special Revenue Fund - The Special Revenue Fund (Sick Leave Reserve Fund) is a fund dedicated specifically and exclusively to fund the District's sick leave obligation.

The Fuels Management Fund is used for all aspects of the fuels management program, including: forest fuels reduction projects, vegetation recycling and disposal, curbside chipping, defensible space inspections, tree removal permitting, wildland training, the Zephyr Crew program (fuels reduction and wildland fire suppression, and public outreach/public education. Revenue for the Fuels Management Fund is from reimbursements for fuels projects, grant funding, incident reimbursement, and the voter approved tax override, passed in November of 2008.

Proprietary Fund

Enterprise Fund - The Ambulance Enterprise Fund is used to account for the operations of the ambulance department. Enterprise Funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods and services from such activities are provided to outside parties.

Fiduciary Funds

Fiduciary Funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the government.

Expendable Trust Fund - The expendable Trust Fund is designed to provide stewardship over expendable assets held in trust by the government, and functions much like a government fund. Expendable Trust Funds are used to account for trusts where both principal and earnings may be spent for the trust's intended purpose. For fiscal year

1995, the District's Board of Trustees created an Expendable Trust Fund to account for group health, dental, vision, life and disability insurance in accordance with Division II Benefits.

FINANCIAL PROJECTIONS

The financial projections presented here are based using FY 2009 as the base year. The historical data is for reference only. Projecting future trends is a difficult process at best. There are numerous unknowns and the state and county political situations are in a constant state of change. However, in order to plan for our financial future we must project into the future. The projections are not intended to be exact, but to establish a general trend.

The projections were developed based on a number of revenue and expenditure assumptions. First, it is assumed that the District will reduce the current level of service from the current 54 personnel. Second; the primary revenue sources, Ad Valorem will increase in very small increments based on limited growth potential within the District and should be expected to lag behind inflationary growth. Consolidated Tax (CTX) is expected to continue downward based on the current financial outlook. Also, interest income is based on historical as well as projected interest rates and fund balances.

The Ambulance Enterprise Fund charges for service are based on total billing less 9.5% for Medicare not allowed. Medicare not allowed is deducted directly from the total amounts billed because we accept assignment directly from Medicare. Therefore, by federal regulation, the balance of the amount due is not collectible from the patient. The Bad Debt figure on the expenditures side is the balance of un-collectable fees using a total of 35% as un-collectable. Although the District has done better than this historically, we anticipate the amount Medicare reimburses is not going to keep pace with increased rates. Replacement of ambulances and defibrillators is accomplished through depreciation as an expense.

The Health Insurance Fund pays employee and retiree health premiums for the fiscal year. Revenue is generated through fund transfers.

The Sick Leave Special Revenue Fund, which has a Board approved .01 ad-valorem tax rate, should be sufficient to meet projected annual plus retirement payouts.

The Capital Projects Fund data to support the figures is presented elsewhere in this report. These show the projected apparatus additions and deletions projected by the Strategic Planning Committee.

The Special Services Fund originates from four sources; an annual grant from Douglas County, Haz-Mat Grants, and Recycle Grants from State resources, income from contracts with surrounding jurisdictions for EOD services, and revenue transfers from the General Fund.

