

**NORTH LAKE TAHOE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES**

April 14, 2022

LOCATION: 863 Tanager, Incline Village, Nevada.

MEETING CALLED TO ORDER: Chair Herron called the meeting to order at 09:00 a.m.

***Roll Call of the North Lake Tahoe Fire Protection District Board of Directors:** Upon roll call, the following Board Members were present: Susan Herron, Chairman; Art Cross, Vice-Chairman; Denise Bremer, Secretary-Treasurer; Greg McKay, Director; James Costalupes, Director.

***Guests present:** Fire Chief Ryan Sommers, NLTFPD; Assistant Fire Chief Russell Barnum, NLTFPD; Business Manager Sharon Cary, NLTFPD; Fire Marshal Jennifer Donohue, NLTFPD; via teleconference Legal Counsel, Devon Reese; Division Chief Isaac Powning, NLTFPD; Battalion Chief, Jeff Sambrano NLTFPD; Dale Spieker, Local 2139 Union President; PIO Tia Rancourt, NLTFPD; Administrative Assistant/Board Secretary Andreina Quiroz, NLTFPD; Logistics Manager Alan Green, NLTFPD; Captain Justin Ashby, NLTFPD; Engineer James Nelligan, NLTFPD; FF/PM Jake Fonken, NLTFPD; Engineer Taylor Thompson, NLTFPD; FF/PM Bruce Toy, NLTFPD; Accountant, Tracy Collins, NLTFPD; FF Thomas Rores, NLTFPD; Michael Menath, Menath Insurance.

Approval of Agenda: Approved as submitted.

***NRS 241.020 RE: Public Comment. This is a Time for the Public to Comment on any Matter, Whether or Not it is Included on the Agenda of this Meeting.**

Michael Menath, with Menath Insurance, publicly thanked Chief Sommers for the support he has given with insurance issues and homeowners crisis, and for having the ability to be involved in several different meetings with Mr. Menath as the time has been spent well.

Chair Herron thanked Mr. Menath.

CONSENT AGENDA: Approved as submitted.

Approval of Minutes of the March 16, 2022, Board of Directors Meeting.

1 Review of Accounts Payable for March 2022.

2
3 Approval of the March 2022 Monthly Management Report.

4
5 **NEW BUSINESS**

- 6
7 **1.** Discussion of and Possible Action to Approve Resolution 22-01,
8 reflecting the currently adopted code editions, resolutions aligning
9 with the recently adopted amended fee schedule, thus superseding
10 Resolution 16-1.

11
12 Fire Marshal (FM) Donohue explained that going through the
13 amended fee schedule that was just approved for the Short-Term
14 Rentals (STR's) FM Donohue realized that Resolution 16-1 adopting
15 all of the fee schedules was under the 2012 Code Edition. FM
16 Donohue is seeking approval of Resolution 22-01 in effort to clean
17 that section up and reflect the current Code Edition adopted which
18 is the 2018 Standard. FM Donohue added there was nothing
19 changed to the fees, all that was done was grammar correction and
20 siting correct Code Editions, so that there are no discrepancies in
21 the Codes.

22
23 Director McKay made a motion to approve the proposed resolution,
24 Resolution 22-01, reflecting the currently adopted code editions,
25 resolutions aligning with the recently adopted amended fee
26 schedule, thus superseding Resolution 16-1.

27
28 Secretary-Treasurer Bremer seconded the motion and Vice-Chair
29 Cross third the motion.

30
31 Chair Herron asked if there were any further comments.

32
33 No further comments.

34
35 Chair Herron called the question, all in favor.

36
37 Motion passes unanimously.

- 38
39 **2.** Review and Discussion of the Fiscal Year 2022-2023 Tentative
40 Budget, presented by Business Manager Cary.

41
42 Business Manager Cary began by referencing page one of the
43 Budget, explaining the first column is the Budget from 2021-2022,
44 the second column shows estimated expenditures for 2021-2022

1 and where we will end, and the third column is the 2022-2023
2 Budget Proposals.

3
4 Business Manager Cary stated she would mostly speak about 2022-
5 2023.

6
7 Business Manager Cary stated that our tax rate remained the same
8 at .6480%.

9
10 Chair Herron asked what was the maximum tax rate that could be
11 charged.

12
13 Business Manager Cary replied she believes it is .690%

14
15 Vice-Chair Cross directed to Business Manager Cary and stated he
16 understood that while rates are constant, with real estate selling
17 and inflation, he confirmed that tax revenue has increased.

18
19 Business Manager Cary confirmed and stated that that can be seen
20 on the portion that shows what we can expect to get in 2022-2023
21 as it is almost \$600,000 more.

22
23 Vice-Chair Cross asked if that was consolidated taxes.

24
25 Business Manager Cary replied consolidated taxes were listed just
26 below that, at \$5,265,000. Business Manager Cary reiterated she
27 budgets conservatively and is estimating that we will collect,
28 \$5,264,366 in 2021-2022. Business Manager Cary explained she
29 used the same number for the current Fiscal Year (FY) to budget
30 conservatively.

31
32 Business Manager Cary moved onto Fire Response, explaining that
33 with all the fires we had last year, we had the expected revenue of
34 \$648,365 and that is what was estimated for 2021-22 and added
35 she had left the budget the same because we do not know what the
36 fire season will look like.

37
38 Business Manager Cary reported the following:

39
40 Cardiopulmonary Resuscitation (CPR) classes remained the same.

41
42 Other Income includes what we receive from the Ground
43 Emergency Medical Transportation (GEMT) Cost Report explaining
44 that is the Medicaid reimbursement for transports.

1 Expenses, salaries, and wages are at a 4.2% increase for
2 everybody this year.

3
4 Benefits, health insurance has not increased this year, making it
5 two years in a row without an increase, however, budgeting
6 conservatively she always adds a 10% increase expecting the
7 worse.

8
9 Service and Supplies has increased, and Business Manager Cary will
10 explain more when she goes over Operating Requests.

11
12 Contingency is always budgeted.

13
14 Business Manager Cary stated once we get to the Capital Projects
15 section, she will explain the \$263,000 transfer.

16
17 Debt Service lists our Debt Service for the year, at \$662,000.

18
19 Ambulance Fund, Business Manager Cary explained that as seen in
20 the Operating Requests, there are things we need to purchase in
21 the Ambulance Fund, at about \$38,000 so she increased the
22 transfer to the Ambulance Fund by \$50,000. Business Manager
23 Cary stated we are currently transferring \$1.6 million, so next year
24 it will be \$1.65 million.

