

Tahoe-Douglas Fire Protection District
Board of Trustees
Notice of Public Meeting

Pursuant to Section #241 of the Nevada Revised Statutes, the Tahoe Douglas Fire Protection District hereby notifies all interested parties that the Board of Trustees will conduct business of the District as noted below:

- I. The Board of Trustees will meet **Wednesday, July 22, 2026.**
- II. The meeting will be held at **2:30 PM in the Classroom at TDF Station 23 – 193 Elks Point Rd, Zephyr Cove, NV 89448.**

Below is an agenda of all items scheduled to be considered at this meeting. Unless otherwise stated, items may be taken out of order, may be combined as two or more agenda items for consideration and may be removed from the agenda or discussion may be delayed at any time at the discretion of the chairperson.

1.		Call to Order
2.		Pledge of Allegiance
3.		Roll Call
4.		Approval of Agenda
5.		Public Comment: This portion of the meeting is open to the public to speak on all matters on the agenda and within the jurisdiction and control of the Tahoe Douglas Fire Protection District Board of Trustees. Public comment will be limited to three minutes per person. The Open Meeting Law does not expressly prohibit responses to public comments by Trustees. However, responses from Trustees to issues raised in public comment could become deliberative on a matter without notice to the public. To ensure that the public has notice of all matters the Trustees may discuss and on the advice of legal counsel, the Trustees may choose not to respond to public comment except to correct factual inaccuracies, to request that staff look into the matter or to ask that the issue be placed on a future agenda. If a person involved with a project intends to submit additional documentation to the Board in support of that project it is requested that they bring a minimum of 10 copies. Public comment must be limited to matters that are within the jurisdiction and control of the Trustees.
6.		Trustee Comments

7.	For Discussion and Possible Action:	Approval of Consent Agenda: Items appearing on the Consent Agenda are action items generally heard without discussion and adopted with one vote for the entire agenda. Trustees or members of the public may have any consent item pulled and placed on the Administrative Agenda so that the item may be heard and receive public comment. Members of the public requesting that item(s) be pulled shall do so during the Public Comment segment at the beginning of the meeting. Items: a. Board Meeting Minutes 06/24/2026 b. 002.00 - Procurement Card Policy c. Job Description – Fire Chief d. Job Description – Assistant Fire Chief e. Job Description – Battalion Chief
8.	For Discussion and Possible Action:	Consent items moved forward.
9.	Presentation:	Special Recognition Interim Fire Chief Bryce Cranch
10.	Report Item:	District Divisions Fire Prevention – Interim Fire Marshal Kris Rowlett Wildland Fire & Fuels – Division Chief Keegan Schafer Operations – Battalion Chief Brandon Brady
11.	Report Item:	Review of Monthly Fire District Reports and Activities and Annual Goals and Objectives. No action will be taken. Interim Fire Chief Bryce Cranch
12.		Public Comment
13.		Confirm next meeting, Wednesday, August 26th, 2026, at 2:30pm, possible agenda items.
14.		Adjourn

This notice and agenda have been posted on or before 9:00 AM on Friday, July 17th, 2026 in compliance with NRS 241.020.

Copies of the agenda have been posted at Fire Station #23 – 193 Elks Point Road, Glenbrook Post Office, Round Hill Post Office, Stateline Post Office, on the Tahoe Douglas website www.tahoefire.org under Fire Board/Agendas, and the State of Nevada website at <https://notice.nv.gov>.

I HEREBY CERTIFY that the above-mentioned information is true and correct to the best of my knowledge and complies with the provisions of NRS 241 and the laws of the State of

Nevada. I also certify that this notice has been posted at least three working days prior to the convening of the meeting.

Kathy Donovan
Administrative Assistant/Fire Board Clerk

Special Note: If you require special accommodation (for instance, for impaired mobility, vision, or hearing) and wish to attend this meeting, please call our administrative offices at 775-588-3591 24 hours in advance of the meeting and we will endeavor to assist you.

The public may submit written public comments before a Board meeting by email to publiccomment@tahofire.com or by mail addressed to: Public Comment, PO Box 919, Zephyr Cove, NV 89448. Please include the meeting date, your full name, and address in the subject line of your email or other written correspondence. Written public comment must be received no later than 9am the day prior to the meeting in order for it to be included in the agenda materials for the meeting. Written comments submitted at a Board meeting may be included in the minutes of the meeting at the request of the commenter.

If you would like to attend this meeting virtually,
please see the link and access code
information below:

<u>TD Virtual Line</u> Please join my meeting from your computer, tablet or smartphone. https://meet.goto.com/tahofire You can also dial in using your phone. Access Code: 774-790-293 United States: +1 (872) 240-3311 Get the app now and be ready when your first meeting starts: https://meet.goto.com/install The Conference line will be open by 2:15 pm for public access.
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TAHOE DOUGLAS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
June 24, 2026

Those Present:

Interim Fire Chief Bryce Cranch
Chairman Ben Johnson
Trustee John Breaux

Trustee Dan Kruger
Trustee Ben Ward
Legal Counsel Kara Hayes

1. Call to Order

Chairman Johnson called the meeting to order at 2:31 PM.

2. Pledge of Allegiance.

Alan Reed led the Pledge of Allegiance.

3. Roll Call

Chairman Johnson, Trustee Breaux, Trustee Kruger, and Trustee Ward were all present. A quorum was met.

4. Approval of Agenda

Trustee Breaux made a motion to approve the agenda as presented.

Second: Trustee Ward

Motion approved: 4-0

5. Public Comment

Engineer Fording reported on behalf of the negotiations team that the three recent contract negotiations went smoothly with strong collaboration from both sides. He noted that the contracts will support future retention and recruitment efforts.

6. Trustee Comments

Chairman Johnson addressed Dreu Murin's public comment, Chief Cranch and Chairman Johnson have opened the lines of communication. Chief Cranch is working on ways to reduce false alarms, one of Murin's concerns. A second public comment from Brett Tibbits asking that the agenda material be posted online and that change has been made and going forward materials are on the TahoeFire.org website.

Chief Cranch stated that the District's public comment process is working as intended by providing the public with a forum to share concerns. He noted that he offered to meet with the author of one public comment, but the individual did not attend the scheduled meeting. Chief Cranch remains open to meeting in the future and confirmed that board materials will be posted on the District's website prior to meetings.

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Trustee Ward congratulated and recognized staff for completing the budget process and getting it approved.

7. Approval of the Consent Agenda

- a. Board Meeting Minutes 05/27/2026

Trustee Breaux made a motion to approve the Consent Agenda as presented.

Second: Trustee Kruger

Motion approved: 4-0

8. Consent items moved forward:

None.

9. Discussion and possible approval of renewal proposal from Nevada Public Agency Insurance Pool (POOL) for FY 2026-2027

Alan Reed, C.I.C, Warren Reed Insurance

Wayne Carlson, Executive Director, POOL/PACT

Alan Reed of Warren Reed Insurance presented the FY 2026–2027 POOL renewal proposal. He reported an 11.28% premium increase (approximately \$12,000), primarily due to increased insured property values and payroll, noting that POOL's base rates decreased while the District's increased exposures drove the overall cost increase. He also reviewed current insurance market conditions, cyber risks, available member services, and grant opportunities.

Wayne Carlson, Executive Director of POOL, discussed the organization's continued financial stability, long-term insurance partnerships, and recent coverage enhancements, including expanded cyber coverage and increased equipment breakdown limits at no additional cost. He noted POOL remains a nonprofit, member-driven organization and is celebrating its 39th year of operation.

Mr. Reed encouraged the Board to review the renewal packet, including the annual exposure schedules for insured properties, vehicles, and equipment, noting that members have the opportunity each year to update those schedules and coverage selections. He thanked the District for its long-standing participation in the program.

Trustee Kruger made a motion to approve the renewal proposal from Nevada Public Agency Insurance Pool (POOL) for FY 2026-2027.

Second: Trustee Breaux

Motion approved: 4-0

TAHOE DOUGLAS FIRE PROTECTION DISTRICT

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10. Discussion and possible approval of the Two-year Collective Bargaining Agreement between Tahoe Douglas Professional Firefighters Association Local 2441 Wildland Unit and TDFPD

Interim Fire Chief Bryce Cranch

Chief Cranch presented the proposed Wildland Unit Collective Bargaining Agreement, stating the negotiations were a good example of labor alignment and resulted in a contract that clearly defines employee benefits and provides stability for the Wildland Division. He noted the agreement follows the District's other collective bargaining agreements.

Chief Cranch reviewed the agreement's wage provisions, which include 5% and 3% salary increases over the two-year term. He explained the Wildland Division relies heavily on contract revenue and fire assignments, and the agreement includes a reopener provision tied to revenue and fund balance thresholds. He stated the agreement is financially sustainable and recommended Board approval.

Trustee Ward made a motion to approve the two-year collective bargaining agreement between Tahoe Douglas Professional Firefighters Association Local 2441 Wildland Unit and TDFPD.

Second: Trustee Breaux

Motion approved: 4-0

11. Discussion and possible approval of Resolution #001-2026 Budget Augmentation – General Fund in the amount of \$693,435, increasing the budget from \$15,255,791 to \$15,949,226 for additional unanticipated resources.

Interim Fire Chief Bryce Cranch

Chief Cranch explained that the budget augmentation reflects the audited FY 2024/2025 ending fund balance, which updates the FY 2025/2026 beginning fund balance, along with additional Strike Team revenue. The additional funding was allocated to salaries, wages, benefits, and service and supply expenses.

Chief Cranch thanked Finance Manager Nolting-Bammer for her preparation of the budget documents and reporting to the Department of Taxation.

Trustee Kruger made a motion to approve Resolution #001-2026 Budget Augmentation – General Fund as presented.

Second: Trustee Breaux

Motion approved: 4-0

12. Discussion and possible approval of Resolution #002-2026 Budget Augmentation – Sick Leave Fund in the amount of \$149,736 increasing the budget from \$396,556 to \$546,292 for additional unanticipated resources.

Interim Fire Chief Bryce Cranch

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Chief Cranch explained that the District budgeted for sick leave payouts and employee separations, and the unreserved ending fund balance is carried forward to fund those same salary and wage expenses.

Trustee Breaux made a motion to approve Resolution #002-2026 Budget Augmentation – Sick Leave Fund as presented.