District Fund Projections

| FISCAL YEAR | 2009 | 2010 | PERCENT | 2011 | PERCENT |
|----------------------------|---------------|---------------|----------------|------------------|----------------|
| BUDGET FIGURES | ACTUAL | BUDGET | CHANGE | TENTATIVE | CHANGE |
| AD VALOREM RATE | 0.5881 | 0.5881 | 0.00% | 0.5881 | 0.00% |
| GENERAL FUND | 2009 | 2010 | PERCENT | 2011 | PERCENT |
| REVENUE | ACTUAL | BUDGET | CHANGE | TENTATIVE | CHANGE |
| BEGINNING FUND BALANCE | 681,321 | 415,222 | -39.05% | 672,712 | 62.01% |
| AD VALOREM | 1,925,630 | 2,190,117 | 13.73% | 2,532,652 | 15.64% |
| CONSOLIDATED TAXES | 4,486,918 | 4,404,415 | -1.84% | 3,886,775 | -11.75% |
| INTEREST INCOME | 2,351 | 100 | -95.75% | 1,000 | 900% |
| OTHER INCOME (Strike Team) | 455,897 | 260,000 | -42.97% | 0 | -100% |
| PLAN CHECK FEE | 28,411 | 10,000 | -64.80% | 10,000 | 0.00% |
| TOTAL RESOURCES | 7,584,238 | 7,279,854 | -4.02% | 7,103,139 | -2.43% |
| GENERAL FUND | 2009 | 2010 | PERCENT | 2011 | PERCENT |
| EXPENDITURES | ACTUAL | BUDGET | CHANGE | PROJECTED | CHANGE |
| SALARIES / WAGES | 3,767,213 | 3,232,707 | -14.19% | 3,219,382 | -.41% |
| BENEFITS | 1,587,307 | 1,390,076 | -12.43% | 1,410,915 | 1.50% |
| HEALTH INS. TRANSFER | 1,107,657 | 1,139,159 | 2.84% | 1,187,574 | 4.25% |
| SERVICE & SUPPLIES | 674,238 | 775,200 | 14.97% | 785,200 | 1.29% |
| CAPITAL OUTLAY | 7,601 | 20,000 | 163.12% | 20,000 | 0.00% |
| SPEC. SERV. TRANSFER | 25,000 | 50,000 | 100% | 0 | -100% |
| TOTAL EXPENDITURES | 7,169,016 | 6,607,142 | -7.84% | 6,623,071 | .24% |
| ENDING FUND BALANCE | 415,222 | 672,712 | 62.01% | 480,068 | -28.64% |
| AMBULANCE FUND | 2009 | 2010 | PERCENT | 2011 | PERCENT |
| REVENUE | ACTUAL | BUDGET | CHANGE | PROJECTED | CHANGE |
| USER FEES | 865,091 | 860,000 | -.06% | 875,500 | 1.80% |
| AD VALOREM | 2,082,756 | 2,052,522 | -1.45% | 1,775,404 | -13.50% |
| INTEREST INCOME | 1,985 | 1,000 | -49.62% | 1,000 | 0.00% |
| OTHER INCOME | 16,240 | 5,000 | -69.21% | 6,000 | 20% |
| TOTAL RESOURCES | 2,966,072 | 2,918,522 | -1.60% | 2,657,904 | -8.93% |
| AMBULANCE FUND | 2009 | 2010 | PERCENT | 2011 | PERCENT |
| EXPENDITURES | ACTUAL | BUDGET | CHANGE | PROJECTED | CHANGE |
| SALARIES/WAGES | 1,292,261 | 1,153,737 | -10.72% | 1,064,085 | -7.77% |
| BENEFITS | 513,243 | 553,751 | 7.89% | 524,452 | -5.29% |
| HEALTH INS. TRANSFER | 439,542 | 481,694 | 9.59% | 435,449 | -9.60% |
| CAPITAL OUTLAY | 0 | 25,000 | 25,000% | 235,000 | 840% |
| BAD DEBT | 221,809 | 360,000 | 62.30% | 265,000 | -26.39% |
| SERVICE & SUPPLIES | 286,817 | 290,000 | 1.11% | 290,000 | 0% |
| DEPRECIATION | 48,678 | 75,000 | 54.07% | 75,000 | 0% |
| TOTAL EXPENDITURES | 2,362,808 | 2,432,488 | 2.95% | 2,218,537 | -8.79% |
| NET INCOME | 163,722 | 4,340 | -97.35% | 3,918 | -9.72% |