25
26 Property Tax Refund, Business Manager Cary does not know where
27 to budget for this and referred to the document provided to
28 Directors, and explained that this document that shows the deposit,
29 amount that was paid to us, and the amount that was taken out.
30 Business Manager Cary stated we were paid, \$1,002,867.91,
31 \$294,549.67 was taken out for tax refunds, and as they can see,
32 the money for interest is about the same at \$285,234.34. Business
33 Manager Cary reported that in total for this current FY, we have
34 paid, \$1,982,925 back to the taxpayers. Business Manager Cary
35 added that what was interesting was that the money received from
36 the April payment, is generally the last large payment we receive,
37 and the July payment is maybe, \$150,000. Business Manager Cary
38 said she does not know how the refunds will be handled going
39 forward, and it may be that they take the entire amount as pay
40 pack, however that is a conversation to have with Treasurer, Tammi
41 Davis who she will be emailing to inquire on what or how it will be
42 handled. Business Manager Cary stated that last time taxes were
43 paid back in 2011, 2012, 2013, Washoe County lent us, \$1.5 million
44 at year-end, they paid back, \$1.5 million in taxes, and we did not

1 have that kind of money for them to subtract it from, so basically,
2 they fronted us \$1.5 million. Business Manager Cary reiterated she
3 does not know if the same tactic will be done this year. Business
4 Manager Cary explained that with all of this, she is unsure of where
5 to go with the budget, therefore she has budgeted for 2022-2023 to
6 pay \$6,300,000, back to the taxpayers. Business Manager Cary
7 explained that if the \$8.7 million stands as a true amount, we will
8 still owe \$6,717,075.00.

9
10 Director McKay asked if the last figure Business Manager Cary
11 quoted included the \$6,300,000, she budgeted for this next FY.

12
13 Business Manager Cary replied no and explained that if the
14 \$8,700,000 is a true number, this is our current balance of what we
15 would owe the taxpayers, \$6,717,074.99.

16
17 Director McKay replied that was splendid.

18
19 Business Manager Cary reiterated she did not know how the
20 payback is coming so she is budgeting conservatively that we will
21 pay back \$6.3 million.

22
23 Director McKay asked Business Manager Cary if she saw much
24 variation each quarter as far as the amount of money that went out
25 and asked if they were wide swings.

26
27 Business Manager Cary replied, yes there is variation, but not wide
28 swings, explaining the first two payments back were roughly
29 \$700,000 total for each in interest and taxes. Business Manager
30 Cary explained that, as it can be seen, for property taxes, she had
31 budgeted that the same amount would be paid, therefore she is
32 understating what our ending fund balance could be because the
33 way she budgeted, we would pay the same \$700,000 this payment.

34
35 Director McKay stated he does not think this could hurt.

36
37 Business Manager Cary asked if this was making sense and stated
38 she would move on to individual departments if no one had any
39 questions.

40
41 Business Manager Cary took a moment to inform the Board that
42 this would be her last Budget Presentation, as she will be retiring
43 next year, on June 30th, 2023, and added she will be here to help
44 her successor for next year's budget.

1 Director Cross referred to the \$700,000 Business Manager Cary had
2 mentioned earlier and asked if that would be rolled over for the
3 future.

4
5 Business Manager Cary explained that the \$700,000 she had
6 mentioned was money that was deducted from our payments
7 already and added that that was what Washoe County had done for
8 the prior two quarters and reiterated this made it difficult to
9 determine how to budget as there was no consistency.

10
11 Vice-Chair Cross thanked Business Manager Cary for the
12 clarification.

13
14 Director McKay asked Business Manager Cary if she thought
15 Washoe County would make their three-year schedule for payment.

16
17 Business Manager Cary stated she believes Washoe County is
18 watching their cash flow and added she does not see why this
19 payment is less, if the two previous payments were roughly the
20 same, therefore she is uncertain.

21
22 Business Manager Cary added that with that, in the Administration
23 Executive Budget, she has added her replacement for half a year,
24 and explained her thoughts on her retirement; Business Manager
25 Cary said she would like to hire her replacement in January of
26 2023, saying that if a Certified Public Accountant (CPA) is hired, six
27 months should be a good amount of time for that person to
28 understand all of the intricacies of the budgeting process and
29 managing the finances of the district. Business Manager Cary
30 recognized there are other ways to do this, but this budget would
31 be for half of a person plus herself.

32
33 Business Manager Cary moved to Administration Services budget,
34 and said that as shown, the budget includes an Accountant and a
35 second Accountant. Business Manager Cary recognized and
36 complimented Accountant Tracy Collins on the great job she does
37 with payroll and accounts payable but because we are almost at the
38 end of the payback to the taxpayers, Business Manager Cary
39 believes the department really needs another Accountant to help
40 her successor. Business Manager Cary referred back to when she
41 began working at North Lake Tahoe Fire Protection District
42 (NLTFPD) during the first tax revolt where taxpayers were paid back
43 in 2006, she and Chief Linardos spoke about what the future would
44 be like, and they concluded that if eighty seven taxpayers won,

1 everyone else would win, adding that that has held to be true, so
2 her mindset has been to save the district money by not hiring a
3 second Accountant but recognizes that that may have been a
4 disservice to the district, as she is doing all of work, calculations for
5 financial statements at year-end with no one else to review her
6 work, just her. Business Manager Cary believes that if there is
7 another Accountant to do the initial work, then her successor is
8 overseeing it, and not actually doing it, allowing time for analysis,
9 reviews, and finding better ways to do business.

10
11 Chair Herron confirmed hiring someone in January, was Business
12 Manager Cary plan.

13
14 Business Manager Cary confirmed.

15
16 Chair Herron asked if there was any other plan.

17
18 Chief Sommers stated he had a different plan and explained
19 Business Manager Cary and he have been talking about this, and he
20 has a little bit of a different thought and would like input from the
21 Board of Directors (BOD). Chief Sommers stated the financial side
22 of the district is huge, recognizing the great job that Business
23 Manager Cary has done and adding that there is a lot going on.
24 Chief Sommers agreed we could use another Accountant, and
25 explained his philosophy with his Chief Officers, like Prevention for
26 example, they will begin advertising for a FM, as FM Donohue would
27 like to phase out, we are still in need of a Fire Inspector, but he
28 would like to get a FM onboard and let that new Chief Officer build
29 that Division how they wish. Chief Sommers expressed he would
30 like to extend the same courtesy to Administration, ideally, he
31 would like to hire a CPA July 1st, let them train and build
32 Administration up, how they would like to see for the future once
33 Business Manager Cary retires. Chief Sommers added he would
34 rather have the CPA onboard before January, as there is a lot that
35 goes on, he does not think 11 months of training would hurt the
36 new person in that position, and the part-time position could be
37 eliminated. Chief Sommers acknowledged there are two sides to
38 this, and Chief Sommers recognized Administration is one area in
39 which he has failed in, as far as successorship but also believes this
40 may give us an avenue to bring that plan into place. Chief Sommers
41 stated he believes successorship has been done great elsewhere
42 adding that Prevention may be the same situation as
43 Administration, but he will do his best at obtaining a new FM and

1 added he is really trying to look at the successorship plan, because
2 for as small as our District is, we have so many projects happening.
3 Business Manager Cary agreed, saying it is a lot.

4
5 Vice-Chair Cross clarified with Chief Sommers that he wanted to
6 hire early, and let the new CPA make the decision of whether they
7 would like a second Accountant or not.

8
9 Chief Sommers clarified by stating that would not be until the next
10 budget year starting July 1st, 2023, and said that way, the new
11 Business Manager could say there are areas that can be
12 streamlined, or there are areas that cannot be streamlined. Chief
13 Sommers recognized the great job Business Manager Cary has
14 done, and that he is a little biased when it comes to CPA's, but it
15 could not hurt to advertise for a CPA with emphasis on Government
16 Accounting to streamline a lot of things in the district.