Second: Trustee Kruger

Motion approved: 4-0

13. Discussion and possible approval of Resolution #003-2026 Budget Augmentation – Fire Safe Community Fund in the amount of \$1,880,515 increasing the budget from \$8,100,518 to \$9,981,033 for unanticipated resources.

Interim Fire Chief Bryce Cranch

Chief Cranch explained that the budget augmentation reflects increased fuels management and Strike Team revenue, partially offset by lower than anticipated contract revenue, along with the unreserved ending fund balance carried forward from the prior fiscal year. A portion of the ending fund balance was allocated to offset the anticipated shortfall in contract revenue.

Trustee Breaux made a motion to approve Resolution #003-2026 Budget Augmentation – Fire Safe Community Fund as presented.

Second: Trustee Ward

Motion approved: 4-0

14. Discussion and possible approval of Resolution #004-2026 Budget Augmentation – Capital Projects Fund in the amount of \$38,491, increasing the budget from \$1,723,599 to \$1,762,090 for additional unanticipated resources.

Interim Fire Chief Bryce Cranch

Chief Cranch explained that the budget augmentation reflects the FY 2024/2025 ending fund balance carried forward into FY 2025/2026 and remains allocated for capital outlay expenses.

Trustee Kruger made a motion to approve Resolution #004-2026 Budget Augmentation – Capital Projects Fund as presented.

Second: Trustee Breaux

Motion approved: 4-0

15. Discussion and possible approval of Resolution #005-2026 Budget Augmentation – Health Insurance Fund in the amount of \$878,966, increasing the budget from \$3,046,394 to \$3,925,360 for additional unanticipated resources.

Interim Fire Chief Bryce Cranch

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Finance Manager Nolting-Bammer explained that the budget augmentation reflects the higher than anticipated FY 2024/2025 ending fund balance, allowing the remaining funds to be transferred to the new Internal Health Insurance Benefit Fund and close out the existing Health Insurance Fund.

Trustee Ward made a motion to approve Resolution #005-2026 Budget Augmentation – Health Insurance Fund as presented.

Second: Trustee Breaux

Motion approved: 4-0

16. Special Recognition

Interim Fire Chief Bryce Cranch

Completed Probation:

Firefighter/Paramedic Ryder Thomas

Badge Pinning:

Firefighter/AEMT Aaron Johnson – Promoted from Engineer/Squad Leader

Chief Cranch shared that, based on feedback, badge pinning ceremonies will transition from Board meeting presentations to more informal shift change recognitions. The change allows for greater crew involvement and a more personal and supportive experience for members being recognized.

17. District Divisions

Operations – Interim Assistant Chief Steve Prather

- The District had 142 emergency responses during the month of May, primarily medical calls.
- Captain Norwood completed his assignment as Acting Battalion Chief. Chief Prather recognized his ownership of the role and noted that formal evaluations were completed to provide feedback and support continued growth.
- Captain Andy Eisenberg has stepped into the Acting Battalion Chief role and is performing well.
- The District is preparing for increased activity during the Fourth of July holiday, including additional staffing for anticipated call volume and events.
- Radio system updates and upgrades are underway, including antenna improvements and repeater replacements.

Chairman Johnson encouraged feedback and ideas to streamline the division report process over the next couple of months.

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Wildland Fire & Fuels – Division Chief Keegan Schafer

- Division Chief Schafer reported that the Zephyr Crew is on its second assignment of the season in Caliente, Nevada, and that Shoreline Crew members and engine crews remain assigned in Northern California.
- The District continues to prepare for Fourth of July staffing while managing mandatory rest periods for personnel returning from assignments.
- Chief Schafer provided an update on the Glenbrook Community Wildfire Defense Grant, including ongoing fuels reduction work funded through the \$2.8 million grant. He noted the District continues to provide oversight and support for the project, which includes defensible space, home hardening, and fuel reduction efforts through 2029.
- Chief Schafer presented photographs highlighting fuel reduction work and discussed the importance of ongoing maintenance to sustain wildfire mitigation efforts.

Fire Prevention – Interim Fire Marshal Kris Rowlett

- Interim Fire Marshal Rowlett reported a busy month of fire prevention activities and recognized Fire Inspectors Turner and Van De Hey for their efforts.
- Inspector Van De Hey completed an FI-210 Wildfire Origin and Cause Refresher course to maintain and strengthen wildfire investigation skills.
- Interim Fire Marshal Rowlett provided updates on the Edgewood Tahoe Resort South Shore Expansion Project and ongoing inspections related to temporary facilities during construction.
- The Division is preparing for Fourth of July fireworks inspections and safety operations, followed by inspections for the upcoming American Century Championship.

18. Review of Monthly Fire District Reports and Activities and Annual Goals and Objectives. No action will be taken.

Interim Fire Chief Bryce Cranch

- Expressed appreciation for District personnel and their continued dedication across all divisions.
- Reviewed the financial snapshot and Finance Division update included in the Board packet, including updates on the NetSuite implementation and transition to First Due staffing software.
- Discussed the July 1 implementation of the second year of CBA salary increases and proposed a 6% salary adjustment for non-represented employees. The adjustment is supported by salary survey data, included in the budget, and has an estimated impact of approximately \$32,000. Chairman Johnson expressed support for using data to inform the decision.

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- Provided an update on the proposed Douglas County Stormwater Utility assessment and noted the District may qualify for an exemption based on public education and sandbag distribution efforts.
- Reported on the transition to the Anthem health insurance network and recognized Kelsey for her work on the process.
- Provided an update on the Accounting Specialist recruitment process and recognized Vanessa for leading the effort.
- Reported on the upcoming Post-Retirement Trust (PRT) meeting and consideration of trust documents.
- Presented information on drone technology and potential applications for emergency response; recognized Chief Brady for leading the initiative.
- Reported on options for HR support, including consulting services and potential assistance from Douglas County.
- Reported that the District will need to identify a new accounting firm following the upcoming audit cycle.
- Provided an update on the Fire Science Program at George Whittell High School and its importance as a community program.
- Provided updates on regional transportation discussions regarding the proposed Spooner Summit roundabout.
- Reported that revenue generation discussions will resume in July, including a targeted meeting with labor representatives.

19. Public Comment

Elisabeth Lernhardt provided comments regarding the proposed NDOT roundabout project at the Highway 28 and US 50 intersection near Spooner Summit. She expressed concerns that a roundabout may not adequately address current and future traffic volumes, noting the intersection is already experiencing high seasonal traffic levels. She shared an alternative “trumpet” intersection concept, which would separate traffic flows through an overpass or underpass design, while acknowledging it would be a more costly option. Elisabeth also raised concerns regarding evacuation planning for the East Shore and Incline Village areas, including how counterflow operations would function with a roundabout and the need for additional evacuation modeling. She encouraged NDOT to provide additional community outreach and communication regarding the project and requested the Board remain aware of these concerns as planning continues.

20. Confirm next meeting, Wednesday, July 22nd, 2026, at 2:30 PM, possible agenda items.

Confirmed.

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21. Adjourn

Meeting adjourned at 4:43 PM.

Submitted by:

Kathy Donovan

Administrative Assistant/Board Clerk



TAHOE DOUGLAS FIRE PROTECTION DISTRICT **Administrative Policy**

002.00 Procurement Card Policy

Purpose

The purpose of this policy is to provide designated employees with a procurement card (pCard) as an alternative form of payment if a vendor will not accept, or when a situation will not allow for, traditional methods of payment like issuing an invoice/check; and to establish the guidelines for acquiring, purchasing and documenting such expenditures.

Responsibility

The following positions will be assigned a pCard:

Company Officers (Captains), Chief Officers, Fire Marshal, Mechanic, Office Manager, Finance Manager, Accounting Specialist, HR Specialist (Employee Engagement & Benefits), Administrative Assistant/Board Secretary, Fuels Management Officer, Crew Supervisor, Crew Foreman and Assistant Crew Foreman. Other employees warranted by collateral duty assignments, such as facilities supplies purchasing; and single resource/strike team assignments, may be added at the discretion of the Fire Chief, or his designee.

Policy

The pCard is a District issued *MasterCard* credit card, backed by Bank of America to be used according to the guidelines defined below.

All purchases, agreements, services, leases and/or contracts for materials, supplies, equipment, and other District property shall be made in accordance with all other applicable procurement policies (see Purchasing policy).

Splitting or separating of material, supply, service, lease and equipment orders or projects for the expressed purpose of evading the requirements of this policy is strictly prohibited.

Ethical Application

The pCard represents the District's trust in the cardholder and his/her empowerment as a responsible employee of the District to safeguard and protect the District's assets. Cardholders assume the responsibility for the security and proper use of the pCard.

The Board of Trustees has adopted the following policies related to purchasing:

1. pCard Administrators

The Accounting Specialist and ~~the Office Manager~~Finance Manager will be the pCard Administrators with authority and responsibility to request cards, monitor use, reconcile expenses, pay invoices and troubleshoot as needed.

2. Issuance of a pCard

The pCard Administrator will complete an application with the cardholder's name and appropriate limit and submit it to Bank of America. Upon arrival, new pCard will be hand delivered to the Administrator who will notify the cardholder. Each cardholder must sign the **Form AP – 02 Procurement Cardholder Acknowledgement** in the presence of the Administrator prior to the issuance of the card.

3. Activation of pCard and Pin

The cardholder is responsible for calling Bank of America for pCard activation, pin number assignment and to sign the back of the card.

4. Purchasing with pCard

The pCard may be used to purchase items in person at the supplier site, over the phone, by mail, or via the Internet. When making purchases on-line, please use discretion in ordering from a reputable site; this will help to ensure the security of the card number. The card shall not be shared with anyone. The cardholder must make all purchase transactions.

When placing an order/making a purchase, the cardholder should provide the supplier with the following information:

- Identify cardholder as a Tahoe Douglas Fire Protection District employee
- State intent to make a purchase using an agency credit card
- Provide cardholder name
- State that the District is sales tax exempt in the State of Nevada and provide the tax exempt number
- Request discounts, if applicable
- State the quantities and descriptions of the items that are required
- Furnish any other information that is necessary to make the purchase
- Verify the total cost of the purchase with the supplier
- Provide pCard information. In-store purchases may require a PIN. Never provide your PIN when ordering online.

