

**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, August 19, 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. |  | <b>Call to Order</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|    |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2. |  | <b>Pledge of Allegiance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|    |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 3. |  | <b>Roll Call</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|    |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4. |  | <b>Approval of Agenda</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|    |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 5. |  | <b>Public Comment:</b> 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.<br><br><b>Public comment must be limited to matters that are within the jurisdiction and control of the Trustees.</b> |
|    |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 6. |  | <b>Trustee Comments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|     |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.  | <b>For Discussion and Possible Action:</b> | <b>Approval of Consent Agenda:</b><br>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.<br>Items: <ul style="list-style-type: none"> <li>a. Board Meeting Minutes 07/22/2026</li> <li>b. Job Description – Defensible Space Inspector</li> <li>c. Job Description – Fire Chief</li> <li>d. Job Description – Assistant Fire Chief</li> <li>e. Job Description – Battalion Chief</li> </ul> |
| 8.  | <b>For Discussion and Possible Action:</b> | <b>Consent items moved forward.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 9.  | <b>Presentation:</b>                       | <b>Edward Jones Financial Report</b><br>Stuart Shipley, Financial Advisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 10. | <b>Presentation:</b>                       | <b>Special Recognition</b><br>Interim Fire Chief Bryce Cranch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 11. | <b>For Discussion and Possible Action:</b> | <b>Discussion and possible action to dissolve the Fire Chief Hiring Committee previously approved by the Board.</b><br>Chairman Ben Johnson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 12. | <b>For Discussion and Possible Action:</b> | <b>Discussion and possible action to determine Fire Chief recruitment process including without limitation whether recruitment will be limited to internal candidates or open to both internal and external candidates.</b><br>Chairman Ben Johnson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 13. | <b>For Discussion and Possible Action:</b> | <b>Discussion and possible approval of Resolution #006-2026 delegating authority over litigation decision-making to the Board Chair.</b><br>Chairman Ben Johnson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 14. | <b>For Discussion and Possible Action:</b> | <b>Discussion and possible approval of Resolution #007-2026, proposing Fees for Service for rate changes to become effective on October 1, 2026. First hearing – no action to be taken.</b><br>Finance Manager Carrie Nolting<br>Interim Fire Chief Bryce Cranch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

|     |                                            |                                                                                                                                                                                         |
|-----|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15. | <b>For Discussion and Possible Action:</b> | <b>Discussion and possible approval to utilize the aviation fund to pay expenses associated with a drone program up to \$50,000.</b><br>Interim Fire Chief Bryce Cranch                 |
| 16. | <b>Report Item:</b>                        | <b>District Divisions</b><br>Fire Prevention – Interim Fire Marshal Kris Rowlett<br>Wildland Fire & Fuels – Division Chief Keegan Schafer<br>Operations – Battalion Chief Brandon Brady |
| 17. | <b>Report Item:</b>                        | <b>Review of Monthly Fire District Reports and Activities and Annual Goals and Objectives. No action will be taken.</b><br>Interim Fire Chief Bryce Cranch                              |
| 18. |                                            | <b>Public Comment</b>                                                                                                                                                                   |
| 19. |                                            | <b>Confirm next meeting, Wednesday, September 23<sup>rd</sup>, 2026, at 2:30pm, possible agenda items.</b>                                                                              |
| 20. |                                            | <b>Adjourn</b>                                                                                                                                                                          |

This notice and agenda have been posted on or before 9:00 AM on Friday, August 14th, 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.tahoe-fire.org](http://www.tahoe-fire.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@tahoe-fire.com](mailto:publiccomment@tahoe-fire.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:

**TD Virtual Line**

**Please join my meeting from your computer, tablet or smartphone.**

<https://meet.goto.com/tahoe-fire>

**You can also dial in using your phone.**

Access Code: 774-790-293

United States: [+1 \(872\) 240-3311](tel:+18722403311)

**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.

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
July 22, 2026

**Those Present:**

Interim Fire Chief Bryce Cranch  
Chairman Ben Johnson  
Vice Chair Stacy Noyes  
Trustee John Breaux

Trustee Dan Kruger  
Trustee Ben Ward  
Legal Counsel Jessica Galiste

**1. Call to Order**

Chairman Johnson called the meeting to order at 2:32 PM.

**2. Pledge of Allegiance.**

Larry Schussel led the Pledge of Allegiance.

**3. Roll Call**

Chairman Johnson, Vice Chair Noyes, 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: 5-0

**5. Public Comment**

None.

**6. Trustee Comments**

Trustee Kruger reported that the Radio Working Group is making progress with improvements in communication in Glenbrook area with additional improvements expected.

Chairman Johnson provided an update on the Fire Chief recruitment process. He stated that the Fire Chief job description is on the agenda for approval and that staff are working with legal counsel to ensure the recruitment process complies with applicable laws before moving forward.

**7. Approval of the Consent Agenda**

- 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

TAHOE DOUGLAS FIRE PROTECTION DISTRICT

BOARD OF TRUSTEES MEETING

July 22, 2026

Trustee Kruger made a motion to approve items a. and b. as presented and move items c., d., and e., forward for discussion.

Second: Trustee Breaux

Motion approved: 5-0

**8. Consent items moved forward:**

Trustee Kruger presented a reorganized draft of the job descriptions, clarifying that no language changes were proposed, only a reordering of responsibilities into categories to improve clarity for evaluations and future hiring processes.

HR Specialist Vindel explained that the job description template meets legal and risk management requirements and should be revised carefully.

Chief Cranch recommended giving time to review the Fire Chief and Assistant Fire Chief job descriptions and prioritizing approval of the Battalion Chief job description due to an upcoming recruitment timeline under the collective bargaining agreement.

Chairman Johnson expressed support, stating that the revised format could improve the Board's review and evaluation of the Fire Chief.

Trustee Kruger made a motion to approve the Battalion Chief job description as presented and hold the Fire Chief and Assistant Fire Chief job descriptions for further review.

Second: Vice Chair Noyes

Motion approved: 5-0

**9. Special Recognition**

*Interim Fire Chief Bryce Cranch*

**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

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
July 22, 2026

**10. District Divisions**

*Fire Prevention – Interim Fire Marshal Kris Rowlett*

- K-9 bomb detection deployments for events such as the California Sheriffs' Conference and Nevada State Fair Rodeo were provided through mutual aid agreements, which support reciprocal assistance during local events, including the American Century Championship golf tournament at Edgewood.
- Board members were invited to tour active construction projects after Labor Day, including the Heavenly tower renovation and casino remodels.
- Delays to the Peak Luxury Apartments project were attributed to elevator issues and project redesigns, not Fire Department review.
- The Fire Prevention Division experienced a busy event season supporting the Fourth of July and American Century Championship.

*Wildland Fire & Fuels – Battalion Chief Matt Fogarty*

- The Zephyr Crew was reassigned from the Stookey Fire in Utah to the Bologna Fire in Oregon.
- Personnel and apparatus remain assigned to incidents in Oregon and Northern California, with additional crew rotations completed.
- Battalion Chief Fogarty provided an update on the Cottonwood Fire, noting the incident grew rapidly and that crews are now experiencing post-fire flooding due to monsoon activity.
- Additional personnel were assigned to incidents in Oregon, including Brody Zink as a Heavy Equipment Boss with Joe Stamps serving as a trainee.
- Regional fire activity remains active, though recent moisture has moderated fire behavior and aided initial attack efforts on lightning-caused starts.

*Operations – Battalion Chief Brandon Brady*

- Staffing updates include Acting Battalion Chief Isenberg, with personnel rotation through the assignment.
- Personnel and apparatus continue to support out-of-district incidents, including Captain Curtis Baker's assignment to the Grapevine Fire in Caliente, deployments to the Babylon Fire, Brush 23's assignment in Plumas County, and ongoing assignments involving Battalion Chief Monaghan and the Shoreline engines.
- Regional wildfire activity remains extremely busy, with significant incidents occurring throughout the western United States. Battalion Chief Brady highlighted the value of personnel serving in overhead positions, noting the experience gained actually benefits the District during complex incidents.
- Crews responded to multiple lightning-caused fire starts throughout the region, with rapid initial attack and aerial resources helping contain the incidents.

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
July 22, 2026

- Significant calls included multiple Fourth of July emergencies, a successful resuscitation following a near-drowning, and a residential structure fire where the home's automatic fire sprinkler system limited fire spread and reduced damage.
- Crews also responded to several mutual aid structure fires, including one that extended into a wildland fire.

Drone Presentation:

- Battalion Chief Brady provided an overview of the District's aviation program goals, including improved situational awareness, early detection, rapid response, technical rescue support, and nighttime operations.
- Discussed challenges associated with a traditional helicopter program, including significant costs, sustainability, and the impact of the Pressler Act requiring government agencies to utilize private contractors when reasonably available.
- Recommended applying the District's "crawl, walk, run" approach by starting with smaller, sustainable aviation capabilities and collaborating with existing regional aviation resources.
- Discussed current aviation resources available through partnerships and the Wildland Fire Protection Program (WFPP).
- Presented the growing use of drones in the fire service, including thermal imaging, fire reconnaissance, mapping, search and rescue, and incident support.
- Highlighted potential collaboration with the Douglas County Sheriff's Office drone program and discussed emerging firefighting drone technology.
- Discussed drone limitations, including weather, FAA requirements, and pilot certification. Chief Brady reported five District personnel are currently pursuing FAA Part 107 certifications.
- Discussed potential drone applications for Wildland, EOD, and other District operations.
- Trustee Johnson stated that learning more about Battle Born Helicopters' program would be beneficial for the Board.
- Trustee Kruger requested additional information comparing available drone capabilities with specific District incidents where they could provide operational value.
- Discussed the need to determine whether aviation fund donations may be used toward drone technology.

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

*Interim Fire Chief Bryce Cranch*

- Provided a financial update, noting typical cash flow changes due to tax collections, payroll expenses, seasonal staffing, strike teams, and end-of-year costs.

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
July 22, 2026

- Discussed the complexity of the recent payroll period due to CBA raises, employee buyouts, and other adjustments; recognized Finance Manager Nolting-Bammer and Accounting Specialist French for their work
- Provided an update on revenue generation efforts, including donor outreach and identifying additional revenue sources.
- Provided an apparatus update, noting multiple engines and brush trucks were assigned to incidents, requiring operations with remaining available resources.
- Recognized HR Specialists Vindel and Nalder for their work on recruitment, job descriptions, insurance rollover, and Chief recruitment support.
- Discussed Fourth of July and Celebrity Golf Tournament Fire Prevention efforts, including inspections, permitting, and event safety requirements. Chief Cranch noted the need to review event fee structures.
- Trustee Breaux requested the discounted value of the District's bonds if sold prior to maturity. Chief Cranch will follow up with Steward Shipley and provide the information.

Jodie Nelson asked about the status of monthly financial statements. Finance Manager Nolting-Bammer explained that the District has been behind in providing information needed for completion, and the Board has received financial snapshots but not finalized statements since June 2025.

Finance Manager Nolting-Bammer provided an update on the new software implementation, noting staff are working through challenges following the transition to the live system with support from the implementation team. Nolting-Bammer also reported that final FY26 ad valorem revenue came in approximately \$400,000 above state projections across all funds, with approximately \$251,000 attributed to redevelopment area (RDA).

**12. Public Comment**

Chairman Johnson provided an update on efforts with Chief Prather to streamline and standardize division reports.

**13. Confirm next meeting, Wednesday, August 26<sup>th</sup>, 2026, at 2:30pm, possible agenda items.**

Trustee Breaux made a motion to move the next Board meeting to Wednesday, August 19, 2026, at 2:30 PM.

Second: Vice Chair Noyes

Motion approved: 5-0

**14. Adjourn**

Meeting adjourned at 4:30 PM.

**Submitted by:**

Kathy Donovan

Administrative Assistant/Board Clerk



# Tahoe Douglas Fire Protection District

## JOB DESCRIPTION

---

|           |                            |
|-----------|----------------------------|
| JOB TITLE | Defensible Space Inspector |
|-----------|----------------------------|

---

|          |                         |
|----------|-------------------------|
| DIVISION | Wildland Fire and Fuels |
|----------|-------------------------|

---

|             |            |
|-------------|------------|
| FLSA STATUS | Non-exempt |
|-------------|------------|

---

|                  |     |
|------------------|-----|
| SAFETY SENSITIVE | Yes |
|------------------|-----|

---

### **DEFINITION**

Under the direction of the Wildland Fire and Fuels Division Chief, the Defensible Space Inspector coordinates inspections, aids in fuel treatment monitoring and layout, and undergoes training for the Tahoe Douglas Fire Protection District. The incumbent serves as the primary contact for Fire Adapted Communities, Firewise USA Program, and other outreach efforts. Additional responsibilities include maintaining records and database information.

### **DISTINGUISHING CHARACTERISTICS**

This is an entry level position which is distinguished from other positions with the fire service by its responsibility for maintaining an accurate database of defensible space data, communicating defensible space guidelines to property owners, and maintaining the ability to conduct self in a professional and knowledgeable manner.

**REPORTS TO:** Division Chief [of Wildland Fire & Fuels](#)

### **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. Performs defensible space and inspections.
2. ~~Ability to issue~~ [Issues](#)-tree permits in accordance with TRPA guidelines.
3. Interprets, applies, and enforces defensible space codes and regulations.
4. Provides assistance to monitor the effectiveness of fuels reduction projects, and performs data entry and analysis of field collected data.
5. Uses ~~Collector~~ [Fire Aside](#) or other applicable programs for ArcGIS in a field environment to perform defensible space evaluations and fuels treatment monitoring.
6. Maintains records of inspections, tree removal permits, and defensible space.
7. Assists with the coordination of fuels management education and outreach programs.



# Tahoe Douglas Fire Protection District

## JOB DESCRIPTION

---

8. Assists with GIS activities, [mapping activities](#) and projects to perform quality control and maintenance of treatment areas and associated fuel loading information. ~~Assists in additional mapping activities as assigned.~~
9. Provides technical assistance for the development of plans to mitigate fires in the wildland-urban interface.
10. Provides technical assistance for the preparation of grant requests and reporting.
11. Prepares and presents oral and written reports to both internal and external groups.
12. Represents the District with a professional appearance and demeanor at all functions.
- [13.](#) Cultivates strong relationships with community residents by actively listening to their concerns, needs, and feedback, fostering open communication and engagement.
- ~~13.~~ [14. Function as a Wildland Crew Member as assigned.](#)

### **QUALIFICATIONS FOR EMPLOYMENT**

#### *Knowledge of*

- Computer operations, [mobile device](#) and basic office software including ~~mail merge capabilities for bulk mailing operations.~~ [Microsoft Office Suite, Google Workspace and Fire Aside.](#)
- Geographic Information Systems and ~~Field Collector~~ [Defensible Space software](#) applications.
- Forestry, fuels management, and the principles, practices, and methods used in site evaluation and hazard reduction.
- Vegetation, soils, climatic conditions, pests and their control, and ecological factors found in the Lake Tahoe Basin.
- Fire protection principles, especially as it relates to wildland fire and prescribed fire in the wildland-urban interface.
- Incident Command System.

#### *Skill to*

- Demonstrate excellent communication skills in interactions with the public, ensuring clear and effective conveyance of information, building trust, and promoting transparency within the community.

#### *Ability to*

- Write technical reports, plans, and other documents that are easily understood.
- Interpret, apply, and explain technical plans, laws, codes, and ordinances.
- Maintain complete and accurate records.
- [Establish and maintain effective working relationships with fire District staff, supervisors, subordinates, employees, public, and outside agencies.](#)
- [Conduct Firefighter Type 2 \(FFT2\) duties including fire suppression and fuels management.](#)



# Tahoe Douglas Fire Protection District

## JOB DESCRIPTION

---

### 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:

- High school diploma or equivalent.

### Required Certifications and Licenses:

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

- ~~Obtain~~ [Red card qualified as a](#) FFT2 within one season of employment.
- Ability to meet DSE Inspector requirements as defined by the Tahoe Regional Planning Agency.
- Possess and maintain a valid CA or NV 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.

Strength, stamina, and agility to frequently sit, lie on back, and perform repair tasks; to be in awkward and confined positions for periods of time; to stoop, squat, bend, kneel, crouch, crawl, climb, or balance. Strength and stamina to carry, lift, loosen, push, and pull various mechanical and automotive parts and equipment, and use hands to finger, handle, reach, tighten, feel, or operate objects, hand and power tools, or controls. Frequent lifting and/or moving of objects up to 30 pounds.

Specific vision abilities required include close vision, color vision, and the ability to adjust focus. Hearing acuity to sufficiently be able to differentiate subtle changes in engine sounds. Position must be able to communicate over the noise of engines, motors, and machinery. Ability to appropriately handle stress and interact with others including supervisors, coworkers, members of the public, and others. The ability to interact professionally, communicate effectively, and exchange information accurately. Maintain regular and consistent punctuality and attendance.

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.



# Tahoe Douglas Fire Protection District

## JOB DESCRIPTION

---

### **WORKING CONDITIONS**

Work is performed under the following conditions:

Field duties take place in urban and wildland environments with steep, uneven, rocky terrain and may be conducted during periods of snow, extreme heat, rain, wind, or other inclement weather conditions. Employees may be exposed to dust, loud noises, and general outdoor conditions while performing field duties. Frequent interruptions to planned work activities occur. The noise level in the work environment varies from quiet office settings, to moderate during daily work routine, and to extremely loud on fire assignments. There is a risk of death or injury from falling trees and natural hazards.

### **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 | Fire Chief |
|-----------|------------|

---

|          |            |
|----------|------------|
| DIVISION | Operations |
|----------|------------|

---

|             |        |
|-------------|--------|
| FLSA STATUS | Exempt |
|-------------|--------|

---

|                  |     |
|------------------|-----|
| SAFETY SENSITIVE | Yes |
|------------------|-----|

---

### **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.

**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.

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.
2. Reviews the development and implementation of goals, objectives, policies, and priorities for the District and ensure consistent implementation.



## **Tahoe Douglas Fire Protection District**

# **JOB DESCRIPTION**

---

3. 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.
  4. Monitors changes in equipment and methods and recommends their incorporation into department activities; develop specific proposals for action on current and future District needs.
  5. Evaluates existing fire safety conditions and federal, state, and local codes applicable to fire safety; recommend policies, procedures, and ordinance revisions, as necessary.
  6. 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.
  7. 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.
  8. Directs the development and implementation of comprehensive fire prevention, suppression, hazardous material, emergency medical services, building inspection, training, and public education programs.
  9. Monitors and adjusts personnel and equipment to provide the optimum response time for calls.
  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. Exercises executive authority over personnel matters involving employees, including hiring, supervision, performance management, promotion, discipline, and termination, consistent with District policies and applicable regulations.
  12. Administers the District's personnel system including classification, compensation, benefits, recruitment and selection, personnel policies, and collective bargaining agreements.
  13. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
  14. Confers on and coordinate station operations and personnel issues with company and chief officers.
  15. 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.
  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.
  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.
-



# Tahoe Douglas Fire Protection District

## JOB DESCRIPTION

---

- ~~18. Items Slated for Removal (Duplicates & Redundancies)~~
- ~~19. Item 8 (Exact Duplicate): "Provide information to the news media and the public regarding District operations."~~
- ~~20. Reason: Word for word repetition of the final clause in Item 7 (renumbered Item 15).~~
- ~~21. Item 9 (Broad Redundancy): "Performs high level administrative, technical, and professional work in directing and supervising the administration of the District."~~
- ~~22. Reason: Captures no specific duties and is entirely redundant with Items 1, 4, 12, and 18 (renumbered Items 1, 2, 3, and 13).~~
- ~~23. Item 11 (Overlapping Supervision Duty): "Assigns work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve challenges."~~
- ~~24. Reason: Redundant with Item 12 (renumbered Item 13) regarding workload/system assessments and Item 5 (renumbered Item 11) regarding personnel supervision.~~
- ~~25. Item 21 (Operational Edge Case): "When qualified, perform the duties of subordinate personnel, as needed."~~
- ~~26. Reason: Standard operational backup language covered under overall executive authority and emergency operations.~~
- ~~27.:~~

### **QUALIFICATIONS FOR EMPLOYMENT**

#### *Knowledge of*

- Fire suppression, rescues, EMS, special operations, prevention practices, investigations, apparatus, and equipment;
- 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
- Personal protection equipment use, care, and maintenance.

#### **Slated for Removal (Duplicates/Redundancies):**

---



# Tahoe Douglas Fire Protection District

## JOB DESCRIPTION

---

Firefighting laws, codes, ordinances, rules, and regulations as they pertain to fire operations; (Redundant with "Pertinent federal, state, and local laws, codes, ordinances, and regulations")

- ~~• 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~~
- ~~• 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;
- Delegate authority and responsibility;



# Tahoe Douglas Fire Protection District

## JOB DESCRIPTION

---

- 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;
- Develop budget recommendations;
- Ensure that all expenditures are necessary and prudent;
- 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
- Operate and employ modern office practices, procedures, methods and computer equipment and software.

### Slated for Removal (Duplicates/Redundancies):

*Communicate effectively, both verbally and in writing;* (Exact duplicate of Skill item "Communicate effectively both orally and in writing")

*Supervise, train, and evaluate staff;* (Redundant with "Plan, organize, direct, and coordinate the work of staff" and "Ensure that personnel are fully trained and prepared for emergency response")

*Interpret and apply federal, state, and local policies, laws, and regulations;* (Redundant with Skill item "Interpret, explain, apply, and enforce policies and procedures")

*Analyze an emergency situation and decide on an appropriate course of action within the scope of assigned duties;* (Redundant with Skill item "Analyze complex fire situations, identifying potential dangers, alternative courses of action..." and Ability item "Analyze problems, identify alternative solutions...")

- ~~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;~~



# Tahoe Douglas Fire Protection District

## JOB DESCRIPTION

---

- ~~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~~
- ~~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:

- - 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.

---



# Tahoe Douglas Fire Protection District

## JOB DESCRIPTION

---

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

### Special Requirements:

- 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.

### 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 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.



# **Tahoe Douglas Fire Protection District**

## **JOB DESCRIPTION**

---

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.

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.

---

PRINT NAME

---



# **Tahoe Douglas Fire Protection District**

## **JOB DESCRIPTION**

---

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



# Tahoe Douglas Fire Protection District

## JOB DESCRIPTION

---

|                  |                      |
|------------------|----------------------|
| JOB TITLE        | Assistant Fire Chief |
| DIVISION         | Operations           |
| FLSA STATUS      | Exempt               |
| SAFETY SENSITIVE | Yes                  |

---

### **DEFINITION**

The Assistant Fire Chief, 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 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 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 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 planning as determined periodically by the Fire Chief and Board of Trustees.
3. Ensures and monitors competency in the delivery of designated fire services by establishing a system of accountability and acceptable community standards.



# Tahoe Douglas Fire Protection District

## JOB DESCRIPTION

---

4. Directs and coordinates station operations and personnel issues with 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 achieve optimal 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. Acts as the Incident Commander (IC) by directing and supervising multi-company response to all-risk emergencies.
10. Acts as Fire District liaison on various local, county, regional, state, and federal committees; coordinates interagency agreements, activities, and programs.
11. Participates in the development and administration of annual budgets and audits; assists in forecasting needed funding for staffing, equipment, materials, and supplies.
12. 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.
13. Monitors changes in equipment and methods and recommends their incorporation into departmental activities; develops specific proposals for action to address current and future District needs.
14. Evaluates existing fire safety conditions and federal, state, and local codes applicable to fire safety; recommends policies, procedures, and ordinance revisions, as necessary.
15. Coordinates and reviews the effectiveness of emergency medical/fire dispatch configurations and procedures.
16. Serves as the department's Duty Chief as needed.

### Items Slated for Removal (Duplicates & Redundancies)

- **"Works with employees to correct deficiencies and, if needed, implement discipline procedures."**
  - **Reason:** Redundant with Item 7 ("*Selects, trains, motivates, and evaluates assigned personnel...*") and Item 8 ("*Directs the District performance review process...*"), which cover the full scope of personnel performance management and corrective action.
- **"Negotiates and implements agreements, including mutual aid, operating plans, and cost-share agreements with local, state, and federal cooperators."**
  - **Reason:** Directly overlaps with Item 10 ("*Acts as Fire District liaison... coordinates interagency agreements, activities, and programs*").
- **"Performs the duties of subordinate personnel, as needed."**
  - **Reason:** Standard operational fallback language covered by overall executive authority and emergency response roles (Items 9 and 16).



# Tahoe Douglas Fire Protection District

## JOB DESCRIPTION

---

- ~~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 planning as determined periodically by the Fire Chief and Board of Trustees.~~
- ~~3. Ensures and monitors competency in the delivery of designated fire services by establishing 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 achieve optimal 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 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 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. Serves as the department's Duty Chief as 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.
- 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 locations of water mains and hydrants, and the major fire hazards of the fire District.
- All District vehicles and equipment capabilities.
- Fire District best practices, personnel policies, and personal protection equipment use, care, and maintenance.

### Slated for Removal (Duplicates/Redundancies):

- *Firefighting laws, codes, ordinances, rules, and regulations as they pertain to fire operations. (Redundant with "Pertinent federal, state, and local laws, codes, ordinances, and regulations")*
- ~~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.~~



# Tahoe Douglas Fire Protection District

## JOB DESCRIPTION

---

- ~~• Emergency medical assistance and CPR techniques.~~
- ~~• Principles and procedures of investigatory methods.~~
- ~~• Streets and geography, including the locations of water mains and hydrants, and the major fire hazards of the fire District.~~
- ~~• All District vehicles and equipment capabilities.~~
- ~~• Fire District best practices, personnel policies, and personal protection equipment use, care, and maintenance.~~

### *Skill to*

- Command and control all risk emergencies.
- Operate and maintain various types of firefighting 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, 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.
- 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 subordinates with respect in order to command effectively.
- Establish and maintain effective working relationships with those contacted in the course of work.
- 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.



# Tahoe Douglas Fire Protection District

## JOB DESCRIPTION

---

- 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.
- Develop budget recommendations.
- Ensure that all expenditures are necessary and prudent.
- Work under stress.
- Apply first aid in emergency situations; and operate and employ modern office practices, procedures, methods, and computer equipment and software.

### Slated for Removal (Duplicates/Redundancies):

- Supervise, train, and evaluate staff. (Redundant with "Plan, organize, direct, and coordinate the work of staff" and "Ensure that personnel are fully trained and prepared for emergency response")
- Interpret and apply federal, state, and local policies, laws, and regulations. (Redundant with Skill item "Interpret, explain, apply, and enforce policies and procedures")
- Analyze emergency situations and decide on an appropriate course of action within the scope of assigned duties. (Redundant with Skill item "Analyze complex fire situations..." and Ability item "Analyze problems, identify alternative solutions...")
- Take control of and direct a variety of emergency services related to fire operations, emergency medical response, rescue, and hazardous materials incidents. (Redundant with Skill item "Command and control all risk emergencies" and Ability item "Develop the Chief and Company Officers' operational abilities...")
- ~~Ensure that personnel are fully trained and prepared for emergency response.~~
- ~~Develop the Chief and Company Officers' operational abilities to mitigate complex, 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.~~
- ~~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 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.~~



# Tahoe Douglas Fire Protection District

## JOB DESCRIPTION

---

- ~~• 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 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
- Three(3) years of service as a 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

### 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 company officer certification classes from California, Nevada, or another State certification curriculum that meets NFPA 1021 Fire III (within one year)~~
- ~~• Completion of Officer III certification from Nevada, California, or another State certification curriculum that meets NFPA 1021 and 1051 within one year~~
- ~~• Must possess and maintain a Nevada certified EMT- Basic.~~



# Tahoe Douglas Fire Protection District

## JOB DESCRIPTION

---

- Possess and maintain a valid Nevada Ambulance Attendant License at all times

### Special Requirements:

- Must work a 40-hour workweek and be willing to work outside the normal work schedule to accomplish project objectives.
- Possession of a valid Nevada driver's license –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.
- 

### 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 may be provided to qualified individuals with disabilities who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodation with a qualified Tahoe Douglas Fire Protection District representative.

### WORKING CONDITIONS

---



# Tahoe Douglas Fire Protection District

## JOB DESCRIPTION

---

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, 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      | 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 command effectively.
- Delegate authority and responsibility.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.



# **Tahoe Douglas Fire Protection District**

## **JOB DESCRIPTION**

---

- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- 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 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.



# Tahoe Douglas Fire Protection District

## JOB DESCRIPTION

---

### Required Certifications and Licenses:

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

- 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~~
- Completion of Nevada Fire Officer ~~I & II~~ or equivalent
- ~~Nevada Instructor I or 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~~

### 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 50 pounds and occasional moving of objects up to 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.

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

Physical fitness must be maintained to perform rescue activities.

---



# **Tahoe Douglas Fire Protection District**

## **JOB DESCRIPTION**

---

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.