District Fund Projections

| FISCAL YEAR | 2012 | PERCENT | 2013 | PERCENT | 2014 | PERCENT | 2015 |
|----------------------------|------------------|----------------|------------------|----------------|------------------|----------------|------------------|
| BUDGET FIGURES | PROJECTED | CHANGE | PROJECTED | CHANGE | PROJECTED | CHANGE | PROJECTED |
| AD VALOREM RATE | 0.5881 | 0.00% | 0.5881 | 0.00% | 0.5881 | 0.00% | 0.5881 |
| GENERAL FUND | 2012 | PERCENT | 2013 | PERCENT | 2014 | PERCENT | 2015 |
| REVENUE | PROJECTED | CHANGE | PROJECTED | CHANGE | PROJECTED | CHANGE | PROJECTED |
| BEGINNING FUND BALANCE | 480,068 | 0% | 455,147 | -5.19% | 510,929 | 22.14% | 652,122 |
| AD VALOREM | 2,633,958 | 4% | 2,739,316 | 4% | 2,848,888 | 4% | 2,962,843 |
| CONSOLIDATED TAXES | 4,003,378 | 3% | 4,123,479 | 3% | 4,247,183 | 3% | 4,374,598 |
| INTEREST INCOME | 20,000 | 0% | 20,000 | 0% | 20,000 | 0% | 20,000 |
| OTHER INCOME (Strike Team) | 0 | 0% | 0 | 0% | 0 | 0% | 0 |
| PLAN CHECK FEE | 25,000 | 25% | 31,250 | 25% | 39,063 | 25% | 48,829 |
| TOTAL RESOURCES | 7,162,404 | 3% | 7,369,192 | 2.89% | 7,666,063 | 4.03% | 8,058,392 |
| GENERAL FUND | 2012 | PERCENT | 2013 | PERCENT | 2014 | PERCENT | 2015 |
| EXPENDITURES | PROJECTED | CHANGE | PROJECTED | CHANGE | PROJECTED | CHANGE | PROJECTED |
| SALARIES / WAGES | 3,315,963 | 3% | 3,415,442 | 3% | 3,517,905 | 3% | 3,623,442 |
| BENEFITS | 1,453,242 | 3% | 1,496,839 | 3% | 1,541,744 | 3% | 1,587,996 |
| HEALTH INS. TRANSFER | 1,100,000 | 0% | 1,100,000 | 0% | 1,100,000 | 0% | 1,100,000 |
| SERVICE & SUPPLIES | 793,052 | 1% | 800,982 | 1% | 808,992 | 1% | 817,082 |
| CAPITAL OUTLAY | 20,000 | 0% | 20,000 | 0% | 20,000 | 0% | 20,000 |
| SPEC. SERV. TRANSFER | 25,000 | 100% | 25,000 | 0% | 25,000 | 0% | 25,000 |
| TOTAL EXPENDITURES | 6,707,257 | % | 6,858,263 | 2% | 7,013,941 | 2% | 7,173,520 |
| ENDING FUND BALANCE | 455,147 | -5.19% | 510,929 | 12.25% | 652,122 | 27.63% | 884,872 |
| AMBULANCE FUND | 2012 | PERCENT | 2013 | PERCENT | 2014 | PERCENT | 2015 |
| REVENUE | PROJECTED | CHANGE | PROJECTED | CHANGE | PROJECTED | CHANGE | PROJECTED |
| USER FEES | 901,765 | 3% | 928,817 | 3% | 956,682 | 3% | 985,382 |
| AD VALOREM | 1,846,420 | 4% | 1,920,277 | 4% | 1,997,088 | 4% | 2,076,972 |
| INTEREST INCOME | 5,000 | 0% | 5,000 | 0% | 5,000 | 0% | 5,000 |
| OTHER INCOME | 5,000 | 0% | 5,000 | 0% | 5,000 | 0% | 5,000 |
| TOTAL RESOURCES | 2,758,185 | 3.80% | 2,859,094 | 3.65% | 2,963,770 | 3.66% | 3,072,354 |
| AMBULANCE FUND | 2012 | PERCENT | 2013 | PERCENT | 2014 | PERCENT | 2015 |
| EXPENDITURES | PROJECTED | CHANGE | PROJECTED | CHANGE | PROJECTED | CHANGE | PROJECTED |
| SALARIES/WAGES | 1,096,007 | 3% | 1,128,887 | 3% | 1,162,754 | 3% | 1,197,636 |
| BENEFITS | 540,185 | 3% | 556,390 | 3% | 573,081 | 3% | 580,273 |
| HEALTH INS. TRANSFER | 444,158 | 2% | 453,041 | 2% | 462,102 | 2% | 471,344 |
| CAPITAL OUTLAY | 95,000 | -59.57% | 100,000 | 5.26% | 60,000 | -95% | 42,000 |
| BAD DEBT | 272,950 | 3% | 281,138 | 3% | 289,572 | 3% | 298,259 |
| SERVICE & SUPPLIES | 290,000 | 0% | 290,000 | 0% | 290,000 | 0% | 290,000 |
| DEPRECIATION | 45,680 | 39.78% | 43,100 | -5.65% | 60,100 | 39.44% | 62,300 |
| TOTAL EXPENDITURES | 2,783,980 | 25.49% | 2,852,556 | 2.46% | 2,897,609 | -0.35% | 2,941,812 |
| NET INCOME | -25,795 | -758.37% | 6,538 | 185% | 66,161 | 912% | 130,542 |