5. Nevada Tax Exemption

- The District is exempt from paying Nevada State Sales Tax by Statute NRS 372.325; this statute exempts all local government agencies within the State of Nevada
- Tax exempt status only applies to Nevada suppliers

- If sales tax is billed incorrectly to the cardholder's account, it is the responsibility of the cardholder to dispute the charge with the supplier
- If a supplier requires a tax exemption certificate, it is the responsibility of the cardholder to provide a copy of the tax exemption letter which may be obtained from the ~~Administration~~ Finance Division

6. Allowable pCard Purchases

The following is a sample of the types of items that may be purchased with a pCard:

- Consumable office supplies
- Goods and services
- Small equipment, parts or repairs
- Food for a District meeting, training or event function
- Business meals where District business will be conducted
- Professional membership dues
- Subscriptions to professional journals
- Conference registration fees
- Authorized travel expenses
- Software and computer related items – such as smart phones, printers, laptops, tablets, routers, data plans, software or apps
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7. Restricted/Prohibited Uses or Purchases

The pCard shall not be used for any of the following:

- Items for personal use
- Cash advances, cash instruments, or cash refunds
- Gift cards
- Splitting transaction(s) to avoid procurement limits
- Travelers checks
- Consulting or personal services
- Alcohol
- ~~Software and computer related items – such as smart phones, printers, laptops, tablets, routers, data plans, software or apps~~

Exceptions to these restrictions can be approved by the Fire Chief, or his designee.

8. Single Resource/Strike Team Assignment Purchases

Employees deployed to a fire assignment as single resource or with an engine company can purchase fuel, food and lodging not provided by the fire incident and in accordance with policy 010.00 Fire/Emergency Assignment Policy. If clarification is needed, please contact the pCard Administrator for assistance prior to making the purchase.

9. ~~Company Officer Purchase Limits~~

~~Pre-authorization is required prior to use via an email to a Supervisor and copied to the Accounting Specialist. The Supervisor must respond with an approval or denial via same email. Purchases should follow limits set forth in Administrative Policy 001.00 – Purchasing Policy. It is the responsibility of the cardholder to be aware of their limit based on position with the district.~~

10. Travel Expenses

Allowable travel expenses:

- Airfare expenses including the ticket cost and charges for one bag; or two bags for a trip longer than 7 nights
- Extra/overweight baggage fees may apply if related to the reason for travel
- Hotel expenses including the cost of the room, taxes, and any mandatory fees

Restricted/prohibited travel expenses:

- Early-bird check in fees, in-flight Wi-Fi access, choice/premium or changed seating assignment fees, and fees for flight changes for personal convenience
- Airline expenses for personal legs of travel
- Incidental charges include, but are not limited to, room service, mini-bar, personal telephone calls, or movies

An employee who incurs charges for travel using District funds and fails to complete the travel or receive a refund or credit of all charges may be required to reimburse the District for the foregone costs (see Travel Policy).

11. pCard Purchase Limits

Position	Monthly Maximum
Facilities Supplies Purchaser	\$1000.00
Single Resource/Strike Team	\$5,000.00 \$1000.00
Company Officer (Captain), Accounting Specialist	\$1000.00 \$5000.00
Office Manager, Finance Manager , Mechanic, Fuels Management Officer	\$5000.00
Fire Marshal, Chief Officers	\$5000.00
Crew Wildland Battalion Chief/Supervisor, Crew Wildland Captain/-Foreman, Assistant Crew Foreman	\$10,5000.00 Off-season
Fuels Only (above)	\$10,000.00 Fire season

There are no individual purchase limits.

12. Shipping Instructions

Please have items shipped directly to Station 23, unless authorized to have shipped to another station. Purchase should not be shipped to a personal residence. Request the shipper label the delivery as follows:

Attn: Cardholder
Tahoe Douglas Fire Protection District
193 Elks Point Road
Zephyr Cove, Nevada 89448

Please instruct the supplier to have any receipts, tracking information or other documentation emailed to cardholder.

13. Receipt of Goods

The cardholder is responsible for ensuring receipt of goods and to follow-up with the supplier to resolve any delivery problems, discrepancies or damaged goods.

Upon receipt of goods, submit any documentation (typically a sales receipt, order confirmation, or packing slip) received from the supplier to the Accounting Aspecialist with a clear notation that item(s) were purchased on cardholder's pCard.

14. Purchase Documentation

It is the cardholder's responsibility to maintain proper documentation for all pCard purchases. Examples include:

- Copy of supplier order form or application
- Any internal documentation regarding order information
- Itemized receipt or invoice
- Order confirmation (request an order confirmation containing dollar amounts)
- Packing slip

A chronic failure to maintain proper documentation may result in disciplinary action, which may include a reduction in authorization limit or a loss of pCard privileges.

15. Returning Purchases

It is the cardholder's responsibility to handle any returns. The steps for returning item(s) should be as follows:

- Contact supplier for any specific instructions and obtain return authorization
- Return item(s) by least expensive means (i.e., inquire if supplier may pay shipping)
- Deliver safely packed item to the office assistant for pick up
- Submit documentation of the return to the Accounting Specialist to ensure proper credit is received. Retain any and all documentation until proper credit is posted to the cardholders account, Accounting Specialist will notify cardholder when credit is received.

Reconciliation of Purchases and Payment

The Accounting Specialist will coordinate the purchase receipts by cardholder, with appropriate budget line item identified, and submit the monthly invoice in an accounts payable (AP) packet to the Fire Chief, or his designee for review and approval for payment. The District will make every effort to complete the payment process within 30 days of receipt.

16. Disputing a Transaction

The cardholder is responsible for contacting the supplier to attempt to resolve any issues of incorrect charges (failure to receive goods, incorrect amounts, duplicate charges, credits not processed, etc.). Most of these issues can be resolved directly with the supplier.

17. Temporary Limit Increases

Request for temporary limit increases should be submitted to a pCard Administrator. Limits may be temporarily raised with the approval of the Fire Chief, or his designee and will be documented via an email.

18. Lost or Stolen pCard

It is the responsibility of the cardholder to immediately report a lost or stolen pCard to the pCard Administrator. If unreachable, then contact Bank of America at (888) 449-2273. Prompt notification must be given to the pCard Administrator with details of the situation, and with a request for a replacement card, if applicable.

19. Fraud Notification

Periodically the pCard Administrator will receive an email or call from Bank of America's Fraud Division that a card has temporarily been suspended due to suspicious activity. The pCard Administrator will contact the cardholder and determine if there is a fraud concern, and will determine if pCard cancellation is necessary. No transactions will be processed until the fraud division receives a call back.

20. Canceling a pCard

To cancel a pCard due to suspicious activity, notify a pCard Administrator. Upon separation/retirement from the District, an active employee's pCard will be retrieved and canceled on the last day of employment as part of the Off-Boarding procedures initiated by the ~~Office Manager~~Administration Division.

21. Security

Only authorized cardholders may use the pCard. Cardholders must safeguard cards, card numbers and PINs against use by unauthorized individuals within or outside the District. The District is liable for all charges that are made to the pCard until the card is

reported lost or stolen, or the charges are identified by the pCard user as being unauthorized or fraudulent.

22. Accidental Personal Use

Any personal purchases charged to the District pCard must be promptly reimbursed to the District. The cardholder will contact the pCard Administrator who will advise on the proper reimbursement process. The circumstances of the error will be documented and reviewed by the Fire Chief, or his designee to determine if disciplinary action is appropriate.

23. Automatic Recurring Expenses

Transactions committing the District to automatic recurring expenses must be approved in advance by the Fire Chief, or his designee. Such expenses will be periodically reviewed to verify continued need and viability.

24. Misuse of pCard

Examples of misuse may include, but are not limited to the following:

- Purchases made for the sole benefit of the employee
- Assignment or transfer of an individual's card to another person
- Use of card to purchase restricted commodity, or for purchases that are inappropriate
- Splitting transactions to circumvent card limits

Examples of administrative misuse categories:

- Failure to maintain a record of the pCard transactions and receipts
- Use of card for purchases unrelated to the account charged
- Use of card in excess of assigned cardholder limits

Disciplinary measures may include a reduction in the cardholder's authorization limits, the cancellation of the pCard, suspension, or termination of employment.

25. Compliance with Audit Reviews

On a quarterly basis, the Chairman of the Board will conduct a review of a sample monthly invoice, the individual cardholder charges and the corresponding documentation for those purchases which will be acknowledged by his/her signature. Cardholder activity and records are also open to review by internal, external, state and federal auditors.

26. Definitions:

"Single Resource" is an individual employee assigned to an emergency incident by the Fire Chief or his designee.

“Strike Team” is an engine company assigned to an emergency incident by the Fire Chief or his designee.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

JOB TITLE	Fire Chief
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DIVISION	Operations
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FLSA STATUS	Exempt
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SAFETY SENSITIVE	Yes
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DEFINITION

The Fire Chief is responsible for organization and direction of the Fire District with the purpose of ensuring that loss of life, property, or injury as the result of a fire or accident is prevented or minimized. Plan, direct, manage, and oversee the activities and operations of the Fire District. Coordinate District activities with other agencies – local, state, and federal; and serve at the pleasure of the Board of Trustees.

DISTINGUISHING CHARACTERISTICS

The position of Fire Chief is the highest rank in the Fire District and serves as the District's chief executive officer, providing strategic leadership and direction for all District programs, services, and operations. The Fire Chief is responsible for organizational strategic and succession planning, policy development, long-range financial and capital improvement planning, budget administration, workforce development, labor relations, and the implementation of Board priorities. The position ensures the effective stewardship of public resources, maintains organizational readiness to meet current and future community needs, and serves as the District's principal representative in fostering relationships with elected officials, partner agencies, community stakeholders, and the public. provides professional leadership and direction for coordinating the organization, staffing, and operational activities of the district including, but not limited to fire suppression, EMS, bomb squad, HAZ-MAT, specialized rescue, fuels management and prevention programs. The Fire Chief develops and maintains open channels of communication with outside agencies, community groups, elected officials and other individuals who may influence district operations.