# Tahoe Douglas Fire Protection District

## JOB DESCRIPTION

---

### 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



## Special Recognition – August 2026

Bryce Cranch, Interim Fire Chief

### **Service Recognition:**

|                                               |                                                   |
|-----------------------------------------------|---------------------------------------------------|
| Interim Fire Marshal Kris Rowlett             | 7 Years of Service                                |
| Explosive Detection Canine Tracker            | 5 Years of Service                                |
| Firefighter/Paramedic Everett Bertolone-Smith | 3 Years of Service<br>(Hired as seasonal in 2019) |
| Firefighter/Paramedic Jeffrey Fairley         | 2 Years of Service                                |

**TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
RESOLUTION #006-2026**

**A RESOLUTION DELEGATING LIMITED AND CONDITIONED AUTHORITY FOR  
LITIGATION DECISION-MAKING PURSUANT TO NRS 241.0357**

WHEREAS, the Tahoe Douglas Fire Protection District (the "District") is a public body subject to the provisions of the Nevada Open Meeting Law as set forth in Chapter 241 of the Nevada Revised Statutes (NRS);

WHEREAS, NRS 241.0357 provides that a public body may delegate authority to its chair, executive director, or an equivalent position to make decisions regarding litigation concerning any lawsuit or potential lawsuit in which the public body, or any member or employee of the public body, is a party or participating in an official capacity;

WHEREAS, litigation matters often require prompt, timely, and strategic decisions that must be made between regularly scheduled public meetings of the District;

WHEREAS, delegating the limited authority described herein ensures the protection of the public interest, adherence to strict legal deadlines, and the efficient operation of the District's legal affairs.

BASED UPON THE FOREGOING, THE FOLLOWING RESOLUTIONS ARE HEREBY ADOPTED BY THE BOARD OF THE DISTRICT:

1. Delegation of Authority: Authority is delegated to District legal counsel and the Board Chair to act jointly pursuant to NRS 241.0357.

2. Scope: The scope of the delegation of authority is intended to be as broad as allowed by NRS 241.0357 to include, without limitation, the authority to make any decision regarding litigation concerning any action or proceeding in which the public body or any member or employee of the public body is a party in an official capacity, and includes initiating/defending litigation, managing strategy, and negotiating settlements subject to Board approval.

3. Duration: This delegation is effective until revoked.

Upon motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolutions were passed and adopted this 19<sup>th</sup> day of August, 2026, by the following vote of the Board:

*(Signatures Appear on Following Page)*

Those Voting Aye:

---

---

---

---

---

Those Voting Nay:

---

---

---

---

---

Approved this 19<sup>th</sup> day of August, 2026.

---

Ben Johnson, Chairman

# **TAHOE DOUGLAS FIRE PROTECTION DISTRICT**

## **RESOLUTION #007-2026**

### **RESOLUTION TO INCREASE FEES FOR SERVICE**

**WHEREAS**, the Tahoe Douglas Fire Protection District annual budget is dependent upon Douglas County property and sales tax dollars provided by the Fire District's residents and visitors;

**WHEREAS**, the Tahoe Douglas Fire Protection District and through the Board of Trustees sets rates for services provided by the District and periodically reviews such rates;

**WHEREAS**, the Tahoe Douglas Fire Protection District will make modifications in the following areas: EMS, Wildland Fire & Fuels and Fire Prevention;

**WHEREAS**, the Tahoe Douglas Fire Protections District has consulted with other fire service agencies and third-party billing contractor and determined that rate changes are appropriate at this time; and

**THEREFORE BE IT RESOLVED**, the Tahoe Douglas Fire Protection District through the Board of Trustees hereby changes these fees for service effective on the 1<sup>st</sup> day of October 2026.

Upon motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing resolution was passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2026 by the following vote of the Tahoe Douglas Fire Protection Board:

Those Voting Aye:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Those Voting Nay:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **TAHOE DOUGLAS FIRE PROTECTION DISTRICT**

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_

Approved this \_\_\_\_ day of \_\_\_\_, 2026.

\_\_\_\_\_  
Ben Johnson, Chairman

\_\_\_\_\_  
Bryce Cranch, Interim Fire Chief

## FEES FOR SERVICE

### ADMINISTRATIVE FINES AND SANCTIONS - FIRE PREVENTION

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FEE:</b>           | (See Appendix 2).                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>DESCRIPTION:</b>   | Fees and sanctions to increase fire safety for fire and life safety code non-compliant homeowners, businesses, and industries.                                                                                                                                                                                                                                                                                 |
| <b>JUSTIFICATION:</b> | In lieu of a criminal citation, pursuant to Douglas County Title 20 Appendix B, an administrative fine may be sanctioned to address and correct unsafe conditions without causing a burden on the court system and administrative time. Fines and sanctions will serve to prompt corrections to violations of code without an individual criminal record violation in the Tahoe Township Justice Court system. |

### APPLICATION FOR MODIFICATION OF CODE PROVISIONS

|                       |                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FEE:</b>           | Actual cost of personnel and equipment. (See Appendix 1). Minimum of <u>+2-</u> hours.                                                                                                                                                                                                                                                                     |
| <b>DESCRIPTION:</b>   | The International Fire and Building Codes allow that modifications to code requirements can be made when there are practical difficulties in carrying out the provisions of the code and the proposed modification meets the intent and purpose of the code and does not lessen the health, life and fire safety requirements as provided for by the code. |
| <b>JUSTIFICATION:</b> | An application for modification of code provisions will require staff time to make site visits, research, draft correspondence and prepare a report for the requesting parties and building department. This fee will cover the costs associated with processing a request for a modification of code provisions.                                          |

### ARSON FIRE SUPPRESSION AND INVESTIGATION FEE

|                       |                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FEE:</b>           | Actual cost of personnel and equipment. (See Appendix 1). <u>Minimum charge of 2 hours</u>                                                                                                                                                                                                                                                                                                             |
| <b>DESCRIPTION:</b>   | A fee charged to any person, or persons found guilty of arson to recover the cost of suppressing and investigating the fire.                                                                                                                                                                                                                                                                           |
| <b>JUSTIFICATION:</b> | Suppression and investigation of arson fires require a significant commitment of personnel and equipment and impact the ability of the Fire District to respond to other emergencies. These incidents often result in the callback of off duty personnel. The subsequent fire investigation may require significant staff time to complete. The recovery of such costs is provided for by NRS 205.034. |

## CANCELLATION OF FIRE PREVENTION INSPECTIONS

|                       |                                                                                                            |
|-----------------------|------------------------------------------------------------------------------------------------------------|
| <b>FEE:</b>           | Actual cost of personnel and equipment. (See Appendix 1). <a href="#"><u>Minimum of 1 hour</u></a>         |
| <b>DESCRIPTION:</b>   | A fee charged for inspection cancellations made less than 24 hours prior to the scheduled inspection time. |
| <b>JUSTIFICATION:</b> | Cost recovery of staff time and travel.                                                                    |

## EMERGENCY MEDICAL SERVICES

|                       |                                                                                                                                                                                                                                                                                                     |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FEE:</b>           | (See Appendix 5).                                                                                                                                                                                                                                                                                   |
| <b>DESCRIPTION:</b>   | Base rates for Emergency Medical Services provided to Fire District residents and visitors.                                                                                                                                                                                                         |
| <b>JUSTIFICATION:</b> | The Fire District budget contains a separate enterprise fund for ambulance maintenance, medical supplies, paramedic salary & benefits, training and other operating expenses exclusively related to EMS. These fees are utilized for patient billing to recuperate expenses for care and transport. |

## FALSE ALARM RESPONSE (NEGLIGENT) FEE

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FEE:</b>           | Actual cost of personnel. (See Appendix 1).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>DESCRIPTION:</b>   | A fee charged for response to automatic fire alarms due to negligence, lack of maintenance, or failure to notify dispatch when performing maintenance on a fire protection system. False alarms, which could be prevented by prudent and reasonable operational, maintenance and test procedures, are negligent. This fee will only be levied when there are repeated negligent false alarms. This fee will not be levied for instances of accidental false alarms which are beyond the control of the responsible party (power surge etc.) This fee will be charged to the party responsible for proper operation and maintenance of the alarm system. It may also apply if fire watch status is deemed necessary. |
| <b>JUSTIFICATION:</b> | False alarms create unnecessary emergency responses which can negatively impact the Fire District's ability to respond to legitimate emergencies. False alarms also de-sensitize the public to fire alarms. This fee creates a financial incentive to the property owner to properly maintain and test their alarm system.                                                                                                                                                                                                                                                                                                                                                                                          |

## FIRE AND LIFE SAFETY PLAN REVIEW FOR CHANGES ADDITIONS AND REVISIONS

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FEE:</b>           | Actual cost of personnel. (See Appendix 1). Minimum charge of <del>4</del> 2 hours.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>DESCRIPTION:</b>   | <p>This fee will be assessed when a set of plans must be re-checked due to major changes, additions or revisions by the architect or contractor. This fee will be assessed when a re-submittal <del>and recheck of more than 50%</del> of the plan is required due to errors, discrepancies, or missing information. Rather than charging another complete plan review fee, this service will be charged for by the actual time associated with review of the re-submission.</p> <p>A third party and/or technical review may be required which will be billed accordingly, with an administrative fee.</p> |
| <b>JUSTIFICATION:</b> | It is the responsibility of the Fire Prevention Bureau to review building plans. This fee would be levied when substantial time has already been invested in the initial plan review and additions, revisions, errors, or omissions will require a subsequent major review of the plans.                                                                                                                                                                                                                                                                                                                    |

## EXPLOSIVES ORDINANCE DISPOSAL RESPONSE (EOD)

|                       |                                                                                                                                                                                                                                        |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FEE:</b>           | (See Appendix 1).                                                                                                                                                                                                                      |
| <b>DESCRIPTION:</b>   | A fee to recover the cost of personnel, equipment and supplies associated with providing EOD services to entities without an EOD contract.                                                                                             |
| <b>JUSTIFICATION:</b> | EOD response can result in significant direct costs to the Fire District. Entities which do not have a pre-existing interlocal agreement or contract for EOD services will be invoiced for actual costs incurred by the Fire District. |

## HAND CREW RESPONSE/USE

|                       |                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FEE:</b>           | \$ <del>1305</del> 400/hr. for hand crew. Vehicles charged per Appendix 1. An administrative rate based on approved CFAA <u>or approved NDF</u> rate for year, whichever is higher. These rates may vary if a current interlocal agreement exists with the requesting agency.                                                                                                                   |
| <b>DESCRIPTION:</b>   | The hand crew may be requested by an outside agency to assist with the suppression of wildland fires or other emergencies. Often this type of activity is of the duration that overtime costs will be incurred. The rate is based upon an 18-person crew and the assumption that any given day there will be a combination of straight time, overtime and standby time paid to each crewmember. |
| <b>JUSTIFICATION:</b> | The response of the hand crew to other jurisdictions has measurable costs in terms of personnel, equipment, and apparatus. Typically, such costs are reimbursed through existing interlocal agreements, operating plans, or contracts. This fee provides a mechanism to recover these costs when providing services to agencies with which there is not a pre-existing agreement.               |

## HAZARDOUS MATERIALS INCIDENT RESPONSE

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FEE:</b>           | Actual cost of personnel, equipment, and materials. (See Appendix 1).                                                                                                                                                                                                                                                                                                                                                                          |
| <b>DESCRIPTION:</b>   | A fee to recover the cost of materials used to mitigate a hazardous materials incident. It may also include costs associated with the disposal of hazardous materials in a legal manner and the labor and equipment costs incurred to mitigate an incident. This fee would be charged to the party responsible for the incident.                                                                                                               |
| <b>JUSTIFICATION:</b> | Hazardous Materials incidents are typically long in duration and require a large number of response personnel. Due to the nature of the materials encountered on such incidents, the supplies and equipment used on such incidents frequently must be replaced after the incident. Failure to recover these costs can adversely impact the organization's finances and ability to maintain adequate preparedness for future Haz Mat incidents. |

## MALICIOUS FALSE ALARMS RESPONSE FEE

|                       |                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FEE:</b>           | Actual cost of personnel and equipment. (See Appendix 1).                                                                                                                                                                                                                                                                                                 |
| <b>DESCRIPTION:</b>   | A fee to be charged to an individual or individuals found to be responsible for a malicious false alarm.                                                                                                                                                                                                                                                  |
| <b>JUSTIFICATION:</b> | Malicious false alarms create unnecessary emergency responses which can negatively impact the Fire District's ability to respond to legitimate emergencies. Malicious false alarms also <del>de-sensitized</del> <u>desensitize</u> the public to fire alarms. This fee creates a financial disincentive to those who maliciously activate alarm systems. |

## MITIGATION RATES (NON-DISTRICT RESIDENT)

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FEES:</b>        | The mitigation rates are average "billing levels," and are typical for the incident responses listed, however, when a claim is submitted, it may be itemized and based on the actual services provided. These rates are based on actual costs using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance). Labor rates include an average department's actual burdened labor costs and not just a firefighter's wage. These include wages, retirement, benefits, workers comp, etc. A third-party administrator provides billing services. (See Appendix 6). |
| <b>DESCRIPTION:</b> | This program was implemented to charge mitigation rates for services by the Fire District for personnel, supplies and equipment to the scene of emergency and non-emergency incidents involving non-District residents. The mitigation rates shall be based on actual costs of the services and that which is usual, customary, and reasonable (UCR). A claim shall be filed with the responsible party(s) through their insurance carrier. In some circumstances, the responsible party(s)                                                                                                           |

will be billed directly. Reference TDFPD Resolutions #06-2010, 13-2021 & 08-2024.

**JUSTIFICATION:** The emergency services response activity and the related costs continue to increase each year; Environmental Protection requirements involving equipment and training, and Homeland Security regulations involving equipment and training, creating additional demands on all operational aspects of the Fire District services.

#### **OPEN BURN (PILE BURNING) PERMIT – INSPECTION AND ISSUANCE FEE**

**FEE:** \$75.00 per permit.

**DESCRIPTION:** A fee will be charged for the **on-site inspection and issuance** of an open burn permit authorizing **pile burning only** within the Fire District. The inspection verifies that burn piles, locations, clearances, and operational practices comply with adopted fire code provisions and local open burning rules before the permit is issued. Broadcast burning is **not** authorized under this permit.

**JUSTIFICATION:** Pile burning, if not properly prepared and managed, can lead to escape fires, damage to property, and smoke impacts ~~to~~on the community. Inspecting open burn piles requires Fire District staff to travel to the property, evaluate fuel size and arrangement, confirm adequate clearance from structures and vegetation, review ignition and control methods, and document conditions prior to authorizing burning. These activities involve staff time, vehicle use, fuel, and administrative support for scheduling and maintaining permit records. A flat fee of \$75.00 per permit provides reasonable recovery of inspection and administrative costs while supporting safe, controlled pile burning that reduces hazardous fuels without compromising public safety.

#### **OUTDOOR WOOD FIRE PERMIT – INSPECTION AND ISSUANCE FEE**

**FEE:** - \$75.00 per permit.

**DESCRIPTION:** -A fee will be charged for the **on-site inspection and issuance** of an outdoor wood fire permit for fireplaces, fire pits, chimineas, or similar wood-burning appliances within the Fire District. The inspection confirms that the appliance location, construction, clearance to combustibles, and operational practices comply with adopted defensible space guidelines and applicable fire code requirements before the permit is issued.

**JUSTIFICATION:** Outdoor wood fires, if improperly located or operated, can ignite nearby vegetation, structures, or decks and increase wildfire risk in the wildland–urban interface. Inspecting outdoor wood fire installations requires Fire District staff to travel to the site, verify separation from structures and fuels, assess surface and overhead clearances, review spark arrestor and containment features, and document compliance prior to authorizing use. These activities involve staff time, vehicle use, fuel, and administrative support for scheduling and maintaining permit records. A flat fee of \$75.00 per permit provides reasonable recovery of inspection and administrative costs while supporting safe outdoor fire use that minimizes the potential for unwanted fire starts.

## PLAN CHECK FEES - FIRE PREVENTION – INITIAL REVIEW

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FEE:</b>           | (See Appendices 3 & 4).                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>DESCRIPTION:</b>   | <p>Plan reviews are conducted to ensure new construction meets current fire and wildland urban interface code requirements. There are three levels of plan reviews which align with the process an applicant must complete when constructing a home, or structure in the Fire District.</p> <p>A third party and/or technical review may be required which will be billed accordingly, with an administrative fee.</p> |
| <b>JUSTIFICATION:</b> | Cost recovery of staff time related to performing the various levels of plan reviewing including consultation, site inspections and related overhead cost.                                                                                                                                                                                                                                                             |

## PLAN CHECK FEES - FIRE PREVENTION – SUBSEQUENT REVIEWS

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FEE:</b>           | Actual cost of personnel. (See Appendix 1). Minimum of <u>2+</u> hours.                                                                                                                                                                                                                                                                                                                                           |
| <b>DESCRIPTION:</b>   | <p>The second and subsequent plan reviews may be charged an hourly rate based upon the wage of the personnel conducting the review. This fee may apply when changes that were noted during plan review are not addressed, or design changes are made after the initial submission.</p> <p>A third party and/or technical review may be required which will be billed accordingly, with an administrative fee.</p> |
| <b>JUSTIFICATION:</b> | Cost recovery of staff time related to performing the various levels of plan reviewing including consultation, site inspections and related overhead cost.                                                                                                                                                                                                                                                        |

## PLAN CHECK FEES - FIRE PREVENTION – ALTERNATE MEANS AND METHODS REQUEST

|                       |                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FEE:</b>           | <u>Actual cost of personnel and equipment, with a 2-hour minimum charge</u>                                                                                                                                                                                                                                                                      |
| <b>DESCRIPTION:</b>   | <u>International Fire Code and Building Code provisions allow modifications or alternate methods when practical difficulties exist in carrying out literal code requirements. Proposed alternates must meet the intent and purpose of the code without reducing overall health, life, or fire safety protection.</u>                             |
| <b>JUSTIFICATION:</b> | <u>Processing an alternate means and methods request requires staff time to conduct site evaluations, research technical standards, draft formal correspondence, and prepare a detailed report for the applicant and Fire Department. This fee recovers the actual costs associated with processing and evaluating the modification request.</u> |

## AFTER HOURS/REINSPECTION FEE

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FEE:</b>           | Actual cost of personnel. (See Appendix 1). Minimum of <u>2+</u> hours.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>DESCRIPTION:</b>   | Fire District personnel conduct a variety of on-site inspections. These inspections include new construction, installation of fire protection systems, annual fire, and life safety inspections, permit applications, and citizen complaints. Repeated inspections and the associated research, documentation and travel <del>impact</del> <u>impact</u> <del>on</del> the productivity of the Fire District. In all cases, the first re-inspection will be free of charge. The second and subsequent re-inspection may be charged an hourly <del>rate</del> <u>rate of minimum 2 hours</u> based upon the wage of the personnel conducting the inspection. |
| <b>JUSTIFICATION:</b> | When discrepancies are noted during an inspection, a re-inspection is required to <del>assure</del> <u>ensure</u> correction. If more than one re-inspection is required by Fire Prevention, the ability to respond in a timely manner to other requests for service can be negatively impacted. Therefore, it is reasonable to cover the excessive costs incurred. <u>Performing these additional inspections outside standard operating hours incurs dedicated overtime compensation and administrative overhead.</u>                                                                                                                                     |

## RECORD REQUEST

|                       |                                                                                                                                                                                                                                                                                                                     |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FEES:</b>          | <u>Direct cost only pursuant to NRS 239.052</u>                                                                                                                                                                                                                                                                     |
| <b>DESCRIPTION:</b>   | <u>Staff search, redaction, and processing time will be billed at actual staff hourly cost.</u>                                                                                                                                                                                                                     |
| <b>JUSTIFICATION:</b> | <u>Providing administrative, regulatory, and public services requires dedicated department personnel and agency resources. Fees offset actual direct costs (e.g., materials, technology, administrative labor, and review/inspection overhead) incurred to fulfill requests and maintain regulatory compliance.</u> |

## ~~RECORD REQUEST~~

|                                |                                                                                                                                                                                                                                                                                                             |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <del><b>FEES:</b></del>        | <del>\$25.00 per report (includes first 20 pages and photocopies), \$0.10 each additional BW copy.</del>                                                                                                                                                                                                    |
| <del><b>DESCRIPTION:</b></del> | <del>The Fire District periodically receives requests for documents from members of the public, attorneys, and insurance companies. It takes staff time to access the requested documents, reproduce them for the requesting party, and have the packet reviewed by a Division Head or Chief Officer.</del> |

**JUSTIFICATION:** ~~There are personnel costs as well as material costs associated with providing copies of documents.~~

## **SPECIAL EVENTS AND OPERATIONAL PERMITS- FIRE PREVENTION**

**FEE:** \$350.00~~300.00~~

**DESCRIPTION:** International Fire Code requires operational permits for special events and or activities that present a fire risk to the public, firefighters, and natural resources. Proponents who have tents, assemblies, perform hot work, blasting, or other activities as listed in the IFC chapter 105 are required to have a current TDFPD issued permit. To obtain a permit, an application for review must be submitted (2) two weeks prior to an event or activity and have a fire and life safety inspection completed by the Fire District to ensure that code requirements are being met.

**JUSTIFICATION:** Cost recovery related to performing the permit review and initial inspection, which includes a 1.5-hour plan review fee and a 1.5-hour inspection, as well as time, travel, record maintenance, and other follow-up. Plan review and inspections beyond the first 3 hours may be billed at the hourly rate based upon the wage of the personnel conducting the review or inspection. ~~Cost recovery related to performing the permit review, initial and re-inspections, including time and travel as well as record maintenance and other follow-up. In all cases, the first re-inspection will be free of charge. Subsequent re-inspections may be charged an hourly rate based upon the wage of the personnel conducting the inspection.~~

## **SPECIAL EVENT AND OPERATIONAL PERMITS - LATE SUBMISSION**

**FEE:** \$200.00~~150.00~~ (in addition to the normal fee).

**DESCRIPTION:** A late fee will be assessed for permits that are not submitted at least (2) weeks prior to event or activity.

**JUSTIFICATION:** Late permit submittals require staff to cease other work/projects in order to review and process which leads to additional hours worked that were not planned for during normal working hours.

## **SPECIAL EVENT AND OPERATIONAL PERMITS – PYROTECHNIC/SPECIAL EFFECTS SUBMISSION**

**FEE:** \$500.00~~400.00~~.

**DESCRIPTION:** Cost recovery related to performing the permit review, initial ~~and re-~~inspections, including time and travel as well as record maintenance and other follow-up. Subsequent inspections may be charged an hourly rate based upon the wage of the personnel conducting the inspection.

**JUSTIFICATION:** Pyrotechnic/Special Effects displays require more staff time for reviewing the special event and additional inspections. ~~In all cases, the first re-inspection will be free of charge.~~ Plan review and inspections beyond the first 3 hours may be billed at the hourly rate based upon the wage of the personnel conducting the review or inspection. Subsequent re-inspections may be charged an hourly rate based upon the wage of the personnel conducting the inspection.

## **STAND-BY FEE**

**FEE:** Actual cost of personnel and equipment/apparatus. (See Appendix 1).

**DESCRIPTION:** A fee charged to any individual or organization that requests or is otherwise required to have the Fire District provide staffing at an event. This service is provided with overtime personnel.

**JUSTIFICATION:** Periodically the Fire District provides staffing which may include equipment/apparatus for an event. The fee covers the personnel and equipment costs associated with this service.

## **STAND-BY - LATE REQUEST**

**FEE:** ~~\$250.00~~500.00 (in addition to the normal fee).

**DESCRIPTION:** A fee charged for requests for Fire District stand-by needs that are not submitted 2 weeks prior to the event.

**JUSTIFICATION:** Late requests eliminate the Fire District's ability to schedule in advance and avoid additional overtime, ~~put~~putting a strain on the daily staffing and may delay response time elsewhere in an emergency.

## TREE PERMIT – INSPECTION AND ISSUANCE FEE

—

**FEE:** \$75.00 per permit.

**DESCRIPTION:** A fee will be charged for the on-site inspection and issuance of a tree permit authorizing removal, pruning, or vegetation modification under the authority of the Tahoe Regional Planning Agency (TRPA) and the Fire District. The inspection verifies that proposed tree work complies with TRPA regulations, defensible space standards, and applicable fire code requirements before the permit is issued.

**JUSTIFICATION:** Tree permit inspections conducted under TRPA authority require Fire District staff to travel to the site, review existing conditions, confirm that proposed work meets TRPA and fire safety criteria, document findings, and complete the permit issuance and associated records. These activities involve staff time, vehicle use,

fuel, and administrative support for scheduling, coordination with TRPA as needed, and maintaining permit documentation. A flat fee of \$75.00 per permit provides reasonable recovery of inspection and administrative costs while supporting consistent implementation of TRPA requirements and wildland–urban interface standards that reduce overall fire risk to the community. This fee will not be assessed when grant funding is available to cover personnel costs.

## VACATION HOME RENTAL (VHR) INSPECTION - FIRE PREVENTION

- FEE:** ~~\$250~~300.00.
- DESCRIPTION:** Douglas County requires homeowners who rent their property for less than 30 days to have a current VHR permit. To obtain/renew a permit, the homeowner must have a fire and life safety inspection completed by the Fire District to ensure that code requirements are being met.
- JUSTIFICATION:** Cost recovery related to performing the initial inspection, including time and travel as well as record maintenance and other follow-up.

## VACATION HOME RENTAL - REINSPECTION FEE

- FEE:** ~~Actual cost of personnel. (See Appendix 1). Minimum charge of 1 hour.~~\$300.00
- DESCRIPTION:** The second and subsequent on-site re-inspection will may be charged at the initial inspection ~~an hourly rate. based upon wage of the personnel conducting the inspection.~~
- JUSTIFICATION:** When discrepancies are noted during an inspection, a re-inspection is required to ~~assure~~ensure correction. If ~~more than one~~ re-inspections is are required by Fire Prevention, the ability to respond in a timely manner to other requests for service can be negatively impacted. Therefore, it is reasonable to cover the excessive costs incurred.

## WILDLAND FIRE SUPPRESSION FEE

- FEE:** Actual cost of personnel and equipment, plus an administrative rate based on the annually approved CFAA rate. (See Appendix 1).
- DESCRIPTION:** A fee will be charged to any individual or entity that causes a wildland fire.
- JUSTIFICATION:** The suppression of wildland fires can require a commitment of significant resources for an extended period of time. Callback of off-duty personnel is often required, resulting in overtime costs. There may be additional costs associated with the use of outside agency resources and cost share agreements. Such costs can negatively impact the Fire District's financial resources.