17
18 Chair Herron confirmed he wanted to hire the CPA for this coming
19 July, July 2022 as he had said July 2023 earlier.

20
21 Chief Sommers confirmed and clarified that when he said the new
22 person would build up Administration with extra positions, he would
23 be assuming the new Business Manager would bring that to the
24 BOD for the July 2023 Budget, but they have 11 months to get their
25 feet on the ground and see what we can and cannot do.

26
27 Chair Herron commented this was assuming a successful hire in
28 July given the current labor market.

29
30 Chief Sommers agreed and stated that July 1st, 2022, may not be
31 their start date but the process could at least be started, as the
32 sooner the better.

33
34 Director McKay asked Chief Sommers if he was asking for input.

35
36 Chief Sommers replied he wanted to share with the Board his
37 thoughts and would like to hear any input the Board may have.

38
39 Director McKay stated Chief Sommers plan was fine with him.

40
41 Chair Herron commented she agreed and would like to see this start
42 sooner rather than later.

43
44 Secretary-Treasurer Bremer commented that early is better.

1 Vice-Chair Cross commented that he is leaning towards that as
2 well, and added he likes the idea of giving the new Business
3 Manager ownership and let them build it how they see is needed.
4

5 Director Costalupes commented he agreed with earlier being better.
6

7 Chair Herron stated that decision has been made.
8

9 Business Manager Cary replied she will re-arrange the budget and
10 asked if she should leave in the accountant for 2022-2023 FY,
11 whether it would be used or not.
12

13 Chief Sommers replied that decision is up to Board, but if it were up
14 to him, that would be just the CPA position, and use those funds for
15 the CPA position.
16

17 Chair Herron asked the BOD if they agreed with Chief Sommers.
18

19 All Directors agreed.
20

21 Business Manager Cary also added that in the Administration
22 Service Department budget, another change is the Public
23 Information Officer (PIO) position, explaining the PIO position is
24 being moved to Prevention, and when the Prevention Budget is
25 reviewed, the PIO position can be seen in that part of the budget.
26

27 Business Manager Cary moved on to Information Technology
28 (IT)/Logistics Budget stating the budget is pretty much the same
29 and noted the increase in wages. Business Manager Cary explained
30 that the increase is due to our IT employee going out on fires and
31 helping on the Sierra Front, so the increase in wages establishes his
32 overtime (OT). Business Manager Cary referred to the IT/Logistics
33 Budget and said the line item for OT is for \$41,282 and explained
34 that this was calculated based on the OT from last year, otherwise
35 this was the only change to this budget.
36

37 Business Manager Cary asked if there were any questions.
38

39 No questions.
40

41 Business Manager Cary moved on to the Fleet Maintenance budget
42 stating there was a significant increase in this budget due to all the
43 rolling stock we have and have acquired, and said our mechanic

1 needs help. Business Manager Cary asked Chief Sommers to please
2 help with further explanation.

3
4 Chief Sommers confirmed that our mechanic is extremely busy and
5 explained there was a comparison of other departments done and
6 the amount of rolling stock versus personnel on staff, and our ratio
7 does not come anywhere close to other departments, further
8 explaining that other departments have either a second mechanic,
9 a part-time mechanic, or somebody helping. Chief Sommers
10 advised the BOD he approached NV Energy and asked them to pick
11 up a second mechanic, and we lost that bid to Tahoe Douglas Fire
12 Protection District (TDFPD), now, TDFPD will get a second mechanic
13 to work on NV Energy's rolling stock that includes ours if we need
14 it, as that was part of the deal, that that mechanic would be a
15 rolling mechanic for all the extra equipment that we have acquired
16 under the contract. Chief Sommers explained that in talking with
17 Business Manager Cary, professional services was increased by
18 \$41,600 so that if it comes to it, and we need to bring on a PT
19 mechanic one or two days a week, we will have the funds to cover
20 that, and it would be a typical PT position with no benefits. Chief
21 Sommers added that he has been talking to North Tahoe Fire
22 Protection District (NTFPD) because they want to do the same
23 thing, and we may split one person and that person can stay busy
24 between the two districts working on first responder apparatus.

25
26 Business Manager Cary moved on to Operations (OPS) budget and
27 stated it would be a good time to go over Operating Requests and
28 referred the Board to page 12. Business Manager Cary advised the
29 Board that they can see what the requests that have been vetted
30 through the Budget Committee are and added that these are the
31 requests proposed for Board decision. Business Manager Cary
32 explained that at the top, the first line item listed is Emergency
33 Medical Services (EMS), and as Business Manager Cary mentioned
34 earlier, she increased the transfer from the General Fund (GF) to
35 the Ambulance Fund by \$50,000, to cover additional expenses.
36 Business Manager Cary stated this includes an upgrade to the Units
37 Wi-Fi, training room modernizing, mannequin maintenance, and
38 purchasing Surface-Pro tablets for the Medic Units.

39
40 Chief Sommers took a moment to remind the Board that the Budget
41 Request Forms were sent to all district employees to give everyone
42 the opportunity to submit their requests with supporting
43 documentation. Chief Sommers added that all the requests were
44 gone over with the Budget Committee and items deemed necessary

1 for next year is what is being presented today. Chief Sommers
2 explained the leg work has been done and if any Board member
3 have any questions, he and Business Manager Cary go over
4 everything, they can certainly answer any questions.
5

6 Business Manager Cary advised the Board that the requests have
7 also been integrated into the budgets that make up the final
8 number.
9

10 Business Manager Cary moved onto Building Maintenance noting a
11 request for new cameras and asked Chief Sommers to further
12 explain.
13

14 Chief Sommers explained that we will be putting up new cameras to
15 watch parking lots and a camera to watch the boat at Sand Harbor,
16 the cameras will ultimately watch the exterior of the properties.
17

18 Director McKay asked if the Sand Harbor dock will be used even
19 without extension.
20

21 Chief Sommers confirmed.
22

23 Director McKay asked if it was deep enough.
24

25 Chief Sommers replied that is to be seen but that currently that is
26 the plan. Chief Sommers added that the camera for the dock will
27 also be pulled at the end of the season as it is not left there all
28 year.
29

30 Director Costalupes commented that in the past, there were
31 individual tie ups and extensions that extended the pier further out
32 into the lake that were taken, and Director Costalupes asked Chief
33 Sommers if he knew if the State kept any of the extensions and tie
34 ups, as he believes they should reattach them.
35

36 Chief Sommers replied he does not know but can find out.
37

38 Director Costalupes commented that this was done decades ago.
39

40 Chief Sommers stated there has been constant personnel changes,
41 so he is unsure of the information but will ask and circle back with
42 Director Costalupes.
43
44

1 Business Manager Cary moved on to explain the Building
2 Maintenance line item referring to the re-building of the staircase at
3 219 Enterprise Rd, saying it is her understanding that this staircase
4 is a liability.

5
6 Chief Sommers explained that the staircase is not up to code, there
7 have been temporary fixes done on it, but this a step-in egress, and
8 ultimately, we are trying to maintain our properties.

9
10 Director McKay commented this was fair enough.

11
12 Business Manager Cary moved on to OPS and rescue requests,
13 explaining we need two new avalanche airbags at \$2,500 each.

