

**NORTH LAKE TAHOE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
March 15, 2017**

1 **LOCATION:** 863 Tanager, Incline Village, Nevada.

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3 **MEETING CALLED TO ORDER:** Chair Perry called the meeting to order at
4 12:01 p.m.

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6 **ROLL CALL OF THE NORTH LAKE TAHOE FIRE PROTECTION BOARD OF**
7 **DIRECTORS:** Upon roll call, the following Board Members were
8 present, Dennis Perry, Chair; Susan Herron, Vice Chair; Denise Bremer,
9 Secretary-Treasurer; James Costalupes, Director; Greg McKay, Director.

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11 **GUESTS PRESENT:** Ryan Sommers, Fire Chief; Sharon Cary, Business
12 Manager; Jason D. Guinasso, Legal Counsel; Jeff Sambrano, Battalion Chief;
13 Tia Rancourt, NLTFPD; Alan Green, NLTFPD; Carol Green, NLTFPD; Erick
14 Rodriguez, NLTFPD; Isaac Powning, NLTFPD; Eric Darragh, NLTFPD; Todd
15 Basset, NLTFPD; Jeff Cutler, NLTFPD; Jake Fonken, NLTFPD; Alex Hughes,
16 NLTFPD; Scott Woodcock, NLTFPD; Tim Allen, NLTFPD; Jay Euse, NLTFPD;
17 Beckie Dunn-Spomer, NLTFPD; Doug Flaherty, President for Tahoe Sierra
18 Clean Air Coalition.

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20 **APPROVAL OF AGENDA:** Chair Perry asked for any changes. No changes
21 were made to the agenda items; Chair Perry deemed it approved as
22 submitted.

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24 **NRS 241.020 RE: PUBLIC COMMENT: This is a Time for the Public to**
25 **Comment on any Matter, Whether or Not it is Included on the Agenda**
26 **of this Meeting.** None.

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28 **CONSENT AGENDA:** Chair Perry asked for any changes. No changes were
29 made to the consent agenda items; Chair Perry deemed them approved as
30 submitted.

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32 **APPROVAL OF MINUTES OF THE FEBURARY 15, 2017 BOARD OF**
33 **DIRECTORS MEETING.**

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35 **APPROVAL OF ACCOUNTS PAYABLE REPORT FOR FEBRUARY 2017.**

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37 **APPROVAL OF THE MONTHLY MANAGEMENT REPORT FOR FEBRUARY**
38 **2017.**

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43 **NEW BUSINESS:**

44

45 **1. Discussion for Possible Action to Award the Contract for the**
46 **North Lake Tahoe Fire Protection District's Annual Audit of**
47 **Fiscal Year 2016-2017. (Presented by Sharon Cary, Business**
48 **Manager)**

49 Business Manager Cary said the in accordance with NRS statute the
50 District must have an independent audit every year. The District's
51 recommendation is to hire Eide Bailly, formerly known as Kafoury
52 Armstrong. They have been our auditors for the past several years.
53 Their bid is \$40,000.00 for this year's audit. The contract must be
54 approved by March 31, 2017. Ms. Cary apologized to Director Perry for
55 the misspelling of his name and said the corrected engagement letter
56 will be sent to the District for Chair Perry's signature. Director Herron
57 made a motion to award the contract for the North Lake Tahoe Fire
58 Protection District's annual audit for fiscal year 2016-2017 in an
59 amount not to exceed \$40,000.00 to Eide Bailly. Director Bremer
60 seconded the motion. Chair Perry asked the question, what the
61 amount of last year's contract was. Business Manager Cary responded
62 that it was \$38,000 and that it has varied over the last few years.
63 Motion passed 5-0.