**APPENDIX 1 (An Administrative fee of 10% will be added to the rates below)**

**Fee Schedule July 1, 2027, these rates will increase by 6%**

| Description                                                                             | 2026<br>Rate/Hour                                      |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------|
| <b>EMS STANDBY</b> (Minimum of 6 hours)                                                 |                                                        |
| Ambulance (2 FF/PM + AMB) <del>\$305.22</del> x 6 hrs. =<br><del>\$1830.00</del>        | <del>\$305.00</del><br><del>\$1830.00</del>            |
| First Aid (1 FF/PM + Patrol Truck) <del>\$93.25</del> x 6 hrs. =<br><del>\$559.50</del> | <del>\$71.50</del><br><del>\$429.00</del>              |
|                                                                                         |                                                        |
| <b>ENGINE STANDBY</b> (Minimum of 6 hours)                                              |                                                        |
| (Captain, Engineer, Engine) <del>\$295.50</del> x 6 hrs. = <del>\$1773.00</del>         | <del>\$356.00</del><br><del>\$2142.00</del>            |
|                                                                                         |                                                        |
| <b>PERSONNEL</b>                                                                        |                                                        |
| Firefighter/EMTB                                                                        | <del>\$50.00</del>                                     |
| Firefighter/EMTA                                                                        | <del>\$55.00</del>                                     |
| Paramedic                                                                               | <del>\$70.00</del>                                     |
| Engineer                                                                                | <del>\$80.00</del>                                     |
| Captain                                                                                 | <del>\$90.00</del>                                     |
| Battalion Chief                                                                         | <del>\$145.00</del>                                    |
| Assistant Chief                                                                         | <del>\$200.00</del>                                    |
| Fire Chief                                                                              | <del>\$220.00</del>                                    |
| Fire Inspector I/Fire Prevention Specialist/PIO<br>Fire Prevention Personnel            | <del>\$115.00</del><br><del>\$58.00</del>              |
| Fire Inspector II                                                                       | <del>\$69.50</del>                                     |
| Assistant Chief/Fire Marshal                                                            | <del>\$120.50</del>                                    |
|                                                                                         |                                                        |
| <b>EQUIPMENT</b>                                                                        |                                                        |
| Ambulance                                                                               | \$109.00                                               |
| Brush Truck-Type 3                                                                      | \$172.00                                               |
| Brush Truck-Type 5                                                                      | \$172.00                                               |
| Chipper                                                                                 | \$68.02                                                |
| Chip Truck                                                                              | \$74.83                                                |
| Dump Trailer                                                                            | \$10.17                                                |
| Engine - Type 1                                                                         | \$190.00                                               |
| Equipment Trailer                                                                       | \$15.22                                                |
| Fire Boat                                                                               | \$200.00                                               |
| Haz Mat Trailer                                                                         | \$10.00                                                |
| Ladder Truck                                                                            | <del>\$346.39</del><br><del>\$220.55</del>             |
| Personal Watercraft                                                                     | \$48.00                                                |
| Skid steer                                                                              | \$275.00                                               |
| "Spider" Walking Excavator                                                              | \$537.00                                               |
| Tractor Truck                                                                           | \$81.91                                                |
| Water Tender                                                                            | \$163.00                                               |
|                                                                                         |                                                        |
| <b>EQUIPMENT (+Mileage)</b>                                                             | <b>2026<br/>Rate/Day</b>                               |
| Pickup Truck 1/2 Ton                                                                    | <del>\$176.00</del><br><del>\$166.00</del>             |
| Pickup Truck 3/4 Ton                                                                    | \$291.50                                               |
| Pickup Truck 1 Ton                                                                      | \$291.50                                               |
| Pickup Truck 1 1/2 Ton                                                                  | \$291.50                                               |
| Pickup Truck 2 Ton                                                                      | \$300.00                                               |
| Crew Buggies                                                                            | \$300.00                                               |
| Crew Vehicles                                                                           | \$291.50                                               |
| Sport Utility                                                                           | \$306.00                                               |
| Command Vehicle                                                                         | \$306.00                                               |
| Service Truck (mechanic)                                                                | \$400.00                                               |
|                                                                                         |                                                        |
| <b>EXPLOSIVE ORDNANCE DISPOSAL (EOD)</b>                                                | <b>2026<br/>Rate/Hour</b>                              |
| Bomb Squad (Minimum of 2 hours)                                                         | <del>\$575.00</del><br><del>\$495.00</del> (flat rate) |
| Bomb Squad (After initial 2 hours)                                                      | <del>\$287.00</del><br><del>\$47.50</del>              |
| Bomb Squad Vehicle                                                                      | <del>\$191.50</del><br><del>\$165.00</del>             |
| Explosive Detection Canine (EDC) Sweep/Standby<br>(Minimum of 2 hours)                  | <del>\$660.00</del><br><del>\$765.50</del> (flat rate) |

|                                                                           |             |                                   |
|---------------------------------------------------------------------------|-------------|-----------------------------------|
| Explosive Detection Canine (EDC) Sweep/Standby<br>(After initial 2 hours) | — <u>  </u> | <del>\$287.50</del> <u>247.50</u> |
|---------------------------------------------------------------------------|-------------|-----------------------------------|

## APPENDIX 2

### Fire Prevention Administrative Fines and Sanctions

| IFC. SECTION 3                                                                                                                                                                                                                                               | Fine Amount            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|                                                                                                                                                                                                                                                              |                        |
| <b>304.1</b> Compliance with orders and notices unlawful continuance of a fire hazard. Any person operating or maintaining any occupancy, premises, or vehicle subject to this code, or failure to take immediate action to abate a fire hazard when ordered | \$1,000.00             |
|                                                                                                                                                                                                                                                              |                        |
| IFC. SECTION 9                                                                                                                                                                                                                                               | Fine Amount            |
|                                                                                                                                                                                                                                                              |                        |
| <b>401.4</b> Interfering with Fire Dept. (Obstructing/Disobeying a command)                                                                                                                                                                                  | \$500.00               |
| <b>901.8</b> Tampering with fire equipment (sprinklers, alarms, etc.)                                                                                                                                                                                        | \$500.00               |
| <b>901.8</b> Tampering with fire hydrant and appliances                                                                                                                                                                                                      | \$500.00               |
| <b>503.4</b> Obstructing fire lane or parking in fire lane                                                                                                                                                                                                   | \$500.00               |
| <b>901.4.1</b> Failure to provide fire and safety protection as required                                                                                                                                                                                     | \$500.00               |
| <b>901.4.1</b> Failure to provide fire systems                                                                                                                                                                                                               | \$ <del>5</del> 500.00 |
| <b>901.11.6.3</b> Failure to prevent accumulation of grease or failure to maintain system                                                                                                                                                                    | \$ <del>5</del> 500.00 |
|                                                                                                                                                                                                                                                              |                        |
| IFC. SECTION 3 GENERAL PRECAUTIONS AGAINST FIRE                                                                                                                                                                                                              | Fine Amount            |
|                                                                                                                                                                                                                                                              |                        |
| <b>307.2</b> Burning bonfires or rubbish without a permit                                                                                                                                                                                                    | \$ <del>5</del> 400.00 |
| <b>304.4</b> Not attending an open fire                                                                                                                                                                                                                      | \$ <del>5</del> 400.00 |
| <b>304.1.1</b> Illegal accumulation of waste                                                                                                                                                                                                                 | \$ <del>5</del> 400.00 |
| <b>304.2</b> Improper handling of readily combustible materials                                                                                                                                                                                              | \$ <del>5</del> 400.00 |
| <b>401.3</b> Failure to report a fire                                                                                                                                                                                                                        | \$ <del>5</del> 400.00 |
| <b>401.3.1</b> Reporting a false alarm                                                                                                                                                                                                                       | \$500.00               |
| <b>303</b> Asphalt kettles, improper extinguishers, improper transportation                                                                                                                                                                                  | \$ <del>5</del> 400.00 |
| <b>303</b> Asphalt kettles, improper placement, cover or not attending                                                                                                                                                                                       | \$ <del>5</del> 400.00 |
| <b>312</b> Failure to protect gas meters and piping                                                                                                                                                                                                          | \$ <del>5</del> 400.00 |
| <b>311.3</b> Vacating premises (not removing combustibles)                                                                                                                                                                                                   | \$500.00               |
| <b>311.2.1</b> Vacant buildings (not secured)                                                                                                                                                                                                                | \$500.00               |
|                                                                                                                                                                                                                                                              |                        |
| IFC. SECTION 10 MAINTENANCE OF EXIT WAYS                                                                                                                                                                                                                     | Fine Amount            |
|                                                                                                                                                                                                                                                              |                        |
| <b>1027.3</b> Obstruction of exit                                                                                                                                                                                                                            | \$500.00               |
| <b>1024.92</b> Failure to maintain aisles                                                                                                                                                                                                                    | \$500.00               |
| <b>1025</b> Encumbrance of fire escape                                                                                                                                                                                                                       | \$500.00               |
| <b>1027.2</b> Exit doors inoperable from the inside                                                                                                                                                                                                          | \$500.00               |
| <b>1006.1</b> Failure to provide exit illumination                                                                                                                                                                                                           | \$500.00               |
| <b>1011.1</b> Failure to provide exit signs                                                                                                                                                                                                                  | \$500.00               |
| <b>1004.2</b> Exceeding occupant load                                                                                                                                                                                                                        | \$500.00               |
|                                                                                                                                                                                                                                                              |                        |
| IFC. SECTION 310                                                                                                                                                                                                                                             | Fine Amount            |

|                                                                                                                                                                                                                              |                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|                                                                                                                                                                                                                              |                        |
| <b>310.2</b> Smoking in prohibited areas                                                                                                                                                                                     | \$100.00               |
| <b>310.55</b> Failure to comply with "NO SMOKING" sign                                                                                                                                                                       | \$100.00               |
| <b>310.4</b> Illegal removing of "NO SMOKING" sign                                                                                                                                                                           | \$ <del>1</del> 500.00 |
|                                                                                                                                                                                                                              |                        |
| <b>IFC. SECTION 15 APPLICATION OF FLAMMABLE FINISH</b>                                                                                                                                                                       | <b>Fine Amount</b>     |
|                                                                                                                                                                                                                              |                        |
| <b>1501</b> All violations of Section 15                                                                                                                                                                                     | \$ <del>5</del> 250.00 |
|                                                                                                                                                                                                                              |                        |
| <b>IFC. SECTION 26 WELDING/CUTTING CALCIUM CARBIDE/ACETYLENE</b>                                                                                                                                                             | <b>Fine Amount</b>     |
|                                                                                                                                                                                                                              |                        |
| <b>2604.2.6</b> Failure to provide fire extinguisher                                                                                                                                                                         | \$ <del>5</del> 400.00 |
|                                                                                                                                                                                                                              |                        |
| <b>IFC. SECTION 30 COMPRESSED GASSES</b>                                                                                                                                                                                     | <b>Fine Amount</b>     |
|                                                                                                                                                                                                                              |                        |
| <b>3003.2</b> Storage cylinders improperly marked                                                                                                                                                                            | \$100.00               |
| <b>3003.3.3</b> Compressed gases not secured                                                                                                                                                                                 | \$ <del>5</del> 400.00 |
|                                                                                                                                                                                                                              |                        |
| <b>IFC. SECTION 33 EXPLOSIVE/BLASTING AGENTS</b>                                                                                                                                                                             | <b>Fine Amount</b>     |
|                                                                                                                                                                                                                              |                        |
| <b>3301</b> All violations pertaining to the manufacture, possession, storage, sales, transportation and use of explosives and blasting agents.                                                                              | \$500.00               |
|                                                                                                                                                                                                                              |                        |
| <b>IFC. SECTION 27 HAZARDOUS MATERIALS</b>                                                                                                                                                                                   | <b>Fine Amount</b>     |
|                                                                                                                                                                                                                              |                        |
| <b>2701</b> All violations of Section 27                                                                                                                                                                                     | \$500.00               |
|                                                                                                                                                                                                                              |                        |
| <b>INTERNATIONAL FIRE CODES</b>                                                                                                                                                                                              | <b>Fine Amount</b>     |
| Currently adopted edition by the <del>Honorable</del> County Commissioners and <del>Commissioners and</del> or Fire Board: <del>Any: Any</del> other violation not specifically mentioned in the above fine schedule.        | \$ <del>5</del> 400.00 |
|                                                                                                                                                                                                                              |                        |
| <b>NEVADA REVISED STATUTES 477.250</b>                                                                                                                                                                                       |                        |
| Any person who knowingly violates the provision of this chapter or any of the regulations adopted by the State Fire Marshal's office is guilty of a misdemeanor. Each day on which a violation occurs is a separate offense. | \$500.00               |

### APPENDIX 3

#### Fire Life Safety Fee Schedule

| Description                                                                                                                                                                  | Fee Rate                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Miscellaneous Fees                                                                                                                                                           |                              |
| Nonrefundable application for an appeal                                                                                                                                      | \$600.00                     |
| <b>Residential</b>                                                                                                                                                           |                              |
| Deck/Dock Plan Review                                                                                                                                                        | \$234.00                     |
| Patio Cover/-Carport Plan Review                                                                                                                                             | \$234.00                     |
| Pre/Development Meeting                                                                                                                                                      | <del>\$220.00</del> \$220.00 |
| Pre-TRPA                                                                                                                                                                     | <del>\$400.00</del> 200.00   |
| Re-Roof Plan Check                                                                                                                                                           | <del>\$155.00</del> 340.00   |
| Residential Plan Review                                                                                                                                                      | <del>\$600.00</del> 400.00   |
| Re-Siding Plan Check                                                                                                                                                         | \$115.00                     |
| Solar or Energy Storage Plan Check and Inspection                                                                                                                            | <del>\$315.00</del>          |
| Window Replacement Plan Check                                                                                                                                                | \$180.00                     |
| <a href="#">Revision to Residential Project Already Approved</a>                                                                                                             | <del>\$300.00</del>          |
| <b>Fire Protection Systems</b>                                                                                                                                               |                              |
| Clean Agent Suppression System Plan Check and Inspection (Halon, FM-200, Inergen) or equal (spray booth/industrial dry chemical systems and Inspection)                      | <del>\$525.00</del> 350.00   |
| Hood & Duct System Plan Check and Inspection (per system)                                                                                                                    | <del>\$525.00</del> 350.00   |
| Standpipe Plan Check and Inspection                                                                                                                                          | \$400.00                     |
| Underground Fire Systems -- Plus Per Riser/Hydrant > 1 _x 1/4 Hour                                                                                                           | \$250.00                     |
| NFPA 13 Sprinkler Plan Check & Inspection -- 1 - 99 Sprinklers<br>Plus Number of Risers > 1 x 1 Hour and Plus # of heads X \$2.00 per sprinkler head Plus Floors >1 X hour   | \$800.00                     |
| NFPA 13 Sprinkler Plan Check & Inspection -- 100 -199 Sprinklers<br>Plus Number of Risers > 1 x 1 Hour and Plus # of heads X \$2.00 per sprinkler head Plus Floors >1 X hour | \$1,000.00                   |
| NFPA 13 Sprinkler Plan Check & Inspection -- >199 Sprinklers<br>Plus Number of Risers > 1 x 1 Hour and Plus # of heads X \$2.00 per sprinkler head Plus Floors >1 X hour     | \$1,200.00                   |
| NFPA 13D or NFPA 13R Sprinkler Plan Check & Inspection 1 - 99 Sprinklers<br>Plus # of heads X \$2.00 per sprinkler head                                                      | <del>\$600.00</del> 560.00   |
| NFPA 13D or NFPA 13R Sprinkler Plan Check & Inspection >99 Sprinklers<br>Plus # of heads X \$2.00 per sprinkler head                                                         | <del>\$700.00</del> 660.00   |
| Fire Alarm System (Commercial) Plan Check & Inspection Plus # of Devices x \$2.00 per device                                                                                 | <del>\$525.00</del> 525.00   |
| Residential Fire Alarm System Plan Check & Inspection Plus # of Devices x \$2.00 per device                                                                                  | <del>\$275.00</del> 260.00   |

## Appendix 4

### Plan Check Fee Schedule-Commercial

| Valuation   | Plan Check Fee |  | Valuation    | Plan Check Fee |  | Valuation    | Plan Check Fee |
|-------------|----------------|--|--------------|----------------|--|--------------|----------------|
| \$2,000.00  | \$90.18        |  | \$52,000.00  | \$2,009.34     |  | \$120,000.00 | \$4,264.57     |
| \$3,000.00  | \$127.31       |  | \$53,000.00  | \$2,051.78     |  | \$130,000.00 | \$4,312.31     |
| \$4,000.00  | \$164.44       |  | \$54,000.00  | \$2,094.22     |  | \$140,000.00 | \$4,360.05     |
| \$5,000.00  | \$201.57       |  | \$55,000.00  | \$2,136.65     |  | \$150,000.00 | \$4,407.79     |
| \$6,000.00  | \$238.70       |  | \$56,000.00  | \$2,179.09     |  | \$160,000.00 | \$4,455.53     |
| \$7,000.00  | \$275.83       |  | \$57,000.00  | \$2,221.52     |  | \$170,000.00 | \$4,503.27     |
| \$8,000.00  | \$312.97       |  | \$58,000.00  | \$2,263.96     |  | \$180,000.00 | \$4,551.01     |
| \$9,000.00  | \$350.10       |  | \$59,000.00  | \$2,306.40     |  | \$190,000.00 | \$4,598.75     |
| \$10,000.00 | \$387.23       |  | \$60,000.00  | \$2,348.83     |  | \$200,000.00 | \$4,646.49     |
| \$11,000.00 | \$424.36       |  | \$61,000.00  | \$2,391.27     |  | \$210,000.00 | \$4,699.54     |
| \$12,000.00 | \$461.49       |  | \$62,000.00  | \$2,433.70     |  | \$220,000.00 | \$4,752.58     |
| \$13,000.00 | \$498.62       |  | \$63,000.00  | \$2,476.14     |  | \$230,000.00 | \$4,805.63     |
| \$14,000.00 | \$535.75       |  | \$64,000.00  | \$2,518.58     |  | \$240,000.00 | \$4,858.67     |
| \$15,000.00 | \$572.89       |  | \$65,000.00  | \$2,561.01     |  | \$250,000.00 | \$4,911.72     |
| \$16,000.00 | \$610.02       |  | \$66,000.00  | \$2,603.45     |  | \$260,000.00 | \$4,964.76     |
| \$17,000.00 | \$647.15       |  | \$67,000.00  | \$2,645.88     |  | \$270,000.00 | \$5,017.81     |
| \$18,000.00 | \$684.28       |  | \$68,000.00  | \$2,688.32     |  | \$280,000.00 | \$5,070.85     |
| \$19,000.00 | \$721.41       |  | \$69,000.00  | \$2,730.76     |  | \$290,000.00 | \$5,123.90     |
| \$20,000.00 | \$758.54       |  | \$70,000.00  | \$2,773.19     |  | \$300,000.00 | \$5,176.94     |
| \$21,000.00 | \$795.68       |  | \$71,000.00  | \$2,815.63     |  | \$310,000.00 | \$5,235.29     |
| \$22,000.00 | \$832.81       |  | \$72,000.00  | \$2,858.06     |  | \$320,000.00 | \$5,293.64     |
| \$23,000.00 | \$869.94       |  | \$73,000.00  | \$2,900.50     |  | \$330,000.00 | \$5,351.99     |
| \$24,000.00 | \$907.07       |  | \$74,000.00  | \$2,942.94     |  | \$340,000.00 | \$5,410.34     |
| \$25,000.00 | \$944.20       |  | \$75,000.00  | \$2,985.37     |  | \$350,000.00 | \$5,468.69     |
| \$26,000.00 | \$981.33       |  | \$76,000.00  | \$3,027.81     |  | \$360,000.00 | \$5,527.04     |
| \$27,000.00 | \$1018.46      |  | \$77,000.00  | \$3,070.24     |  | \$370,000.00 | \$5,585.39     |
| \$28,000.00 | \$1055.60      |  | \$78,000.00  | \$3,112.68     |  | \$380,000.00 | \$5,643.74     |
| \$29,000.00 | \$1092.73      |  | \$79,000.00  | \$3,155.12     |  | \$390,000.00 | \$5,702.09     |
| \$30,000.00 | \$1129.86      |  | \$80,000.00  | \$3,197.55     |  | \$400,000.00 | \$5,760.44     |
| \$31,000.00 | \$1166.99      |  | \$81,000.00  | \$3,239.99     |  | \$410,000.00 | \$5,824.09     |
| \$32,000.00 | \$1204.12      |  | \$82,000.00  | \$3,282.42     |  | \$420,000.00 | \$5,887.75     |
| \$33,000.00 | \$1241.25      |  | \$83,000.00  | \$3,324.86     |  | \$430,000.00 | \$5,951.40     |
| \$34,000.00 | \$1278.38      |  | \$84,000.00  | \$3,367.30     |  | \$440,000.00 | \$6,015.06     |
| \$35,000.00 | \$1315.52      |  | \$85,000.00  | \$3,409.73     |  | \$450,000.00 | \$6,078.71     |
| \$36,000.00 | \$1352.65      |  | \$86,000.00  | \$3,452.17     |  | \$460,000.00 | \$6,142.36     |
| \$37,000.00 | \$1389.78      |  | \$87,000.00  | \$3,494.60     |  | \$470,000.00 | \$6,206.02     |
| \$38,000.00 | \$1426.91      |  | \$88,000.00  | \$3,537.04     |  | \$480,000.00 | \$6,269.67     |
| \$39,000.00 | \$1464.04      |  | \$89,000.00  | \$3,579.48     |  | \$490,000.00 | \$6,333.33     |
| \$40,000.00 | \$1501.17      |  | \$90,000.00  | \$3,621.91     |  | \$500,000.00 | \$6,396.98     |
| \$41,000.00 | \$1538.31      |  | \$91,000.00  | \$3,664.35     |  | \$510,000.00 | \$6,465.94     |
| \$42,000.00 | \$1575.44      |  | \$92,000.00  | \$3,706.78     |  | \$520,000.00 | \$6,534.90     |
| \$43,000.00 | \$1612.57      |  | \$93,000.00  | \$3,749.22     |  | \$530,000.00 | \$6,603.86     |
| \$44,000.00 | \$1649.70      |  | \$94,000.00  | \$3,791.66     |  | \$540,000.00 | \$6,672.81     |
| \$45,000.00 | \$1686.83      |  | \$95,000.00  | \$3,834.09     |  | \$550,000.00 | \$6,741.77     |
| \$46,000.00 | \$1723.96      |  | \$96,000.00  | \$3,876.53     |  | \$560,000.00 | \$6,810.73     |
| \$47,000.00 | \$1761.09      |  | \$97,000.00  | \$3,918.96     |  | \$570,000.00 | \$6,879.69     |
| \$48,000.00 | \$1798.23      |  | \$98,000.00  | \$3,961.40     |  | \$580,000.00 | \$6,948.65     |
| \$49,000.00 | \$1835.36      |  | \$99,000.00  | \$4,003.84     |  | \$590,000.00 | \$7,017.61     |
| \$50,000.00 | \$1872.49      |  | \$100,000.00 | \$4,046.27     |  | \$600,000.00 | \$7,086.56     |
|             |                |  |              |                |  | \$10,000.00  | \$7,160.83     |

If your project value is between valuation amounts round up to the nearest valuation.

| Valuation       | Plan Check Fee |  | Valuation       | Plan Check Fee |  | Valuation       | Plan Check Fee |
|-----------------|----------------|--|-----------------|----------------|--|-----------------|----------------|
| \$ 620,000.00   | \$ 7,449.92    |  | \$ 1,240,000.00 | \$ 12,085.17   |  | \$ 2,360,000.00 | \$ 17,433.00   |
| \$ 630,000.00   | \$ 7,524.18    |  | \$ 1,260,000.00 | \$ 12,180.65   |  | \$ 2,390,000.00 | \$ 17,533.78   |
| \$ 640,000.00   | \$ 7,598.44    |  | \$ 1,280,000.00 | \$ 12,276.13   |  | \$ 2,420,000.00 | \$ 17,634.57   |
| \$ 650,000.00   | \$ 7,672.71    |  | \$ 1,300,000.00 | \$ 12,371.61   |  | \$ 2,450,000.00 | \$ 17,735.35   |
| \$ 660,000.00   | \$ 7,746.97    |  | \$ 1,320,000.00 | \$ 12,467.09   |  | \$ 2,480,000.00 | \$ 17,836.14   |
| \$ 670,000.00   | \$ 7,821.23    |  | \$ 1,340,000.00 | \$ 12,562.57   |  | \$ 2,510,000.00 | \$ 17,936.92   |
| \$ 680,000.00   | \$ 7,895.50    |  | \$ 1,360,000.00 | \$ 12,658.05   |  | \$ 2,540,000.00 | \$ 18,037.71   |
| \$ 690,000.00   | \$ 7,969.76    |  | \$ 1,380,000.00 | \$ 12,753.53   |  | \$ 2,570,000.00 | \$ 18,138.50   |
| \$ 700,000.00   | \$ 8,044.02    |  | \$ 1,400,000.00 | \$ 12,849.01   |  | \$ 2,600,000.00 | \$ 18,239.28   |
| \$ 710,000.00   | \$ 8,123.59    |  | \$ 1,420,000.00 | \$ 12,944.49   |  | \$ 2,630,000.00 | \$ 18,340.07   |
| \$ 720,000.00   | \$ 8,203.16    |  | \$ 1,440,000.00 | \$ 13,039.98   |  | \$ 2,660,000.00 | \$ 18,440.85   |
| \$ 730,000.00   | \$ 8,282.72    |  | \$ 1,460,000.00 | \$ 13,135.46   |  | \$ 2,690,000.00 | \$ 18,541.64   |
| \$ 740,000.00   | \$ 8,362.29    |  | \$ 1,480,000.00 | \$ 13,230.94   |  | \$ 2,720,000.00 | \$ 18,642.42   |
| \$ 750,000.00   | \$ 8,441.86    |  | \$ 1,500,000.00 | \$ 13,326.42   |  | \$ 2,750,000.00 | \$ 18,743.21   |
| \$ 760,000.00   | \$ 8,521.43    |  | \$ 1,520,000.00 | \$ 13,421.90   |  | \$ 2,780,000.00 | \$ 18,843.99   |
| \$ 770,000.00   | \$ 8,600.99    |  | \$ 1,540,000.00 | \$ 13,517.38   |  | \$ 2,810,000.00 | \$ 18,944.78   |
| \$ 780,000.00   | \$ 8,680.56    |  | \$ 1,560,000.00 | \$ 13,612.86   |  | \$ 2,840,000.00 | \$ 19,045.57   |
| \$ 790,000.00   | \$ 8,760.13    |  | \$ 1,580,000.00 | \$ 13,708.34   |  | \$ 2,870,000.00 | \$ 19,146.35   |
| \$ 800,000.00   | \$ 8,839.70    |  | \$ 1,600,000.00 | \$ 13,803.82   |  | \$ 2,900,000.00 | \$ 19,247.14   |
| \$ 810,000.00   | \$ 8,924.57    |  | \$ 1,620,000.00 | \$ 13,899.30   |  | \$ 2,930,000.00 | \$ 19,347.92   |
| \$ 820,000.00   | \$ 9,009.44    |  | \$ 1,640,000.00 | \$ 13,994.79   |  | \$ 2,960,000.00 | \$ 19,448.71   |
| \$ 830,000.00   | \$ 9,094.31    |  | \$ 1,660,000.00 | \$ 14,090.27   |  | \$ 2,990,000.00 | \$ 19,549.49   |
| \$ 840,000.00   | \$ 9,179.18    |  | \$ 1,680,000.00 | \$ 14,185.75   |  | \$ 3,030,000.00 | \$ 19,655.58   |
| \$ 850,000.00   | \$ 9,264.06    |  | \$ 1,700,000.00 | \$ 14,281.23   |  | \$ 3,070,000.00 | \$ 19,761.67   |
| \$ 860,000.00   | \$ 9,348.93    |  | \$ 1,720,000.00 | \$ 14,376.71   |  | \$ 3,110,000.00 | \$ 19,867.76   |
| \$ 870,000.00   | \$ 9,433.80    |  | \$ 1,740,000.00 | \$ 14,472.19   |  | \$ 3,150,000.00 | \$ 19,973.85   |
| \$ 880,000.00   | \$ 9,518.67    |  | \$ 1,760,000.00 | \$ 14,567.67   |  | \$ 3,190,000.00 | \$ 20,079.94   |
| \$ 890,000.00   | \$ 9,603.54    |  | \$ 1,780,000.00 | \$ 14,663.15   |  | \$ 3,230,000.00 | \$ 20,186.03   |
| \$ 900,000.00   | \$ 9,688.42    |  | \$ 1,800,000.00 | \$ 14,758.63   |  | \$ 3,270,000.00 | \$ 20,292.12   |
| \$ 910,000.00   | \$ 9,778.59    |  | \$ 1,820,000.00 | \$ 14,854.11   |  | \$ 3,310,000.00 | \$ 20,398.21   |
| \$ 920,000.00   | \$ 9,868.77    |  | \$ 1,840,000.00 | \$ 14,949.60   |  | \$ 3,350,000.00 | \$ 20,504.30   |
| \$ 930,000.00   | \$ 9,958.95    |  | \$ 1,860,000.00 | \$ 15,045.08   |  | \$ 3,390,000.00 | \$ 20,610.39   |
| \$ 940,000.00   | \$ 10,049.12   |  | \$ 1,880,000.00 | \$ 15,140.56   |  | \$ 3,430,000.00 | \$ 20,716.48   |
| \$ 950,000.00   | \$ 10,139.30   |  | \$ 1,900,000.00 | \$ 15,236.04   |  | \$ 3,470,000.00 | \$ 20,822.57   |
| \$ 960,000.00   | \$ 10,229.48   |  | \$ 1,920,000.00 | \$ 15,331.52   |  | \$ 3,510,000.00 | \$ 20,928.66   |
| \$ 970,000.00   | \$ 10,319.65   |  | \$ 1,940,000.00 | \$ 15,427.00   |  | \$ 3,550,000.00 | \$ 21,034.75   |
| \$ 980,000.00   | \$ 10,409.83   |  | \$ 1,960,000.00 | \$ 15,522.48   |  | \$ 3,590,000.00 | \$ 21,140.84   |
| \$ 990,000.00   | \$ 10,500.01   |  | \$ 1,980,000.00 | \$ 15,617.96   |  | \$ 3,630,000.00 | \$ 21,246.93   |
| \$ 1,000,000.00 | \$ 10,590.18   |  | \$ 2,000,000.00 | \$ 15,713.45   |  | \$ 3,670,000.00 | \$ 21,353.02   |
| \$ 1,020,000.00 | \$ 10,685.66   |  | \$ 2,030,000.00 | \$ 15,819.53   |  | \$ 3,710,000.00 | \$ 21,459.11   |
| \$ 1,040,000.00 | \$ 10,781.14   |  | \$ 2,060,000.00 | \$ 15,920.32   |  | \$ 3,750,000.00 | \$ 21,565.20   |
| \$ 1,060,000.00 | \$ 10,876.62   |  | \$ 2,090,000.00 | \$ 16,021.10   |  | \$ 3,790,000.00 | \$ 21,671.29   |
| \$ 1,080,000.00 | \$ 10,972.11   |  | \$ 2,120,000.00 | \$ 16,121.89   |  | \$ 3,830,000.00 | \$ 21,777.38   |
| \$ 1,100,000.00 | \$ 11,067.59   |  | \$ 2,150,000.00 | \$ 16,222.68   |  | \$ 3,870,000.00 | \$ 21,883.47   |
| \$ 1,120,000.00 | \$ 11,163.07   |  | \$ 2,180,000.00 | \$ 16,323.46   |  | \$ 3,910,000.00 | \$ 21,989.56   |
| \$ 1,140,000.00 | \$ 11,258.55   |  | \$ 2,210,000.00 | \$ 16,424.25   |  | \$ 3,950,000.00 | \$ 22,095.65   |
| \$ 1,160,000.00 | \$ 11,354.03   |  | \$ 2,240,000.00 | \$ 16,525.03   |  | \$ 3,990,000.00 | \$ 22,201.74   |
| \$ 1,180,000.00 | \$ 11,449.51   |  | \$ 2,270,000.00 | \$ 16,625.82   |  | \$ 4,040,000.00 | \$ 22,313.14   |
| \$ 1,200,000.00 | \$ 11,544.99   |  | \$ 2,300,000.00 | \$ 16,726.60   |  | \$ 4,090,000.00 | \$ 22,424.53   |
| \$ 1,220,000.00 | \$ 11,640.47   |  | \$ 2,330,000.00 | \$ 16,827.39   |  | \$ 4,140,000.00 | \$ 22,535.93   |