14
15 Business Manager Cary advised the Board that if anyone would like
16 copies of the requests themselves, they are available or they could
17 be sent electronically.

18
19 Business Manager Cary moved onto the next line item for Nozzles,
20 and explained the initial request was for \$7,410 but there was
21 \$4,300 in the budget because it is a second request as Nozzles
22 were purchased last year. Business Manager Cary added that since
23 there was money already in the budget all she needed to do was
24 add the \$3,022 as listed.

25
26 Director McKay inquired on what was done with the old nozzles.

27
28 AFC Barnum replied they usually stop working.

29
30 Business Manager Cary moved on to the line item for iPads, cases,
31 and screen protectors for the First Out Engines at \$3,830 each,
32 stating this was needed for business.

33
34 Business Manager Cary moved on to Personal Protective Equipment
35 (PPE) explaining that Captain Woodcock submits the PPE Budget,
36 and this year, as noted he has reduced his budget by \$23,580, as
37 Captain Woodcock has purchased enough PPE, at two sets of
38 turnouts for every Firefighter/Paramedic (FF/PM).

39
40 Business Manager Cary spoke on the Self-Contained Breathing
41 Apparatus (SCBA's) stating there is an SCBA grant the district put
42 in for but there is nothing that says we will be awarded the grant;
43 therefore, she is budgeting conservatively, at the entire amount of
44 \$220,633. Business Manager Cary explained that if we are awarded

1 the grant, this amount will be reduced. Business Manager Cary
2 continued to explain that because all expenditures must be
3 budgeted, if we are not awarded the grant, we need to make sure
4 we have this budgeted to expend. Business Manager Cary added
5 that money has been getting put aside in the Capital Projects
6 Budget for this, but because our threshold has been changed to
7 \$10,000 SCBA's individually do not meet that threshold as they are
8 less than \$10,000 a piece so they are now in the Operating Budget
9 rather than the Capital Projects Budget.

10
11 Chief Sommers further explained that the SCBA's are coming to
12 their end of life and acknowledged that we put in for a grant. Chief
13 Sommers took a moment to recognize AFC Barnum as he worked
14 with other agencies around the area to submit for the grant as a
15 consolidated grant with all of the different agencies as that looks
16 better. Chief Sommers explained that doing the grant this way
17 helps us a lot, as right now we have an ending fund balance that is
18 rather large, and the people reviewing the grants do not want to
19 know why, they just see we have the money and we are not
20 awarded the grant, and we do have not had the ability to explain
21 why we have that ending fund balance. Chief Sommers explained
22 that working with a grant writer who we hired and understands why
23 we have the ending fund balance that we do, the grant writer has
24 been able to incorporate it into the grant narrative this time. Chief
25 Sommers is in hopes that we are awarded the grant, but this is
26 being done in worst case scenario that we are not awarded the
27 grant.

28
29 AFC Barnum added that the grant submission is for five
30 departments with over \$2 million in SCBA's and AFC Barnum stated
31 he believes that having submitted for the grant in a consolidated
32 manner is a better move for us as it shows that we are cooperating
33 with our partners and operability of equipment etc. in addition to
34 what Chief Sommers alluded to on the Ending Fund Balance. AFC
35 Barnum added that Public Information Officer (PIO) Rancourt and
36 Captain Melkonian did a lot of work on this grant, and he too is
37 hopeful to be awarded the grant. AFC Barnum added that if we are
38 awarded with the grant, there is a matching fee of about \$40,000.

39
40 Director McKay inquired on what the service life of new bottles are.

41
42 AFC Barnum replied he would have to defer the question to the
43 expert.
44

1 Director McKay commented he would assume 15 years.

2

3 AFC Barnum replied, he would say closer to ten years.

4

5 Director McKay asked if the current SCBA's are from the last
6 purchase made in 2007 and inquired on the wellbeing of the
7 compressors.

8

9 AFC Barnum confirmed this was the last of the Drager purchase
10 from 2007 and added that when the grant was done, there were a
11 lot of items departments wanted, compressors being one of them,
12 however the grant writer had a lot of good information and advised
13 to keep the grant as simple as possible and just ask for bottles,
14 SCBA's and masks, that way the grant reviewers see it as a vanilla
15 grant with not a lot of add on's and that would make it more likely
16 for us to be awarded the grant.

17

18 Chief Sommer asked if the current compressors would be
19 compatible with new equipment.

20

21 AFC Barnum confirmed.

22

23 Director McKay thanked them for the information.

24

25 Chair Herron asked AFC Barnum when he would be obtaining a
26 response on the awarding of the grant.

27

28 AFC Barnum replied saying last year it took a very long time
29 because of COVID, but he is hopefully to know something shortly
30 after July.

31

32 Business Manager Cary moved on to the Public Education budget,
33 stating this year's request from PIO Rancourt was for \$3,000 and it
34 would be used to print a tri-fold Emergency Preparedness Brochure.

35

36 Business Manager Cary asked PIO Rancourt to provide further
37 explanation.

38

39 PIO Rancourt explained that the existing Emergency Prepared
40 booklet served us very well in 2006, however, today, with
41 advancements of the internet and social media, it has been found
42 that the brochure is an overkill. PIO Rancourt stated she plans on
43 simplifying the brochure and move to make it a simple tri-fold
44 brochure as doing this, cost will be substantially reduced. PIO

1 Rancourt added that since 2006 the brochure has been re-printed
2 three times, both in English and Spanish versions, through a grant
3 from Washoe County Emergency Management Division (WCEMD).
4 PIO Rancourt advised the Board she has requested that this project
5 can again be paid for by the WCEMD and that is currently being
6 worked on. PIO Rancourt added that in going through the
7 simplifying process with Battalion Chief (BC) Green, they decided to
8 change the format, give the brochure a new look and condense the
9 information.

10
11 PIO Rancourt inquired with Business Manager Cary on her budget
12 request for videos.

13
14 Business Manager Cary replied that the funds for the videos were
15 under the Professional Fees portion of her budget and explained
16 this was being presented as it was a request for additional funds to
17 her budget.

18
19 PIO Rancourt acknowledged the explanation and referred to the
20 Board advising them that there is already a preliminary design for
21 the brochure and that everything is going well.

22
23 Chief Sommers commented that the existing Emergency
24 Preparedness pamphlet PIO Rancourt has been talking about was
25 finally being used, after the Caldor and the evacuations, Chief
26 Sommers added that along with the use of the pamphlet, came
27 constructive criticism, which is what we are gearing up to change.
28 Chief Sommers explained that one of the things the pamphlet says
29 is that we will do boat evacuations, however that is not a viable
30 option, so that part will be removed, as we cannot evacuate that
31 many people that way. Chief Sommers added that a lot of the
32 changes are stemming from last summer and rightfully so.

33
34 Business Manager Cary moved on to explain the change in the
35 Prevention budget is a salary increase, as FM Donohue will also be
36 retiring, and this would be the salary for half of a year for someone
37 to come in and replace her. Business Manager Cary advised the
38 Board the FM job announcement has been put on Daily Dispatch,
39 and we are currently in the recruiting process. Business Manager
40 Cary added that FM Donohue has very kindly agreed to stay and
41 help train the new FM, and added that although a tough labor
42 market, the position is posted, and Business Manager Cary is in
43 hopes of finding a good fit.