District Fund Projections

| HEALTH INSURANCE FUND | 2009 | 2010 | PERCENT | 2011 | PERCENT |
|------------------------------|------------------|------------------|----------------|------------------|----------------|
| REVENUE | ACTUAL | BUDGET | CHANGE | TENTATIVE | CHANGE |
| BEGINNING FUND BALANCE | 2,341,573 | 2,837,244 | 21.17% | 3,119,058 | 9.93% |
| TRANSFER AMBU FUND | 439,542 | 481,694 | 9.59% | 435,449 | -9.60% |
| TRANSFER GENERAL FUND | 1,107,657 | 1,139,159 | 2.84% | 1,187,574 | 4.25% |
| INTEREST INCOME | 69,006 | 40,000 | -42.03% | 35,000 | -12.5% |
| TOTAL RESOURCES | 3,956,135 | 4,583,332 | 15.85% | 4,899,885 | 6.90% |
| EMPLOYEE BENEFITS | 1,111,673 | 1,439,274 | 29.47% | 1,547,326 | 7.50% |
| SERVICES & SUPPLIES | 7,218 | 25,000 | 246.35% | 50,000 | 100% |
| TOTAL EXPENDITURES | 1,118,891 | 1,464,274 | 30.87% | 1,597,326 | 9.08% |
| ENDING FUND BALANCE | 2,837,244 | 3,119,058 | 9.93% | 3,302,559 | 5.88% |
| SICK LEAVE RESERVE | 2009 | 2010 | PERCENT | 2011 | PERCENT |
| REVENUE | ACTUAL | BUDGET | CHANGE | TENTATIVE | CHANGE |
| BEGINNING FUND BALANCE | 898,008 | 884,777 | -1.47% | 672,796 | -23.96% |
| AD VALOREM | 71,805 | 76,019 | 5.87% | 77,191 | 1.54% |
| INTEREST INCOME | 14,652 | 12,000 | -18.10% | 10,000 | -16.67% |
| TOTAL RESOURCES | 983,977 | 972,976 | -1.14% | 759,987 | -21.88% |
| EXPENDITURES | 99,200 | 300,000 | 202.42% | 350,000 | 16.67% |
| ENDING FUND BALANCE | 884,777 | 672,796 | -23.96% | 409,987 | -39.06% |
| CAPITAL PROJECTS FUND | 2009 | 2010 | PERCENT | 2011 | PERCENT |
| REVENUE | ACTUAL | BUDGET | CHANGE | TENTATIVE | CHANGE |
| BEGINNING FUND BALANCE | 340,248 | 414,757 | 21.90% | 517,296 | 24.72% |
| AD VALOREM | 143,609 | 152,039 | 5.87% | 154,383 | 1.54% |
| INTEREST INCOME | 10,068 | 500 | -95.03% | 700 | 40.00% |
| SALE OF ASSETS | 0 | 0 | 0% | 0 | 0% |
| TOTAL RESOURCES | 494,495 | 567,296 | 14.72% | 672,379 | 18.52% |
| TOTAL EXPENDITURES | 79,738 | 50,000 | -37.29% | 510,000 | 920% |
| ENDING FUND BALANCE | 414,757 | 517,296 | 24.72% | 162,379 | -68.61% |
| SPECIAL SERVICES FUND | 2009 | 2010 | PERCENT | 2011 | PERCENT |
| REVENUE | ACTUAL | BUDGET | CHANGE | TENTATIVE | CHANGE |
| BEGINNING FUND BALANCE | 137,136 | 201,571 | 46.98% | 193,692 | -3.91% |
| TRANSFERS | 25,000 | 50,000 | 100.00% | 0 | 0% |
| GRANTS | 570,639 | 175,000 | -69.32% | 15,000 | -91.43% |
| CONTRACTS | 369,880 | 14,000 | -96.21% | 16,000 | 14.28% |
| INTEREST | 639 | 200 | -68.70% | 200 | 0% |
| OTHER | 212,192 | 4,921 | -97.68% | 0 | -100% |
| TOTAL RESOURCES | 1,315,216 | 445,692 | -66.11% | 224,892 | -49.54% |
| SALARIES & WAGES | 371,227 | 60,000 | -83.84% | 60,000 | 0% |
| SERVICES & SUPPLIES | 412,431 | 172,000 | -58.30% | 70,000 | -59.30% |
| CAPITAL OUTLAY | 329,987 | 20,000 | -93.94% | 35,000 | 75% |
| TOTAL EXPENDITURES | 1,113,645 | 252,000 | -77.37% | 165,000 | -34.52% |
| ENDING FUND BALANCE | 201,571 | 193,692 | -3.91% | 59,892 | -69.07% |