| Valuation       | Plan-Check Fee |  | Valuation        | Plan-Check Fee |
|-----------------|----------------|--|------------------|----------------|
| \$ 4,190,000.00 | \$ 23,323.40   |  | \$ 7,250,000.00  | \$ 30,062.06   |
| \$ 4,240,000.00 | \$ 23,434.80   |  | \$ 7,330,000.00  | \$ 30,189.37   |
| \$ 4,290,000.00 | \$ 23,546.19   |  | \$ 7,410,000.00  | \$ 30,316.68   |
| \$ 4,340,000.00 | \$ 23,657.59   |  | \$ 7,490,000.00  | \$ 30,443.99   |
| \$ 4,390,000.00 | \$ 23,768.98   |  | \$ 7,570,000.00  | \$ 30,571.30   |
| \$ 4,440,000.00 | \$ 23,880.37   |  | \$ 7,650,000.00  | \$ 30,698.60   |
| \$ 4,490,000.00 | \$ 23,991.77   |  | \$ 7,730,000.00  | \$ 30,825.91   |
| \$ 4,540,000.00 | \$ 24,103.16   |  | \$ 7,810,000.00  | \$ 30,953.22   |
| \$ 4,590,000.00 | \$ 24,214.56   |  | \$ 7,890,000.00  | \$ 31,080.53   |
| \$ 4,640,000.00 | \$ 24,325.95   |  | \$ 7,970,000.00  | \$ 31,207.84   |
| \$ 4,690,000.00 | \$ 24,437.35   |  | \$ 8,060,000.00  | \$ 31,340.45   |
| \$ 4,740,000.00 | \$ 24,548.74   |  | \$ 8,150,000.00  | \$ 31,473.06   |
| \$ 4,790,000.00 | \$ 24,660.14   |  | \$ 8,240,000.00  | \$ 31,605.67   |
| \$ 4,840,000.00 | \$ 24,771.53   |  | \$ 8,330,000.00  | \$ 31,738.29   |
| \$ 4,890,000.00 | \$ 24,882.93   |  | \$ 8,420,000.00  | \$ 31,870.90   |
| \$ 4,940,000.00 | \$ 24,994.32   |  | \$ 8,510,000.00  | \$ 32,003.51   |
| \$ 4,990,000.00 | \$ 25,105.71   |  | \$ 8,600,000.00  | \$ 32,136.12   |
| \$ 5,050,000.00 | \$ 25,222.41   |  | \$ 8,690,000.00  | \$ 32,268.74   |
| \$ 5,110,000.00 | \$ 25,339.11   |  | \$ 8,780,000.00  | \$ 32,401.35   |
| \$ 5,170,000.00 | \$ 25,455.81   |  | \$ 8,870,000.00  | \$ 32,533.96   |
| \$ 5,230,000.00 | \$ 25,572.51   |  | \$ 8,960,000.00  | \$ 32,666.57   |
| \$ 5,290,000.00 | \$ 25,689.21   |  | \$ 9,060,000.00  | \$ 32,804.49   |
| \$ 5,350,000.00 | \$ 25,805.91   |  | \$ 9,160,000.00  | \$ 32,942.41   |
| \$ 5,410,000.00 | \$ 25,922.61   |  | \$ 9,260,000.00  | \$ 33,080.32   |
| \$ 5,470,000.00 | \$ 26,039.31   |  | \$ 9,360,000.00  | \$ 33,218.24   |
| \$ 5,530,000.00 | \$ 26,156.01   |  | \$ 9,460,000.00  | \$ 33,356.16   |
| \$ 5,590,000.00 | \$ 26,272.70   |  | \$ 9,560,000.00  | \$ 33,494.08   |
| \$ 5,650,000.00 | \$ 26,389.40   |  | \$ 9,660,000.00  | \$ 33,631.99   |
| \$ 5,710,000.00 | \$ 26,506.10   |  | \$ 9,760,000.00  | \$ 33,769.91   |
| \$ 5,770,000.00 | \$ 26,622.80   |  | \$ 9,860,000.00  | \$ 33,907.83   |
| \$ 5,830,000.00 | \$ 26,739.50   |  | \$ 9,960,000.00  | \$ 34,045.74   |
| \$ 5,890,000.00 | \$ 26,856.20   |  | \$ 10,070,000.00 | \$ 34,188.97   |
| \$ 5,950,000.00 | \$ 26,972.90   |  | \$ 10,180,000.00 | \$ 34,332.19   |
| \$ 6,020,000.00 | \$ 27,094.90   |  | \$ 10,290,000.00 | \$ 34,475.41   |
| \$ 6,090,000.00 | \$ 27,216.91   |  | \$ 10,400,000.00 | \$ 34,618.63   |
| \$ 6,160,000.00 | \$ 27,338.91   |  | \$ 10,510,000.00 | \$ 34,761.85   |
| \$ 6,230,000.00 | \$ 27,460.91   |  | \$ 10,620,000.00 | \$ 34,905.07   |
| \$ 6,300,000.00 | \$ 27,582.92   |  | \$ 10,730,000.00 | \$ 35,048.29   |
| \$ 6,370,000.00 | \$ 27,704.92   |  | \$ 10,840,000.00 | \$ 35,191.52   |
| \$ 6,440,000.00 | \$ 27,826.92   |  | \$ 10,950,000.00 | \$ 35,334.74   |
| \$ 6,510,000.00 | \$ 27,948.93   |  | \$ 11,070,000.00 | \$ 35,483.26   |
| \$ 6,580,000.00 | \$ 28,070.93   |  | \$ 11,190,000.00 | \$ 35,631.79   |
| \$ 6,650,000.00 | \$ 28,192.93   |  | \$ 11,310,000.00 | \$ 35,780.32   |
| \$ 6,720,000.00 | \$ 28,314.94   |  | \$ 11,430,000.00 | \$ 35,928.84   |
| \$ 6,790,000.00 | \$ 28,436.94   |  | \$ 11,550,000.00 | \$ 36,077.37   |
| \$ 6,860,000.00 | \$ 28,558.94   |  | \$ 11,670,000.00 | \$ 36,225.89   |
| \$ 6,930,000.00 | \$ 28,680.95   |  | \$ 11,790,000.00 | \$ 36,374.42   |
| \$ 7,010,000.00 | \$ 28,808.26   |  | \$ 11,910,000.00 | \$ 36,522.95   |
| \$ 7,090,000.00 | \$ 28,935.56   |  | \$ 12,040,000.00 | \$ 36,676.78   |
| \$ 7,170,000.00 | \$ 29,062.87   |  | \$ 12,170,000.00 | \$ 36,830.61   |

For any valuation over \$12,170,000 use the following formula:  
 $\$36,830.61 + (.0026 \text{ times the valuation amount over } \$12,170,000)$

Example:

\$15,000,000 = \$44,189

\$12,170,000                      \$36,830.61

\$2,830,000                        \$7,358

\$15,000,000                      \$44,189

amount from chart  
(2,830,000 x .0026)

**TAHOE DOULGAS FIRE AND LIFE SAFETY PLAN REVIEW FEE SCHEDULE**

| Total Valuation                                                                                                                                                                                  | Fee                                                                                                                                      | - | - | - | - | - | - | - |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|---|---|
| -                                                                                                                                                                                                | -                                                                                                                                        | - | - | - | - | - | - | - |
| <u>\$1 to \$500</u>                                                                                                                                                                              | <u>\$193.00 for the first hour**</u>                                                                                                     | - | - | - | - | - | - | - |
| -                                                                                                                                                                                                | -                                                                                                                                        | - | - | - | - | - | - | - |
| <u>\$501 to \$2,000</u>                                                                                                                                                                          | <u>\$55.76 for the first \$500 plus \$3.85 for each additional \$100 or fraction thereof, up to and including \$2,000**</u>              | - | - | - | - | - | - | - |
| -                                                                                                                                                                                                | -                                                                                                                                        | - | - | - | - | - | - | - |
| <u>\$2,001-\$25,000</u>                                                                                                                                                                          | <u>\$90.78 for the first \$2,000 plus \$15.34 each additional \$1,000 or fraction thereof, up to and including \$25,000**</u>            | - | - | - | - | - | - | - |
| -                                                                                                                                                                                                | -                                                                                                                                        | - | - | - | - | - | - | - |
| <u>\$25,001 to \$50,000</u>                                                                                                                                                                      | <u>\$441.13 for the first \$25,000 plus \$10.23 for each additional \$1,000 or fraction thereof, up to and including \$50,000**</u>      | - | - | - | - | - | - | - |
| -                                                                                                                                                                                                | -                                                                                                                                        | - | - | - | - | - | - | - |
| <u>\$50,001 to \$100,000</u>                                                                                                                                                                     | <u>\$710.93 for the first \$50,000 plus \$7.67 for each additional \$1,000 or fraction thereof, up to and including \$100,000**</u>      | - | - | - | - | - | - | - |
| -                                                                                                                                                                                                | -                                                                                                                                        | - | - | - | - | - | - | - |
| <u>\$100,001 to \$500,000</u>                                                                                                                                                                    | <u>\$1,090.70 for the first \$100,000 plus \$6.40 for each additional \$1,000 or fraction thereof, up to and including \$500,000**</u>   | - | - | - | - | - | - | - |
| -                                                                                                                                                                                                | -                                                                                                                                        | - | - | - | - | - | - | - |
| <u>\$500,001 to \$1,000,000</u>                                                                                                                                                                  | <u>\$3,454.03 for the first \$500,000 plus \$5.12 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000**</u> | - | - | - | - | - | - | - |
| -                                                                                                                                                                                                | -                                                                                                                                        | - | - | - | - | - | - | - |
| <u>\$1,000,001 and up</u>                                                                                                                                                                        | <u>\$6,010.92 for the first \$1,000,000 plus \$3.20 for each additional \$1,000 or fraction thereof**</u>                                | - | - | - | - | - | - | - |
| -                                                                                                                                                                                                | -                                                                                                                                        | - | - | - | - | - | - | - |
| -                                                                                                                                                                                                | -                                                                                                                                        | - | - | - | - | - | - | - |
| <u>*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost includes supervision overhead, equipment, hourly wages and fringe benefits of the employees involved.</u> |                                                                                                                                          |   |   |   |   |   |   |   |
| -                                                                                                                                                                                                | -                                                                                                                                        | - | - | - | - | - | - | - |
| <u>** Minimum \$193.00 plan review/inspection fee hourly rate.</u>                                                                                                                               |                                                                                                                                          |   |   |   |   |   |   |   |

## APPENDIX 5

### Ambulance (These rates will increase 3% on July 1, 2027)

#### Third Party Billing - Sharp Billing

| Description                                            | 202 <del>6</del> <sup>4</sup><br>Rate/Hour |
|--------------------------------------------------------|--------------------------------------------|
| Mileage                                                | <del>\$37.00</del> 28.58                   |
| Advanced Life Support (ALS1)                           | <del>\$1750.00</del> 1,477.27              |
| Advanced Life Support (ALS2)                           | <del>\$2250.00</del> 2,138.13              |
| <u>BLS Emergency / Non-emergency Transport</u>         | <del>-\$1575.00</del>                      |
| Long Distance Transfer                                 | \$5,053.75                                 |
| Specialty Care Transport                               | <del>\$2800.00</del> 2,526.88              |
| Advanced Life Support - Treated No Transport (ALS TNT) | <del>\$240.00</del> 226.50                 |
| Basic Life Support - Treated No Transport (BLS TNT)    | <del>\$240.00</del> 226.50                 |
| Advanced Airway                                        | <del>\$160.00</del> 123.00                 |
| C-spine Immobilization                                 | <del>\$120.00</del> 89.00                  |
| Defibrillation                                         | <del>\$155.00</del> 111.25                 |
| Electro Cardio Gram (ECG)                              | <del>\$145.00</del> 106.00                 |
| Intra Venus (IV) Administration                        | <del>\$135.00</del> 95.00                  |
| Medications                                            | <del>\$180.00</del> 167.00                 |
| Oxygen                                                 | <del>\$110.00</del> 83.50                  |
| Zoll Lifeband                                          | <del>\$200.00</del> 172.00                 |

## APPENDIX 6

### Mitigation Fees – Non-Residents

#### Third Party Billing - Fire Recovery USA

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Fee Rate   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>MOTOR VEHICLE INCIDENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |
| <b>Level 1</b> - Includes hazardous materials assessment and scene stabilization for District response to an accident/incident.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$602.00   |
| <b>Level 2</b> - Includes Level 1 services as well as clean up and material used (sorbents) for hazardous fluid clean up and disposal for gasoline or other automotive fluids that are spilled as a result of the accident/incident.                                                                                                                                                                                                                                                                                                                                                                     | \$687.00   |
| <b>Level 3 - Car Fire</b> Includes scene safety, fire suppression, breathing air, rescue tools, hand tools, hose, tip use, form, structure protection, and cleanup of gasoline or other automotive fluids that are spilled as a result of the accident/incident.                                                                                                                                                                                                                                                                                                                                         | \$838.00   |
| <b>ADD-ON SERVICES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |
| <b>Extrication</b> - Includes heavy rescue tools, ropes, airbags, cribbing etc. to free/remove victims from the vehicle(s).                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$1,811.00 |
| <b>Landing Zone</b> - Includes multi-engine response to create a safe helicopter landing zone to transport a patient(s).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$553.00   |
| <b>HAZMAT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            |
| <b>Level 1 - Basic Response</b> - Includes engine response, fire responder assignment, perimeter establishment, evacuations, set and command.                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$972.00   |
| <b>Level 2 -Intermediate Response</b> - Includes engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, set-up and command, Level A or B suit donning, breathing air and detection equipment. Set-up and removal of decon center.                                                                                                                                                                                                                                                                                           | \$3,473.00 |
| <b>Level 3 - Advanced Response</b> - Includes engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, first responder set-up and command, Level A or B suit donning, breathing air and detection equipment and robot deployment. Set-up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene. Includes 3 hours of on scene time. | \$8,199.00 |
| Per additional hour, per HazMat employee (in addition to fee)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$381.00   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>FIRES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |
| Per engine per hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$554.00   |
| Per truck per hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$693.00   |
| Includes scene safety, investigation, fire and hazard control.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |
| <b>ILLEGAL FIRES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |
| Per engine per hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$554.00   |
| Per truck per hour                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$693.00   |
| Applies to a fire started by any person(s) that requires District response during a time or season when fires are regulated or controlled by local or state rules, provisions or ordinances because of pollution or fire danger concerns. Such person(s) will be liable for the District response at a cost not to exceed the actual expenses incurred by the District to respond and contain the fire. Similarly, if a fire is started where permits are required for such a fire and the permit was not obtained and the District is required to respond to contain the fire, the responsible party will be liable for the response at a cost not to exceed the actual expenses incurred by the District. The actual expenses will include direct labor, equipment costs and any other costs that can be reasonably allocated to the cost of the response. |            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |
| <b>WATER INCIDENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |
| <b>Level 1 - Basic Response</b> - Includes engine response (M24), personal watercraft, first responder assignment, perimeter establishment, evacuations, first responder set-up and command, scene safety and investigation (including possible patient contact, hazard control). Billed per hour.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$554.00   |
| Per hour, per employee (in addition to fee)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$68.00    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |
| <b>Level 2 - Intermediate Response</b> - Includes Level 1 services as well as clean up and material used (sorbents), minor hazardous clean up and disposal of gasoline or other fluids that are spilled as a result of the incident. Billed per hour.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$1,110.00 |
| Per hour, per employee (in addition to fee)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$68.00    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |
| <b>Level 3 - Advanced Response</b> - Includes Level 1 and Level 2, as well as D.A.R.T. activation, donning breathing apparatus and detection equipment. Set up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environmental cleanup and any disposal rates of material and contaminated equipment. Billed per hour.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$2,747.00 |
| Per hour, per HazMat employee (in addition to fee)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$134.00   |

# **TAHOE DOUGLAS FIRE PROTECTION DISTRICT**

## **RESOLUTION #14-2021**

**A RESOLUTION TO APPROVE ESTABLISHING A SPECIAL FUND TO BUILD AND SUSTAIN AN AVIATION PROGRAM TO FUND AERIAL EQUIPMENT, INFRASTRUCTURE, PERSONNEL SALARIES AND BENEFITS, TRAINING AND OTHER RELATED EXPENSES TO ADDRESS THE GROWING RISK OF WILDFIRE IN THE LAKE TAHOE BASIN.**

**WHEREAS**, the Fire District's Mission Statement to respond to, prepare for and prevent emergency situations with care, professionalism, and respect; and it's Vision Statement to be measured as an industry leader by continued refinement and planning to improve our services and provide for unforeseen risks.

**WHEREAS**, climate change resulting in extended drought conditions, low humidity and high winds have become increasingly frequent, combining with high fuel levels continues to elevate the risk of a devastating wildland fire threat to our Fire District and the Lake Tahoe Basin.

**WHEREAS**, the 2021 Fire Season – Dixie Fire, Tamarack Fire and Caldor Fire - surrounded our beautiful Lake Tahoe with fires burning for months on end blanketing our residents with smoke and ultimately sending spot fires into our neighborhoods, prompting bi-state evacuations and loss of property and fire suppression efforts in the 100's of millions of dollars.

**WHEREAS**, the District supports the belief that these fire starts could have been put out with an aggressive initial attack that could have placed firefighter crews on the ground promptly and blanketed the fire with massive amounts of water to prevent its growth and spread.

**WHEREAS**, the District intends to develop an aviation program to provide this much needed aggressive initial attack. A program that will have equipment and resources available 24/7 - 365 days a year dedicated to the Lake Tahoe Basin to put out fires immediately before they can threaten lives, property, our pristine natural forest environment and wildlife, and the clarity of Lake Tahoe.

**WHEREAS**, an aviation program would serve to enhance existing District services with expanded capacity to have an on board paramedic with life support equipment, night flying capabilities for fire detection, and search and rescue operations on land and on the water, hoisting capabilities from high rise buildings and remote locations and support for fuels reduction efforts around our neighborhoods and business communities.

**WHEREAS**, the District fully intends to raise additional funds, outside the current budget sources, to finance and sustain the aviation program.

**BASED UPON THE FOREGOING, THE FOLLOWING RESOLUTIONS ARE HEREBY  
ADOPTED BY THE BOARD OF THE DISTRICT:**

**RESOLVED**, that the Board agrees to establish a special fund for the purpose of collecting grants and other funding sources to support an aviation program.

**RESOLVED FURTHER**, that Board expects a regular report item on the monthly agenda until further notice, detailing the program as budget details are confirmed and finalized with regards to site locations, capital expenditure needs, partner agencies, funding sources, personnel and other related expenses.

Upon motion of KIRKUMNER, seconded by MURPHY, the foregoing Resolutions were passed and adopted this 29 day of DECEMBER, 2021, by the following vote of the Board:

Those Voting Aye:

TRUSTEE SCHUSSEL  
TRUSTEE KIRKUMNER  
TRUSTEE MURPHY  
TRUSTEE KJER

Those Voting Nay:

TRUSTEE FEUTON  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved this 29 day of DECEMBER, 2021.

Larry Schussel  
**Larry Schussel, Chairman**

Scott Lindgren  
**Scott Lindgren, Fire Chief**

# Fire Prevention Report

---

Interim Fire Marshal

Kris Rowlett

---

**July 2026**

---

## **Major Construction Projects:**

- **Caesars Republic:** Ongoing construction of the back of house for the comedy club. 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:** 46

**Construction Permit Inspections:** 17

## **Plan Review:**

- Under Review: 8
- Awaiting resubmittal: 23
- Approved: 38

## **Special Event Permits:**

- Zephyr Cove 4<sup>th</sup> of July Party Permit – 7/3 and 7/4
- Glenbrook HOA 4<sup>th</sup> of July BBQ
- Glenbrook Fireworks
- Lights on the Lake Fireworks Show
- Caesars Republic 4<sup>th</sup> of July Party – Rooftop Parking Garage and Outdoor Amphitheatre
- Golden Nugget 4<sup>th</sup> of July Party – Rooftop Parking Garage
- Caesars Republic Food Truck Party - Concert, Décor and Food Trucks
- Rascal Flatts Concert – Caesars Outdoor Amphitheatre
- Bally's Food Trucks – Valet Parking Lot
- ACC Golf Tournament
- ACC Spectrum
- ACC Catering Tent
- Caesars Republic ACC Food Truck Event and Drone Show
- Nate Bargatze – Tahoe Blue Event Center
- Edgewood Stage
- Koe Wetzel – Caesars Outdoor Amphitheatre Concert and Flames/Pyro
- Eric Church Concert – Caesars Outdoor Amphitheatre (2 nights)
- Happy Together Concert – Tahoe Blue Event Center
- Lauren Daigle – Caesars Outdoor Amphitheatre

Division Report

Fire Prevention

Dates of Report: 01 July – 31 July 2026

# Fire Prevention Report

---

Interim Fire Marshal

Kris Rowlett

---

## **Public Information & Community Education:**

- **Community Outreach & Engagement:**
  - Rotary and Kiwanis (Turner)
  - K9 Edgewood 5 days Celebrity golf
  - K9 Sweep Tahoe blue Nate Bargatze
- **Public Information & Media Relations:**
  - Leave the Fireworks to the Professionals Post
  - Fireworks & Pets Post
  - National Wildland Firefighter Day
  - FF/PM Schultz Completion of Probation Post
  - Happy 4<sup>th</sup> of July Post
  - Truck 20 Lights and Sirens Post
  - Inspector Van De Hey Completion of Probation Post
  - Behind the Scenes of ACC K9 Sweeps
  - Station 23 C Shift Crew
- **Public Education:**
  - Planning for 26/27 GWHS Fire Science Program

## **Meetings & Professional Development:**

- **Strategic & Board Leadership:**
  - Board of Trustees
- **Specialized Committees & Planning:**
- **Professional Development & Staff Training:**
  - Regular monthly K9 training (Rowlett)

# Division Report – Wildland Fire and Fuels Division

Wildland Fire and Fuels Battalion Chief  
Mike Monaghan

## August 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 fourth two-week assignment. They are currently assigned to the Widemouth 2 Fire in Utah.
- Zephyr Crew is currently performing fuels management in Carson Valley on NVE projects and USFS urban lots in the District.
- BC Fogarty has completed his DIVS taskbook. He also completed a two week assignment on the Cottonwood Fire in Utah and is currently with the crew on the Widemouth 2 Fire

### 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 10 crew swaps to date with multiple Initial Attack fires.
- Shoreline is currently performing fuels management in the Carson Valley on NVE projects.
- BC Monaghan completed a two week assignment as a TFLD on the Akawa Butte Fire in Oregon.
- Captains Zink and Stamps completed a two week assignment in Oregon as Heavy Equipment Boss and Trainee respectively.

# A-Shift Division Report

---

**Battalion Chief**

**Chris Lucas**

---

**July 2026**

## **A-Shift Acknowledgements:**

- FF Wesson completed his Phase 3 test and is now working as an accredited Paramedic for our agency.
- FF Saunders passed his 6-month test.
- FF Saunders is in Phase 3 of his Paramedic accreditation.

## **A-Shift Notable Calls:**

- Responded to a Stroke P1 call #1283. PT was quickly transported to the top of Spooner Summit and transferred to Renown via Air12.
- Responded to an Unconscious P1 call #1552. PT was assessed by E25, R24 on scene and turned out to be a very high blood sugar call. Transported to Barton code 3 with three TDF personnel.

## **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.
- CAPT Petersen is overseeing Foster Saunders' probation.
- ENG Koeck and CAPT Fine are coordinating Rescue Swimmer Class.
- CAPT Fine is working on sign off's for all personnel on M24.
- ENG Steventon is working on the Insurance Committee.

## **EMS Division:**

- Our new BD MedBank Narcotic Vault is in place and in service.
- Currently updating our rate tables for all EMS services.
- Medi-Cal renewal is complete.
- Working on completing the preventative maintenance on our fleet of monitors.

# B-Shift Division Report

---

Battalion Chief

Brandon Brady

---

**July 2026**

---

## **B-Shift Acknowledgements**

- A big thank you to FF/PM Dave Martland for being the lead instructor and for the Whittell HS Fire Science program. This year is projected to have 11-13 students.
- Congratulations FF/PM Thomas on being accepted as the 3<sup>rd</sup> member on the TEMS/DCSO SWAT team!

## **B-Shift Notable Calls**

- *IR 1392 – Structure Echo spread to wildland.* E21 responded and assisted with structure protection and extinguishment of the wildland fire.
- *IR 1317 – Cardiac Arrest.* Crews responded on July 4<sup>th</sup> to a Cardiac Arrest at Round Hills Pines. They were able to get pulses back and transported to Barton. There was also a near drowning at Zephyr Cove Beach with successful recovery.

## **Training Objectives completed (Department-wide)**

- EMS Training – Extremity trauma and Hemorrhage control
- NV State EMS Inspections
- Battalion Drills South Lake Tahoe Rec Center
- Jet Ski Training
- ART, Target Solutions, taskbooks, PPE Inspections, BPG/SOG review

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

- Capt Darr assisted at the Rennervation Pub Ed in South Lake Tahoe sponsored by Jeremy Renner
- Eng Looney and FF/PM Thomas – Currently taking Fire Officer I through CSU
- FF/PM Ito – Led the jet ski training
- FF/PM Thomas – Completed the NARC course along with Eng Apple
- B/C Brady and Capt Norwood – were prepositioned in Provo Utah with Sierra Front Team and then ordered to the Babylon Fire near Moab as Branch Director trainee and Task Force leader respectively. Capt Norwood is currently on the New Pass Fire near Austin, NV as Division.
- FF/PM Van Steyn went as ENGB on this rotation of B23 covering the Plumas NF. This highlights that wildland Positions are qualification based rather than rank based and FF/PM was able to lead an engine crew as a FF due to his previous experience with the USFS.

## **Training and Special Operations Updates**

- The predictor of a busy fire season has come to fruition without much of the predicted moisture leading to states across the US having a record fire season already. With 3 engines, Zephyr crew, and numerous Single Resource overhead positions out assisting, the folks have done an amazing job covering back home.
- Training for July focused on water rescue with jetskis and lots of taskbook training with Marine 24.

Division Report  
Operations – B-Shift  
Dates of Report: 01 July – 31 July 2026

# C-Shift Report

---

Interim Battalion Chief

Andy Isenberg

---

**July 2026**

---

## C-Shift Acknowledgements

- All of C-Shift worked hard during both 4<sup>th</sup> of July weekend and the Celebrity Golf Tournament.
- FF/PM Fairley for his response on the PNF coverage assignment.
- FF/PM Lobato passed his 6-month testing.

## C-Shift Notable Calls

- 1548 – Back Country Rescue at Van Sickle waterfall. Pt brought down by E21, R24 and Shoreline Crew – Patient signed an AMA.

## Training Objectives

- Monthly PPE inspections and drills.
- EMS: Trauma and Bleeding Control.
- Multicompany training with South Lake and Lake Valley at SLT Recreation Building
- Boat training and sign-offs for a number of C-shift personnel.

## Facilities & Logistics

- District – Fire Station Maintenance Management Program implemented. Crews are coming up with some projects to take pride and ownership in their stations.
- Station 25 – The bay door opener for Bay #1 was replaced on July 1, 2026.