44

1 Director Costalupes asked if there was anyone in house that would
2 be qualified to fill in for FM Donohue as it is always nice to promote
3 within.

4
5 Director McKay expressed to FM Donohue that he and Board
6 appreciate her sacrifice on this matter.

7
8 FM Donohue thanked Director McKay.

9
10 Business Manager Cary noted Professional Fees in the Prevention
11 budget was increased and asked FM Donohue if she would be able
12 to provide more information to the Board.

13
14 FM Donohue stated that the last couple of budget cycles she had
15 been budgeting to go outside for her plan review requests, as she is
16 unable to keep up between Building Plan Reviews from Washoe
17 County, and the individual systems, sprinkler systems, fire alarms,
18 commercial hood cooking systems. FM Donohue stated West Coast
19 Code Consultants (WC3) was hired to do some of the plan review
20 projects especially working with the large project in Crystal Bay, the
21 four-unit condominium project at Tahoe Blvd and Southwood Blvd.
22 and two other large projects that have presented themselves, FM
23 Donohue feels that it would be best to go outside for the
24 independent review. FM Donohue added that a lot of time will be
25 taken up between the FM and the current Fire Inspector looking
26 over the large-scale projects and they will not have sufficient time
27 to do the incoming plan review as plan reviews are increasing
28 significantly as we get closer to the build season.

29
30 Director McKay asked if that was a time and material type of
31 contract or how was cost estimated.

32
33 FM Donohue replied she has been giving it her best guess based on
34 what has been coming in, and she has shopped around for different
35 contracts to see who is the lowest priced but also is giving us good
36 service. FM Donohue explained her thought was that if she was
37 going to run up against her budget, she will just have to do it in-
38 house and although she is not paid OT to do this.

39
40 Director McKay advised FM Donohue she could always come back to
41 the Board and ask for more money and advised that it was okay to
42 do that.

43
44 Chair Herron agreed.

1 Vice-Chair Cross asked for clarification and inquired on if that
2 should be a zero-cost item to the district.

3
4 FM Donohue replied it is and that she must have the money to be
5 able to pay out because what she is doing is instead of charging the
6 direct fees, she does the plan intake and charges the fees to the
7 contractor that is submitting the plans, instead of telling contractors
8 to go out and choose their own reviewer as a third party. FM
9 Donohue said that it was her understanding from Business Manager
10 Cary, that FM Donohue has to be able to show that in her budget so
11 that is it not a loss and she can show that she can pay those fees,
12 but ultimately, she is being reimbursed by the contractor by
13 charging our own fees. FM Donohue stated that it really, truly
14 should be a no cost, but sometimes it may take longer for the large
15 projects, so our current fee schedule may not cover a large review,
16 especially with some of the bigger projects where it takes several
17 hours to do one review, as one would be looking over a 100-sheet
18 submittal, and they are charging a two-hour minimum. FM Donohue
19 stated charging a contractor more can be re-visited, although it has
20 not come up yet, as everything has been covered and reiterated
21 that in order to have nothing in the red, and to her knowledge,
22 contractors have covered the third-party review fees.

23
24 Vice-Chair Cross commented that is as it should be and asked if in
25 her expert opinion this is something that is better that goes through
26 the district or a large project like Boulder Bay and have them find a
27 third-party reviewer.

28
29 FM Donohue replied that in her opinion it was in the better interest
30 to have somebody on the districts side to do that review, because
31 when we tell the contractor or for example Boulder Bay to find their
32 own third-party reviewer, they are paying that bill, so that person
33 works for them, so there could be some biased stuff happening,
34 where as if it is somebody that FM Donohue is contracting with, FM
35 Donohue has control over it as they work for the district and do not
36 care for that other person.

37
38 Chief Sommers asked the Board to please keep in mind that this is
39 the same concept for when they see the OT for our personnel, as
40 we have to be able to pay this during the next pay cycle, although
41 we are not going to be reimbursed for fires until four to five months
42 down the road, and it could be the same thing for projects, we need
43 to take care of our clients for the same exact reason.

44

1 Vice-Chair Cross confirmed he understood.
2

3 Business Manager Cary explained the expenditure has to be
4 budgeted because if we go over budget, it is a violation of an
5 Nevada Revised Statutes (NRS) Statute and the Business Manager
6 and Fire Chief would face legal consequences, Business Manager
7 Cary added that we need to be careful and the expenditures have
8 to be budgeted.
9

10 Business Manager Cary referred to the OPS budget, on page six.
11 Business Manager Cary advised that we are fully staffed and added
12 that this budget is based on being fully staffed and asked Chief
13 Sommers if he would address the temporary personnel.
14

15 Chief Sommers explained that in regard to personnel, this last Fire
16 Academy, we over hired by one, and said the full disclosure to that
17 employee was, we would like to put you through academy and hire
18 you part-time (PT), as we currently have one employee in PM
19 school so we would utilize this person to backfill the ambulance or
20 the engine while the student is in class. Chief Sommers explained
21 that since then, we have had two long term industrial injury leave's,
22 so the PT employee is helping there as well and in talking to AFC
23 Barnum we would like to continue with the PT temporary employee,
24 until we can begin stabilizing out injuries and possibly have more
25 people attend PM school. Chief Sommers added that the good thing
26 about the PM school is that part of it is being reimbursed by the
27 Parasol which he mentioned a few meetings ago while looking for
28 funding for PM school. Chief Sommers added that this employee is
29 able to help out in our staffing and help with keeping OT down.
30 Chief Sommers recognized that the current PT employee is doing a
31 great job, and said he did a great job on the hand crew and is doing
32 a great job on the line. With this, Chief Sommers advised the Board
33 that one additional person was added to the employee count for the
34 budget.
35

36 Business Manager Cary apologized as she realized this morning
37 before the meeting the PT employee was not included in this budget
38 but would include him in the final budget.
39

40 Chief Sommers added Business Manager Cary caught that error this
41 morning and she would change the number accordingly.
42

43 AFC Barnum commented that the reality is that this employee will
44 not be employed FT for most of the year as he is scheduled to go to

1 PM school in October of this year, and his completion of PM school
2 will coincide with the retirement of another employee.

3
4 AFC Barnum added that one thing he is proud of is that we are not
5 struggling with staffing issues like a lot of departments are and that
6 is due to the proactive approach to try to fill positions before the
7 vacancies actually occur and stay ahead of the curb versus playing
8 catch up and trying to fill two to three spots at a time.

9
10 AFC Barnum thanked Chief Sommers for allowing him to hire this
11 employee on, first as a PT and now as a FT for a temporary period
12 as he believes he will be very helpful in the long run.

13
14 Business Manager Cary confirmed the OPS staff count should be 37,
15 not 36.

16
17 Business Manager Cary pointed out that in moving people around,
18 the CPR budget was also moved under the auspices of OPS,
19 previously it was under Prevention, but it was decided it would
20 make more sense for it to be under the auspices of OPS. Lastly,
21 Business Manager Cary confirmed there were no changes to the
22 CPR budget.

23
24 Business Manager Cary referred to the detail page following page
25 six, and explained that line items highlighted in green, were all of
26 the changes to the budget because of the Operating Requests and
27 to simplify which line item they were added or subtracted from.