District Fund Projections

| HEALTH INSURANCE FUND | 2012 | PERCENT | 2013 | PERCENT | 2014 | PERCENT | 2015 |
|------------------------------|-------------|---------|-------------|---------|-------------|---------|-------------|
| REVENUE | PROJECTED | CHANGE | PROJECTED | CHANGE | PROJECTED | CHANGE | PROJECTED |
| BEGINNING FUND BALANCE | 3,302,559 | 6% | 3,350,813 | 1.5% | 3,405,200 | 1.6% | 3,466,328 |
| TRANS./ AMBU FUND | 463,500 | 3% | 477,405 | 3% | 491,727 | 3% | 506,478 |
| TRANS. /GENERAL FUND | 1,133,000 | 3% | 1,166,990 | 3% | 1,202,000 | 3% | 1,238,060 |
| INTEREST INCOME | 60,500 | 10% | 66,550 | 10% | 73,205 | 10% | 80,525 |
| TOTAL RESOURCES | 4,959,559 | 1.2% | 5,061,758 | 2% | 5,172,132 | 2% | 5,291,391 |
| EMPLOYEE BENEFITS | 1,593,746 | 3% | 1,641,558 | 3% | 1,690,804 | 3% | 1,741,528 |
| SERVICES & SUPPLIES | 15,000 | 0% | 15,000 | 0% | 15,000 | 0% | 15,000 |
| TOTAL EXPENDITURES | 1,608,746 | 0.71% | 1,656,558 | 3% | 1,705,804 | 3% | 1,756,528 |
| ENDING FUND BALANCE | 3,350,813 | 1.5% | 3,405,200 | 1.6% | 3,466,328 | 1.8% | 3,534,863 |
| SICK LEAVE RESERVE | 2012 | PERCENT | 2013 | PERCENT | 2014 | PERCENT | 2015 |
| REVENUE | PROJECTED | CHANGE | PROJECTED | CHANGE | PROJECTED | CHANGE | PROJECTED |
| BEGINNING FUND BALANCE | 409,987 | -39% | 356,037 | -13% | 351,139 | -1% | 350,496 |
| AD VALOREM | 81,050 | 5% | 85,102 | 5% | 89,357 | 5% | 93,824 |
| INTEREST INCOME | 15,000 | 50% | 10,000 | -33% | 10,000 | 0% | 10,000 |
| TOTAL RESOURCES | 506,037 | -33% | 451,139 | -11% | 450,496 | -0.14% | 454,320 |
| EXPENDITURES | 150,000 | -57% | 100,000 | -33% | 100,000 | 0% | 100,000 |
| ENDING FUND BALANCE | 356,037 | -13.00% | 351,139 | -1.5% | 350,496 | -0.2% | 354,320 |
| CAPITAL PROJECTS FUND | 2012 | PERCENT | 2013 | PERCENT | 2014 | PERCENT | 2015 |
| REVENUE | PROJECTED | CHANGE | PROJECTED | CHANGE | PROJECTED | CHANGE | PROJECTED |
| BEGINNING FUND BALANCE | 162,379 | -68% | 295,481 | 81.96% | 85,688 | -70.94 | 195,405 |
| AD VALOREM | 162,102 | 5% | 170,207 | 5% | 178,717 | 5% | 187,652 |
| INTEREST INCOME | 5,000 | 614% | 10,000 | 100% | 10,000 | 0% | 20,000 |
| SALE OF ASSETS | 1,000 | 100% | 10,000 | 900% | 1,000 | -900% | 1,000 |
| TOTAL RESOURCES | 330,481 | -51% | 465,688 | 41% | 275,405 | -41% | 413,057 |
| TOTAL EXPENDITURES | 35,000 | -93% | 380,000 | 985% | 80,000 | -79% | 0 |
| ENDING FUND BALANCE | 295,481 | 82% | 85,688 | -71% | 195,405 | 128% | 413,057 |
| SPECIAL SERVICES FUND | 2012 | PERCENT | 2013 | PERCENT | 2014 | PERCENT | 2015 |
| REVENUE | PROJECTED | CHANGE | PROJECTED | CHANGE | PROJECTED | CHANGE | PROJECTED |
| BEGINNING FUND BALANCE | 59,892 | -69.07% | 62,392 | 4.17% | 59,892 | -4% | 52,392 |
| TRANSFERS | 25,000 | 0% | 25,000 | 0% | 25,000 | 0% | 25,000 |
| GRANTS | 20,000 | 0% | 20,000 | 0% | 20,000 | 0% | 20,000 |
| CONTRACTS | 30,000 | 0% | 30,000 | 0% | 30,000 | 0% | 30,000 |
| INTEREST | 2,500 | 0% | 2,500 | 0% | 2,500 | 0% | 25,000 |
| OTHER | 5,000 | 0% | 5,000 | 0% | 5,000 | 0% | 5,000 |
| TOTAL RESOURCES | 142,392 | -36.68% | 144,892 | 1.75% | 142,392 | -1.72% | 134,892 |
| SALARIES & WAGES | 60,000 | 0% | 65,000 | 8.33% | 70,000 | 7.69% | 75,000 |
| SERVICES & SUPPLIES | 20,000 | 0% | 20,000 | 0% | 20,000 | 0% | 20,000 |
| CAPITAL OUTLAY | 0 | 0% | 0 | 0% | 0 | 0% | 0 |
| TOTAL EXPENDITURES | 80,000 | -51.51% | 85,000 | 6.25% | 90,000 | 5.88% | 95,000 |
| ENDING FUND BALANCE | 62,392 | 4.17% | 59,892 | -4% | 52,392 | -12.52% | 39,892 |