## Review of Monthly Activities – July 2026

**Bryce Cranch, Interim Fire Chief**

### Financial Summary:

#### US Bank

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

| 6/30/2026 | 7/30/2026 |
|-----------|-----------|
| \$523,856 | \$530,835 |
| \$0       | \$0       |
| \$8301    | \$8301    |

#### Wells Fargo

1. Ambulance
2. Cafeteria Plan
3. Community Involvement

| 6/30/2026 | 7/30/2026 |
|-----------|-----------|
| \$138,117 | \$183,785 |
| \$16,273  | \$16,912  |
| \$74,573  | \$74,803  |

#### Edward Jones Investments

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

| 6/26/2026   | 7/30/2026   |
|-------------|-------------|
| \$299,686   | \$66,811    |
| \$692,863   | \$937,642   |
| \$573,462   | \$555,357   |
| \$249,860   | \$247,227   |
| \$1,815,870 | \$1,807,038 |

**Ending Balance:**

#### LGIP

#### Aviation LGIP

| 6/30/2026<br>(3.71%) | 7/30/2026   |
|----------------------|-------------|
| \$9,163,066          | \$8,363,066 |
| \$237,551            | \$237,551   |

#### Post Retirement Trust

1. Wells Fargo
2. RBIF Investment

| 6/30/2026 | 7/30/2026    |
|-----------|--------------|
| \$142,722 | \$276,813    |
| 5/30/2026 | 6/30/2026    |
|           | \$18,456,301 |

## 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 8/10/2026, AMBULANCE REV. BASED ON PAYMENTS REC'D) |                                                                                     | 25-26 BUDGET AMOUNT | July BOT            | Aug BOT             | (100% of FY) |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------|---------------------|---------------------|--------------|
| GENERAL                                                          | Augmented Revenue number                                                            | \$11,952,137        | \$11,566,017        | \$12,170,584        | 102%         |
| CAPITAL                                                          |                                                                                     | \$789,037           | \$815,188           | \$840,213           | 106%         |
| SPECIAL SERVICE                                                  | Note: the district has decided not to transfer to this fund; which affects income # | \$137,000           | \$64,460            | \$64,460            | 47%          |
| HEALTH                                                           | Augmented Revenue number                                                            | \$6,034,945         | \$5,994,945         | \$5,998,640         | 99%          |
| ENTERPRISE                                                       |                                                                                     | \$4,519,372         | \$4,353,983         | \$4,358,088         | 96%          |
| FIRE SAFE                                                        | Augmented Revenue number                                                            | \$8,045,253         | \$5,292,758         | \$5,300,090         | 66%          |
|                                                                  | <b>TOTAL ACTIVE FUNDS</b>                                                           | <b>\$28,914,118</b> | <b>\$28,087,351</b> | <b>\$28,732,075</b> | <b>99%</b>   |
| SICK LEAVE                                                       |                                                                                     | \$131,494           | \$131,098           | \$131,238           | 100%         |
| FIRE FLOW                                                        |                                                                                     | \$79,700            | \$75,000            | \$76,557            | 96%          |
| AVIATION                                                         |                                                                                     | \$7,500,500         | \$4,200             | \$4,967             | 0.07%        |
|                                                                  | <b>TOTAL OTHER FUNDS</b>                                                            | <b>\$7,711,694</b>  | <b>\$210,298</b>    | <b>\$212,762</b>    | <b>0.03%</b> |
|                                                                  | <b>ALL FUNDS INCOME - Augmented</b>                                                 | <b>\$39,189,438</b> | <b>\$28,297,649</b> | <b>\$28,944,837</b> | <b>74%</b>   |

| EXPENSES (through 4/9/2026, wages through 6/12/2026 with placeholders for payroll through 7/10) |                                       | 25-26 BUDGET AMOUNT | July BOT            | Aug BOT             | (85% of FY)  |
|-------------------------------------------------------------------------------------------------|---------------------------------------|---------------------|---------------------|---------------------|--------------|
| GENERAL EXPENSES                                                                                | Augmented Expenses                    | \$15,317,273        | \$14,369,945        | \$14,010,016        | 91%          |
| CAPITAL OUTLAY                                                                                  | Augmented Expenses                    | \$1,398,491         | \$898,894           | \$898,896           | 64%          |
| SPECIAL SERVICE                                                                                 |                                       | \$192,597           | \$38,573            | \$40,832            | 21%          |
| HEALTH INSURANCE                                                                                |                                       | \$2,200,000         | \$1,945,638         | \$1,945,638         | 88%          |
| ENTERPRISE                                                                                      |                                       | \$4,790,495         | \$3,046,917         | \$3,136,016         | 65%          |
| FIRE SAFE                                                                                       | Augmented Expenses                    | \$7,959,130         | \$5,104,997         | \$5,142,128         | 65%          |
|                                                                                                 | <b>TOTAL ACTIVE FUNDS</b>             | <b>\$30,920,545</b> | <b>\$25,404,964</b> | <b>\$25,173,526</b> | <b>82%</b>   |
| 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%        |
|                                                                                                 | <b>TOTAL OTHER FUNDS</b>              | <b>\$4,739,717</b>  | <b>\$164,303</b>    | <b>\$164,303</b>    | <b>0.04%</b> |
|                                                                                                 | <b>ALL FUNDS EXPENSES - Augmented</b> | <b>\$36,747,439</b> | <b>\$25,569,267</b> | <b>\$25,337,829</b> | <b>69%</b>   |

## Finance Division Update

Carrie Nolting, Finance Manager

Lora French, Accounting Specialist II

Jennifer Hawker-Lawton, Accounting Specialist I

- Budget – Annual CIP, Indebtedness and Debt Policy submitted to State.
- Payroll & UKG – successfully implemented all required negotiated items for all CBA covered employees, the most complicated payroll to date for the district.
- NetSuite (accounting software) – 9 implementation meetings this month. Working through AP, AR, report corrections/issues/needs with implementation team.
- Fire Billing – NDF rates updated for all personnel based on CBA and non-CBA raises.
- First Due software – continued working with Chief Lucas, Engineer Hamann in trouble shooting First Due information utilized for payroll.
- Grants – SNPLMA 18- Hwy 50 grant, final reports done and grant closed.
- Recruitment – Accounting Specialist Jennifer Hawker-Lawton started orientation and training August 11.
- Banking – working with US Bank on new fraud protections and requirements from NetSuite system.
- AP – caught up on June and July AP invoices that were being held due to issues with NetSuite have been processed, last AP run was eighty-seven invoices (20 hrs. staff time)
- Fuel usage report completed for accounting firm for January – June
- FY25-26 wrap up: July GL from accounting firm reviewed and corrections sent.
- Fees for service – sent to responsible parties, mark ups gathered, costs updated for review by BOT.
- GEMT – answered Medicare auditor questions/provided backup for FY24-25 Cost report.
- Training:
  - Budgeting Key Concepts (2 sessions) Eide Bailly – Nolting
- Payroll, NV PERS, AP, AR, VOE's, PRT – ongoing.

### Attachments:

**Sustainable Community Advocates**

**Nevada DPS Thank You Letter**

**United States Department of the Interior Letter**

**Tahoe Daily Tribune Article**

**AP Triton**

**July 2026**

**Apple, Thomas, Wesson N.A.R.C Support**

**SNPLMA Project Completion**

**“The noses that keep celebrity golf safe”**

**Proposal to Conduct a Community Risk Assessment & SOC**

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

## **Summary of Consultant Activities – July 2026**

**Steve Teshara, Principal**

**Sustainable Community Advocates**

### **Pertinent FY 2027 LTRA Appropriations SCA continues to track:**

- **Status/Progress on Federal FY 2027 House Interior Appropriations**
  - \$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

### **Santini Burton Modernization Act**

In the Senate, S. 3695, is moving toward a bill “mark-up” session in the Senate Energy and Natural Resources Committee Subcommittee on Public Lands, Forests and Mining.

In the House, Team Tahoe (which includes SCA) continues to advocate for an initial hearing on H.R. 7255 to be held by the pertinent subcommittee of the House Committee on Natural Resources.

### **Status: Fix our Forests Act**

The Fix Our Forest Act (H.R. 471) has passed the House of Representatives

with strong bipartisan support. In the Senate, the bill (S.1462) successfully passed the Committee on Agriculture, Nutrition, and Forestry and awaits a vote by the full Senate.

The Tahoe Fire and Fuels Team is on record as in support of this legislation, particularly with respect to the provisions relevant to the Tahoe region.

### **Senate Bill 4812**

This bill, cited as the *“Firefighting Infrastructure for Rural and Exurban Smaller Municipalities Augmenting Residential Fuels Treatment Act of 2026”* was introduced in the Senate June 17 by California U.S. Senator Alex Padilla on behalf of himself, California U.S. Senator Adam Schiff, and six other Senators. It was referred to the Senate Committee on Environment and Public Works (ENR).

### **Senate Bill 5045**

This bill is cited as the *“Wildfire Emissions Prevention Act of 2026.”* Senator Padilla is one of the sponsors of this proposed new legislation designed to amend the Clean Air Act to modify the handling of air quality monitoring with respect to prescribed fires, and for other purposes. The bill was introduced in late July. Its purpose is to amend the Clean Air Act to simplify regulatory compliance for states with areas where prescribed fires are conducted by classifying them as “exceptional events.” This would allow prescribed fires to be excluded from total emission calculations, the same as emissions from “natural” fires are excluded. Currently, states face high

administrative hurdles to exempt the emissions from prescribed burns from being counted toward permissible threshold for PM2.5 particle pollution.

#### **H.R. 9746**

Introduced in the House the week of July 13 by Congressman Kevin Kiley. This bill is cited as the *“Biomass Facility Construction Act.”* It would create a tax credit totaling 30% of the cost of construction of biomass facilities and allow them to concurrently receive the existing tax credit for energy produced by biomass.

**Note:** Placer County is moving forward with a revised project to construct a 2-megawatt biomass energy facility at the Eastern Regional Landfill site at Cabin Creek. The project, revised from an earlier planned facility that did not pan out, will focus on a public-private partnership with Biochar Now, LLC.

#### **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)**

**Note:** Aaron Gagon was recently appointed as Interim Forest Supervisor for the USFS Lake Tahoe Basin Management Unit (LTBMU). Rosalie Herrera is the current permanent Deputy Forest Supervisor.

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

#### **Attend (via Teams) July 28 TFFT MAC Coordination meeting held at the California Tahoe Conservancy Office.**

Agenda topics included: 1) 2026 Lake Tahoe Environmental Summit; TFFT Program Manager Vacancy; South Tahoe JPA/Fire Aside Contract; Partner Updates; Also, review Lake Tahoe Basin Forest Action Plan 2026 Update.

Coordinate with Devin Middlebrook at TRPA to ensure Tahoe Fire Chief and their guests are provided with VIP Parking Passes and VIP seating at this year’s Lake Tahoe Summit, Wednesday morning, August 19 at Sand Harbor Nevada State Park. Nevada U.S. Senator Jacky Rosen is hosting. This year marks the event’s 30<sup>th</sup> year.

Joe Lombardo  
*Governor*



George Togliatti  
*Director*

Kristi Defer  
*Deputy Director*

Coley McCann  
*Chief*

## **Investigation Division**

555 Wright Way  
Carson City, Nevada 89711  
Telephone (775) 684-7412 - Fax (775) 684-7409

Sheriff Dan Coverley and Undersheriff Ron Elges,

On behalf of the Nevada State Police Investigation Division (NSP-ID), the Nevada National Guard Counterdrug Program Ground Reconnaissance Section (NVCD GRS), and the Mobile Response Team (MRT), I would like to express our sincere appreciation for the outstanding support and commitment provided by TEMS Commander Paul Apple, TEMS Operator Ryder Thomas, Sergeant David Cadwallader, and Firefighter/Paramedic Josh Wesson during the 2026 Narcotic Agencies Reconnaissance Course (N.A.R.C.), conducted 22–25 July 2026 in Ely, Nevada.

The impact these individuals had on the course extended well beyond their assigned roles. Their involvement allowed instructors and cadre to train students across the full spectrum of required tasks while maintaining confidence that safety, medical readiness, and hazard mitigation were integrated throughout the training environment. Their presence allowed the Mobile Response Team to push the boundaries of realistic training without compromising responsible risk management.

Commander Apple, Sergeant Cadwallader, Firefighter/Paramedic Wesson, and Operator Thomas contributed to every aspect of the course by bringing their operational experience, mentorship, and discipline into the training environment. They improved the capability of the students, strengthened the confidence of the instructors, and provided current operators with additional perspective on how to safely operate in the demanding mountain and desert environments found throughout Nevada.

One of the greatest strengths demonstrated during this course was their ability to lead while simultaneously developing others. Operator Thomas and Firefighter/Paramedic Wesson participated as students while continuing to contribute through their individual skill sets and professional experience. They demonstrated what right looks like by learning, teaching, and supporting the team without hesitation. Their actions reflected the standard of professionalism and commitment expected from true force multipliers.

Commander Apple continues to expand the capability and operational confidence of the Mobile Response Team by integrating advanced medical considerations, realistic risk assessments, and

practical solutions for remote operations. His continued mentorship has directly influenced how the team prepares, plans, and operates in some of the most isolated environments encountered throughout Nevada. His efforts have strengthened our ability to account for medical contingencies, extend care considerations, and incorporate prolonged field care principles into our existing TCCC and TACMED foundations.

Sergeant Cadwallader and Firefighter/Paramedic Wesson have significantly enhanced the team's ability to recognize, plan for, and mitigate hazards associated with improvised dangerous devices and hazardous materials. Their instruction and guidance have increased awareness of threats involving highly toxic chemicals and other hazardous substances that may impact not only operational personnel but also the communities that share these remote areas of operation. Their contributions have provided the team with a greater understanding of hazard recognition, response considerations, and operational decision-making.

Collectively, these four professionals have advanced the Nevada Mobile Response Team's ability to operate as a more capable and prepared multi-agency resource. Their expertise has strengthened our risk management process, expanded our operational planning, and improved our ability to support partner agencies throughout the State.

The professionalism, discipline, and commitment demonstrated by Commander Apple, Operator Thomas, Sergeant Cadwallader, and Firefighter/Paramedic Wesson are a direct reflection of the standards established by the Douglas County Sheriff's Office Special Weapons and Tactics Team, the Tahoe Douglas Bomb Squad, and Tahoe Douglas Fire. Their performance represents the investment and leadership as well as expectations of the organizations they serve.

We are grateful for the continued support and trust provided by your agency. The opportunity to work alongside professionals of this caliber has made the Mobile Response Team safer and better prepared to support the mission requirements of Nevada's law enforcement and public safety community.

Thank you for allowing these exceptional personnel to dedicate their time and experience toward the development of our team. Their contributions will continue to influence the success of future operations and training events.

Respectfully,

*Jason A. Gothan Capt. 1478*

Jason Gothan, Deputy Chief  
Nevada State Police-Investigation Division



# United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
Southern Nevada District Office  
4701 N. Torrey Pines Drive  
Las Vegas, Nevada 89130  
<http://www.blm.gov/snplma>



August 5, 2026

In Reply Refer To:  
2710 (NVS0055)

Bryce Cranch  
Interim Fire Chief  
Tahoe Douglas Fire Protection District  
193 Elks Point Rd  
Zephyr Cove, Nevada 89448-9821

**RE: Closeout of SNPLMA Project, “Fuels Reduction – Hwy 50” (TD05), Cooperative Agreement Award #L23AC00024**

Dear Chief Cranch,

This letter responds to your closeout request dated July 28, 2026, for Tahoe Douglas Fire Protection District’s Southern Nevada Public Land Management Act (SNPLMA) Round 18 Hazardous Fuels Reduction and Wildfire Prevention “Fuels Reduction – Hwy 50” project (Priority 18-11, Project TD05). The Bureau of Land Management awarded \$432,470 under cooperative agreement L23AC00024 for completion of this project.

Tahoe Douglas Fire Protection District reported total expenditures of \$432,470.00. A final review of the Tahoe Douglas Fire Protection District’s financial documentation submitted to the SNPLMA was completed in accordance with the business rules in the SNPLMA Implementation Agreement. The closeout materials submitted to the SNPLMA Division were also reviewed, and the project status will be changed to CM (Complete), in the SMART database.

The Department of Interior, Grants Management Officer (GMO) will review the federal financial reports submitted through GrantSolutions and remaining closeout documents to determine final closeout of the award. Following official closure by the GMO, the project status in SMART will be updated to “CL” for closed. One is reminded that all invoices, receipts, fiscal records, and supporting documentation for project expenditures must be retained in the project file and made available in the event of an audit.

Thank you for your contribution to the SNPLMA Program. If you have any questions, please contact me at [gvaccaro@blm.gov](mailto:gvaccaro@blm.gov) or 702-515-5120.

Sincerely,

Gianna Vaccaro  
SNPLMA Program Manager

Ecc: Keegan Schafer (TDFPD)  
Carrie Nolting (TDFPD)  
Tammy Freeman (GMO)  
Tara Beck (SNPLMA)

# The noses that keep celebrity golf safe

News News | Jul 20, 2026



**Katelyn Welsh** Follow  
kwelsh@tahoedailytribune.com



Six explosive detection dogs swept the American Century Championship grounds this year for explosives.

STATELINE, Nev. – While the celebrities were in the spotlight, six noses and 24 paws worked diligently behind the scenes at the American Century Championship to keep everyone safe during the golf tournament that took place July 8-12 at Edgewood Tahoe Golf Course.

Whether it was checking golf bags or supply boxes, six explosive detection dogs conducted thorough sweeps of the event grounds each day in the early hours ahead of player and spectator arrival.

“No explosives were found during the event,” said Michelle Turner, Public Information Officer with Tahoe Douglas Fire Protection District. “However, all of the K9s loved being outdoors with all the animal smells.”



Show Captions

Due to the high-profile event and the amount of crowds the tournament draws (this year, a record 86,038 spectators), these K9s were recruited from numerous agencies across the region.

This year's team included:

- Honey from the Nevada State Police
- Tracker from the Tahoe Douglas Fire Protection District
- Maggie from the Washoe County Sheriff's Office
- Bak from the Reno Police Department
- Saza from the University of Nevada, Reno Police Services
- Dug from the Reno-Tahoe Airport Authority



Tracker is an explosive detection dog with the Tahoe Douglas Fire Protection District.  
Provided / TDFPD

Tracker is the local Tahoe explosive detection dog and has been a part of the Tahoe Douglas Bomb Squad for five years. Tracker is also part of the larger Northern Nevada Explosive Detection K9 group that helps with event sweeps throughout the Reno-Tahoe area.

On Tracker's resume are hundreds of pre-event sweeps, including political events, dignity sweeps, presidential sweeps and call-outs.

Tracker and other Nevada POST-certified K9s are certified annually on a minimum of 12 explosive odors.



# PROPOSAL TO CONDUCT A

## Community Risk Assessment & Standards of Cover

**Tahoe Douglas  
Fire Protection District**  
Nevada  
August 2026



# CONTENTS

**Project Understanding & Scope of Work .....2**

    Project Understanding.....2

    Section One—Project Initiation .....6

    Section Two—Evaluation of Current Conditions.....8

    Section Three—Community Risk Assessment .....12

    Section Four—Standards of Cover & Deployment Analysis.....15

    Section Five—Recommendations & Financial Sustainability .....19

    Section Six—Project Conclusion .....21

    OPTIONAL Section—NRS 318 to NRS 474 Governance Feasibility Analysis .....23

**Estimated Project Timeline .....29**

**Project Fee Proposal .....31**

**Payment Information.....32**

**Firm Qualifications.....33**

**Project Team Qualifications .....37**

**Projects & Experience .....46**

**Client References .....48**

**Client Testimonials .....51**

**AP Triton’s Certificate of Insurance & Litigation .....53**

# PROJECT UNDERSTANDING & SCOPE OF WORK

## PROJECT UNDERSTANDING

AP Triton, LLC (AP Triton) understands that the Tahoe Douglas Fire Protection District (TDFPD or District) seeks to conduct a Community Risk Assessment and Standards of Cover (CRA-SOC) to evaluate current fire and emergency services operations, identify community risks, assess deployment and response performance, and establish practical performance objectives that support effective emergency service delivery over the next three to five years.

Established in 1946, TDFPD provides fire, emergency medical, rescue, prevention, wildland, and other all-hazards emergency services to communities along the southern and eastern shores of Lake Tahoe, including Stateline, Zephyr Cove, Glenbrook, and surrounding areas. The District operates in a complex service environment characterized by significant wildland-urban interface exposure, mountainous terrain, seasonal weather, tourism and visitor populations, major recreational destinations, transportation corridors, Lake Tahoe, special events, and substantial fluctuations in service demand.

TDFPD provides an extensive all-hazards service model encompassing structural and wildland firefighting, advanced life support emergency medical response and ambulance transport, hazardous materials response, explosive ordnance disposal, vehicle extrication, high- and low-angle rescue, water and marine rescue, ice rescue, tactical emergency medical services, and other specialized capabilities. The District also maintains a significant Fire Prevention Bureau and Wildland Fire & Fuels program.

The District identifies five station/facility sites, including four stations supporting all-hazards emergency operations and a facility supporting the Zephyr wildland fire and fuels crew. TDFPD staffs two paramedic ambulances and maintains additional EMS transport capability, while engine companies also provide advanced life support response. The District's deployment model, specialized services, terrain, transportation system, tourism economy, and regional response relationships require an assessment methodology that considers more than traditional population-based fire service demand.

This CRA-SOC is intended to be an operations-focused assessment that helps TDFPD understand the relationship between community risk, incident demand, resource deployment, staffing, response performance, effective response force capability, system reliability, mutual and automatic aid, and desired service levels. Because of the evolution of nationally recognized standards and CRA-SOC methodology since the District's previous assessment, the project will require comprehensive redevelopment and validation of the underlying risk, deployment, critical-tasking, effective-response-force, and performance methodologies. The final report will provide a data-driven foundation for decisions related to emergency response, station and unit deployment, staffing, risk reduction, performance measurement, financial sustainability, and future operational improvements.

The project will also include a detailed evaluation of TDFPD's existing and potential fees for service and cost-recovery mechanisms. This analysis will examine the reasonable cost of providing selected services, current recovery levels, potential revenue opportunities, administrative feasibility, comparative practices, and applicable Nevada statutory and policy considerations.

AP Triton recognizes that Tahoe Douglas Fire Protection District previously completed a Standards of Cover assessment in 2017. That work provides an important historical reference point for understanding the District's service delivery system, community risk, deployment practices, and performance expectations at that time. However, significant changes have occurred since the completion of the prior study, both within the District's operating environment and within the nationally recognized standards, guidance, and methodologies used to evaluate fire and emergency service delivery.

Accordingly, AP Triton does not view this project as simply an update of the District's 2017 Standards of Cover. Rather, the project will constitute a new, comprehensive Community Risk Assessment and Standards of Cover developed using current data, current community conditions, current District capabilities, and the standards and professional guidance applicable at the time of the study.

Since 2017, the fire and emergency services profession has continued to evolve from primarily prescriptive deployment and response-time benchmarks toward a more comprehensive, risk-based approach that considers community risk, planning zones, incident probability and consequence, critical tasking, effective response force requirements, system reliability, workload, resource availability, community risk reduction, and locally established performance objectives. National standards and accreditation guidance have likewise been revised, consolidated, or replaced.

AP Triton will therefore conduct the CRA-SOC using a methodology aligned with the current Center for Public Safety Excellence (CPSE) and Commission on Fire Accreditation International (CFAI) accreditation framework; the current Fire and Emergency Services Self-Assessment Model (FESSAM) and Quality Improvement for the Fire and Emergency Services process; applicable National Fire Protection Association (NFPA) standards, including NFPA 1300 and NFPA 1750; Insurance Services Office (ISO) Public Protection Classification considerations; and other current applicable federal, state, regional, and industry standards, guidance, and recognized best practices.

Where appropriate, concepts and performance measures contained in standards or guidance applicable to the 2017 study—including legacy NFPA 1710 and NFPA 1720 provisions—may be retained for historical comparison, trend analysis, or evaluation of previously established District service-level expectations. However, superseded standards will not be used as the sole basis for establishing future District performance objectives where more current standards or methodologies are applicable.

This approach will require AP Triton to reassess the fundamental components of the District's CRA-SOC rather than assume that the assumptions, risk classifications, deployment criteria, critical tasks, response-force requirements, or performance objectives established in 2017 remain appropriate. The analysis will independently evaluate current community risk, service demand, staffing and deployment, response performance, effective response force capability, system reliability, mutual and automatic aid, specialized services, and future service requirements.

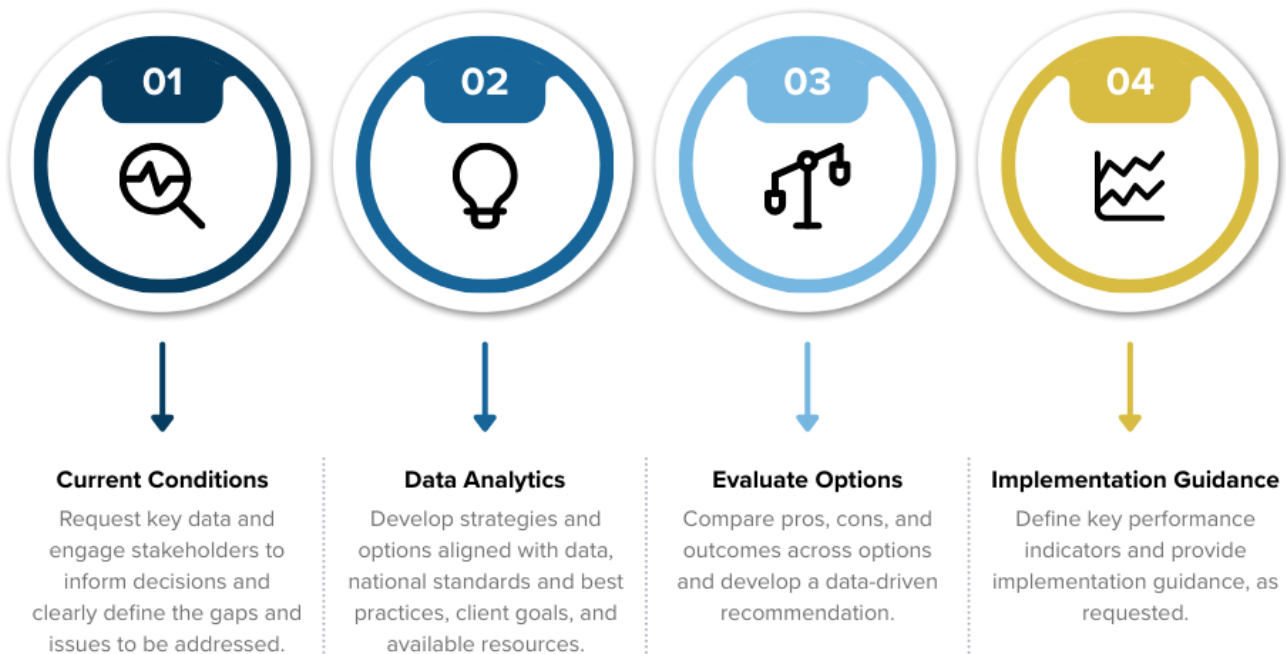
Particular attention will be given to changes that have occurred since the previous SOC, including community and development conditions; tourism and seasonal demand; wildland-urban interface exposure; EMS and ambulance transport workload; specialized response responsibilities; staffing and resource deployment; regional response relationships; incident concurrency; and the District's ability to maintain reliable emergency response capability during periods of elevated or simultaneous demand.

The resulting CRA-SOC will provide TDFPD with a current, defensible, risk-based framework for establishing service-level and performance objectives appropriate to the District's unique operating environment. Rather than simply measuring TDFPD against a single national response-time standard, the study will distinguish among historical baseline performance, applicable industry benchmarks, locally established performance objectives, and desired future performance targets.

The completed CRA-SOC will also establish a framework that TDFPD can maintain and periodically update as community risk, service demand, resources, standards, and District priorities change. In this manner, the study will serve not only as an assessment of current performance, but as an ongoing management, policy, resource-allocation, and continuous-improvement tool for the District.

## AP Triton's Strategic Methodology

A simple framework to guide smarter public safety strategies.



## SECTION ONE—PROJECT INITIATION

### Task 1-A: Project Initiation & Development of a Work Plan

---

AP Triton will meet virtually with TDFPD's project team and designated liaisons. The purpose of this meeting will be to develop a complete understanding of the District's background, goals, expectations, available data, desired outcomes, project schedule, and current performance objectives, if any.

Following the initial meeting, AP Triton's Project Manager will develop and refine a proposed work plan that will guide the project. The work plan will identify:

- Project team members and their responsibilities.
- Major tasks and sub-tasks to be performed.
- Data, documents, and resources to be used throughout the study.
- Methods for evaluating study results to ensure accuracy and applicability.
- Planning zones, response areas, station areas, or other geographic units to be used in the analysis.
- Stakeholder engagement approach.
- Project communication protocols and progress reporting expectations.
- Project schedule, milestones, and review points.
- Potential constraints or challenges that may affect task completion.
- Coordination between the CRA-SOC analysis and the fees-for-service feasibility analysis.

This process will establish working relationships between AP Triton and TDFPD, clarify communication processes, and identify logistical needs for project success.

### Task 1-B: Procurement of Information & Data

---

AP Triton will request information and data from TDFPD and, where appropriate, relevant partner agencies. This information will be used throughout the analysis and report development process. Documents and data requested may include:

- **Planning & Community Information:** Prior master plans, strategic plans, Standards of Cover documents, Community Risk Assessments, hazard mitigation and Community Wildfire Protection Plans, demographic and development information, land use, zoning, tourism data, and other relevant planning documents.