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65 **2. Discussion for Possible Action to approve Interlocal Contract**
66 **(Wildland Fire Protection Plan) Between North Lake Tahoe Fire**
67 **Protection District and Nevada Division of Forestry. (Presented**
68 **by Ryan Sommers, Fire Chief)**

69 Chief Sommers explained the contract in the packet is a chance to
70 renew the District's annual local agreement with Nevada Division of
71 Forestry (NDF). It is called the Wildland Fire Protection Plan (WFPP); it
72 is a state-wide agreement where the State enters into this contract
73 with multiple entities around the state. There are only two entities in
74 the state that do not participate. The District would pay an annual fee
75 of \$60,000 to NDF as an in insurance plan of sorts. They provide
76 financial reimbursement for any fires that occur on state lands. The
77 District also gets the use of their hand crews when available, at no
78 additional costs. The District has used them in the off season and with
79 the recent storms has utilized them to help with the digging out of
80 hydrants. Chief Sommers presented a handout that was not in the
81 board packet, about the provisional changes to the plan from last year
82 to this year. One of the big changes is that an entity must contact
83 NDF's duty officer at the time of the wildland fire; this includes any
84 aircraft and ground resources that may be responding. This is

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85 implemented to avoid unauthorized billings and to avoid the blanket
86 statement from before, which allowed an entity to respond to a fire
87 and then immediately bill the NDF. The District has communication
88 with NDF at least once a week and maintains a good relationship with
89 them. There are also other perks that allow for assistance with the
90 District's prescribed burns and other projects that require extra
91 staffing; this document allows the District to get the added resources
92 with no additional cost. Chief Sommers mentioned that Isaac
93 Powning, Fuels Management Officer has done a lot of research on this
94 and has been in contact with the state he can answer any questions
95 regarding the plan.

96 The NDF will also act as a broker for the District on any out of state
97 fires that the District responds to; the NDF will pay the District and
98 then seek payment from the responsible parties. Chief Sommers
99 asked for any questions.

100 Chair Perry asked if \$60,000 was the upfront annual fee. Chief
101 Sommers and Business Manager Cary responded that it is a quarterly
102 payment. Chair Perry asked if it includes the NDF resources at no
103 cost, such as hand crews and aircraft. Chief Sommers responded yes,
104 as long as we get the approval, at the time of the incident, from their
105 duty officer as stated in the plan. Chair Herron asked if the \$60,000 is
106 the same cost as last year. Chief Sommers responded, yes. Director
107 McKay asked how long many years we have been doing this contract.
108 Chief Sommers responded this year-would be four years.

109 Director Herron made a motion to approve the Interlocal Contract
110 (Wildland Fire Protection Plan) between North Lake Tahoe Fire
111 Protection District and Nevada Division of Forestry. Director McKay
112 seconded the motion. Motion passed 5-0

113 Chief Sommers said Devon Reese Legal Counsel has reviewed and
114 approved it.

115
116 **3. Discussion for Possible Action for emergency purchase of**
117 **equipment to access emergency water supply (Fire Hydrants).**
118 **(Presented by Ryan Sommers, Fire Chief)**

119 Chief Sommers explained the proposal in the board packet to purchase
120 equipment to access emergency water supply. Due to the extreme
121 amount of snow the District received this year the need to access not
122 only hydrants but also gas meters; makes the necessity of this
123 equipment dire. Assistant Fire Marshall, Mark Regan has been working
124 with Federal Emergency Management Agency (FEMA) on a county wide
125 aspect of the flooding and other issues facing the County this year.
126 Chief Sommers and Assistant Fire Marshall Regan suggested it would