REPORTS TO: Board of Trustees

ESSENTIAL FUNCTIONS

The functions listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all functions listed and may be assigned functions which are not listed below.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

1. Leads the development, implementation, and evaluation of the District's strategic plans, organizational goals, and long-term initiatives to ensure effective emergency services delivery, operational excellence, workforce development, and alignment with community needs and Board of Trustees priorities.
 - ~~1.2.~~ Oversees the development of the annual budget for approval by the Board of Trustees; monitors expenditures to ensure compliance with budgets; accounts for variances between projected and actual expenditures, initiates remedial action, and reports significant variances to the Board of Trustees.
 - ~~2.3.~~ Directs the development and implementation of comprehensive fire prevention, suppression, hazardous material, emergency medical services, building inspection, training, and public education programs.
 4. Reviews the development and implementation of goals, objectives, policies, and priorities for the District and ensure consistent implementation.
 - ~~3.5.~~ Exercises executive authority over personnel matters involving employees, including hiring, supervision, performance management, promotion, discipline, and termination, consistent with District policies and applicable regulations.
 6. Negotiates and/or supervise the negotiation of all District contractual agreements subject to the limitations of law and Fire Board direction; administers and enforces agreements.
 7. Administers the preparation of Board of Trustees meeting agendas; attends Fire Board meetings; makes oral and written presentations to the Fire Board, Board of County Commissioners and to other public and private groups; and provide information to the news media and the public regarding District operations.
 - ~~4.8.~~ Provide information to the news media and the public regarding District operations.
 - ~~5.9.~~ Performs high-level administrative, technical, and professional work in directing and supervising the administration of the District.
 - ~~6.10.~~ Administers the District's personnel system including classification, compensation, benefits, recruitment and selection, personnel policies, and collective bargaining agreements.
 - ~~7.11.~~ Assigns work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve challenges.
 - ~~8.12.~~ Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
 - ~~9.13.~~ Confers on and coordinate station operations and personnel issues with company and chief officers.
 - ~~10.14.~~ Monitors and adjusts personnel and equipment to provide the optimum response time for calls.
 - ~~11.15.~~ Acts as the Incident Commander (IC) by directing and supervising multi – company response to emergency fire, EMS, hazardous materials, rescue, and other situations and directs companies responding to the emergency.
 - ~~12.16.~~ Represents the District with other government agencies on various local, county, regional, state, and federal committees; coordinate interagency activities and programs; promote the mutual interest of the jurisdictions and comply with legal and regulatory requirements.
-



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

- ~~13-17.~~ Attends civic, professional, service, and community group meetings to educate and inform the community of fire service issues and activities; and to establish favorable public relations for the District.
- ~~14. Oversees the development of the annual budget for approval by the Board of Trustees; monitors expenditures to ensure compliance with budgets; accounts for variances between projected and actual expenditures, initiates remedial action, and reports significant variances to the Fire Board.~~
- ~~15. Administers the preparation of Fire Board meeting agendas; attends Fire Board meetings; makes oral and written presentations to the Fire Board, Board of County Commissioners and to other public and private groups; and provide information to the news media and the public regarding district operations.~~
- ~~16-18.~~ Conducts a variety of organizational studies and investigations; identify and pursue grant opportunities to supplement ongoing programs; and recommend modifications to existing programs, policies, and procedures.
- ~~17-19.~~ Monitors changes in equipment and methods and recommends their incorporation into department activities; develop specific proposals for action on current and future District needs.
- ~~18-20.~~ Evaluates existing fire safety conditions and federal, state, and local codes applicable to fire safety; recommend policies, procedures, and ordinance revisions, as necessary.
- ~~19-21.~~ When qualified, perform the duties of subordinate personnel, as needed.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of

- Fire suppression, rescues, EMS, special operations, prevention practices, investigations, apparatus, and equipment;
- Firefighting laws, codes, ordinances, rules, and regulations as they pertain to fire operations;
- Building construction techniques and the consequence of each type on fire suppression and prevention activities;
- Principles and practices of modern firefighting and fire prevention;
- Principles and practices of program development and administration;
- Principles and practices of governmental budget preparation and administration;
- Pertinent federal, state, and local laws, codes, ordinances, and regulations;
- Principles of supervision, training, and performance evaluation;
- Basic techniques for handling hazardous materials;
- Emergency medical assistance and CPR techniques;
- Principles and procedures of investigatory methods;
- Streets, geography, including the location of water mains and hydrants and the major fire hazards of the fire District;
- All District vehicles and equipment capabilities;
- Fire District Best Practices and Personnel Policies; and



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

- Personal protection equipment use, care, and maintenance.

Skill to

- Operate and maintain various types of fire-fighting equipment;
- Communicate effectively both orally and in writing;
- Interpret, explain, apply, and enforce policies and procedures; and
- Analyze complex fire situations, identifying potential dangers, alternative courses of action, project consequences of proposed actions, and react quickly to ensure situational control and safety.

Ability to

- Plan, organize, direct, and coordinate the work of staff;
- Maintain discipline and respect of subordinates and to command effectively;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Ensure that personnel are fully trained and prepared for emergency response;
- Supervise, train, and evaluate staff;
- Delegate authority and responsibility;
- Communicate effectively, both verbally and in writing;
- Negotiate and resolve difficult or sensitive complaints or concerns from District personnel or external sources;
- Develop and administer departmental goals, objectives, and procedures;
- Attend regional, state, and local conferences, seminars, or conventions to continue the education process to enhance, maintain, or improve the quality of service to the District;
- Research, analyze, and evaluate new service delivery methods and techniques;
- Prepare clear and concise administrative reports;
- Identify and respond to sensitive community and organizational issues, concerns, and needs;
- Address civic clubs and other groups within the community regarding programs of the fire District;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Interpret and apply federal, state, and local policies, laws, and regulations;
- Develop budget recommendations;
- Ensure that all expenditures are necessary and prudent;
- Analyze an emergency situation and decide on an appropriate course of action within the scope of assigned duties;
- Work under stress;
- Take control of and direct a variety of emergency services related to fire operation, emergency medical response, rescue, and hazardous materials incidents;
- Apply first aid in emergency situations; and



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

- Operate and employ modern office practices, procedures, methods and computer equipment and software.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

- ~~Eight years-~~ Ten (10) years of progressively responsible experience in an all-risk agency responsible for prevention, suppression, medical emergency, and wildland operations; or an equivalent combination of education and experience.
- Three (3) years Command experience at a level equivalent to Battalion Chief or above in a similar organization.
- Bachelor Degree from regionally accredited institution in Fire Administration, Fire Prevention Technology, Public Administration, or related equivalent.

Required Certifications and Licenses:

All required certifications and licenses must be maintained and current through the duration of employment. Additionally, the highest level of EMS certification received must be maintained throughout the duration of employment.

- Completion of company officer certification classes from California, Nevada, or another State certification curriculum that meets NFPA 1021 Fire Officer I, ~~and~~ Fire Officer II and Officer III.
- Qualification as a Hazardous Materials Incident Commander.
- Must possess and maintain a Nevada certified EMT- Basic. ~~D.~~
- Completion Incident Command Systems (ICS) IS-100, IS-200, IS-700, IS-800 within six (6) months of hire.

Special Requirements:

- ~~This position works a 40-hour and must be willing to work outside the normal work schedule to accomplish project objectives.~~ Must work a 40-hour workweek and be willing to work outside the normal work schedule to accomplish project objectives.
- Possess and maintain a valid Nevada Ambulance Attendant License at all times.
- Possession of a valid Nevada driver's license – Class "B" with an "F" endorsement or a Nevada Commercial Driver's license – Class "A" OR an equivalent California driver's license.
- Must reside within a one-hour response time of the District.
- ~~Reside within thirty-five (35) road miles of a Tahoe Douglas Fire Protection District fire station.~~



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands/ fingers to handle objects, and operate tools or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and/or smell odors.

This position requires occasional lifting and/or moving of objects up to 30 pounds ~~and occasional moving of objects~~ up to 100 pounds. Strength, stamina, and agility to utilize fire suppression equipment while wearing heavy protective clothing for long periods of time. Specific vision abilities required include close vision, night vision, color vision sufficient to distinguish between red and green traffic signals, and the ability to adjust focus.

Dexterity and coordination to use keyboard and video display terminal for prolonged periods.

Maintain regular and consistent punctuality and attendance.

~~Physical fitness must be maintained to perform rescue activities. Successfully complete the Work Capacity Test at the "arduous level" per NWCG guidelines.~~

Very high levels of mental and emotional stress will be caused by the requirement to fight fires in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations, and by the possibility of loss of life, injury, and property.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS

Work is primarily in an office setting. Occasionally in a vehicle and outdoor settings; in all weather conditions, including temperature extremes; during day and night shifts.

Work in emergency medical situations, including vehicle accidents, water rescues, mountain rescues with extreme terrain; and other types of medical and rescue emergencies. Work in stressful, intense life-threatening conditions.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

The noise level in the work environment varies from quiet office settings, to moderate during daily work routine, to loud emergency scenes.

Occasionally work near moving mechanical parts and in high, precarious places Occasionally exposed to extreme heat/fire; wet and/or humid conditions; smoke, fumes, or airborne particles; radiation; toxic, explosive or caustic chemicals; bodily fluids and infectious diseases; risk of electrical shock, and vibration; noise.

There is a risk of death or injury from sudden cave-ins of floors, toppling walls, falling trees and traffic accidents when responding to calls. May come in contact with poisonous, flammable, or explosive gases and chemicals, as well as radioactive or other hazardous materials that may have immediate or long-term effects on health.

~~The essential functions listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.~~

ACKNOWLEDGEMENT

I have reviewed this job description, along with any attachments, and find it to be an accurate description of the demands of the job.

PRINT NAME

SIGNATURE

DATE



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

JOB TITLE	Assistant Fire Chief/ Special Operations
DIVISION	Operations
FLSA STATUS	Exempt
SAFETY SENSITIVE	Yes

DEFINITION

The Assistant Fire Chief/~~Special Operations~~, in coordination with the Fire Chief, is responsible for establishing and implementing the organization and direction of the Fire District, with the purpose of ensuring that loss of life, property, or injury as the result of a fire or accident is prevented or minimized.

DISTINGUISHING CHARACTERISTICS

The position of Assistant Fire Chief/~~Special of Operations~~ is a top management position and a member of the Command Staff. This position provides professional mentoring and leadership for coordinating operational response, training, staffing, service delivery, and apparatus maintenance and purchase. This position plans, directs, manages, and oversees all operational activities of the Fire District, including but not limited to fire suppression, training, EMS, Explosive Ordnance Disposal (EOD), Hazardous Materials Management (HAZMAT), Special Weapons and Tactics (SWAT) Medic Program, and specialized rescue. The Assistant Fire Chief/~~Special of Operations~~ supervises the line Battalion Chiefs and fleet mechanics. This position may be assigned to act as the Fire Chief in the Fire Chief's absence.

REPORTS TO: Fire Chief

ESSENTIAL FUNCTIONS

The functions listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all functions listed and may be assigned functions ~~which~~ that are not listed below.