- **GIS & Community Risk Data:** District and response boundaries; station locations; parcels; road networks; target hazards; hydrants and water supply; WUI and wildfire hazard areas; topography; shoreline features; critical infrastructure; and other relevant spatial data.
- **Incident, EMS & Response Data:** CAD, RMS, NFIRS/NERIS, and ePCR records; EMS transport data; ambulance billing and reimbursement information; dispatch and response-time records; unit status data; response assignments; run cards; and dispatch protocols.
- **Operations, Staffing & Administration:** Operational policies and guidelines; staffing rosters; shift and minimum staffing practices; overtime, vacancies, and leave information; organizational charts; position descriptions; labor agreements; training and certification information; and mutual, automatic, cooperative, and interlocal aid agreements.
- **Facilities, Apparatus & Equipment:** Station and facility information; apparatus, ambulance, specialty vehicle, fireboat, and equipment inventories; fleet condition and replacement information; and specialized response resources.
- **Prevention, Wildland & Community Risk Reduction:** Fire Prevention Bureau workload; inspections; plan review; permits; vacation home rental activity; code enforcement; investigations; Wildland Fire & Fuels programs; defensible space; chipping; prescribed fire; hazardous tree activities; and other risk-reduction programs.
- **Financial & Cost-Recovery Data:** Current and historical budgets; revenues and expenditures; fee schedules and resolutions; EMS rates; historical fee revenue and collections; billing and cost-recovery records; service-delivery cost information; and billing or collection contracts.
- **Other Supporting Information:** ISO Public Protection Classification reports; fire flow and water supply information; regional emergency planning documents; special-event and visitor-demand information; and other materials necessary to complete the study.

AP Triton will review available information for completeness, consistency, and usability. Where data limitations are identified, AP Triton will document those limitations and describe how they may affect the analysis.

---

## Task 1-C: Stakeholder & Community Input

---

AP Triton will conduct structured interviews, focus groups, and/or virtual meetings with key stakeholders. Information may also be gathered through electronic forms, online surveys, or telephone interviews depending on the final project design. Stakeholders may include:

- **Governance & Leadership:** TDFPD Board of Trustees, Fire Chief, executive leadership, and chief officers.
- **District Personnel:** Company officers; firefighters; firefighter/paramedics; EMTs; Fire Prevention Bureau personnel; Wildland Fire & Fuels personnel; training and safety personnel; administrative, finance, and support staff; and labor representatives, where applicable.
- **Public Safety & Regional Partners:** Douglas County representatives; public safety communications and dispatch personnel; Douglas County Sheriff's Office and other law enforcement partners; EMS receiving facilities; mutual and automatic aid agencies; and regional wildfire partners.
- **Government & Land-Management Partners:** Nevada State Fire Marshal representatives, where appropriate; federal, state, and regional land-management agencies; and community planning, building, finance, emergency management, and public works representatives.
- **Community & Economic Stakeholders:** Tourism, resort, recreation, special-event, and business representatives; community associations; and other stakeholders identified by TDFPD.

Stakeholder engagement will provide perspectives on operational, economic, policy, organizational, and community issues affecting fire and emergency services. Input will help inform community risk, seasonal service demand, deployment, community expectations, mutual aid, current fee structures, service priorities, performance objectives, and recommendations.

## SECTION TWO—EVALUATION OF CURRENT CONDITIONS

Using data and information provided by TDFPD and other sources, AP Triton will conduct a baseline assessment of current conditions, service delivery, organizational capacity, financial structure, and response performance.

The purpose of this evaluation will be to assess current operations in relation to community risk, incident demand, available resources, adopted performance objectives, industry standards, CPSE/CFAI guidance, ISO considerations, and applicable best practices.

## Task 2-A: Description of the District

---

AP Triton will develop an overview of Tahoe Douglas Fire Protection District and the services it provides. This overview may include:

- **District Background & Governance:** History and evolution of TDFPD; governance structure; lines of authority; organizational design; and leadership structure.
- **Service Area & Communities Served:** District boundaries, service area, communities served, and other geographic characteristics relevant to service delivery.
- **Facilities, Resources & Operations:** Station and facility network; apparatus and unit deployment; EMS transport operations; Wildland Fire & Fuels operations; Fire Prevention Bureau functions; and specialized response capabilities.
- **Service Delivery & Regional Relationships:** TDFPD's all-hazards service environment; regional response relationships; response zones, station areas, or other locally meaningful service areas; and the relationship between District structure, community risk, service demand, and adopted service-level objectives.

## Task 2-B: Description & Review of Services Provided

---

AP Triton will review the emergency and non-emergency services currently provided by TDFPD and evaluate them in relation to applicable standards, local objectives, workload, system capability, and industry best practices. Services reviewed may include:

- **Fire Suppression & Wildland Operations:** Structural fire suppression; wildland and WUI response; marine firefighting; defensible-space activities; fuels reduction and prescribed fire; and related wildfire mitigation programs.
- **Emergency Medical Services:** Advanced life support response; ambulance transport; tactical emergency medical services; and special-event EMS coverage.
- **Special Operations & Rescue:** Hazardous materials response; Explosive Ordnance Disposal; vehicle extrication; rope rescue; water and rescue-swimmer operations; ice rescue; and other technical rescue or specialized response capabilities.
- **Fire Prevention & Community Risk Reduction:** Fire prevention; code administration and enforcement; plan review; permitting; vacation home rental inspections; fire investigations; public education; and community risk-reduction programs.

- **Operational Readiness & Support:** Training and professional development; communications and dispatch interface; and disaster or emergency response functions.
- **Regional & Community Service Delivery:** Mutual and automatic aid; special-event coverage; and other services identified during the project.

The analysis will consider the relationship among service breadth, workload, staffing, specialized training requirements, equipment requirements, system reliability, and community risk.

## **Task 2-C: Staffing & Personnel**

---

AP Triton will review staffing and personnel deployment for emergency response, administrative, prevention, wildland, EMS, specialized response, and support functions as they affect operational capability and service performance. The analysis may include:

- **Operational Staffing & Deployment:** Shift structure and deployment; company staffing; minimum staffing practices; officer and command coverage; and seasonal staffing.
- **EMS, Specialized & Support Staffing:** Paramedic and ambulance staffing; Wildland Fire & Fuels staffing; fire prevention staffing; specialized response personnel; and administrative and support capacity.
- **Workforce Availability & Sustainability:** Overtime and callback; vacancies and relief staffing; recruitment and retention; succession planning; and long-term workforce sustainability.
- **Training, Qualifications & Readiness:** Training, certification, and qualification requirements necessary to maintain operational and specialized response capabilities.
- **Staffing Adequacy & Service Delivery:** Staffing impacts on effective response force assembly and response capabilities, including structural fire, EMS, wildland, rescue, hazardous materials, explosive ordnance disposal (EOD), and marine operations; and the relationship between staffing, workload, risk, simultaneous incidents, service demand, and adopted performance expectations.

## Task 2-D: Financial Overview

---

AP Triton will review TDFPD's financial structure as it relates to the District's ability to sustain existing and anticipated service levels. The financial overview may include:

- **Budget & Expenditure Trends:** Current and historical operating budgets; recurring and non-recurring expenditures; and major expenditure trends.
- **Revenue Structure & Cost Recovery:** Major revenue sources; taxation mechanisms; existing fees and service charges; EMS revenues; intergovernmental, grant, and contract revenues; and wildland response and reimbursement revenues.
- **Cost Drivers & Capital Funding:** Major cost drivers affecting fire and emergency medical services; capital funding requirements; and available or anticipated capital funding mechanisms.
- **Financial Policies & Long-Term Sustainability:** Financial policies affecting emergency service delivery; historical and projected fiscal trends; and long-term financial issues affecting the sustainability of current and future service levels.

This task is intended to provide financial context for the CRA-SOC. A substantially more detailed evaluation of fees for service, cost of service, cost recovery, potential revenue, and implementation feasibility will be conducted under Task 5-C.

## Task 2-E: Capital Facilities, Apparatus, & Equipment

---

AP Triton will review major capital assets as they relate to emergency service delivery, deployment, response performance, specialized capability, and risk coverage. This review is not intended to constitute a detailed architectural, engineering, or facility condition assessment unless specifically added to the final scope. The review may include:

- **Stations, Facilities & Coverage:** Geographic distribution of District station and facility sites; operational adequacy of station locations; station response areas; and the relationship between facility locations, service demand, and community risk.
- **Apparatus, Fleet & Deployment:** Apparatus and vehicle inventory; frontline, reserve, specialty, wildland, ambulance, and support vehicles; apparatus age and serviceability; fleet maintenance and replacement considerations; and apparatus distribution relative to risk and service demand.
- **Specialized Equipment & Technology:** Marine response equipment; specialized rescue and Explosive Ordnance Disposal (EOD) equipment; and equipment or technology issues affecting emergency response capability.

## SECTION THREE—COMMUNITY RISK ASSESSMENT

AP Triton will conduct an all-hazards Community Risk Assessment for TDFPD. The CRA will identify and evaluate risks, hazards, vulnerabilities, and service-demand patterns within the District. The analysis will support the Standards of Cover deployment evaluation and provide a foundation for risk-based performance objectives, critical tasking, effective response force evaluation, community risk reduction, and operational recommendations.

The analysis will recognize that the District's population at risk and service demand cannot be understood solely through resident population. Tourism, seasonal occupancy, recreational activity, major events, resort activity, outdoor recreation, and transportation corridors will also be considered where reliable information is available.

### Task 3-A: Community Profile & Demographic Overview

---

AP Triton will develop a community profile of the TDFPD service area. The profile may include:

- **Community & Geographic Characteristics:** District boundaries and communities served; geography, topography, elevation, climate, and seasonal weather conditions.
- **Population & Demographics:** Historical and current resident population; population density; seasonal, visitor, daytime, and transient populations; demographic and socioeconomic characteristics; and vulnerable populations.
- **Land Use & Development:** Residential, commercial, lodging, resort, institutional, and assembly occupancies; vacation and short-term rentals; planned development; and other land-use characteristics affecting emergency-service demand.
- **Transportation, Recreation & Access:** Transportation networks, including U.S. Highway 50 and Kingsbury Grade; Lake Tahoe shoreline and water access; recreational areas; outdoor recreation; and geographic or seasonal factors affecting emergency response.
- **Critical Infrastructure & Community Assets:** Schools, utilities, water systems, special-event venues, critical infrastructure, major community assets, and other high-consequence locations.
- **Emergency Service Geography:** Existing station areas, response zones, planning zones, and other geographic divisions used to evaluate community risk and service performance.

---

### Task 3-B: All-Hazards Community Risk Assessment

---

AP Triton will evaluate community hazards and vulnerabilities using available local, regional, state, and national information. The analysis may include:

- **Structural Fire Risk:** Building stock and construction; occupancy characteristics; residential, commercial, lodging, assembly, and other high-consequence occupancies; fire flow and water supply; loss history; target hazards; fire protection systems; and access considerations.
- **Wildland & WUI Risk:** Wildfire hazard and history; WUI exposure; fuels, topography, weather, structure exposure, access and evacuation constraints; defensible space; mitigation and prescribed-fire activities; and the relationship among prevention, mitigation, suppression capability, and community risk.
- **Emergency Medical Risk:** EMS incident frequency and acuity; geographic and seasonal demand; ambulance transport; visitor and recreation-related incidents; vulnerable populations; transportation-related demand; special events; and the relationship between EMS workload and ambulance availability.
- **Transportation Risk:** Motor vehicle collisions; highway and mountain-road hazards; winter driving; extrication; hazardous materials transportation; congestion; seasonal travel patterns; and transportation-related barriers to response.
- **Marine, Water & Technical Rescue Risk:** Lake Tahoe marine activity; water and ice rescue; marine firefighting; shoreline access; cold-water exposure; rope rescue; wilderness and backcountry incidents; vehicle extrication; and other locally significant technical rescue hazards.
- **Hazardous Materials & Specialized Risk:** Fixed-facility and transportation-related hazardous materials; fuel and utility infrastructure; Explosive Ordnance Disposal (EOD); specialized regional response responsibilities; and other low-frequency/high-consequence incidents.
- **Natural Hazard Risk:** Wildfire, severe winter weather, extreme heat, flooding, earthquake, landslide, smoke and air-quality events, and other locally relevant natural hazards.
- **Community & Economic Consequences:** Potential impacts to residents, visitors, vulnerable populations, tourism and hospitality, transportation, critical infrastructure, utilities, environmentally sensitive areas, major community assets, and regional economic activity.

### Task 3-C: Risk Classification & Geographic Planning Methodology

---

AP Triton will develop or refine a risk classification methodology that organizes TDFPD's community risk using station areas, response zones, geographic areas, incident types, occupancy characteristics, seasonal conditions, or other locally meaningful divisions. The methodology may include:

- **Probability & Consequence Classification:** Classification of incidents and hazards by probability, consequence, resource requirements, and appropriate low, moderate, high, or special-risk categories.
- **Service-Specific Risk Classification:** Classification of structural fire, EMS, wildland/WUI, hazardous materials, technical rescue, marine/water, EOD, and other specialized risks as appropriate.
- **Target Hazards & Vulnerability Factors:** Identification of target hazards, critical infrastructure, vulnerable populations, seasonal demand, visitor activity, and other factors that may affect risk.
- **Integration with Service Delivery:** Integration of demographic, geographic, occupancy, and incident data to connect community risk with community risk reduction, deployment, critical tasking, and Standards of Cover performance objectives.

### Task 3-D: Spatial Visualization of Risk

---

AP Triton will use GIS and available planning data to develop maps and visualizations illustrating community risk, service demand, and emergency response capability. Maps may include:

- **Service Area & Deployment:** District boundaries, stations and facilities, response and planning zones, and unit deployment.
- **Incident Demand:** Geographic concentrations of fire, EMS, wildland/WUI, vehicle collision, rescue, and specialized incident demand.
- **Community Risk:** Target hazards, high-risk occupancies, wildfire and WUI areas, critical infrastructure, vulnerable populations, and significant community assets.
- **Response Environment:** Transportation corridors, road-network barriers, terrain, elevation, recreational areas, and other features affecting access and emergency response.
- **Future Conditions:** Population distribution, visitor or activity centers where reliable data exist, and anticipated development or demand-growth areas.
- **Service Coverage:** Travel-time coverage, resource distribution, and effective response force capability.

---

## SECTION FOUR—STANDARDS OF COVER & DEPLOYMENT ANALYSIS

AP Triton will conduct a Standards of Cover and deployment analysis for TDFPD. The evaluation will document current response performance, evaluate resource distribution and concentration, assess system reliability, determine effective response force capability, and establish practical performance objectives.

### Task 4-A: Service Demand Study

---

AP Triton will analyze historical incident demand using available CAD, RMS, NFIRS/NERIS, ePCR, EMS transport, and other relevant data. The analysis may include:

- **Incident Volume & Type:** Total incidents and historical trends by service type, including fire, EMS and ambulance transport, wildland, rescue, hazardous materials, EOD, marine/water, vehicle collision, false alarm, service call, and mutual or automatic aid incidents.
- **Geographic Demand:** Incident distribution by station area, planning zone, response area, or other relevant geography.
- **Temporal & Seasonal Demand:** Demand by time of day, day of week, month, season, and other measurable temporal patterns.
- **Visitor & Special-Event Demand:** Tourism, recreation, seasonal population, and special-event patterns where they can be reliably identified.
- **Demand Trends & Deployment Impacts:** Historical growth, changes in workload, and the relationship between incident demand, community risk, staffing, and resource deployment.

### Task 4-B: Resource Distribution Study

---

AP Triton will evaluate the distribution of stations, units, and personnel relative to geography, transportation networks, service demand, planning zones, community risk, and adopted service expectations. The analysis may include:

- **Station & First-Due Coverage:** Station location coverage, first-due response areas, geographic gaps and overlaps, and initial-unit arrival capability.
- **Unit & Resource Coverage:** Engine, ambulance, command, specialty-resource, and mutual or automatic aid coverage.
- **Travel-Time & Access:** Travel-time modeling and the effects of elevation, road networks, seasonal access, traffic, U.S. Highway 50, Kingsbury Grade, and other barriers to response.
- **Risk & Demand Alignment:** Relationship between station and unit distribution, population, service demand, community risk, and response-performance objectives.

## Task 4-C: Resource Concentration, Critical Tasking & ERF Analysis

---

AP Triton will evaluate TDFPD's ability to assemble an effective response force for selected incident types and risk classifications. The analysis will identify the critical personnel, apparatus, command, and specialized resources necessary to safely and effectively manage incidents before conditions significantly escalate. The analysis may include:

- **Critical Tasking:** Identification of required tasks for selected low-, moderate-, high-, and special-risk incidents, including structural fire, EMS, wildland/WUI, hazardous materials, technical rescue, vehicle extrication, marine/water rescue, and other locally significant events.
- **Resource Requirements:** Personnel, apparatus, command, and specialized-resource requirements necessary to perform identified critical tasks.
- **Effective Response Force (ERF) Capability:** Current and modeled ability to assemble required resources by incident type, geography, planning zone, and risk classification.
- **Regional Resource Contributions:** Role of mutual and automatic aid in completing critical tasks and assembling an effective response force.
- **Capability Gaps & Standards Comparison:** Gaps between required and available resources and comparison with adopted local objectives and applicable NFPA and CPSE/CFAI guidance.

## Task 4-D: Response Performance Analysis

---

AP Triton will analyze available response-time components and overall response performance. Percentile-based performance measures will be emphasized where appropriate rather than relying solely on average response times. The analysis may include:

- **Response-Time Components:** Call processing, dispatch, turnout, travel, and total response time.
- **Resource Arrival Performance:** First-unit, engine, ambulance, command, specialty-resource, and effective response force arrival.
- **Performance Segmentation:** Response performance by incident type, priority, station area, planning zone, risk classification, time of day, and season where meaningful.
- **Baseline & Benchmark Performance:** Historical baseline performance compared with adopted TDFPD objectives, applicable industry benchmarks, and potential future performance targets.

---

## Task 4-E: Response Reliability & Workload Analysis

---

AP Triton will evaluate the workload, availability, and reliability of TDFPD emergency response resources, with particular attention to EMS transport workload and its effect on remaining District response capacity. The analysis may include:

- **Unit Workload & Utilization:** Unit hour utilization, ambulance utilization, engine workload, extended incidents, and wildland or other specialized deployments.
- **Concurrency & System Demand:** Call concurrency, simultaneous incidents, seasonal workload, special-event demand, and other conditions contributing to system drawdown.
- **Resource Availability & Reliability:** Unit and first-due availability, station-area reliability, move-ups, cross-staffing, and instances when normally assigned resources are unavailable.
- **System Impacts:** Response delays, dependence on mutual or automatic aid, coverage impacts, and the relationship between workload, staffing, service demand, and performance.
- **Advanced Reliability Analysis:** Queuing or other workload analysis where appropriate and supported by available data.

---

## Task 4-F: Interjurisdictional Response, Mutual Aid & System Capability

---

AP Triton will evaluate TDFPD's interjurisdictional response relationships, mutual and automatic aid system, and overall regional emergency response capability. The analysis will consider both resources available to support TDFPD and resources TDFPD provides to neighboring jurisdictions and regional partners. The analysis may include:

- **Mutual & Automatic Aid:** Existing agreements; aid received and provided; cross-boundary response patterns; partner-agency contributions; and dependence on outside resources.
- **Regional System Capability:** Regional resource availability; maximum response capability; drawdown during significant or simultaneous incidents; and specialized-resource availability.
- **Specialized & Cooperative Response:** Regional wildfire response; EMS integration; EOD; law enforcement and tactical EMS coordination; marine response; technical rescue; and other specialized partnerships.
- **Communications & Interoperability:** Dispatch protocols, communications arrangements, interoperability, operational coordination, and cross-jurisdictional response procedures.

- **System Improvement Opportunities:** Opportunities to improve coordination, resource availability, reimbursement, interoperability, effective response force capability, response reliability, and continuity of service.

---

## Task 4-G: Population Growth, Visitor Demand & Service Demand Projections

---

AP Triton will develop reasonable service-demand projections using available census, planning, development, tourism, and historical incident information. The analysis may include:

- **Population & Development Trends:** Historical and projected resident population; residential, commercial, lodging, hospitality, and other anticipated development.
- **Visitor & Seasonal Demand:** Seasonal population, tourism, special events, vacation and short-term rentals, and recreational activity where reliable information is available.
- **Incident-Demand Trends:** Historical incident growth, EMS transport trends, projected future demand, and geographic areas where demand is expected to change.
- **Future Service Implications:** Potential impacts on staffing, station coverage, unit and ambulance deployment, apparatus, response performance, and community risk reduction.

---

## Task 4-H: Review & Establishment of Performance Objectives

---

Based on the CRA-SOC analysis, AP Triton will assist TDFPD in reviewing existing performance objectives and identifying appropriate future service-level objectives. Objectives may distinguish among historical baseline performance, industry or locally established benchmarks, and desired future performance targets. Performance objectives may include:

- **Response-Time Objectives:** Call processing, turnout, travel, total response, and first-unit arrival.
- **Service-Specific Objectives:** Structural fire, EMS and ambulance, wildland/WUI, hazardous materials, technical rescue, and other locally significant services.
- **System Capability Objectives:** Effective response force, distribution, concentration, resource reliability, and mutual or automatic aid.
- **Risk-Based Performance:** Performance objectives differentiated by risk classification, planning zone, incident type, or other locally meaningful factors.
- **Monitoring & Continuous Improvement:** Measures for ongoing performance monitoring, reporting, ISO considerations, and future service-level evaluation.

Objectives will be developed to be practical, measurable, risk-based, and useful for ongoing District management and policy decisions.

## SECTION FIVE—RECOMMENDATIONS & FINANCIAL SUSTAINABILITY

### Task 5-A: Findings & Observations

---

Based on the analyses conducted, AP Triton will identify findings and observations warranting discussion, improvement, or further consideration by TDFPD. Findings may address:

- **Community Risk & Demand:** Community risk, WUI/wildfire exposure, risk classifications, planning zones, service demand, and seasonal or visitor-related impacts.
- **Deployment & Performance:** Response performance, baseline and benchmark performance, critical tasking, effective response force, staffing, unit deployment, station coverage, and system reliability.
- **Service & Resource Capability:** EMS and ambulance capacity, apparatus and fleet, specialized response, fire prevention, community risk reduction, and Wildland Fire & Fuels programs.
- **Regional System Relationships:** Mutual and automatic aid, regional resource capability, and interjurisdictional coordination.
- **Data, Financial & Improvement Considerations:** Data quality, performance reporting, fees and cost recovery, ISO considerations, and continuous improvement opportunities.

### Task 5-B: Strategies & Recommendations

---

AP Triton will develop practical recommendations designed to improve service delivery, align resources with community risk, and support sustainable emergency service delivery over the next three to five years. Recommendations may include:

- **Staffing, Deployment & Service Delivery:** Staffing, EMS and ambulance deployment, effective response force, critical tasking, response-performance objectives, and other operational improvements.
- **Stations, Apparatus & Specialized Capability:** Station coverage, apparatus and equipment, specialized response, and wildland/WUI operational strategies.
- **Regional & Community Risk Reduction Strategies:** Mutual and automatic aid, fire prevention, community risk reduction, and other regional or risk-reduction opportunities.
- **Data, Performance & ISO:** Data collection, performance reporting, ISO considerations, and continuous improvement.
- **Financial & Implementation Strategies:** Fees and cost recovery, implementation sequencing, priorities, and potential fiscal considerations.

Each recommendation may identify:

- **Basis & Rationale:** Description, supporting finding, and rationale.
- **Priority & Outcome:** Priority and anticipated outcome.
- **Implementation & Impact:** Implementation considerations and potential fiscal or operational impacts.

---

### **Task 5-C: Fees for Service & Cost Recovery Feasibility Analysis**

---

AP Triton will evaluate TDFPD's existing and potential fees for service and cost-recovery programs to determine whether current charges reasonably reflect the cost of providing services and to identify opportunities to improve financial recovery where appropriate.

The analysis may include:

- **Existing Fees & Revenue:** Review of current fee schedules, billing and collection practices, historical revenues, service utilization, and existing reimbursement or contract arrangements.
- **Service Categories:** Evaluation of cost-recovery opportunities associated with EMS and ambulance transport; fire prevention and code administration; emergency and specialized response; special events and dedicated services; wildland, fuels, and community risk reduction activities; and administrative or other reimbursable services.
- **Cost-of-Service Analysis:** Development of a reasonable cost methodology incorporating personnel, apparatus, equipment, operating, administrative, and indirect costs, with comparison to existing rates.
- **Legal & Comparative Review:** Review of applicable Nevada statutory and District policy considerations and comparison of selected fees and practices with comparable Nevada and regional agencies.
- **Revenue & Feasibility:** Evaluation of current cost recovery, potential revenue opportunities, collection and implementation costs, and administrative and operational feasibility.
- **Recommended Framework:** Recommendations regarding fees to retain, modify, eliminate, or consider adding; rate-setting methodology; billing and collection practices; escalation or periodic review methods; and implementation priorities.

Where formal legal interpretation is required, AP Triton will identify the matter for review by TDFPD's legal counsel. The final analysis will provide TDFPD with a practical and defensible framework for aligning appropriate fees and cost-recovery mechanisms with the reasonable cost of providing service.

## Task 5-D: Performance Monitoring & CRA-SOC Update Framework

---

AP Triton will develop a practical framework to help TDFPD monitor service performance and periodically update the CRA-SOC. The framework may include:

- **Performance Monitoring:** Key performance indicators related to response performance, workload, reliability, EMS transport, and mutual or automatic aid.
- **CRA-SOC Updates:** Recommended update cycles and methods for tracking changes in community risk, service demand, deployment, and resource capability.
- **Data & Reporting:** Recommended CAD, RMS/NERIS, ePCR, GIS, EMS, financial, and other data needed for ongoing analysis and internal or Board reporting.
- **Planning Integration:** Methods for incorporating CRA-SOC findings into operational, financial, capital, and community risk-reduction planning.

## SECTION SIX—PROJECT CONCLUSION

### Task 6-A: Development & Review of the Draft Report

---

AP Triton will develop an electronic draft CRA-SOC report for TDFPD's review. The report will incorporate narrative analysis, tables, figures, GIS maps, findings, recommendations, performance objectives, risk classifications, financial considerations, and implementation priorities. The draft report is anticipated to include:

- **Community Risk Assessment:** District and community profile; all-hazards risk analysis; WUI/wildfire risk; planning zones; and risk classification.
- **Standards of Cover:** Service demand; resource distribution and concentration; critical tasking; effective response force; response performance; reliability and workload; mutual and automatic aid; and service-demand projections.
- **Performance & Service Planning:** EMS and transport considerations; performance objectives; findings; recommendations; and implementation priorities.
- **Financial Sustainability:** Fees for Service & Cost Recovery Feasibility Analysis.
- **Continuous Improvement:** Recommended methodology for ongoing performance measurement, CRA-SOC maintenance, and continuous improvement.

AP Triton will provide the draft to TDFPD for one round of consolidated technical review. Applicable comments will be incorporated into the final report. Additional substantive review or revisions may be provided at additional cost upon request.

## Task 6-B: Publication of the Final Report

---

Following technical review and incorporation of applicable revisions, AP Triton will provide TDFPD with a professionally formatted final electronic report in PDF format suitable for use by District leadership, personnel, the Board of Trustees, partner agencies, community stakeholders, and future planning and budgeting processes. Professionally printed copies may be provided if included in the final agreement or requested at additional cost.

## Task 6-C: Final Presentation

---

AP Triton will conduct a virtual final presentation to the Tahoe Douglas Fire Protection District Board of Trustees, District leadership, or other identified stakeholders. The presentation will summarize:

- **Community Risk & Demand:** Community risk, WUI/wildfire considerations, service-demand trends, and future demand.
- **Deployment & Performance:** Resource deployment, response performance, effective response force, workload, reliability, and EMS considerations.
- **Findings & Recommendations:** Key findings, recommended performance objectives, major operational recommendations, and implementation priorities.
- **Financial Sustainability:** Major fees-for-service and cost-recovery findings and recommendations.
- **Continuous Improvement:** Recommended approach to ongoing performance monitoring and CRA-SOC maintenance.

AP Triton will focus the presentation on information most useful for policy and resource-allocation decisions while presenting the technical analysis in a manner readily understood by policymakers and the public.

## OPTIONAL SECTION—NRS 318 TO NRS 474 GOVERNANCE FEASIBILITY ANALYSIS

At the District's option, AP Triton will conduct a focused governance feasibility analysis to evaluate whether Tahoe Douglas Fire Protection District should consider transitioning from its current organizational structure under Nevada Revised Statutes (NRS) Chapter 318 to an independent fire protection district governance structure under applicable provisions of NRS Chapter 474.

The analysis will build upon the operational, financial, community risk, service-demand, deployment, and organizational information developed through the Community Risk Assessment and Standards of Cover. Its purpose will be to determine whether a change in statutory governance would provide meaningful long-term advantages to the District and the community it serves and, if warranted, identify the statutory and implementation issues requiring further consideration.

The analysis will not constitute legal advice. AP Triton will identify statutory requirements and governance considerations based upon applicable Nevada law and recognized practices; however, the specific legal process and statutory eligibility for any proposed reorganization should be confirmed by District legal counsel.