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127 be a good time to try to purchase equipment to help with the extreme
128 snow removal. Chief Sommers presented the letter in the packet to
129 the FEMA representative, after reading the proposal the representative
130 from FEMA concurred that the District had a serious issue. The FEMA
131 representative was quoted as saying, "What would you like" Chief
132 Sommers said we would like to get some heavy equipment, a frontend
133 loader with a blower, to access the hydrants and remove the extreme
134 amounts of snow. Verbally the FEMA representative stated that if you
135 can do it, order the equipment. The FEMA representative said "he is
136 the person who approves the funding for our area and would
137 guarantee with 99.9% assurance FEMA be able to reimburse the
138 District for the cost of the purchase of such equipment in the time of
139 this emergency". This all happened within the last seven days, in
140 order to get the motion on the agenda in a timely manner, Chief
141 Sommers said there would be more information to follow. Chief
142 Sommers has been in contact with several vendors; however no one
143 on the west coast has any equipment available until May. The District's
144 Logistics Manager, Alan Green, has a contact in town that has a
145 Caterpillar 907H compact loader and wants to sell it immediately. The
146 crews looked over and inspected the loader yesterday; it will fit our
147 needs perfectly. The District cannot wait till May to purchase
148 equipment. Chief Sommers discussed the prices of similar loaders
149 with bucket only, are \$120,000.00 and the blower attachment would
150 be an additional \$7,000.00. The gentleman in town has a 2014 loader
151 with the bucket, blower and forks (to use as a forklift as needed) for
152 \$120,000.00. Chief Sommers promised to do his due diligence to go
153 after the FEMA funding, however, it is the Federal Government and it
154 could take three or four weeks. FEMA could reimburse us anywhere
155 from 50% to less than 100% of the market value of the loader as of
156 the day they sign the agreement. Chief Sommers estimates that the
157 actual percentage will be closer to 75% of the cost. Chief Sommers
158 did inquire with Caterpillar about the price of the loader, they
159 concurred it was a fair price at \$120,000 they also offered to broker
160 the deal for a fee; However the District will negotiate the price with
161 the seller on its own. Chief Sommers asked for any questions.
162 Director Costalupes asked if the price at \$120,000.00 included the
163 loader and the attachments. Director Costalupes said if so it's a really
164 good deal. Chief Sommers answered; yes the price includes all three
165 attachments as mentioned above. Chief Sommers then instructed the
166 Board to review the handout with the specs on the loader. There is a
167 definite cost saving to purchasing this equipment. The District would
168 save close to \$300,000.00 in man-hours accessing the hydrants. The

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169 hand out represents what the costs would be if we had to pay for the
170 assistance of the hand crews from the NDF. When presenting to FEMA,
171 the District must show what the cost would be without the WFPP
172 agreement in place.

173 Director Herron asked Counsel if we could purchase without going out
174 to bid on this purchase. Legal Counsel responded by saying it would
175 fall under the emergency provision of the NRS statute.

176 Director Herron asked where the purchase funds would come from
177 because it is an unbudgeted expense. She asked if it would come out
178 of our Capital funds. Sharon Cary, Business Manager responded; yes
179 and it would mean augmenting the budget.

180 Director Costalupes asked if the bucket was a four in one, and said if
181 so it would be convenient for branch removal and such, he then said
182 that the bucket and blower could not be used at the same time;
183 however it is still a great machine and it will earn its money back.

184 Chief Sommers responded that it is a four in one with a 1.6 yard
185 bucket. Chief Sommers said that in researching the different
186 equipment, having a frontend loader would provide the lift as a skid
187 could not reach high enough to do the step down for the snow removal
188 needed to reach the hydrants in the District.

189 Director Costalupes then stated that the District has gotten its money's
190 worth out of the current loader which was purchased many years ago,
191 it was a 1961, he believes. Chief Sommers responded by saying yes,
192 it's a 1972 and it needs close to \$10,000 worth of work at this time.

193 Director Perry asked for questions or comments.

194 Director Herron made a motion to authorize the emergency purchase
195 of equipment to access emergency water supply (fire hydrants) in an
196 amount not to exceed \$120,000.00 and these funds will come from the
197 capital project budget and that Fire Chief Sommers will pursue FEMA
198 reimbursement for this purchase. Director McKay seconded the
199 motion.

200 Director Perry asked if \$120,000 is enough, and is there going to be
201 any hidden funds associated with the purchase and if there is then the
202 purchase could not proceed. Chief Sommers responded and said the
203 seller gave him the price of \$120,000.00 over the phone yesterday.