1. Leads in the mentoring and development of the department's Chief Officers in Operations and Leadership.
2. Participates in the development and implementation of the Fire District's goals, objectives, policies, procedures, and ~~long range~~ long-range planning as determined periodically by the Fire Chief and Board of Trustees.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

3. Ensures and monitors competency in the delivery of designated fire services ~~through by establishing the creation of~~ a system of accountability and acceptable community standards.
4. Directs and coordinates station operations and personnel issues with ~~the~~ company and chief officers.
5. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Monitors and adjusts personnel and equipment to provide ~~the achieve optimal optimum~~ response times for calls.
7. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training.
8. Directs the District performance review process to ensure consistent and accurate feedback for employee development.
9. Works with employees to correct deficiencies and, if needed, implement discipline procedures.
10. Acts as the Incident Commander (IC) by directing and supervising multi –company response to all risk emergencies.
11. Acts as Fire District liaison on various local, county, regional, state, and federal committees; coordinates interagency agreements, activities, and programs.
12. Participates in the development and administration of annual budgets and audits; assists ~~to in~~ forecasting needed funding for staffing, equipment, materials, and supplies.
13. Conducts a variety of organizational studies, investigations, and operational studies; identifies and pursues grant opportunities to supplement ongoing programs; and recommends modifications to existing programs, policies, and procedures.
14. Monitors changes in equipment and methods and recommends their incorporation into departmental activities; develops specific proposals for action ~~on to address~~ current and future District needs.
15. Evaluates existing fire safety conditions and federal, state, and local codes applicable to fire safety; recommends policies, procedures, and ordinance revisions, as necessary.
16. Negotiates and implements agreements, including mutual aid, operating plans, and cost-share agreements with local, state, and federal cooperators.
17. Coordinates and reviews ~~the~~ effectiveness of emergency medical/fire dispatch configurations and procedures.
18. Performs the duties of subordinate personnel, as needed.
19. ~~Acts Serves~~ as the department's Duty Chief ~~on a rotational basis with Assistant Fire Chief/Fire Marshal, Division Chief of Wildland Fire and Fuels, and Fire Chief as necessary needed.~~

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

- Command and Control principles and techniques related to the Incident Command System (ICS).
- Fire suppression, rescues, EMS, special operations, prevention practices, investigations, apparatus, and equipment.
- Local, state, and federal agreements, including mutual aid agreements.
- Firefighting laws, codes, ordinances, rules, and regulations as they pertain to fire operations.
- Building construction techniques and the consequences of each type on fire suppression and prevention activities.
- Principles and practices of modern firefighting and fire prevention.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Pertinent federal, state, and local laws, codes, ordinances, and regulations.
- Principles of supervision, training, and performance evaluation.
- Basic techniques for handling hazardous materials.
- Emergency medical assistance and CPR techniques.
- Principles and procedures of investigatory methods.
- Streets and geography, including the location of water mains and hydrants, and the major fire hazards of the fire District.
- All District vehicles and equipment capabilities.
- Fire District best practices, and personnel policies, and personal protection equipment use, care, and maintenance.

Skill to

- Command and Control all risk emergencies.
- Operate and maintain various types of fire-fighting equipment.
- Communicate effectively both orally and in writing.
- Interpret, explain, apply, and enforce policies and procedures.
- Analyze complex fire situations, identify potential dangers, alternative courses of action, project consequences of proposed actions, and react quickly to ensure situational control and public safety.

Ability to

- Ensure that personnel are fully trained and prepared for emergency response.
- Develop the Chief and Company Officers' operational abilities to mitigate complex, and rapidly expanding all-risk emergencies.
- Identify and mitigate risks to the public, our communities, wildlife, and the environment.
- Negotiate and develop agreements with local, state, and federal cooperators.
- Attend community meetings to educate and inform the public of fire service issues and activities, and to establish favorable public relations for the District.
- Plan, organize, direct, and coordinate the work of staff.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

- Assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Maintain discipline while treating and respect of subordinates with respect in order to command effectively.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train, and evaluate staff.
- Delegate authority and responsibility.
- Negotiate and resolve difficult or sensitive complaints or concerns from District personnel or external sources.
- Develop and administer departmental goals, objectives, and procedures.
- Attend regional, state, and local conferences, seminars, or conventions to continue the education process to enhance, maintain, or improve the quality of service to the District.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative reports.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Develop budget recommendations.
- Ensure that all expenditures are necessary and prudent.
- Analyze ~~an~~ emergency situations and decide on an appropriate course of action within the scope of assigned duties.
- Work under stress.
- Take control of and direct a variety of emergency services related to fire operations, emergency medical response, rescue, and hazardous materials incidents.
- Apply first aid in emergency situations; and operate and employ modern office practices, procedures, methods, and computer equipment and software.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

- Bachelor's Degree or higher from a regionally accredited institution in Fire Administration, Fire Prevention Technology, Public Administration, or a closely related field; and
- ~~Six-Three~~(36) years of service as a ~~Fire Chief Officer~~ Battalion Chief or above with an All-Risk Fire Department.
- ICS certifications and experience at the 300 and 400 levels on All-Hazard emergencies.
- Qualification as a Hazardous Materials Incident Commander



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

Required Certifications and Licenses:

All required certifications and licenses must be maintained and kept current throughout the duration of employment.

In addition to the requirements of Battalion Chief:

- Completion of Chief Officer III certification from Nevada, California, or another State certification curriculum that meets NFPA 1021 and 1051 within one year;
- ~~Certification as Fire Instructor in Nevada, California, or another State.~~
- ~~Must possess and maintain a minimum of a Nevada certified EMT-B and CPR AED certificate.~~
- ~~Possession of a valid Nevada driver's license Class "B" with an "F" endorsement or a Nevada Commercial Driver's license Class "A" or "B" OR an equivalent California driver's license.~~

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands/ fingers to handle objects and operate tools or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and/or smell odors.

This position requires occasional lifting and/or moving of objects up to 30 pounds and occasional moving of objects up to 100 pounds. Strength, stamina, and agility to utilize fire suppression equipment while wearing heavy protective clothing for long periods of time. Specific vision abilities required include close vision, night vision, color vision sufficient to distinguish between red and green traffic signals, and the ability to adjust focus.

Dexterity and coordination to use a keyboard and video display terminal for prolonged periods.

Physical fitness must be maintained to perform rescue activities. Successfully complete the Work Capacity Test at the "arduous level" per NWCG guidelines.

Very high levels of mental and emotional stress will be caused by the requirement to fight fires in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations, and by the possibility of loss of life, injury, and property.

In compliance with applicable disability laws, reasonable ~~accommodations~~accommodations may be provided ~~for to~~ qualified individuals with ~~a disability~~ies who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

discuss potential ~~accommodations~~accommodation with a qualified Tahoe Douglas Fire Protection District representative.

WORKING CONDITIONS

Work is performed under the following conditions:

Work is primarily in an office, vehicle, and outdoor settings; in all weather conditions, including temperature extremes; during day and night shifts.

Work in emergency medical situations, including vehicle accidents, water rescues, mountain rescues with extreme terrain; and other types of medical and rescue emergencies. Work in stressful, intense life-threatening conditions.

The noise level in the work environment varies from quiet office settings, to moderate during the daily work routine, to loud emergency scenes.

Occasionally work near moving mechanical parts and in high, precarious places. Occasionally exposed to extreme heat/fire; wet and/or humid conditions; smoke, fumes, or airborne particles; radiation; toxic, explosive, or caustic chemicals; bodily fluids and infectious diseases; risk of electrical shock, and vibration; noise.

There is a risk of death or injury from sudden floors cave-ins of ~~floors~~, toppling walls, falling trees, and traffic accidents when responding to calls. May come in contact with poisonous, flammable, or explosive gases and chemicals, as well as radioactive or other hazardous materials that may have immediate or long-term effects on health.

ACKNOWLEDGEMENT

I have reviewed this job description, along with any attachments and find it to be an accurate description of the demands of the job.

PRINT NAME

SIGNATURE

DATE



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

JOB TITLE	Battalion Chief
DIVISION	Operations Division
FLSA STATUS	Exempt Non-exempt
SAFETY SENSITIVE	Yes

DEFINITION

Under general direction, supervise the activities and operations of the assigned battalion. Assist in the development and implementation of comprehensive fire prevention, suppression, hazardous material, emergency medical services, inspection, training, public education, and support services. Coordinate and participate in fire operations, prevention, emergency medical and investigative activities.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level position for a battalion of the Fire District. Exercises supervision of firefighting staff and fire officers within the battalion.

REPORTS TO: Assistant Fire Chief or Fire Chief

ESSENTIAL FUNCTIONS

The functions listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all functions listed and may be assigned functions which are not listed below.

1. Coordinates the organization, staffing and operational activities of a battalion.
2. Assists in the development and implementation of comprehensive fire prevention, suppression, hazardous material, emergency medical services, inspection, training, and public education programs.
3. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas of responsibility.
4. Recommends and implements policies and procedures.
5. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Assigns work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

7. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
8. Responds to questions and inquiries from the general public regarding fire department functions; investigate and resolve problems.
9. Develops fire attack plans; respond to alarms; direct the proper deployment of resources at the scene of emergencies; and assume command of fire suppression activities, and other emergency incidents.
10. Acts as the Incident Commander (IC) by directing and supervising multi – company response to emergency fire, EMS, hazardous materials, rescue, and other situations and directs companies responding to the emergency.
11. Oversees and participates in the development and administration of annual budgets; forecast needed funding for staffing, equipment, materials, and supplies.
12. Conducts a variety of organizational studies, investigations, and operational studies; identify and pursue grant opportunities to supplement ongoing programs; and recommend modifications to existing programs, policies, and procedures.
13. Evaluates existing fire safety/weather conditions and federal, state, and local codes applicable to fire safety; recommend policies, procedures, and ordinance revisions, as necessary.
14. Enforces policy and procedure at the battalion level.
15. Confers on and coordinates station operations and personnel issues with company officers, other Battalion Chiefs and Assistant Chiefs.
16. Plans, organizes, directs, and implements fire training and safety programs; instructs classes in technical administrative and specialized areas relating to fire suppression and prevention.
17. Monitors changes in equipment and methods and recommends their incorporation into department activities; develops specific proposals for action on current and future District needs.
18. Assumes duties of Assistant Fire Chief and/or Fire Chief, as assigned.
19. In addition to normal work schedule, be available for response back to the District as the safety officer, command staff, or as the scheduled duty officer.
20. Maintains records and prepares periodic special and technical reports relating to the assigned area of responsibility.
21. When qualified, performs the duties of subordinate personnel, as needed.
22. Acts as Fire District liaison on various District, County, Regional and State committees; coordinates interagency activities and programs
23. Addresses civic clubs and other groups within the community regarding programs of the Fire District.
24. Attends regional, state, and local conferences, seminars, or conventions to continue the education process to enhance, maintain or improve the quality of service to the District; and serve as a member of various Fire District committees, as assigned.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of

- Fire suppression, rescues, EMS, special operations, prevention practices, investigations, apparatus, and equipment.
- Firefighting laws, codes, ordinances, rules, and regulations as they pertain to fire operations.
- Principles and practices of modern firefighting and fire prevention.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Pertinent federal, state, and local laws, codes, ordinances, and regulations.
- Principles of supervision, training, and performance evaluation.
- Basic techniques for handling hazardous materials.
- Emergency medical assistance and CPR techniques.
- Principles and procedures of investigatory methods.
- Streets, geography, including the location of water mains and hydrants and the major fire hazards of the Fire District.
- All District vehicles and equipment capabilities.
- Nevada State Laws pertaining to EMS.
- Fire District Best Practices and Personnel Policies; and
- Personal protection equipment use, care, and maintenance.