### Task G-1: Current Governance & Organizational Assessment

---

AP Triton will document the District's existing governance and organizational structure under NRS Chapter 318 and evaluate how that structure affects the provision and governance of fire and emergency services. The assessment may include:

- Current statutory authority, governance structure, Board composition, and election provisions.
- District powers and responsibilities related to fire protection, EMS, prevention, wildland/WUI services, facilities, personnel, finance, taxation, fees, debt, and capital investment.
- Relationship between the District and Douglas County.
- Existing District boundaries and service responsibilities.
- Administrative and organizational requirements associated with the current structure.
- Governance issues, opportunities, or constraints identified through stakeholder interviews and the CRA-SOC.

## **Task G-2: NRS Chapter 474 Governance Alternative**

---

AP Triton will develop a description of the applicable NRS Chapter 474 fire protection district governance alternative and identify the principal differences from the District's existing NRS Chapter 318 structure. The comparison may address:

- Statutory purpose and authorities.
- Governance and Board structure.
- Election of directors and representation.
- District autonomy and relationship with Douglas County.
- Taxing and revenue authority.
- Budgeting and financial administration.
- Fees and cost recovery.
- Capital financing and indebtedness.
- Ownership and control of facilities, apparatus, equipment, and other assets.
- Personnel and employment considerations.
- Mutual and automatic aid and intergovernmental agreements.
- Boundary changes, annexation, and future service-area considerations.
- Other statutory or administrative differences affecting District operations.

## **Task G-3: Financial & Fiscal Impact Analysis**

---

Using financial information developed through the CRA-SOC and Fees for Service analysis, AP Triton will evaluate the potential fiscal implications of the governance alternatives. The analysis may include:

- Existing revenues, expenditures, reserves, liabilities, and capital obligations.
- Existing property-tax and other revenue mechanisms.
- Comparison of available revenue and taxing mechanisms under the alternative structures.
- Potential impacts on existing fees, EMS revenues, grants, reimbursements, and other revenue sources.

- Debt, contractual obligations, capital assets, reserves, and liabilities requiring consideration during a potential transition.
- Potential one-time transition costs.
- Potential recurring administrative or governance costs.
- Long-term financial sustainability under each alternative.

Where appropriate, AP Triton will develop comparative financial scenarios illustrating whether the governance alternatives materially affect the District's ability to sustain existing or desired future service levels.

### **Task G-4: Operational & Service Delivery Implications**

---

AP Triton will evaluate whether changing the District's statutory governance structure would materially affect its ability to provide fire, EMS, wildland/WUI, prevention, rescue, and other emergency services. This analysis will draw extensively from the CRA-SOC and may consider:

- Staffing and workforce implications.
- Station and apparatus deployment.
- EMS and ambulance operations.
- Effective response force capability.
- Wildland/WUI responsibilities.
- Fire prevention and community risk reduction.
- Specialized services.
- Mutual and automatic aid.
- Regional partnerships.
- Capital facilities and apparatus planning.
- Long-term ability to respond to growth, changing risk, and service demand.

The analysis will distinguish between service-delivery issues that are directly affected by governance and those that can be addressed within either governance structure.

### **Task G-5: Governance, Representation & Accountability Analysis**

---

AP Triton will evaluate the potential governance implications of the alternatives, with particular attention to local representation, accountability, organizational autonomy, and long-term policy direction.

Considerations may include:

- Method of selecting or electing governing Board members.
- Representation of communities within the District.
- Board authority and accountability.
- Relationship between governance and fire-service policy decisions.
- Ability to establish long-term service-level, capital, and financial priorities.
- Transparency and public participation.
- Organizational continuity and stability.
- Potential advantages and disadvantages of a fire-service-specific governance model.

### **Task G-6: Statutory Transition & Implementation Considerations**

---

AP Triton will identify the major statutory and administrative steps that appear necessary to pursue the preferred governance alternative. The analysis may identify:

- Applicable NRS provisions.
- Required petitions, resolutions, ordinances, hearings, elections, or other proceedings.
- Roles of the TDFPD Board, Douglas County Board of County Commissioners, voters, and other affected parties.
- Boundary and property considerations.
- Transfer or continuation of assets, liabilities, contracts, agreements, personnel, and financial obligations.
- Election and initial governance considerations.
- Potential implementation sequence and timeline.
- Matters requiring formal review or opinion by District legal counsel, bond counsel, financial advisors, or other specialists.

AP Triton will coordinate with District legal counsel as appropriate but will not provide legal opinions regarding statutory interpretation or the legality of a proposed reorganization.

### **Task G-7: Comparative Evaluation & Recommendation**

---

AP Triton will develop a side-by-side evaluation of maintaining the existing NRS Chapter 318 structure versus pursuing an applicable NRS Chapter 474 governance structure. Evaluation criteria may include:

- Governance and local control.
- Community representation and accountability.
- Operational effectiveness.
- Financial sustainability.
- Revenue flexibility.
- Capital financing capability.
- Administrative efficiency.
- Workforce implications.
- Regional coordination.
- Ability to implement CRA-SOC recommendations.
- Adaptability to future community risk and service demand.
- Transition complexity and risk.
- Long-term organizational sustainability.

AP Triton will identify the relative advantages, disadvantages, opportunities, risks, and implementation considerations associated with each alternative.

Based upon the totality of the analysis, AP Triton will provide a recommendation regarding whether TDFPD should:

1. Maintain its existing NRS Chapter 318 governance structure;
2. Maintain the existing structure while pursuing identified governance or organizational improvements;  
or
3. Proceed with additional legal, financial, and implementation work necessary to pursue reorganization under the applicable provisions of NRS Chapter 474.

The recommendation will identify the basis for the conclusion and, if further pursuit of an NRS Chapter 474 structure is recommended, provide a preliminary implementation roadmap identifying major decision points, responsible parties, and anticipated next steps.

# ESTIMATED **PROJECT** TIMELINE

## Project Completion Timeline

AP Triton anticipates approximately **five to six months** to complete the Tahoe Douglas Fire Protection District Community Risk Assessment, Standards of Cover, and Fees for Service & Cost Recovery Feasibility Analysis.

The project timeline will begin upon AP Triton's receipt of the information and data necessary to conduct the analyses and will include:

- **Initiation & Data Collection:** Project initiation, stakeholder engagement, and procurement and review of required data.
- **Technical Analysis:** Current conditions, Community Risk Assessment, GIS, Standards of Cover and deployment analysis, and Fees for Service & Cost Recovery Feasibility Analysis.
- **Findings & Reporting:** Development of findings, recommendations, performance objectives, draft report, and implementation considerations.
- **Review & Completion:** TDFPD technical review, final revisions, publication, and final presentation.

**It is important to emphasize that the proposed timeline will commence only upon our receipt of all the necessary information and data required to conduct a thorough and accurate evaluation of the project scope.**

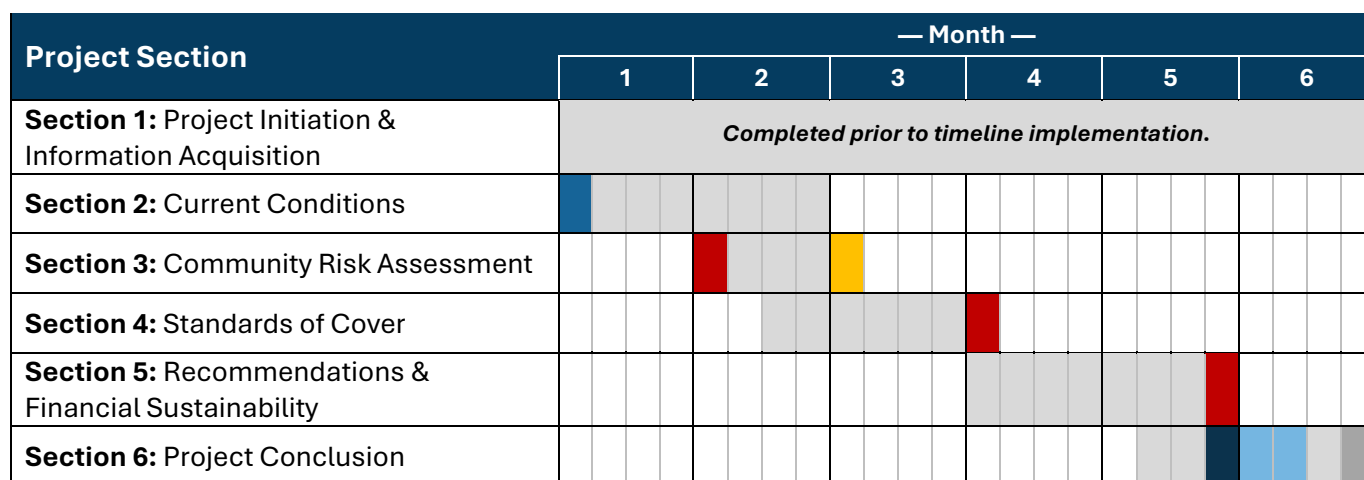
Additional time required for data delivery, client review, scheduling, substantial revisions, or changes in scope may extend the project schedule.

**Estimated Time to Complete the Project: 5–6 months**

## Project Timeline & Key Milestones

The Gantt chart below outlines the estimated timeline for completing the key phases of the project, subject to adjustments based on final scope refinement and data availability. **The proposed timelines are based on the assumption that usable supporting data, as requested at project kickoff, is provided within 30 days.** Client-initiated scheduling delays or errors in the provided data may extend the timeline.

The chart identifies key project milestones, including data collection, stakeholder engagement, onsite visits, progress meetings, and the development and review of the draft and final reports. These milestones serve as critical checkpoints to ensure alignment with project goals and provide opportunities for collaboration and feedback.



|                 |   |                           |   |                             |
|-----------------|---|---------------------------|---|-----------------------------|
| Key Milestones: | ■ | Data Collection Complete  | ■ | Virtual Progress Meeting    |
|                 | ■ | Onsite Visit & Interviews | ■ | Draft Report                |
|                 | ■ | Client Technical Review   | ■ | Final Report & Presentation |

# PROJECT FEE PROPOSAL

AP Triton, LLC presents the following formal cost proposal for the project outlined in the Scope of Work. The fee is inclusive of expenses:

| Project Section                                                                         | Fees & Expenses |
|-----------------------------------------------------------------------------------------|-----------------|
| <b>Section 1:</b> Project Initiation & Information Acquisition (Including onsite visit) | \$26,994        |
| <b>Section 2:</b> Evaluation of Current Conditions                                      | \$10,942        |
| <b>Section 3:</b> Community Risk Assessment                                             | \$8,157         |
| <b>Section 4:</b> Standards of Cover                                                    | \$9,098         |
| <b>Section 5:</b> Recommendations & Financial Sustainability                            | \$6,667         |
| <b>Section 6:</b> Project Conclusion                                                    | \$13,137        |
| <b>Proposed Project Fee (will not exceed):</b>                                          | <b>\$74,995</b> |

AP Triton will provide separate pricing for the optional NRS 318 TO NRS 474 Governance Feasibility Analysis in the event the District is interested in moving forward.

# PAYMENT INFORMATION

## Payment Schedule & Invoicing

---

- **Initial Payment:** A deposit of 10% of the total project cost is due upon the signing of the contract, to initiate the work.
- **Progress Payments:** Monthly invoicing will be processed as work progresses, continuing until 95% of the project has been completed.
- **Final Payment:** The remaining 5% of the project cost is due upon successful completion and acceptance of the project.

## Data Engineering Costs

---

- **Included Services:** Data engineering for up to three specific data sets (i.e., CAD, NFIRS, ePCR) is included in our all-inclusive pricing. This encompasses gathering and assisting the agency with straightforward data pull requests.
- **Additional Incident Data:** Any extra incident data needed (i.e., previous RMS or CAD database records) will incur a charge of \$2,000 per database.
- **Substantial Assistance:** Should AP Triton consultants provide substantial assistance or direct data pulls from the client's records, this service will be billed at \$2,000 per database.

## Additional Hours and Expenses

---

- **Project Manager Rate:** Extra hours for the Project Manager will be billed at \$200 per hour.
- **Consultants' Rate:** Additional hours for consultants will be billed at \$160 per hour.
- **Travel Expenses:** Any extra travel expenses will be billed separately, in addition to the hourly rate.
- **Legal Expenses:** Legal expenses, if required and with client approval, will be billed at the respective rate.

## Cost Quotation Information

---

- The bid quotation is valid for 90 days. Project bid expires on: November 14, 2026.
- AP Triton Federal Employer Identification Number: 47-2170685.

# FIRM QUALIFICATIONS

## Contact Information

The headquarters of AP Triton, LLC is located in Sheridan, Wyoming. Consultants and other subject matter experts (SME) are located throughout the United States.



**Address:** 1309 Coffeen Avenue Suite 3178, Sheridan, WY 82801



**Phone:** 833.251.5824 (toll free)



**E-Mail:** [info@aptriton.com](mailto:info@aptriton.com)



**Website:** [www.aptriton.com](http://www.aptriton.com)

## About AP Triton

Established in 2014, AP Triton provides public safety consulting services focused on practical, data-supported solutions for fire service organizations and local governments. Our work emphasizes deployment analysis, performance measurement, community risk assessment, organizational evaluation, and implementation-ready recommendations that support day-to-day operational decision-making and long-range planning.

AP Triton's team includes experienced fire service leaders, analysts, GIS professionals, and subject matter experts who have completed projects including Community Risk Assessments and Standards of Cover, staffing and deployment studies, strategic and master plans, fire station location studies, governance and feasibility analyses, and cost-recovery studies. Across these assignments, our priority is consistent: provide clear findings, defensible methodologies, and recommendations that agencies can act upon without creating unnecessary complexity.

For the Tahoe Douglas Fire Protection District, AP Triton understands the District's need for an operations-focused Community Risk Assessment and Standards of Cover (CRA-SOC) that is practical, understandable, and useful for future decision-making. The analysis will consider TDFPD's unique operating environment, including structural and wildland fire protection, WUI exposure, emergency medical response, specialized rescue capabilities, seasonal and visitor demand, regional response relationships, and the District's broader service-delivery responsibilities. TDFPD's operating environment includes structural and wildland fire protection, EMS, hazardous materials, EOD, water rescue, vehicle extrication, high-angle rescue, ice rescue, prevention, and Wildland Fire & Fuels services.

The CRA-SOC will be informed by applicable NFPA standards, ISO Public Protection Classification considerations, locally adopted objectives, and other accepted industry practices. The project will also include a focused evaluation of the District's existing and potential fees for service and cost-recovery opportunities.

## **AP Triton's Approach to Projects and Best Practices**

---

AP Triton applies a consistent project methodology designed to produce a clear, defensible, and implementable CRA-SOC.

- **Project Initiation & Alignment:** We begin with a focused kickoff to confirm project goals, roles, data availability, key decision points, schedule, and review procedures so the work remains aligned with the District's objectives and agreed-upon scope.
- **Operationally Grounded Analysis:** Our work reflects real-world fire service deployment and staffing practices. We evaluate resource distribution, concentration and effective response force capability, system reliability, workload, and service capacity using transparent and repeatable methods.
- **Performance Measurement:** We evaluate current response performance and develop practical performance objectives that can be monitored over time using available District data and clearly defined measures.
- **Community Risk Perspective:** The CRA integrates structural fire, WUI/wildfire, EMS, transportation, marine and water, technical rescue, hazardous materials, and other locally significant risks so service-delivery recommendations are directly connected to the hazards and demands experienced by the District.
- **Communications & Response-Time Analysis:** We consider dispatch and communications processes and the full response-time sequence, including call processing, turnout, travel, and total response time, so findings reflect actual system performance.

- **Staffing & Organizational Sustainability:** We consider staffing, administrative and support capacity, workforce availability, specialized qualifications, and organizational sustainability when evaluating the feasibility and implementation of recommendations.
- **Facilities, Fleet & Operational Readiness:** Stations, apparatus, specialty resources, and equipment are evaluated from an operational perspective, including distribution, serviceability, deployment fit, and future resource needs.
- **Financial Sustainability & Cost Recovery:** The project will evaluate current and potential fees for service and cost-recovery mechanisms to identify opportunities for reasonable, legally supportable, and administratively practical financial recovery.
- **Technology-Enabled Analysis:** AP Triton uses GIS, data analytics, and secure collaboration tools to improve analytical accuracy and clarity while keeping the final report understandable and useful to District leadership and policymakers.

## Tools & Methods

---

AP Triton may apply:

- **GIS & Spatial Analysis:** Incident demand, station and unit distribution, travel-time coverage, geographic risk, WUI exposure, and service-area characteristics.
- **Workload & Reliability Analysis:** Unit utilization, simultaneous incident demand, resource availability, system drawdown, and other workload measures supported by available data.
- **Effective Response Force Analysis:** Evaluation of resource concentration and critical-task requirements for selected incident types using applicable NFPA guidance, local objectives, and accepted fire service practices.
- **Response-Performance Analysis:** Evaluation of call processing, turnout, travel, total response, first-unit arrival, and effective response force performance.
- **Data Validation:** Review of available data for completeness, consistency, and usability, with clear documentation of analytical assumptions and limitations.
- **Clear Reporting & Visualization:** Maps, figures, tables, and narrative explanations designed for both technical and non-technical audiences.

## Best Practices & Industry Standards

---

AP Triton's analysis will be informed by standards and practices applicable to TDFPD's operations, including:

- **National Fire Protection Association (NFPA)** standards relevant to fire service deployment, operations, risk reduction, staffing, and response capability.
- **Insurance Services Office (ISO)** Public Protection Classification considerations relevant to community fire protection.
- Applicable **Nevada statutes, regulations, and local requirements**, particularly as they relate to fire district operations, fees, and cost recovery.
- Other accepted industry practices applicable to communications, staffing, deployment, wildland/WUI operations, fleet and facilities, community risk reduction, and performance management.

These references will inform the analysis without creating unnecessary requirements that are not relevant to TDFPD's objectives.

## A Unified, Client-Centered Approach

---

Every fire district operates within a distinct combination of geography, community risk, staffing, service demand, fiscal conditions, and regional partnerships. Tahoe Douglas is particularly unique because of its Lake Tahoe environment, WUI exposure, seasonal and visitor populations, specialized response capabilities, and regional service relationships.

AP Triton's role is to provide TDFPD with a CRA-SOC that reflects those operational realities and supports informed decision-making through a customized, data-supported approach that is clearly explained, practical to maintain, and designed for implementation.

# PROJECT TEAM **QUALIFICATIONS**

AP Triton has assembled a focused project team with the experience necessary to support Tahoe Douglas Fire Protection District in completing an operations-focused Community Risk Assessment and Standards of Cover, together with the associated Fees for Service and Cost Recovery Feasibility Analysis.

The team was selected specifically for this assignment and brings complementary expertise in fire service operations, deployment analysis, community risk assessment, staffing, performance measurement, GIS and spatial analysis, special district operations, fire prevention, wildland/WUI risk, cost recovery, and project management.

The proposed team includes senior fire service professionals with direct experience developing CRA-SOC studies, evaluating deployment and effective response force capability, conducting fee and cost-recovery analyses, and supporting fire districts and municipal departments with operational and strategic decision-making. The team also includes specialized GIS and data-analysis expertise to support incident-demand analysis, travel-time evaluation, geographic risk assessment, and clear visualization of findings.

Of particular relevance to Tahoe Douglas, the team includes experience with Nevada fire service and local government operations, special fire district governance, wildland and WUI conditions, community risk reduction, EMS-related service demand, specialized response systems, and cost-recovery programs. Eric Schmidt's prior service as GIS Supervisor for Douglas County, Nevada, also provides valuable familiarity with the regional geography and local government environment.

AP Triton's project management structure is designed to maintain clear accountability, consistent communication, and quality control throughout the engagement. The Project Manager will coordinate the technical team, manage the schedule and deliverables, facilitate communication with TDFPD, and oversee integration and quality review of the final work products.

Together, the Project Team provides TDFPD with a customized combination of operational, analytical, financial, GIS, and project-management expertise appropriate to the District's service environment and the objectives of this assignment.

## Project Management Structure

---

AP Triton's project teams have developed strong organizational skills and adaptability to effectively balance their workload and ensure successful outcomes across various engagements. AP Triton manages multiple projects simultaneously while ensuring high-quality work and meeting client expectations with the following strategies:

- **Team:** AP Triton customizes each team, matching our associates' skills and expertise to each client's specific needs. We delegate specific tasks or engage a team to assist with certain aspects of the project. By leveraging the expertise and skills of others, we can distribute the workload and maintain productivity.
- **Time Management & Task Prioritization:** Effective time management is crucial for consultants. They prioritize tasks, set deadlines, and allocate dedicated time blocks for each project. This helps them stay organized and focused on delivering results.
- **Project Planning:** AP Triton creates work plans that outline key deliverables, milestones, and timelines for each project. This provides us with a clear roadmap and ensures we remain on track with our commitments.
- **Effective Communication:** Clear and proactive communication with clients is essential. AP Triton keeps our clients informed about project timelines, progress, and any potential challenges. This transparency fosters trust and helps us manage client expectations.
- **Leveraging Technology:** Consultants utilize various tools and technologies to enhance their productivity and efficiency. Project management software, communication platforms, and collaborative tools enable seamless coordination, document sharing, and real-time updates.
- **Efficient Work Processes:** AP Triton is constantly evaluating quality assurance and quality improvement. We develop efficient work processes and methodologies based on our experience and industry best practices. We strive to streamline repetitive tasks, leverage templates and frameworks, and adopt standardized approaches to optimize our workflow.
- **Prioritization & Focus:** AP Triton's designated Project Manager is available for the duration of the assigned project. They lead the team and assist our associates and subject matter experts in prioritizing their tasks based on project urgency, client needs, and strategic importance.
- **Collaboration:** Our project teams do not operate in a silo. We possess a pool of expertise and resources. Our project teams collaborate to share insights, seek advice, and leverage collective knowledge to deliver high-quality results.



## **Kurt Latipow, EFO**

### **Project Manager/Senior Advisor**

Mr. Latipow has enjoyed 40 years in Public Safety with over 27 years of Public Administration in Fire Chief and Chief Officer positions. He has developed and implemented numerous comprehensive fire and emergency services related plans. Mr. Latipow has facilitated the adoption of those plans via a variety of governing bodies. Mr. Latipow offers extensive experience in developing and implementing emergency, strategic, master plans, and succession plans/management processes as well as developing and implementing Standards of Cover Analysis, Fees for Service Cost Recovery Programs, and ALS Program Development and Implementation for both transport and engine company-based organizations.

#### **Work Experience**

- City of Lompoc, CA—Fire Chief
- Washoe County, NV—County Fire Services Coordinator
- City of Ukiah, CA—Fire Chief
- State of California, Governor's Office of Emergency Services—Deputy Chief, Fire and Rescue Branch
- Stanislaus Consolidated Fire Protection District, CA—Fire Chief/Chief Executive Officer
- Hesperia Fire Protection District, CA—Fire Chief
- City of Arroyo Grande, CA—Fire Chief/Director of Building and Fire
- City of Monterey Park Fire Department, CA—Battalion Chief/Fire Marshal

#### **Education**

- National Fire Academy—Accredited Executive Fire Officer
- California Fire Marshal Training and Education System

#### **Publications and Instructor Experience**

- IAFC/Volunteer Combination Officers 2017 Symposium in the West—Building Leaders from Within
- IAFC and League of California Cities 2016—"The Achilles Heel of Local Government"
- California Fire Chiefs 2016—"The Why and How of Succession Planning and Implementation"
- League of California Cities 2015—"Contracting for Fire Services; the Trials, Tribulations, Landmines and Political Challenges"
- League of California Cities 2014—"Leading Change in the New Reality"

#### **Professional Affiliations**

- California Fire Chiefs Association
- League of California Cities Fire Department—Past President
- League of California Cities Public Safety Policy—Past Committee Chair
- International Association of Fire Chiefs—Life Member

#### **Projects Completed**

- Montecito/Carpinteria Summerland FPDs (CA)—Station location study
- Templeton CSD FD (CA)—Master Plan
- Coalinga FD (CA)—CRA-SOC
- Golden CO FD, Fairmont FPD, Pleasant View FD—Cooperative Services Study
- City of La Verne FD (CA)—CRA-SOC
- Placer County LAFCO N Tahoe/Meeks Bay FPD—Annexation Fiscal Analysis Update
- Fairfield FD (CA)—Master Plan
- American Canyon FPD (CA)—Master Plan
- Central Santa Cruz PFD (CA)—Master Plan
- Napa City FD (CA)—First Responder Fee Study
- Napa City FD (CA)—Master Plan
- Napa County FD (CA)—Master Plan
- Paso Robles (CA)—Fire & Police Department Operational Analyses
- Santa Barbara City FD (CA)—CRA-SOC
- Santa Cruz LAFCO (CA) MSR-SOI Focused Study
- Placer LAFCO (CA)—Western Slope MSR-SOI Update
- Nevada LAFCO (CA)—MSR-SOI Update
- Santa Maria FD (CA)—Master Plan
- Salinas FD (CA)—Master Plan



**Frank Blackley, MPA, EFO, CFO**  
**Senior Associate | Community Risk SME**

Chief Blackley has more than 35 years of experience in the fire service and has served with several departments in southeastern North Carolina. His service began at the Wilmington Fire Department before spending nearly 10 years at the Wrightsville Beach Fire Department. In 1996, he began working with New Hanover County Fire Rescue as a fire inspector/investigator. In 1999, he returned to the Wilmington Fire Department as an inspector and was promoted to Assistant Chief and Fire Marshal in 2001. He served in this role until 2009, then transferred to Assistant Chief of Operations. In 2012, he assumed his last role as Assistant Chief of Support Services.

Chief Blackley brings a long list of education, experience, and technical expertise to AP Triton. With experience in both combination and career departments, he possesses a demonstrated record of professionalism and a commitment to excellence. In addition to fire administration and management accomplishments, Chief Blackley has contributed to Vision 20/20 as a technical advisor for several states and developed a new Outcome Measures Guide. He has spoken nationally on Community Risk Reduction and how to use data in decision-making. He is familiar with the Center for Public Safety Excellence accreditation process and wrote several categories for his previous department.

**Professional Development & Education**

- University of North Carolina Wilmington, Master's Public Administration, Urban and Regional Policy and Planning, 2011
- Executive Fire Officer Program, Emmitsburg, MD, 2009
- University of Maryland University College, Bachelor of Science in Fire Science, 1996
- Commission on Professional Credentialing, Chief Fire Officer

**Professional Experience**

- Senior Associate, AP Triton, 2020–Present
- Consultant, Emergency Services Consulting International (ESCI), 2019–2020
- Technical Advisor, Vision 20/20
- Assistant Fire Chief, City of Wilmington, NC
- Deputy Fire Marshal, New Hanover County, NC
- President, North Carolina Fire Marshal's Association
- Chair, New Hanover County Public Safety Communication Center Policy Board
- Member, North Carolina Fire Code Revision Committee

**Project Experience**

- Vance County, NC: Fire Services Study
- Bell County ESD#1/Salado FD, TX: Organizational Evaluation
- Council of Virginia Beach Vol Rescue Squads, Virginia Beach, VA: EMS Cost Recovery and Feasibility Study
- Vandalia Division of Fire, Vandalia, OH: Community Risk Assessment: Standard of Cover (CRA SOC)
- Davidson FD, Davidson, NC: CRA SOC and Strategic Plan
- Salinas FD, Salinas, CA: Long-Range Master Plan and CRA SOC
- Pasadena FD, Pasadena, CA: CRA SOC and Strategic Plan (in progress)



**Chris Coates, EFO, BA**  
**Senior Associate | EMS SME**

Chris is a highly respected Chief officer with over 27 years of fire service experience with expertise in various areas. Preceding his career as a firefighter/paramedic, Chris worked as an in-house ambulance operator (AO) for a large county agency and currently oversees the administrative, training, and operations of the ambulance operator program within Costa Mesa Fire & Rescue, resulting in a well-versed knowledge of an EMT ambulance operator program. As a Training Officer, with an unwavering collaborative mindset, Chris is skilled in planning, organizing, and managing programs and projects. Currently, Chris serves as a Battalion Chief overseeing many significant programs and projects where he is known for his commitment to continuous improvement. Chris' involvement includes, but is not limited to, serving as the Urban Search & Rescue manager, developing and spearheading the Peer Support program, active participant in achieving accreditation, and currently guiding a committee in updating all policies and procedures.

Notably, and during a time of transition, Chris brought stability to the EMS and training division when he developed a results-oriented plan (EMS and training) that was in alignment with national, state, and local regulations. In addition, Chris developed, facilitated, and managed several recruit academies for probationary firefighters from the ground up while working closely with the Office of the State Fire Marshal's State Fire Training to award Firefighter 1 & 2, Fire Control 3, and Driver Operator 1A certificates.