28
29 Business Manager Cary moved to the Ambulance Fund, stating
30 there were not many changes, the money and personnel remain the
31 same.

32
33 Business Manager Cary reiterated that the transfer from, general
34 fund, increased, and the expenditures that are in the Operating
35 Requests, \$32,800 are included in the budget. Business Manager
36 Cary advised the Board that the overall budget includes all the
37 requests for all of the different departments.

38
39 Director McKay address radio supplies saying it was a significant
40 item.

41
42 Business Manager Cary apologized for not having explained that
43 line item.

1 Director McKay asked if that had to do with going out of Grass
2 Valley for dispatch versus here.

3
4 Chief Sommers replied it was a little bit of a couple of things.

5
6 Business Manager Cary explained that what happened was that as
7 they were going through the SCBA's in the Capital Project's budget,
8 the radios were in the Capital Project's budget, but the radios are
9 no longer \$10,000 a piece, so she moved what is normally put in
10 there plus a little bit more into the operating budget, so ultimately,
11 it is a transfer from Capital Project's.

12
13 Business Manager Cary apologized to Chief Sommers for cutting
14 him off.

15
16 Chief Sommers said that was a great introduction to his comment
17 and continued to say that it is the same synopsis as the SCBA's as
18 mentioned earlier. Chief Sommers stated the radio world is
19 changing, they are pushing for mandatory digital capabilities as well
20 as the State of Nevada 800 system that is being completely rebuilt.
21 Chief Sommers advised he has elected that we stay in that as we
22 still help in the valley quite a bit, and we need to be able to talk to
23 them and that requires new radios and everybody in the State of
24 Nevada will have to put in new radios. Chief Sommers added that
25 the good news is that for the next five years, we get radios at 72%
26 off list price, so we are trying to make the purchases. Lastly, Chief
27 Sommers said that on a technical note, we do have the ability to
28 gateway over our current dispatch center to the 800's and we
29 would have a lot better coverage.

30
31 Business Manager Cary said that if there are no questions about the
32 Operating Budget, it would be a good time to move onto Capital
33 Project's. Business Manager Cary stated Capital Projects are
34 outlined on pages 13 and 14 and reiterated that these are the
35 requests that our staff has made to improve operations around the
36 district.

37
38 Business Manager Cary referred to the first request, replacing the
39 roof in the Incline Station, for \$107,000. Business Manager Cary
40 explained that our facilities manager obtained three bids, so in the
41 budget, Business Manager Cary listed \$107,000 as the average
42 cost.

1 The next request was to replace boilers in Incline Station, Chief
2 Sommers stated it was embarrassing to have NLTFPD and
3 Southwest (SW) Gas respond to this building at least once a week
4 for the last four weeks. Chief Sommers confirmed the boiler is
5 failing, we have put more fixes than it could handle, and the time
6 has come to where it needs to be replaced. Chief Sommers
7 confirmed three bids were obtained for the replacement as well.

8
9 Business Manager Cary stated that during the Budget Committee
10 meeting and in going over bids and talking, it sounded like \$50,000
11 was the appropriate number for the boiler replacement but it could
12 be more or less. Business Manager Cary also acknowledged that
13 heat tape for Station 13 needs to be done as well.

14
15 Business Manager Cary moved onto the next request, the purchase
16 of a new ambulance, stating the initial request was for \$237,000
17 but more money was added at the Budget Committee meeting.
18 Business Manager Cary asked BC Sambrano if he would be able to
19 provide further information.

20
21 BC Sambrano explained that the overview is that things are more
22 expensive, and not only are they more expensive, but they are also
23 taking longer to obtain. BC Sambrano stated that in the ambulance
24 fleet, we currently have an ambulance that is ten years old, and it
25 needs to be replaced. BC Sambrano explained that in the past we
26 were on a strict five-year rotation cycle and that started to extend
27 to six to seven to eight and now we are at ten years, and that
28 ambulance needs to be replaced. BC Sambrano stated the initial
29 estimate we received has increased quite a bit and every
30 manufacturing company out there has increased their prices
31 anywhere from 4% to 14% in terms of overall cost of vehicle
32 replacement, and the timelines for getting those vehicles has been
33 extended, from what was an eight-month process now it is closer to
34 a year for ambulances, Engines could take two to three years from
35 order date to deliver date. BC Sambrano concluded by saying those
36 factors increased the amount and said that last year we were
37 unable to even purchase chassis for the ambulance as it was not
38 even available on the fleet side.

39
40 Director Costalupes asked if the purchase would be a cab and
41 chassis and putting the old boxes on it or if it would be all new.

42
43 BC Sambrano replied, it would be an all-new unit and it would be
44 the last all new unit we purchase as after that they will be doing

1 cab and chassis only replacements for the next ambulance rotation
2 hence the increase in price.

3
4 Chief Sommers commented that we have exhausted in the last
5 rotation the current patient compartments.

6
7 Business Manager Cary added that in the budget itself, there are
8 numbers that are repetitive that go out to five years, and that is to
9 plan ahead.

10
11 Business Manager Cary referred to line item under 2023 for
12 \$40,000 that was budgeted for vehicle replacements, then
13 \$100,000 for the next couple of years, Business Manager Cary
14 inquired with Division Chief (DC) Powning on if that was too much,
15 and Business Manager Cary reminded DC Powning it had been
16 changed last year for \$100,000 for the replacement of utility
17 vehicles.

18
19 DC Powning replied, the amount had been changed because of the
20 vehicle purchased a couple of months ago, so we are down to
21 \$40,000 for the fund.

22
23 Business Manager Cary moved onto the line item for plow trucks for
24 \$80,000.

25
26 Director Costalupes, inquired on the verbiage of two new or used
27 plow trucks and asked on the difference.

28
29 BC Sambrano replied the goal was to find used vehicles, as we do
30 not have the desire to buy brand new trucks and put them into a
31 plow truck position, so the idea would be to find vehicles that are
32 slightly used with not a lot of wear and tear.

33
34 Director Costalupes stated that would be a good idea as a lot of
35 plow operators plow with the touch and feel method, so there would
36 be no sense in buying a new truck and stated that a flat bed may
37 be a good option also.

38
39 BC Sambrano replied they have talked about that as well and they
40 will look at the options once they are closer to the time, but the
41 goal would be to find two used vehicles.

42
43 Director Costalupes asked if any of the rolling stock that is parked
44 could be used.

1
2 BC Sambrano stated that option was also talked about and the
3 issue that Chief Sommers brought up is that they need to have the
4 adequate rating to be able to haul the blade around.

5
6 Director Costalupes asked if they were one ton grade.

7
8 Chief Sommers commented that we have looked at what we have in
9 the fleet right now, and there are a couple of things found, first,
10 most of them are diesels, secondly, the mechanic did not feel the
11 vehicle for plowing needed to be diesel, and lastly the trucks are
12 long, and the longer the truck it is, the harder to plow the stations.

13
14 Director Costalupes stated he has experience plowing with large
15 trucks and said it is possible following the 2% rule.

16
17 Chief Sommers agreed.

18
19 Director Costalupes added that there would also be maintenance
20 issues as those would older trucks.