Skill to

- Command and Control all risk emergencies.
- Operate and maintain various types of fire-fighting equipment.
- Communicate effectively both orally and in writing.
- Interpret, explain, apply, and enforce policies and procedures.
- Analyze complex fire situations, identify potential dangers, alternative courses of action, project consequences of proposed actions, and react quickly to ensure situational control and public safety.
- Train others in policies and procedures related to the work

Ability to

- Plan, organize, direct, and coordinate the work of staff.
- Maintain discipline and respect of subordinates ~~and to~~ and command effectively.
- Delegate authority and responsibility.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

- Develop and administer departmental goals, objectives, and procedures.
- Prepare clear and concise administrative reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train, and evaluate assigned staff.
- Develop budget recommendations.
- Ensure that all expenditures within assigned division(s) are necessary and prudent.
- Analyze an emergency situation and decide on an appropriate course of action within the scope of assigned duties.
- Think and act quickly and appropriately in emergencies.
- Take control of and direct a variety of emergency services related to fire operation, emergency medical response, rescue, and hazardous materials incidents.
- Operate and employ modern office practices, procedures, methods, and computer equipment.
- Apply first aid in emergency situations.
- Work under stress.
- Maintain positive working relationships with other Fire District personnel, supervisors, and the public.
- Ensure that assigned personnel are fully trained and prepared for emergency response.
- Instruct and lead fire training sessions and courses; and
- Communicate effectively, both verbally and in writing.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

- Bachelor's ~~or Master's~~ Degree from an agency approved and accredited institution in Fire Administration, Fire Prevention Technology, Public Administration, or closely related field.
- Ten (10) years full-time fire service experience
- Classification of Company Officer or equivalent work experience for a minimum of 3 years.

Required Certifications and Licenses:

All required certifications and licenses must be maintained and current through the duration of employment.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

- Possession of a valid Nevada driver's license – Class "B" with an "F" endorsement OR an equivalent California driver's license.
- Possess and maintain a valid Nevada Ambulance Attendant License at all times.
- Possess and maintain a Nevada EMT-A certificate.
- Nevada State Evaluator within 1 year
- ~~Must meet insurability requirements of the District insurance carrier.~~
- Completion of Nevada Fire Officer I & II or equivalent
- ~~Nevada Instructor I or equivalent Nevada Instructor II within 1 year~~
- ~~Fire Investigator FI- 210 within 1 year~~
- Hazmat IC
- Completion of ICS-100, 200, 300, 400, IS-700, and IS-800
- ~~Completion of NWCG L280 and NWCG L380 within 1 year~~
- Completion of NWCG S-330

Desirable Certifications and Licenses:

- ~~Nevada Instructor II or equivalent~~
- ~~Nevada Fire Officer III~~
- ~~High Rise IC--~~
- ~~Completion of NWCG S-330~~
- ~~Completion of NWCG L380~~

Special Requirements:

- Must work a 56 hour workweek and be willing to work outside the normal work schedule to accomplish project objectives.
- This position is subject to the FLSA Section 207(k) partial overtime exemption applicable to fire protection employees.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands/ fingers to handle objects and operate tools or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and/or smell odors.

This position requires occasional lifting and/or moving of objects up to ~~30-50~~ pounds and occasional moving of objects up to ~~100- 175~~ pounds. Strength, stamina, and agility to utilize fire suppression equipment while wearing heavy protective clothing for long periods of time. Specific vision abilities required include close vision, night vision, color vision sufficient to distinguish between red and green traffic signals, and the ability to adjust focus.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

Dexterity and coordination to use keyboard and video display terminal for prolonged periods.

Physical fitness must be maintained to perform rescue activities.

Very high levels of mental and emotional stress will be caused by the requirement to fight fires in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations, and by the possibility of loss of life, injury, and property

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with a qualified Tahoe Douglas Fire Protection District representative.

WORKING CONDITIONS

Work is performed under the following conditions:

Work is primarily in an office, vehicle, and outdoor settings; in all weather conditions, including extreme temperatures; during day and night shifts.

Work in emergency medical situations, including vehicle accidents, water rescues, mountain rescues with extreme terrain; and other types of medical and rescue emergencies. Work in stressful, intense life-threatening conditions.

The noise level in the work environment varies from quiet office settings, to moderate during daily work routine, to loud emergency scenes.

Occasionally work near moving mechanical parts and in high, precarious places Occasionally exposed to extreme heat/fire; wet and/or humid conditions; smoke, fumes, or airborne particles; radiation; toxic, explosive or caustic chemicals; bodily fluids and infectious diseases; risk of electrical shock, and vibration; noise.

There is a risk of death or injury from sudden cave-ins of floors, toppling walls, falling trees and traffic accidents when responding to calls. May come in contact with poisonous, flammable, or explosive gases and chemicals, as well as radioactive or other hazardous materials that may have immediate or long-term effects on health.

ACKNOWLEDGEMENT

I have reviewed this job description, along with any attachments, and find it to be an accurate description of the demands of the job.



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

PRINT NAME

SIGNATURE

DATE



Special Recognition – July 2026

Bryce Cranch, Interim Fire Chief

Service Recognition:

Battalion Chief Mike Monaghan

7 Years of Service

Hired in 2008, promoted to FT in 2019

Crew Member Mason Cain

2 Years of Service

Hired in 2021, promoted to FT in 2024

Admin Assistant/Board Clerk Kathy Donovan

1 Year of Service

Completed Probation:

Firefighter/Paramedic Will Schultz

Fire Inspector I Amanda Van De Hey

Engineer Nolan Weintz

Engineer Jacob Looney

Engineer Matt Steventon

Fire Prevention Report

Interim Fire Marshal

Kris Rowlett

June 2026

Major Construction Projects:

- **Caesars Republic:** Ongoing construction, casino floor, and pool lounge. Inspections continue in segments to keep projects moving forward.
- **Golden Nugget:** Ongoing construction, casino floor, and Heavenly Tower.
- **Bally's:** Fire Alarm replacement ongoing.
- **Edgewood:** The South Shore room and main kitchen expansion are ongoing.
- **Peak Luxury Apartments:** Ongoing construction.
- **Ridge Tahoe:** Tennis court building under construction.

Inspections and Fire Prevention Activities:

VHR Inspections: 71

Construction Permit Inspections: 23

Plan Review:

- Under Review: 17
- Awaiting resubmittal: 18
- Approved: 26

Special Event Permits:

- Black Keys Concert – Caesars Outdoor
- Endurance Run Destination Trails – Heavenly Stagecoach
- Hawaiian Luau – Caesars Outdoor
- Fire Pits Team Member Kick-Off Party – Edgewood
- Rock Tahoe Half Marathon – Golden Nugget
- Glenbrook Rodeo – Shakespeare Ranch
- Terramar Lounge Outdoor Fire Pits – Round Hill, TBEC, Edgewood

Public Information & Community Education

- **Community Outreach & Engagement:**
 - Rotary and Kiwanis (Turner)
 - K9 Sweep 2 days for the California Conference for Sheriffs
 - K9 Sweep 2 days for Nevada State Fair
 - K9 Sweep 6 days for Reno Rodeo
- **Public Information & Media Relations:**
 - Tahoe Douglas Fire & Family Day Promotion Post
 - A Day in the Life of a Firefighter – Fire Science Post
 - Zephyr Cove Elementary School Mighty Fun Club Day Post

Division Report
Fire Prevention

Dates of Report: 01 June – 30 June 2026

Fire Prevention Report

Interim Fire Marshal

Kris Rowlett

- FF/PM Thomas Probation Completion Post
 - Concert Season Kickoff Post
 - Tahoe Douglas Fire & Family Day Promotion Post
 - Last Day of School for Fire Science II GWHS Post
 - Lake Tahoe Regional Fire Chiefs Post
 - Father's Day Post
 - FF/AEMT Johnson Promotion Post
 - Residential Structure Fire Post
 - Red Flag Warning Post
 - Tahoe Douglas Fire & Family Day Community Event Post
 - Leave the Fireworks to the Professionals Post
-
- **Public Education:**
 - GWHS Fire Science: The last day of school was June 10th. On the last day of school together, we took some time to reflect on the year and asked the students what they enjoyed most. Hearing their favorite memories, skills they learned and experiences they had was a great reminder of how much they've accomplished this year. We also had a little fun rocking some mustaches before organizing the annex where all of the students' gear is stored.

Meetings & Professional Development

- **Strategic & Board Leadership:**
 - Douglas County Board Meeting; Second reading of title 20, Appendix B1 and B2
 - Board of Trustees
- **Specialized Committees & Planning:**
 - Public Safety Committees: Represented the department on the Pub Ed & CRR (Community Risk Reduction) Committee and the Fire PIT. (Turner)
 - Regional Planning: Contributed to the Tahoe-Truckee Sustainable Recreation & Tourism bi-weekly coordination and the Logan Creek FAC meeting. (Turner)
- **Professional Development & Staff Training:**
 - Regular monthly K9 training (Rowlett)

Division Report – Wildland Fire and Fuels Division

Wildland Fire and Fuels Management Officer
Keegan Schafer

July 2026

Wildland Fire and Fuels Administration

- NDF, NTCD, and TDFPD are finalizing the contract to start work on the Tranquility property.