#### **Professional Development & Education**

- Graduate of the Executive Fire Officer program, National Fire Academy
- Bachelor of Arts, Brandman University
- Associates of Arts, Coastline Community College
- Training in fire department administration, budget, fire ground command and control, management, leadership, and safety

#### **Licensure & Certifications**

- Numerous state certifications ranging from technical rescue to Chief Officer
- Public Information Officer (PIO-3), California Incident Command Certification System

#### **Professional Experience**

- 27 years in public safety experience, several years as a Chief Officer
- Administrative Captain managing Training and Safety, EMS, and PIO
- Orange County Fire Chiefs EMS Committee
- Orange County Fire Chiefs Training Officers Committee
- Program Manager Urban Search & Rescue
- Adjunct Instructor, Santa Ana College

#### **Associated Professional Affiliations & Activities**

- Southern Director, California Fire Chiefs Association Operations
- Past President, California Fire Chiefs Association Training Officers (CATO)
- Statewide Training and Education Committee (STEAC)
- Costa Mesa Fire & Rescue Peer Support Oversight
- Recipient of Various Department Recognition awards and distinctions
- Leadership Tomorrow, Orange County, CA

#### **Other Project Experience**

- Salinas FD, Master Plan (EMS, Dispatch)
- South Placer FPD, Master Plan (EMS)
- Montgomery County EMS, TX (EMS)



## **Michael C. Sommers**

### **Retired CPA | Financial Subject Matter Expert**

Mr. Sommers brings more than 50 years of financial, accounting, auditing, and executive management experience spanning public accounting, governmental agencies, private industry, and special districts. He spent 30 years in public accounting, including service as a partner with an international CPA firm, where his responsibilities included audits of governmental agencies, general improvement districts, pension plans, nonprofit organizations, gaming entities, and real estate development organizations, as well as financial consulting, feasibility studies, and tax advisement.

Mr. Sommers subsequently served for 27 years as Chief Financial Officer of STS Aviation Group, overseeing the organization's financial operations as the company expanded throughout the United States and internationally and grew from approximately \$16 million to more than \$400 million in annual revenue.

Of particular relevance to Tahoe Douglas Fire Protection District, Mr. Sommers has extensive knowledge of Nevada local government and fire district governance. He currently serves as Chairman of the East Fork Fire Protection District Board of Directors and previously served for 12 years as Chairman of the North Lake Tahoe Fire Protection District. His combination of financial expertise, governmental experience, and fire district governance provides valuable perspective for evaluating fiscal sustainability, fees for service, cost recovery, financial feasibility, and implementation considerations.

### **Professional Experience**

- STS Aviation Group—Chief Financial Officer, 27 years.
- International CPA Firm—Partner.
- Public accounting practice encompassing governmental agencies, general improvement districts, pension plans, nonprofit organizations, gaming entities, and real estate development.
- Financial consulting, feasibility studies, tax advisement, auditing, and regulatory financial reporting.
- Preparation and consultation related to reporting requirements of the Securities and Exchange Commission, federal and state regulatory agencies, and the Internal Revenue Service.

### **Professional Affiliations & Qualifications**

- Formerly licensed as a Certified Public Accountant in Nevada, California, and Florida.
- Former authorization to practice before the Nevada Gaming Control Board.
- Former authorization to practice before the Bureau of Indian Affairs.
- Former authorization to practice before the Internal Revenue Service.
- American Institute of Certified Public Accountants.
- Nevada Society of Certified Public Accountants—Reno Chapter, Past President.
- Nevada Society of Certified Public Accountants—Gaming Committee.
- Nevada Society of Certified Public Accountants—Auditing Committee.

### **Fire District & Civic Leadership**

- East Fork Fire Protection District, NV—Chairman, currently serving second four-year term.
- North Lake Tahoe Fire Protection District, NV—Former Chairman, 12 years.
- Extensive experience with Nevada special district governance, budgeting, financial oversight, policy development, and long-term fiscal decision-making.



**Eric A. Schmidt, MA, GISP**  
**Senior Associate | GIS-Data Analyst**

Mr. Schmidt has over thirty years of professional experience in mapping and geospatial technologies in both the private and public sectors. Over the last eleven years, he has been engaged full-time in local government, where he has gained substantial experience in enterprise GIS in support of Fire & EMS, Law Enforcement, and Emergency Management. In addition, he is experienced in supporting unified command and incident management teams for large-scale wildland fires and other regional events. Over the past two decades, he has participated in numerous standards of cover studies, ISO ratings, hazard mitigation studies, and community risk assessments. Mr. Schmidt has a strong vision for integrating GIS technologies into daily workflows and building a GIS-centric approach to large and small organizations.

**Professional Development & Education**

- Master of Arts, Appalachian State University, Boone, NC, 2001
- Bachelor of Arts, University of Tennessee, Knoxville, TN, 1991
- Public Leadership Certificate, University of Nevada, Reno, NV, 2013

**Licensure & Certifications**

- Geographic Information Systems Professional (GISP), GIS Certification Institute, 2007–Present
- FAA Remote Aircraft Pilot (UAS), 2021–Present
- GIS Surveyor License, South Carolina Board of Professional Engineers & Land Surveyors (*inactive*)

**Experience**

- Managing Partner, EM GIS Partners, LLC, Highland, FL, (*Remote*), 2015–Present
- GIS Coordinator, County of Franklin, VA, Rocky Mount, VA, 2018–Present
- GIS Supervisor, Douglas County, NV, Minden, NV, 2010–2018
- Director of Technology, Site Tech Systems, LLC, Murrells Inlet, SC, 2002–2009
- GIS Analyst, Sky Aviation, Georgetown, SC, 2000–2002
- Departmental Supervisor, University of Tennessee, Knoxville, TN, 1992–1997

**Associated Professional Accomplishments**

- Virginia Maps & Land Information Society (VAMLIS), Past President, 2020–2024
- Southwest Virginia (Region VI) All Hazards Incident Management Team (Type III), 2019–Present
- Nevada Geographic Information Society, Board of Directors 2012–2018, Vice President, 2013–2016
- Support Services Volunteer, Midway Fire-Rescue, Pawleys Island, SC, 2005–2010



**James Angle** MBA, BS, EFO, CFO  
**Senior Associate | Data Analyst**

Chief Angle has substantial experience in data collection and analysis, evaluation of processes, planning skills, presentation skills, very familiar with computers and software for publishing and data analysis, research and evaluation of applicable standards, regulations, and best practices as they apply to organizational programs. Specific experience and expertise related to the governance and operation of special fire districts. He has experience working in a team environment requiring strong collaboration and communication skills, along with critical thinking and problem solving are strengths.

**Educational Background & Certifications**

- Master's Degree in Business Administration—Nova University
- Bachelor of Science Degree in Fire Science and Safety Engineering—University of Cincinnati
- Executive Fire Officer
- Chief Fire Officer Designate
- Institute of Fire Engineers, U.S. Branch—Member Grade

**Professional Experience**

- Fire Commissioner—Palm Harbor Special Fire Control and Rescue District
- Program Director (Retired)—St. Petersburg College, Fire and Public Safety Training Center
- Fire Chief (Retired)—Palm Harbor Special Fire Control and Rescue District
- Battalion Fire Chief—South Trail Special Fire Control and Rescue District
- Fire Department Training/Safety Officer—South Trail Special Fire Control and Rescue District

**Associated Professional Accomplishments**

- Author—Occupational Safety and Health in the Emergency Services 4th Edition Textbook, Jones, and Bartlett Publishers
- Co-Author—Firefighting Strategies and Tactics 3rd Edition Textbook, Jones, and Bartlett Publishers
- Served as President and as the Executive Director of the Florida Association of Special Districts
- Awarded the Florida Fire Chiefs' Fire Chief of the Year, 2010
- Palm Harbor Chamber's Palm Harbor Citizen of the Year, 2012
- Awarded the Paul Harris Fellow by the Palm Harbor Rotary

**Melissa Vazquez Swank, MA, BA****Senior Associate | Director of Project Operations**

Melissa Vazquez Swank is an accomplished Director of Project Operations with over 11 years of experience in project management and administration. She excels in overseeing the full project lifecycle, from proposal development through to completion, ensuring comprehensive planning, meticulous tracking, and thorough documentation. Her expertise spans critical project functions, including RFP/RFQ analysis, scope development, and quality assurance, ensuring seamless project execution and client satisfaction.

A strategic leader, Melissa is adept at optimizing productivity by implementing sustainable, efficient practices that minimize resource waste while maximizing output quality. Her focus on accuracy and attention to detail ensures all deliverables consistently meet high standards. She is also experienced in recruitment, onboarding, and team development, strengthening project teams and enhancing organizational competitiveness. Her passion for precision and quality permeates every aspect of her work, making her an invaluable asset in driving operational excellence and fostering a culture of continuous improvement across all projects.

**Professional Development & Education**

- Portland State University MA, Public History/Native American History, 2010–2013
- Portland State University BA, History, 2007–2009

**Professional Experience**

- Director of Project Operations at AP Triton, November 2022–Present
- Professional Services Manager at AP Triton, September 2021–October 2022
- Owner of 3:17 Associates, Principal Consultant, 2021–Present
- Quality Assurance & Recruitment Specialist at Emergency Services Consulting International (ESCI), January 2020–August 2021
- Recruitment Specialist at ESCI, July 2017–January 2020
- Technical Proofer and Quality Assurance Specialist at ESCI, March 2015–January 2020
- Adjunct Research Assistant at Portland State University, December 2015–2018
- Freelance Virtual Assistant, December 2014–Present
- Project Administrator at ESCI, September 2013–June 2014

**Select Project Experience**

- Alameda City FD, CA—CRA-SOC
- Central FD (Santa Cruz County, CA)—Master Plan & Strategic Plan
- Central Pierce FR, WA—Strategic Plan
- Escondido Fire Department, CA—Community Risk Assessment, Standards of Cover, Ambulance Service Fee Study, and EMS Program Assessment
- Evergreen Fire/Rescue, CO—Strategic Plan
- Greeley Fire Department, CO—Organizational and Operational Assessment
- Greeley Police Department, CO—Organizational and Operational Assessment
- Livermore Pleasanton Fire Department, CA—CRA-SOC
- McMinnville Fire District, OR—Master Plan and CRA-SOC
- Santa Barbara FD—CRA-SOC & Performance Update

# PROJECTS & EXPERIENCE

The following is a representative selection of AP Triton's clients and completed projects. Our consultants have conducted studies across the United States, providing customized solutions that reflect local needs while aligning with national best practices.

## Project Description

- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment:
- Community Risk/Service Delivery Analysis:
- Consolidation Feasibility Study:
- Consolidation Feasibility Study:
- Fire & EMS Municipal Service Review:
- Fire & EMS Organizational & Staffing Analysis:
- Fire Department Cooperative Services Study:
- Fire Department EMS Analysis:
- Fire Services Analysis:
- Fire Station & CRA/SOC Study:
- Fire Station Location Study:
- Fire/EMS Assessment:
- Long-Range Fire Department Master Plan:
- Long-Range Master Plan:

## Client Organization

Coalinga Fire Department (CA)  
Davidson Fire Department (NC)  
Escondido Fire Department (CA)  
La Verne Fire Department (CA)  
Marysville Fire District RFA (WA)  
Medford Fire Department (OR)  
San Ramon Valley Fire Protection District (CA)  
Santa Barbara (City) Fire Department (CA)  
Tulare Fire Department (CA)  
Alameda (City) Fire Department (CA)  
Bainbridge Island Fire Department (WA)  
Livermore-Pleasanton FD (CA)  
San Ramon Valley FPD (CA)  
South San Joaquin Fire Authority (CA)  
Umatilla County Fire District #1 (OR)  
Vacaville Fire Department (CA)  
Vandalia Fire Department (OH)  
Santee Fire Department (CA)  
Elk Creek Fire Protection District (CO)  
Flagstaff (AZ)  
Placer LAFCO (CA)  
Town of Stowe (VT)  
Golden/Fairmount/Pleasant View FDs (CO)  
Escondido Fire Department (CA)  
Williston Fire Department (VT)  
Montecito FPD (CA)  
Portland Fire Department (TX)  
Pflugerville Fire Department (TX)  
Templeton Fire & Emergency Services (CA)  
Fairfield Fire Department (CA)

## Project Description

- Management Audit:
- Master Plan & Community Risk Assessment:
- Master Plan & CRA-SOC:
- Master Plan & Strategic Plan:
- Master Plan (Fire Service Analysis):
- Master Plan, CRA-SOC, Ambulance Modeling:
- Master Plan/CRA-SOC Update:
- Master Plan/CRA-SOC Update:
- Master Plan/CRA-SOC:
- Master Plan/SOC:
- Master Plan:
- Master Plan:
- Master Plan:
- Master Plan:
- Master Plan:
- Master Plan:
- Optimization Study:
- Organizational & Operational Analysis:
- Organizational & Operational Assessment:
- Organizational & Operational Assessment:
- Organizational & Staffing Analysis:
- Organizational Analysis:
- Performance Update:
- Strategic Plan Development:
- Strategic Plan Update:
- Strategic Plan:
- Strategic Plan:
- Strategic Plan:
- Strategic Plan:
- Strategic Plan:
- Strategic Plan:
- Strategic Plan:
- Strategic Plan:
- Strategic Plan:
- Strategic Plan:
- Strategic Plan:

## Client Organization

Menlo Park Fire Protection District (CA)  
Brigham City Fire Department (UT)  
Central Fire District of Santa Cruz County (CA)  
Redmond Fire & Rescue (OR)  
Napa (City) Fire Department (CA)  
McMinnville Fire District (OR)  
Salinas Fire Department (CA)  
Santa Maria FD (CA)  
South Placer Fire District (CA)  
Rancho Cucamonga (CA)  
American Canyon Fire Protection District (CA)  
Napa County Fire Department (CA)  
Santa Cruz County FD (CA)  
Sierra Madre (CA)  
Timber Cover Fire Protection District (CA)  
Whitefish Fire Department (MT)  
Alameda County Fire Chiefs Association (CA)  
City of Napa Fire Department (CA)  
Greeley Police Department (CO)  
Greeley Fire Department (CO)  
Mariposa County Sheriff's Office (CA)  
Grand Junction Fire Department (CO)  
Santa Barbara City (CA)  
Evergreen Fire/Rescue (CO)  
Riverside County LEMSAs (CA)  
Aspen Fire Department (CO)  
Bend Fire & Rescue (OR)  
Blaine County Ambulance Service District (ID)  
Central Fire District of Santa Cruz County (CA)  
Davidson Fire Department (NC)  
La Verne Fire Department (CA)  
Menlo Park Fire Protection District (CA)  
North View Fire District (UT)  
Osage Beach Fire Protection District (MO)  
South Placer Fire District (CA)  
Umatilla County Fire District #1 (OR)

# CLIENT REFERENCES

The following is a selection of AP Triton's extensive portfolio, showcasing a range of projects and studies we have successfully completed. **Where available, the project title is directly linked to its final report for easy access.** This list is far from exhaustive, and additional references are readily available upon request.

## City of Alameda Fire Department (California)

**Project Title & Description:** [Community Risk Assessment & Standard of Cover](#)

AP Triton developed a Community Risk Assessment and Standards of Cover (CRA/SOC) for the Alameda Fire Department in accordance with CPSE guidelines. The phased, objective-based study included a deployment analysis and recommendations for future service enhancements aligned with state and national best practices.

|                         |                          |                       |                     |
|-------------------------|--------------------------|-----------------------|---------------------|
| <b>Client Contact:</b>  | Nicolas Luby, Fire Chief | <b>Year:</b>          | 2024                |
| <b>Client Phone:</b>    | 510-337-2102             | <b>Client E-Mail:</b> | nluby@alamedaca.gov |
| <b>Project Manager:</b> | Clay Steward             | <b>Status:</b>        | Complete            |

## Arcata Fire Protection District (California)

**Project Title & Description:** [Community Risk Assessment & Standards of Cover](#)

AP Triton completed a CRA/SOC to align service delivery with community risk and projected growth. The study included data analysis, stakeholder engagement, GIS risk mapping, and 18 recommendations supported by a financial feasibility review to guide long-term planning. (Contract: \$109,123)

|                         |                          |                       |                        |
|-------------------------|--------------------------|-----------------------|------------------------|
| <b>Client Contact:</b>  | Chris Emmons, Fire Chief | <b>Year:</b>          | 2025                   |
| <b>Client Phone:</b>    | 707-825-2000             | <b>Client E-Mail:</b> | cemmons@arcatafire.org |
| <b>Project Manager:</b> | David Rocha              | <b>Status:</b>        | Concluding             |

## La Verne Fire Department (California)

**Project Title & Description:** [Community Risk Assessment-Standards of Cover](#)

AP Triton conducted a CPSE 6th Edition-compliant CRA/SOC for La Verne Fire Department, analyzing response performance and identifying opportunities for improvement. The report established performance objectives and deployment standards to enhance resource effectiveness.

|                         |                        |                       |                       |
|-------------------------|------------------------|-----------------------|-----------------------|
| <b>Client Contact:</b>  | Chris Nigg, Fire Chief | <b>Year:</b>          | 2022                  |
| <b>Client Phone:</b>    | 949-375-1919           | <b>Client E-Mail:</b> | Cnigg@lavernefire.org |
| <b>Project Manager:</b> | Kurt Latipow           | <b>Status:</b>        | Completed             |

### City of Paso Robles Fire & Police (California)

**Project Title & Description:** [Community Risk Assessment-Standard of Cover \(Fire\) & Organizational & Operational Analysis \(Police\)](#)

AP Triton was retained by the City of Paso Robles to complete two coordinated public safety projects: a Community Risk Assessment and Standards of Cover (CRA-SOC) for Paso Robles Fire and Emergency Services (PRFES), and a comprehensive Staffing Study for the Paso Robles Police Department (PRPD). The dual-project structure provided a unique opportunity to integrate evaluation efforts, streamline data collection, and deliver cohesive insights to support the City's long-term public safety strategy.

For PRFES, AP Triton completed a comprehensive CRA-SOC consistent with the Center for Public Safety Excellence (CPSE) and Commission on Fire Accreditation International (CFAI) methodology.

Recommendations focused on increasing efficiency, strengthening community engagement, supporting officer wellness, and aligning staffing models with contemporary best practices.

|                            |                                |                       |                       |           |
|----------------------------|--------------------------------|-----------------------|-----------------------|-----------|
| <b>Contact Name/Title:</b> | Jonathan Stornetta, Fire Chief |                       | <b>Year:</b>          | 2025      |
| <b>Client Phone:</b>       | 805-227-7560                   | <b>Client E-Mail:</b> | JStornetta@prcity.com |           |
| <b>Project Manager:</b>    | Kurt Latipow                   |                       | <b>Status:</b>        | Completed |

### Santee Fire Department (California)

**Project Title & Description:** [CRA & Long-Range Service Delivery Analysis](#)

AP Triton analyzed service performance and community risk to identify system improvement opportunities and establish measurable performance standards for resource deployment and effectiveness.

|                         |                               |                       |                                |          |
|-------------------------|-------------------------------|-----------------------|--------------------------------|----------|
| <b>Client Contact:</b>  | Justin Matsushita, Fire Chief |                       | <b>Year:</b>                   | 2023     |
| <b>Client Phone:</b>    | 619-258-4100                  | <b>Client E-Mail:</b> | jmatsushita@cityofsanteeca.gov |          |
| <b>Project Manager:</b> | Kurt Latipow                  |                       | <b>Status:</b>                 | Complete |

### City of Santa Barbara (California)

**Project Title & Description:** [Community Risk Assessment/Standards of Cover](#)

AP Triton completed a CRA/SOC Deployment Analysis for Santa Barbara Fire Department, including data-driven recommendations for service improvements and evaluation of automatic and mutual aid benefits based on department metrics and national standards.

|                         |                          |                       |                            |           |
|-------------------------|--------------------------|-----------------------|----------------------------|-----------|
| <b>Client Contact:</b>  | Chris Mailes, Fire Chief |                       | <b>Year:</b>               | 2022      |
| <b>Client Phone:</b>    | 805.564.4707             | <b>Client E-Mail:</b> | cmailes@SantaBarbaraCA.gov |           |
| <b>Project Manager:</b> | Kurt Latipow             |                       | <b>Status:</b>             | Completed |

**Central Fire District (California)****Project Title & Description:** **Long-Range Master Plan & Customer-Centered Strategic Plan**

AP Triton was retained to research, write, and produce a Long-Range Master Plan including a Community Risk Assessment and Standards of Cover consistent with Center for Public Safety Excellence's guidelines. The development of the Long-Range Master Plan is to be followed by a Customer-Centered Strategic Plan for the District.

|                         |                       |                       |                             |
|-------------------------|-----------------------|-----------------------|-----------------------------|
| <b>Client Contact:</b>  | Jason Nee, Fire Chief | <b>Year:</b>          | 2022                        |
| <b>Client Phone:</b>    | 831.479.6842          | <b>Client E-Mail:</b> | jason.nee@centralfiresc.org |
| <b>Project Manager:</b> | Kurt Latipow          | <b>Status:</b>        | Completed                   |

**Montecito FPD & Carpinteria-Summerland FPD (California)****Project Title & Description:** **Fire Station Location Study & Community Risk/SOC**

AP Triton was engaged to develop a comprehensive fire station location study with the intent of determining if a shared facility is feasible. In addition, the study includes a variety of elements that entail community risk assessments and a standards of cover analysis. Once completed Triton will facilitate a Customer-Centered Strategic Plan for each.

|                            |                    |                |           |
|----------------------------|--------------------|----------------|-----------|
| <b>Contact Name/Title:</b> | Chief Kevin Taylor | <b>Year:</b>   | 2021      |
| <b>Primary Phone:</b>      | 805.755.3024       |                |           |
| <b>Project Manager:</b>    | Kurt Latipow       | <b>Status:</b> | Completed |

**Napa County Fire Department (California)****Project Title & Description:** **Master Plan & CRA-SOC**

Napa Fire County Department engaged the services of AP Triton to conduct a Long-Range Fire Department Master Plan inclusive of a Community Risk Assessment: Standards of Cover Deployment Analysis. The Triton Team analyzed the data provided by the department as well as others to determine the current levels of response performance. From this analysis, the team identified factors influencing risk and response performance and has identified opportunities for delivery system improvement. The document concluded with findings and recommendations categorized as short, medium, and long-term. (Contract cost: \$64,760)

|                            |                          |                       |                          |
|----------------------------|--------------------------|-----------------------|--------------------------|
| <b>Contact Name/Title:</b> | Jason Martin, Fire Chief | <b>Year:</b>          | 2023                     |
| <b>Client Phone:</b>       | 707-299-7656             | <b>Client E-Mail:</b> | Jason.Martin@fire.ca.gov |
| <b>Project Manager:</b>    | Kurt Latipow             | <b>Status:</b>        | Completed                |

# CLIENT TESTIMONIALS

- AP Triton communicated clear timelines from the outset and provided multiple opportunities for us to clarify and adjust the scope of our project. Most impressively, the AP Triton team remained responsive and assisted the Seattle Fire Department well beyond the completion of our evaluation. AP Triton's reputation as a leader in the industry is well earned.

—Harold D. Scoggins, *Fire Chief, Seattle Fire Department, Washington*

- It was a pleasure working with your staff. Our Project Manager did a fantastic job, and the others on the team were very good to work with. All were knowledgeable and experienced in their fields. The well-rounded team ensured a complete and accurate report. We hope to work with your team again in the future.

—Brandon Thueson, *Fire Chief, Brigham City Fire Department, Utah*

- The experience with you and your team has been amazing. The expertise you have brought to the project has been valuable to many leaders and has definitely helped us move forward. The time you have spent listening to the diversity of needs and opinions has built trust and confidence in the work that has been done and I believe we will use this report to guide us moving forward.

—Kristie Hammitt, *City Manager, City of Eugene, Oregon*

- I highly recommend them to any fire department or EMS agency looking to get perspective from consultants that use data and many years of experience and wisdom to make informed determinations. It is obvious that they know their stuff. We are very pleased with the results.

—Jeremiah Jones, *Deputy Fire Chief, North View Fire District, Utah*

- Working with the AP Triton team was a great learning experience for all of us. Our project manager took the time to walk us through the process and gather the information necessary to make positive changes for our department. Our final report was detailed and gave us a number of options to make our organization more efficient, work together better and make our community happier with our services. We highly recommend them!

—Shaun McGinnis, *Fire Chief, Bellows Falls Fire Department, Vermont*

- Exceptional product and process! Very pleased with the experience with AP Triton. The Project Manager and Project Team were extremely knowledgeable, professional, and exceptional to work with. I would like to bring them back for more projects in the future.  
—Mandy Pomeroy, *County Administrator, Blaine County, Idaho*
- The AP Triton team provided well-researched information that I believe will help my Commission make informed decisions. My Commission was pleased with the outcome of the financial analysis and recently contracted AP Triton for a much more comprehensive study.  
—Michelle McIntyre, *Executive Officer, Placer County LAFCO, California*
- Working with AP Triton to develop our Fire Department Master Plan, Community Risk Reduction (CRR), and Standards of Coverage (SOC) has been an exceptional experience. Their team's expertise, professionalism, and collaborative approach ensured a comprehensive analysis tailored to Sierra Madre's unique needs. We want to specifically recognize Project Manager Clay Steward for his outstanding contributions in data engineering and analytics. His ability to transform complex data into actionable insights was instrumental in shaping a strategic, data-driven plan for our fire department. Additionally, John Binaski's extensive experience in the fire service, particularly his leadership as a Fire Chief, brought invaluable real-world knowledge to the process. His guidance ensured the recommendations were both practical and visionary, reflecting a deep understanding of fire service operations and community needs. AP Triton's dedication to excellence and their team's unparalleled expertise have significantly enhanced our ability to serve and protect the Sierra Madre community. We are truly grateful for their partnership in advancing our mission.  
—Brent Bartlett, *Fire Chief, Sierra Madre Fire Department, California*

# AP TRITON'S CERTIFICATE OF **INSURANCE & LITIGATION**

AP Triton, LLC maintains liability insurance as shown on the following page. AP Triton has no past and/or pending litigation or unresolved lawsuits. Because AP Triton utilizes an entirely independent pool of contractors, we are exempt from carrying Workers' Compensation insurance. Each of our contractors carries their own liability insurance.

## **Conflict of Interest Statement**

---

AP Triton has neither directly nor indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation including, but not limited to, the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.

AP Triton is not presently suspended or otherwise prohibited by any government from participating in this solicitation or any other contract to follow thereafter. Neither AP Triton nor anyone associated with AP Triton has any potential conflict of interest because of or due to any other clients, contracts, or property interests in this solicitation or the resulting project. If a conflict of interest is identified in the provision of services, AP Triton will immediately notify the client in writing.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/3/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                            |                                                                                                                                                                         |                          |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| PRODUCER<br>Alkeme Insurance Services<br>111 Corporate Drive #200<br>Ladera Ranch CA 92694 | CONTACT<br>NAME: Helen Westfall<br>PHONE (A/C, No, Ext): 707.382.3074<br>E-MAIL: hwestfall@alkemeins.com<br>ADDRESS: hwestfall@alkemeins.com                            | FAX (A/C, No):           |
| INSURED<br>AP Triton LLC<br>1309 Coffeen Avenue, Suite 3178<br>Sheridan WY 82801           | INSURER(S) AFFORDING COVERAGE<br>INSURER A: Markel Insurance Company<br>INSURER B: Hiscox Insurance Company Inc<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F: | NAIC #<br>38970<br>10200 |

## COVERAGES

CERTIFICATE NUMBER: 1939440708

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                             | ADDL INSD | SUBR WVD | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                            |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|----------------|-------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC<br>OTHER: | Y         | Y        | GPP3445-01     | 3/27/2026               | 3/27/2027               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ |
| A        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY                    | Y         | Y        | GPP3445-01     | 3/27/2026               | 3/27/2027               | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$                                                                         |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION \$ 10,000                                                                            | Y         | Y        | GPP3444-01     | 3/27/2026               | 3/27/2027               | EACH OCCURRENCE \$ 1,000,000<br>AGGREGATE \$ 1,000,000<br>Prod/Comp Agg. \$ 1,000,000                                                                                                                                             |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                        | Y/N       | N/A      |                |                         |                         | PER STATUTE<br>OTH-ER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                                                                                                 |
| B        | Professional Liability                                                                                                                                                                                                                                                                                                        |           |          | P106.338.730.1 | 3/27/2026               | 3/27/2027               | Each Claim Aggregate 3,000,000<br>3,000,000                                                                                                                                                                                       |

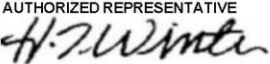
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate Holder(s) is/are named as additional insureds with respect to coverage provided under the following forms:

GL: MGL 1241 03 14 - Commercial General Liability Enhancement  
XS: MUB 0001 03 14 - Excess/Umbrella Policy  
XS: MDUB 1000 03 14 - Excess/Umbrella Declaration

\*Please note Copyright Laws apply to the Acord form prohibiting us from modifying the cancellation clause. However, per TDW Risk Management Associates procedures we will notify you within 30 days if said policy cancels for any reason other than non-payment. In the event that the policies cancel for non-payment, you will be notified within 10 days

## CERTIFICATE HOLDER

## CANCELLATION

|                    |                                                                                                                                                                |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Proof of Insurance | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|                    | AUTHORIZED REPRESENTATIVE<br>                                              |

© 1988-2015 ACORD CORPORATION. All rights reserved.