204 Legal Counsel, Jason D. Guinasso; referenced for the record the statute
205 referred to earlier, that allows for emergent circumstances. NRS
206 332.112 Emergency contracts, which reads *"For the purposes of this*
207 *section, an "emergency" is one which: (a) Results from the occurrence*
208 *of a disaster, including, but not limited to, fire, flood, hurricane, riot,*
209 *power outage or disease; or (b) May lead to impairment of the health,*
210 *safety or welfare of the public if not immediately attended to. 2. If the*

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211 *authorized representative, chief administrative officer or governing*
212 *body of the local government determines that an emergency exists*
213 *affecting the public health, safety or welfare, a contract or contracts*
214 *necessary to contend with the emergency may be let without*
215 *complying with the requirements of this chapter. If such emergency*
216 *action was taken by the authorized representative or chief*
217 *administrative officer, he or she shall report it to the governing body*
218 *at its next regularly scheduled meeting". Mr. Guinasso informed the*
219 Board that the order of motions needed to be: first the Board should
220 make a motion to establish an emergent circumstance exists. Second
221 the Board should make a motion to authorize the purchase.
222 Director Herron withdrew her original motion, with the permission of
223 her second.
224 Director Herron made a motion to find an in accordance with NRS
225 332.112, that there is an emergent circumstance to allow the purchase
226 of equipment. Motion was seconded by Director Bremer.
227 Motion passed 5-0
228 Director Herron made Motion to authorize the emergency purchase of
229 equipment to access emergency water supply (fire hydrants) in the
230 amount of not to excess \$120,000.00 and these funds will come from
231 the capital project budget and that Fire Chief Sommers will pursue
232 FEMA reimbursement for this purchase. Director McKay seconded the
233 motion. Motion passed 5-0

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235 **4. Presentation of District Overview (Presented by Ryan**
236 **Sommers, Fire Chief)**

237 Fire Chief, Ryan Sommers presented his PowerPoint Presentation,
238 titled *BOD Orientation*, see attachment Appendix A.
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240 **5. Presentation of Union Overview in relation to Collective**
241 **Bargaining Agreement (presented by Carol Green, Local 1239**
242 **Union President)**

243 Local 1239 Union President, Captain Carol Green presented her
244 PowerPoint Presentation, *I.A.F.F. LOCAL 2139 Orientation*, a brief
245 explanation of Local 1239's part in our District. See attachment
246 Appendix B
247

248 **Old Business:** None
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253 **Reports:**

254 ***Legal Counsel Reports.**

255 No report

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257 ***Board of Director Comments/ Reports.**

258 No report

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260 ***Fire Chief Reports (Fire Chief, Ryan Sommers)**

261 Fire Chief Ryan Sommers said the Avalanche Tabletop did not happen
262 as planned, it became a smaller meeting on how to handle the debris,
263 there will be follow up meeting in the future. The District has improved
264 its relationship with Washoe County Emergency Management and Chief
265 Sommers has been in constant contact with Rich Thompson, Washoe
266 County roads department is doing a great job under the
267 circumstances.

268 Chief Sommers discussed the condition and snow levels on the roof at
269 Station 13, the structural engineer suggested that there be no more
270 than seven feet of snow on the roof. The District closed the station
271 because there were concerns of structural defaults. The District hired
272 a company to remove the snow, they experienced some difficulties in
273 removing the snow; however there were no injuries to anyone and the
274 station is back open.

275 The Academy graduation ceremony is Friday March 17th at 6 pm in
276 Carson City, Chief Sommers extended an invitation to anyone who
277 wanted to attend. The District has three graduates; they will be
278 starting on shift Monday the 20th, Wednesday the 22nd and Friday the
279 24th respectively to their assigned shifts.

280 Chief Sommers updated the Board on the status of the Department of
281 Insurance Claim regarding the wrecked ambulance; they have
282 received the claim and it is in the review process.

283 Chief Sommers asked for questions. Director McKay asked about
284 Station 13; are there any future plans to alleviate the situation. Chief
285 Sommers discussed the option to grade out an area on the left side of
286 the station to allow for a loader to access it safely. This suggestion is
287 only a contingency plan no definite decisions yet.