Zephyr Crew Fuels Activities

- Zephyr Crew is on their second two-week assignment. They are currently assigned to the Stookey Fire in Utah.
- Zephyr Crew is currently performing fuels management in Carson Valley on NVE projects.
- BC Fogarty has returned to district after a two-week assignment as DIVS (T) in Utah.

Shoreline Crew Fuels Activities

- Shoreline engines B-22 and B-24 have been assigned to respond to North Ops where they will be in staging for emergency response for Northern California. There have been 4 crew swaps to date.
- Shoreline is currently performing fuels management in the Carson Valley on NVE projects.

A-Shift Division Report

Battalion Chief

Chris Lucas

June 2026

A-Shift Acknowledgements:

- FF Wesson completed his Phase 3 test and is now working as an accredited Paramedic for our agency.
- FF Saunders is in Phase 3 of his Paramedic accreditation.
- E21 responded to four structure fires in EFFPD

A-Shift Notable Calls:

- Responded to a pediatric drowning at the Bally's pool. IR#1177. The patient was successfully resuscitated and is on track to make a full recovery after being flown to UC Davis Medical Center.

Assignment Objectives:

- ENG Fording, CAPT Sanders, CAPT Petersen and Chief Cranch continue to work on the various modules of First Due and make it work for our department.
- ENG Koeck is actively managing our Narcotic inventory and working to finalize Pyxis. See update regarding Narcotic Storage below.
- CAPT Petersen is overseeing Foster Saunders' probation.
- FF Gump, FF Wesson and CAPT Isenberg have been testing new hose for the high-rise packs.
- ENG Koeck and CAPT Fine are working on putting a Rescue Swimmer Class together for August.
- CAPT Fine is working on completing his Boat Captain License.
- ENG Steventon is working on the Insurance Committee
- CAPT Fine and CAPT Petersen are revising uniform policy and transitioning back to stocking uniforms at Station 23. New hats have been ordered

EMS Division:

- Our new BD MedBank Narcotic Vault is in place and in service. Come to the supply room to check it out.
- We completed our EMS Permit and Training Center renewal with the State of Nevada.
- Medi-Cal renewal is complete.
- Our ending revenue for the 25-26 fiscal year was \$609,572

Division Report
Operations – A-Shift
Dates of Report: 01 June – 30 June 2026

B-Shift Division Report

Battalion Chief

Brandon Brady

June 2026

B-Shift Acknowledgements

- Captain Wade moved to station 24 on the 4th of July. Staffed B0213. Primary boat pilot for the day. Participated in the parade in South Lake Tahoe. Assigned to fireworks celebration. Near drowning at Zephyr Cove. Cardiac Arrest at Roundhill Pines.
- E21 responded to four structure fires in EFFPD.
- FF/P Thomas passed his probationary period. Congratulations Ryder!
- FF/P Waite and FF/P Thomas have both begun work in Engineer taskbook and deckhand taskbook.
- Captain Baker had assisted CCRFA in the role of RTO, congratulations to the graduating class of 26-1 (Carson recruits). Looking forward to continuing collaboration in training with neighboring agencies.
- FF/PM Van Steyn has been performing well in the AO role. He sets his crew up for success and needs little to no direction with what is needed of him.

B-Shift Notable Calls

- Call 1392 Structure fire echo that spread to the wildland in TRE.
- E21 responded to four structure fires in EFFPD.
- 4th of July Near drowning at Zephyr Cove. Cardiac Arrest at Roundhill Pines. Transport with ROSC at Barton.
- 1185- Structure Fire on Lark Cir.

Training Objectives completed (Department-wide)

- EMS Training – Environmental Emergencies
- Target hazard familiarization
- Residential Search
- Quad County Haz Mat Skills
- Marine Scenario Training

Assignment Objectives (Individual Training and projects on B-shift)

- Captainss Norwood, Darr, and Isenberg are rotating through Acting BC roles.
- FF/PM Martland continues to be the lead instructor at the GWHS Fire Science program which wrapped up in early June.

Training and Special Operations Updates

- Battalion Chief promotional testing in coordination with East Fork coming in November.
- We are seeing indicators of a very busy wildland season with mutual aid response to a Wildland Fire in Carson City in May! East Fork Fire had two wildland fires this week. Wildland season isn't really a "season" anymore. April and May are typically heavy training months as we ramp up for the upcoming wildland season. A prediction out of Idaho showed a potential of over 8 million acres burned in the Western States. The "Super El Nino" may be more moisture but will also bring more lightning so fingers crossed for moisture coming with it.

C-Shift Report

Interim Battalion Chief

Mark Norwood 6/1-6/12 Andy Isenberg 6/12-6/30

June 2026

C-Shift Acknowledgements

- Welcome to Interim BC Andy Isenberg who began his acting time on 6/17/26. Mark Norwood finished acting time on 6/12/26.
- Captain Baker spent 14 days on the Grapevine Fire in Caliente, NV.
- FF/EMT-A Aaron Johnson has started on C Shift.

C-Shift Notable Calls

- 1048 MVC at Hwy 50 and Tahoe Dr. Hwy shut for 45 minutes both directions. One patient transported for injuries.
- 1053 Medical at Cave Rock peak. Patient was able to be hiked down by R-24 and E-25 crews.

Training Objectives

- Monthly PPE inspections and drills
- EMS: Respiratory Emergencies
- Residential Search Training
- Jet Ski refresher training
- FF/PM Schultz completed his 12-month probation
- FF/PM Lobato – Probationary task book training and passed his TAP
- Engineer Weintz passed his 12-month Engineer probation
- Driver training – FF/PM Fairley

Facilities & Logistics

- District – Fire Station Maintenance Management Program (to begin 7/1/26). This will give ownership to station Captains to oversee maintenance projects of their assigned stations.
- Station 25 – New Bay Door opener motor ordered to replace failed motor on Bay #1. To be replaced July 1, 2026.
- All C Shift hydrant flows completed.
- All C Shift PPE surveys completed.



Review of Monthly Activities – June 2026

Bryce Cranch, Interim Fire Chief

Financial Summary:

US Bank

1. Checking Account
2. Payroll Clearing
3. Aviation Fund

5/29/2026	6/30/2026
\$1,322,123	\$523,856
\$0	\$0
\$8301	\$8301

Wells Fargo

1. Ambulance
2. Cafeteria Plan
3. Community Involvement

5/29/2026	6/30/2026
\$94,928	\$138,117
\$14,749	\$16,273
\$76,786	\$74,573

Edward Jones Investments

1. Money Market
2. CDs
3. Step-up Bonds
4. Fund - US Treasuries

5/29/2026	6/26/2026
\$295,714	\$299,686
\$693,356	\$692,863
\$568,582	\$573,462
\$248,746	\$249,860
\$1,806,398	\$1,815,870

Ending Balance:

LGIP

Aviation LGIP

5/31/2026 (3.82%)	6/30/2026 (3.71%)
\$10,769,625	\$9,163,066
\$236,062	\$237,551

Post Retirement Trust

1. Wells Fargo
2. RBIF Investment

5/29/2026	6/30/2026
\$276,068	\$142,722
4/30/2026	5/30/2026
\$17,984,382	

Financial Snapshot FY25-26

Disclosure – this is based on internal control documents utilized by staff for planning and may differ from prepared financial statements provided by David & Johnson as of month end.

INCOME (AS OF 7/15/2026, AMBULANCE REV. BASED ON PAYMENTS REC'D)		25-26 BUDGET AMOUNT	June BOT	July BOT	(100% of FY)
GENERAL	Augmented Revenue number	\$11,952,137	\$11,068,411	\$11,566,017	97%
CAPITAL		\$789,037	\$814,913	\$815,188	103%
SPECIAL SERVICE	Note: the district has decided not to transfer to this fund; which affects income #	\$137,000	\$64,340	\$64,460	47%
HEALTH	Augmented Revenue number	\$6,034,945	\$4,862,111	\$5,994,945	99%
ENTERPRISE		\$4,519,372	\$4,307,499	\$4,353,983	96%
FIRE SAFE	Augmented Revenue number	\$8,045,253	\$5,279,916	\$5,292,758	66%
	TOTAL ACTIVE FUNDS	\$28,914,118	\$26,397,190	\$28,087,351	97%
SICK LEAVE		\$131,494	\$130,961	\$131,098	100%
FIRE FLOW		\$79,700	\$75,000	\$75,000	94%
AVIATION		\$7,500,500	\$4,200	\$4,200	0.06%
	TOTAL OTHER FUNDS	\$7,711,694	\$210,161	\$210,298	0.03%
	ALL FUNDS INCOME - Augmented	\$39,189,438	\$26,607,351	\$28,297,649	72%

EXPENSES (through 4/9/2026, wages through 6/12/2026 with placeholders for payroll through 7/10)		25-26 BUDGET AMOUNT	June BOT	July BOT	(85% of FY)
GENERAL EXPENSES	Augmented Expenses	\$15,317,273	\$13,835,549	\$14,369,945	94%
CAPITAL OUTLAY	Augmented Expenses	\$1,398,491	\$898,896	\$898,894	64%
SPECIAL SERVICE		\$192,597	\$38,256	\$38,573	20%
HEALTH INSURANCE		\$2,200,000	\$1,923,223	\$1,945,638	88%
ENTERPRISE		\$4,790,495	\$2,881,953	\$3,046,917	64%
FIRE SAFE	Augmented Expenses	\$7,959,130	\$4,715,268	\$5,104,997	64%
	TOTAL ACTIVE FUNDS	\$30,920,545	\$24,293,145	\$25,404,964	82%
SICK LEAVE	Augmented Expenses	\$458,153	\$156,978	\$156,978	34%
FIRE FLOW		\$227,700	\$1,809	\$1,809	0.79%
AVIATION		\$4,203,600	\$5,516	\$5,516	0.13%
	TOTAL OTHER FUNDS	\$4,739,717	\$164,303	\$164,303	0.04%
	ALL FUNDS EXPENSES - Augmented	\$36,747,439	\$24,457,448	\$25,569,267	69%