FIRE DISTRICT RESERVES

Following is a compilation of the status of the funds the Tahoe-Douglas Fire Protection District has in reserve, (invested in Edward Jones Money Market Funds and Securities) and the reserved and unreserved liabilities.

The amount of assets fluctuates on a regular basis due primarily to varying cash flow requirements throughout the year. The District receives very little income during the first two months of each fiscal year requiring the use of Money Market Funds (\$1,000,000) to meet financial obligations plus any significant capital purchase (fire engine, etc.). This lowers the Money Market Fund significantly.

The liabilities are separated into two sections; reserved and unreserved. The reserved liabilities are specific amounts designated in different funds for specific purposes. The unreserved liabilities are amounts that management has identified as potentially needed in the near future that could not be funded from any existing fund balance other than the General Fund.

Of the reserved liabilities, Capital Projects is a Special Revenue Fund that has a voter approved .03 Ad Valorem tax rate which is used primarily for apparatus replacement (.02) and (.01) for safety & training. The Health Insurance Fund is accounted for separately as an employee benefit reserve fund, which receives revenue from fund transfers. The Sick Leave Reserve is a Special Revenue Fund that has a Board designated .01 Ad Valorem tax rate. The fund is used to pay retirees who qualify for payment for unused sick leave and the annual sick leave incentives. The Ambulance Enterprise Fund balance is for replacement of ambulances and other major capital items such as defibrillators and is funded through depreciation as an expense. The District self-insures for unemployment and that amount is designated as a reserved balance in the General Fund.

In the unreserved liabilities the Contingency is set at one-twelfth of total annual expenditures, which is a standard percentage that is used. However, that amount would not cover the direct costs the District might be faced with in the event of any litigation not covered by liability insurance or if the District were faced with cost sharing for fighting a major fire. A major incident could easily deplete the combined amounts of both contingency funds. The Fire District elects to self-insure for all of the equipment carried on our apparatus. The replacement cost if even one engine were burned over in a fire would be approximately \$50,000.00. Management has identified some future major capital needs that would need to be funded from reserves.

PLAN REVIEW PROCESS

Each year, in January, a review committee will convene to review this entire document with the primary intent of evaluating how we are progressing on our projections, goals and objectives. Under review in the document are the three general areas; Human Resources, Physical Resources and Financial Resources.

The Committee will meet beginning in January to develop the updated Strategic Plan. In February, the document will be updated with projected budget figures and adjusted based on changes in trends, legislation, etc. We will drop the oldest year in financial projections and add the next year out to continue to maintain a five-year plan. The equipment replacement tables shall maintain a 10-year replacement schedule. Other areas of the plan will be adjusted or completely revamped, if necessary, as the needs of the District change. The original bound copies of this plan will be kept for reference to compare to updates. Also, at least one copy of each year's revision will also be kept.

As a dynamic document, the Strategic Plan is a tool for the district to focus on the many complex services, programs, and projects we provide so we can strive to achieve our goals and objectives under our Mission and Vision statements.