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289 ***Chief Officers Report (Battalion Chief, Jeff Sambrano)**

290 Battalion Chief Sambrano discussed the call volume; on average last
291 year the District would have had around 400 calls and this year the
292 District is closer to 617 calls, which is about a 50 % increase.

293 Chief Sambrano discussed the new candidates starting next week;
294 there will be one on each shift.

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***Fuels Management Reports. (Fuels Management Officer, Isaac Powning)**

The crews have been heavily involved in the current snow removal situation and have also been assisting around the county as needed. There is still one supervisor assisting in the Lemmon Valley flood situation.

The hiring process has started, however due to the weather the interviews have been mostly by phone. Isaac introduced Erick Rodriguez as the District Compliance Officer; he will be assisting with the grant finances he has made a great difference in our fire billings already.

***Business Manager Reports (Business Manager, Sharon Cary)**

Business Manager Cary reminded the Board of the budget workshop on April 12th. Ms. Cary invited Secretary Bremer to come and review financial statements with her at the administration office. She instructed the Board that as board members they are entitled to a job shirt and business cards, and asked them to please come to the administration office after the meeting for sizing. Director McKay asked about the change in Admin staff numbers on the Monthly Management report from 15 to 20, he inquired if it was due to the new Compliance Officer, Administrative Assistant and IT/Logistics Manager. Ms. Cary replied that it was also our new mechanic and Fuels personnel. Chief Sommers added that the District added a successorship program; this allowed us to train the new mechanic and IT person before their retirement.

***Public Information (Public Information Officer, Tia Rancourt)**

- Winter Wilderness Survival Program – happened on February 27, 2017 at Incline Village elementary school in partnership with Tahoe Nordic Search and Rescue. This program is geared toward 4th graders and teaches basic winter safety.
- Blood Drive – was rescheduled to April 18th due to the severe storm the District experienced last month.
- CPR for 7th graders is scheduled for this Thursday and Friday and should reach approximately 55 students.
- The Teens Against Tabaco Use program (TATU) is scheduled for next week at the Middle School; this program is in conjunction with Nevada Cancer Collation they train the high school leadership students who then teach middle schoolers about the dangers of Tabaco use.

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- 337 ▪ Tahoe Fire and Fuels Team (TFFT) have put together an Incident
338 Action plan to prepare for Nevada Wildfire Awareness Month and
339 Lake Tahoe Wildfire Awareness Month coming up; Tia is working
340 with them to roll out the programs. There are eight adverts
341 scheduled for the month of June.
- 342 ▪ Our Pancake breakfast is scheduled for July 1st, if anyone wants
343 volunteer please contact Tia Rancourt.
- 344 ▪ The District is scheduling new photos to be taken of all staff and
345 Board members. This is tentatively scheduled for late April.
346 Tia asked for questions, Director Bremer asked about the
347 emergency brochure. Tia responded that the brochures are at the
348 printer now; there were some revisions need for the Spanish
349 versions. Thanks were given to Erick Rodriguez, for translating and
350 proofing them.

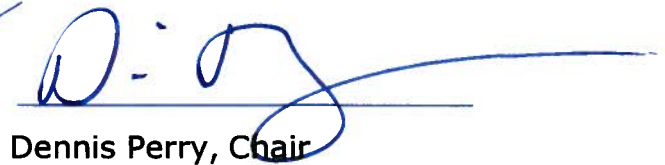
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352 ***Local 2139 Union Reports.**

353 No Report

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355 **NRS 241.020 RE: PUBLIC COMMENT: This is a Time for the Public to**
356 **Comment on any Matter, Whether or Not it is Included on the Agenda**
357 **of this Meeting.** None.

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359 **Meeting Adjournment:** Chair Perry adjourned the meeting at 1:11 PM.

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Beckie Dunn-Spomer, Secretary

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Dennis Perry, Chair