Finance Division Update

Carrie Nolting, Finance Manager

Lora French, Accounting Specialist II

- Budget – submitted FY26 augmentations to the State. Annual Fiscal Report filed with State.
- Negotiations – worked with local on Wildland Battalion Chief MOU for wages based on Battalion Chief CBA and Wildland CBA
- Payroll & UKG – continue working with Worldgate to update UKG to handle negotiated items that will go into effect in July including new incentives for BC's, possible incentives for WFF, Acting incentives, changes in accrual rules, payouts, etc. Closed 2nd quarter. Processed H.S.A. employer contributions. (82 hrs. staff time)
- NetSuite (accounting software) – 20 implementation meetings this month. Go live date July 1st, starting to work in the system in real time, working with implementation team for items that need to be adjusted/corrected. (47 hrs. staff time)
- Fire Billing – OES rates calculated and submitted along with Administrative rate. NDF rates input for June into Fire Billing System for each employee (burdened rate as well as OT rate) for June, rates updated for CBA and non-CBA raises. First invoice submitted to NDF for Zephyr crew June fire. (37 hrs. staff time)
- First Due software – continued working with Chief Lucas, Capt. Petersen in trouble shooting First Due information utilized for payroll. Met with Capt. Sanders to train on pulling fuel information out of First Due for allocation to appropriate funds.
- Grants – TRCD SNPLMA 18 quarterly reporting completed, working on closeout items for SNPLMA 18- Hwy 50 grant.
- Recruitment – ASII French participated in panel interview, FM Nolting participated in Fire Chief interviews and a conditional offer letter has been sent to the candidate.
- Medicare – worked with HR Specialist Nalder and Chief Cranch on issue with Medicare for retirees affecting SAM.GOV account
- Banking – worked with Wells Fargo, US Bank and Edward Jones to clean up signature cards, tokens and other outstanding banking items including bank feeds into NetSuite.
- Invitation to Bid for Station 23 – published in paper, bids open with Chief Prather and projected awarded
- Training:
 - Addressing Workplace Incivility with Confidence & Professionalism – Nolting
 - Advanced Disciplinary Issues – Nolting
- Payroll, NV PERS, AP, AR, PRT – ongoing

Attachments:

Sustainable Community Advocates

Department of Taxation

Department of Taxation

California Post Article

June 2026

Final Budget FY 2026-2027 Compliance Letter

Budget Augmentation for FY 2025-2026 Compliance Letter

Defensible Space Rebate Program

Any Board Member wishing to discuss any of the above items, please contact me before the meeting on Wednesday.

Summary of Consultant Activities – June 2026

Steve Teshara, Principal

Sustainable Community Advocates

Key meetings (virtually, in person, or otherwise monitored) and activities during June:

- **Attend (via Zoom) June 3 meeting of “Team Tahoe” federal advocacy network.** Topics included: Status report- **Santini-Burton Modernization Act** is advancing more actively in the Senate (S. 3695), moving toward a bill “mark-up” session. Team Tahoe continues to advocate for hearings to begin in the relevant House Committees (H.R. 7255).
- **Update on Federal FY 2027 House Interior Appropriations to LTRA:**
(Mark-up sessions underway)
 - \$2,125,000 Water for Infrastructure/State Fire Capacity
 - \$5,038,000 for Aquatic Invasive Species
 - \$2,000,000 for Alpine Lakes Pilot Program (see detail below)
 - \$5,529,000 for Hazardous Fuels Reduction
 - \$6,175,000 Vegetation and Watershed Management
 - \$250,000 for Forest Health Management
 - \$2,000,000 for Lahontan Cutthroat Trout Recovery Program

Detail: Alpine Lakes Pilot Program

- **Advocacy for including a provision for continuous Tahoe funding for the Alpine Lakes Pilot Program in this year’s Water Resources Development Act (WRDA).**

Note: The Alpine Lakes Pilot Program was part of the Bipartisan Infrastructure Law. The purpose of the Alpine Lakes Pilot Program was to provide another source of Federal funding to help prevent and combat the spread of aquatic invasive species (AIS) through the Lake Tahoe AIS program. The first funding approved under the Advocacy for adding continuous authority for the “Alpine Lakes” pilot.

Note: Funding for the Alpine Lakes Pilot Program was \$3.1 million, with Nevada U.S. Senator Catherine Cortez Masto as the lead champion. Congressional approval of “continuous authority” for the Alpine Lakes program in WRDA would establish it beyond its initial “pilot” program” status.

Status: Fix our Forests Act

The Fix Our Forest Act (H.R. 471/S. 1462) has passed the House of Representatives with strong bipartisan support. In the Senate, the bill successfully passed the Committee on Agriculture, Nutrition, and Forestry and awaits a vote by the full Senate.

- **Continued tracking of the Administration’s plan to “reorganize” the U.S. Forest Service** and “combine” the fire-fighting services of the USFS and Department of Interior (Oppose)

- **Roadles Rule Repeal** (another proposal by the Administration). Possible Tahoe Impact on the Lake Tahoe West Restoration Project (Oppose)

Additional Activities

- Monitor June 23 Pre-Tahoe Summit – “Tahoe’s Top Five Priorities”
2026 Virtual Policy Briefing (attended by some 40+ federal and staff members representing elected officials, including members of the Tahoe Congressional Delegation).
- Review Draft Report - ***Restoration in Progress 2025-26***
The final version of this report will be provided for the 2026 Lake Tahoe Summit.
- Provide Basin Fire Chiefs with information regarding registration to attend the 30th Annual Lake Tahoe Summit, scheduled for Wednesday morning, August 19, At Sand Harbor, Nevada State Park. Host: Nevada U.S. Senator Jacky Rosen.



STATE OF NEVADA
DEPARTMENT OF TAXATION

MAIN OFFICE
3850 Arrowhead Drive
Carson City, Nevada 89706

JOE LOMBARDO
Governor

GEORGE KELESIS
Chair, Nevada Tax Commission

SHELLIE HUGHES
Executive Director

June 29, 2026

Tahoe Douglas Fire Protection District
Attn: Bryce Cranch, Interim Fire Chief
P. O. Box 919
Zephyr Cove, NV 89448

Re: Final Budget – Fiscal Year 2026-27

Dear Mr. Cranch,

The Department of Taxation has examined your final budget in accordance with NRS 354.598. We find the budget to be in compliance with the law and appropriate regulations.

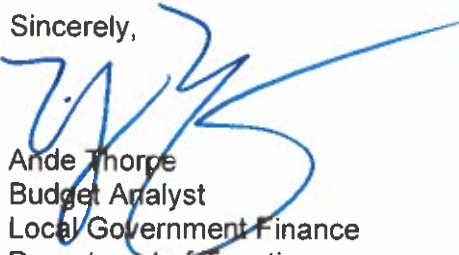
Based upon the review of the final budget, the following tax rates were presented to the Nevada Tax Commission on June 25, 2026 for certification:

Operating tax rate	\$ 0.4981
Voter approved rate	0.1400
Legislative override rate	0.0000
Debt service rate	<u>0.0000</u>

Total tax rate **\$ 0.6381**

Should you have any questions, please do not hesitate to contact me at (775) 684-2092 or by e-mail at tthorpe@tax.state.nv.us.

Sincerely,


Ande Thorpe
Budget Analyst
Local Government Finance
Department of Taxation



STATE OF NEVADA
DEPARTMENT OF TAXATION

MAIN OFFICE
3850 Arrowhead Drive
Carson City, Nevada 89706

JOE LOMBARDO
Governor

GEORGE KELESIS
Chair, Nevada Tax Commission

SHELLIE HUGHES
Executive Director

July 10, 2026

Tahoe Douglas Fire Protection District
Attn: Bryce Cranch, Interim Fire Chief
P. O. Box 919
Zephyr Cove, NV 89448

Re: Budget Augmentation for the Fiscal Year 2025-2026

Dear Chief Cranch,

The Department of Taxation has received and reviewed the following resolution(s):

- Resolution #001-2026 General Fund
- Resolution #002-2026 Sick Leave Fund
- Resolution #003-2026 Fire Safe Community Fund
- Resolution #004-2026 Capital Projects Fund
- Resolution #005-2026 Health Insurance Fund

The above resolutions were adopted on June 24, 2026 by the Tahoe-Douglas Fire Protection District Board of Trustees who authorized the augmentation of the funds of the FY 2026 budget.

Based upon the review, the resolutions and supporting documents meet the requirements of NRS 354.598005.

Should you have any questions, please do not hesitate to contact me at (775) 684-2092 or by email at tthorpe@tax.state.nv.us.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ande Thorpe", written over a blue circular stamp.

Ande Thorpe
Budget Analyst
Local Government Finance
Department of Taxation

Lake Tahoe homeowners get \$5K for free to fight wildfires

By [Kevin Barr](#)

Published June 25, 2026, 11:31 a.m. PT

Some Lake Tahoe homeowners can now get paid to fireproof their properties before the next major blaze.

Residents in five Nevada-side Tahoe communities are eligible for rebates worth up to \$5,000 under a new wildfire defense program aimed at helping homeowners clear dangerous vegetation and create safer space around their homes.

The Nevada Tahoe Conservation District, working with the Tahoe Douglas Fire Protection District, is offering to reimburse homeowners for up to 50% of approved defensible space work in Upper Kingsbury, Zephyr Heights, Zephyr Cove, Zephyr Knolls and Marla Bay.

The program is aimed at high-risk areas where brush, trees and other flammable vegetation can help wildfires spread quickly toward homes.

Homeowners must first schedule a defensible space inspection through the fire district, where officials will flag problem areas and tell residents what work needs to be done.

That could include removing brush, trimming trees, clearing so-called ladder fuels and creating more separation between vegetation and buildings, according to officials.





Dana Olsen, assistant district manager for the Nevada Tahoe Conservation

“We’ve been working with Tahoe Douglas Fire for the last few years to focus on areas that are at high fire risk,” Dana Olsen, assistant district manager for the Nevada Tahoe Conservation District, told KRNK.

“We’re offering incentives for these high-risk areas to get additional funding for defensible space implementation.”

Once homeowners are pre-approved, they have 90 days to finish the required work, according to the conservation district.

The rebate only applies to defensible space violations — not home hardening projects or general landscaping upgrades.

Contractors also must be paid before homeowners submit for reimbursement, and a passing final inspection is required before the money is processed.

Olsen said much of the work centers on removing vegetation that can help flames climb from the ground into treetops.

“That’s what allows a low brush fire to creep up into the canopy, which is one of the bigger issues that cause catastrophic wildfires,” she told the outlet.

Funding for the program comes through the USDA Forest Service and the Nevada Division of Forestry, with officials hoping the effort could eventually expand beyond the five Tahoe neighborhoods.