21
22 Chief Sommers agreed that would be another issue and something
23 we are running into right now because at Station 13 as a very nice
24 gentleman donated his three-quarter ton Dodge pickup to us with
25 300,000 miles on it, and we have \$3,010 on it and that is money
26 we could have put into a new truck. Chief Sommers stated he and
27 everyone are all doing the best to get rid of the rolling stock, and
28 when we do get rid of it, it is because we have good reason to get
29 rid of it and not reassign it to something else in the district.

30
31 Director McKay asked if we would be able to get away with buying
32 one truck instead of two and inquired on the loaders.

33
34 Chief Sommers stated that personally, he loves the old Caterpillar
35 (CAT) loader, and both loaders work fine.

36
37 BC Sambrano commented the problem there is that not everyone is
38 loader certified, and we have a lot of new employees that are not
39 quite up to speed. BC Sambrano added that they need to remove
40 snow as fast and efficiently as they can because typically during
41 storms it is no surprise the crews are busier, so not only are they
42 trying to manage snow removal at the stations, but they are also
43 trying to respond to calls as quickly as they can so anything that
44 can be done to be more efficient is appreciated.

1 Chief Sommers added that we are not getting the depths of snow to
2 put the wear and tear on the loaders.

3
4 Director Costalupes asked if it would be worth outsourcing snow
5 removal rather than buying new equipment.

6
7 Chief Sommers stated that we can look into that, but personally, he
8 has reservations about that, as Washoe County Sherriff's Office
9 (WCSSO), has been doing that for the last eight to ten years, and
10 this past season, they called us about three times to come plow
11 them out as their contractor had not been there yet and they
12 needed to get out. Chief Sommers stated we would be at the mercy
13 of the contractor at that point as the contractor will not sit at the
14 ramp and clear the snow as needed and being a public building, we
15 need to keep the property clear to reduce liability.

16
17 Director Costalupes commented he is biased as he did snow
18 removal for 30 years and know what is possible and the new
19 normal is disgusting in all fields and trades and all capacities as far
20 as he is concerned and added that the new normal was a shame.

21
22 Chief Sommers stated that keeping the snow removal in-house is
23 the most beneficial route and reminded the Board that just because
24 it is in the budget, it does not mean we will spend it, it just gives us
25 the option when we need it.

26
27 Director McKay commented on the roof and boiler replacements and
28 added that if it is within reason, he would prefer local contractors
29 over out-of-town or out-of-state contractors.

30
31 Chief Sommers agreed and stated that he knew for a fact the bids
32 include local contractors.

33
34 Vice-Chair Cross circled back to the boiler replacement and asked if
35 the water capacity needed to be anything like it was when the
36 boiler was first installed.

37
38 Chief Sommers replied the capacity is fine, it is the boiler itself.

39
40 Vice-Chair Cross asked if the boiler capacity needed was the same
41 capacity it had when the building was newly built.

42
43 Chief Sommers replied yes as it is the same square footage, and
44 this needed to keep warm and keep the pipes from freezing.

1 Director Costalupes commented we will have higher efficiency with
2 a new boiler.

3
4 Business Manager Cary referenced the guidance from NRS Statutes,
5 stating that if you can hire a contractor or purchase anything, to do
6 it in the State of Nevada, and if it is not possible, then we would go
7 outside of the State. Business Manager Cary confirmed we are
8 always looking for local contractors and suppliers.

9
10 Chief Sommers confirmed and mentioned that Class-A Roofing was
11 contacted along with another local contractor for the roof
12 replacement and Bradley Electrical, Plumbing & Heating was
13 contacted for the boiler, and they too are local and confirmed we
14 are going to do our best to keep the business local.

15
16 Business Manager Cary moved on to the Extrication line item and
17 deferred the item to AFC Barnum.

18
19 AFC Barnum explained that this is part of the plan to phase in
20 electric battery powered, extrication equipment. AFC Barnum
21 continued to explain that they are a lot lighter, and it has been
22 found that the extrications we respond to are usually not on the
23 roadways but rather off the roadways so this would make it a lot
24 easier to carry tools and the chance of injury is a lot lower with the
25 lighter tools. AFC Barnum added that the technology is there now,
26 and that the battery powered tools make sense. AFC Barnum said
27 the plan is to slowly start converting the fleet, and every year, new
28 extrication tools will be bought for the each First Out Tech
29 Apparatus and eventually for the backup.

30
31 Business Manager Cary reported on Debt Service, stating that \$3.4
32 million was refinanced to get a lower rate and added that we are
33 saving on interest over the next ten years. Business Manager Cary
34 added that as shown, in 2025, the principal and interest payments
35 decrease somewhat dramatically, and explained that was because
36 the balance of \$3.4 million refinanced for the building would be paid
37 off by then. Business Manager Cary reminded the Board that we
38 received a loan to buy equipment last year.

39
40 Business Manager Cary said the analysis is a comparison of the
41 overall budget and can go over it if the Board wishes.

42
43
44

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Page 19 outlines Travel and Training, and it is a summary of what it would be.

Page 20 outlines salaries, an overall for the district personnel costs, salary cost, benefits, and retirement benefits.

Page 21 outlines approved salary ranges, and this year all of the salaried and hourly personnel were increased for their minimum and maximum by an increase of 4.2%. Business Manager Cary stated that Fuels was also listed and said that based on DC Powning’s February Board meeting presentation, and in talking at the last Board meeting on how they want to retain personnel, those wages were also included.

Business Manager Cary directed the Board to the Fuels budget on page nine so she can go over how everything DC Powning presented at the last meeting was incorporated into the budget. Business Manager Cary explained that the increases are wage increases and they are incorporated into the budget and added that as the Board knows, the Fuels Division works off grants, fire reimbursements etc. Business Manager Cary referenced page nine, saying that in the Fuels Budget excluding the NV Energy division, the \$450,000 the district contributes is listed and the rest is offset by other revenues, and one can see that we have over expended the 2021-2022 by the 270,000, as was approved at the BOD last meeting. DC Powning will be hiring employees at the higher rates for this current FY.

Chief Sommers asked DC Powning if he had anything to add.

DC Powning stated he would like to be transparent with his narrative as at the last Board meeting, the wage increase was approved in regard to the seasonal employees, but there is more to this than just the seasonal employees, like the FT employee rates being increased to be competitive as well and not having seasonal employees making more than the FT employees and that we maintain the increases, so we do not run into this situation again in two, three or four years. DC Powning added that this also identified 4:1 vs Hazard Pay, not that that really affects us, it benefits the district. DC Powning wanted to ensure everything is clear with where we are with Fuels Division and said he does not foresee going above the \$720,000 as things are still looking well for them.

1 Director McKay commented that a good point in general, is to be
2 able to forecast cost increases to the district, due to inflationary and
3 commodity prices, will be a challenge.

4
5 Business Manager Cary stated that in General Operations, she has
6 left out a few items because of the items Director McKay
7 mentioned, like the lights. Business Manager Cary added that she
8 had not increased fuel for vehicles and suggested that may be
9 something they come back to.

10
11 Business Manager Cary asked if everything for the Fuels Division
12 and what had been incorporated was clear to everybody.

13
14 Director Costalupes asked if we had our own fuel tank or if we went
15 to Chevron for fuel, which is probably not affordable.

16
17 Chief Sommers replied we do use Chevron, but not all the time.
18 Currently we are using Chevron because the County pumps are
19 down, otherwise we use the County pumps that are managed by
20 Pilot Thomas.

21
22 Director Costalupes commented that since we do not have our own
23 tank and we have access to the County pump that is the best we
24 can ask for.

25
26 Director McKay asked if we paid any or some of the road fuel taxes.

27
28 Chief Sommers replied we pay some taxes and knows that the WEX
29 company does as he was involved in setting up the WEX account,
30 but the taxes are handled by WEX, but he is unsure about taxes
31 with Pilot Thomas.

32
33 Business Manager Cary inquired for her information on when we
34 had the fuel contamination and asked if that was from our own gas
35 pump or was that from the gas for the boilers.

36
37 Chief Sommers said that was our pump and explained that we have
38 100% confidence that the vendor filled the overflow pipe instead of
39 the tank, and that cost us a lot of money. Chief Sommers added we
40 will not maintain our own tanks, because of the environmental
41 impacts that brings.

42
43 Director Costalupes commented that most tanks now are above
44 ground in a containment.

1
2 Chief Sommers added that Washoe County is talking about doing
3 that at the County yard and we told them we would enter into
4 negotiations and help them with that project but again, like
5 everything else, the supply chain and some of the negotiation
6 chains are moving very slowly so we may have to cross that bridge
7 this FY but he does not see it happening.
8

9 Business Manager Cary referred the Board to page 22, the 5-Year
10 Plan, and explained that FY 2022-2023 is a summary of the
11 beginning Fund Balance, what we believe our Fund Balance is going
12 to be at end of 2021-2022, all our revenues and expenditures
13 transferring to the Ambulance Fund, Debt Service, Capital Projects,
14 Contingency, and the \$6,300,000 she is estimating that we will pay
15 next year. Business Manager Cary stated the whole net change for
16 our budget is a deficit of \$6,560,453 which we will be eating up
17 some of our Fund Balance by a good portion and would like the
18 Board to be aware of that. Business Manager Cary stated that
19 during the first part of the budget presentation she did not mention
20 that we have the money currently to do the payback, and the
21 payback would be coming out of the Fund Balance.
22

23 Business Manager Cary explained that for 2023-2024 she budgeted
24 \$1.6 million as she is unsure of where it will all be and added that if
25 it is the \$8.7 million quoted, we will be done paying back in 2022-
26 2023, if it is not, as when Washoe County first said they were doing
27 the paybacks, our payback would be \$2 million, Business Manager
28 Cary estimated the payback would \$6 million and it was \$7.5
29 million, which is why she is doing this conservatively as she does
30 not know where we will end up.
31

32 Business Manager Cary stated that this concluded the Budget
33 presentation on her behalf and can answer any questions anyone
34 may have.
35

36 Director McKay commented it would not be appropriate if she did
37 not make an adjustment for fuel this year and suggested increasing
38 it a bit.
39

40 Business Manager Cary replied she did not analyze it and would
41 look into it.
42

1 Business Manager Cary explained that we have fuel at \$70,000 an
2 increase of \$20,000 from last year, but if the Board feels necessary,
3 she can certainly increase it.

4
5 Director McKay asked what was spent last year.

6
7 Business Manager Cary replied she is estimating for the end of this
8 year, we will spend \$67,000 as that is what was spent last year,
9 hence her estimate for this year, but with the Consumer Price Index
10 (CPI) increase 8.1% for the single month of March, she is hopeful
11 the powers that be will get a handle on it and inflation will not be as
12 dramatic.

13
14 Business Manager Cary asked Director McKay what number he
15 would like for see budgeted for fuel.

16
17 Director McKay replied he would leave it up her and what she thinks
18 would be appropriate.

19
20 Business Manager Cary confirmed she would make the necessary
21 changes to the budget.

22
23 Chair Herron complimented Business Manager Cary on a job well
24 done and thanked everybody on a job well done as well,
25 commenting it was a good budget session, and stated that if there
26 are no further questions we will move on.

27
28 **OLD BUSINESS:** No old business.

29
30 *Legal Counsel Reports.

31
32 Chair Herron noted that Legal Counsel Reese has been on the phone during
33 the duration of the meeting.

34
35 Legal Counsel Reese reported he has been working with FM Donohue,
36 confirming that her agenda item was reviewed by counsel, and they will
37 continue working on contracts otherwise no further report.

38
39 *Board of Directors Comments or Reports.

40
41 Vice-Chair Cross asked DC Powning that if in his opinion he has seen any
42 changes with the proposed salary increase and if that has helped with the
43 retention.

1 DC Powning replied they have only lost one person since the increases and
2 that was due to a different career decision.

3
4 Vice-Chair Cross stated his next question was for Chief Sommers and was in
5 reference to the earlier comment about the seasonal employee and PM
6 school and asked if the old volunteer money was still available and what was
7 going on with that.

8
9 Chief Sommers replied that when he said the Parasol, that is where he
10 meant that money is from.

11
12 Vice-Chair Cross asked Chief Sommers how long he guesstimates that money
13 will last the district for PM school.

14
15 Chief Sommers stated he will revisit that as now that we have a better cost
16 analysis on PM school he will need to re-evaluate.

17
18 Vice-Chair Cross stated he was curious as he was a part of helping with
19 those funds.

20
21 Chief Sommers acknowledged that and stated he would get a number over
22 to Vice-Chair Cross.

23
24 Vice-Chair Cross lastly inquired if there was a vehicle for when people
25 commit to using the Volunteer FF Fund money for education, do they owe
26 the district service for an amount of time of if they leave to go elsewhere
27 upon completion, do they owe anything back to the district.

28
29 Chief Sommers deferred the question to AFC Barnum.

30
31 AFC Barnum explained there is a contract in place, and the contract is
32 prorated for the period that they stay with us up to five years that they
33 would pay back the amount that we paid for PM school.

34
35 Vice-Chair Cross thanked AFC Barnum for clarification.

36
37 *Fire Chief Reports presented by Fire Chief Sommers.

38
39 Chief Sommers stated he did not have a report as since the last meeting
40 everybody knows what he has been working on.

41
42 Director McKay inquired on the Helicopter Program for the basin and knows
43 Chief Sommers has thought about the proposal and asked if he thought this
44 was the most approved course as far as cost and approach or if there are

1 other options, he thinks would be better.

2

3 Chief Sommers replied that it would be a great benefit for the district to
4 have that asset and advised that TDFPD has approached us on what or how
5 we can contribute/help them, and in talking with DC Powning as it would be
6 his crew mostly, once the program got going, we would support it with some
7 personnel. Chief Sommers stated that if the TDFPD Fire Chief, Chief Lindgren
8 is successful with this as he is very passionate about it, Chief Sommers
9 would like to support him where we can if he can raise 100% donation-
10 based funds, then we will do our best to staff it. Chief Sommers believes
11 there is still a lot of red tape for a program like that to exist in the basin
12 because rescues are totally separate, but once wildland fires are involved,
13 there are some misconceptions that the helicopter will launch and put out a
14 fire, that may happen once, but he does not think that will happen again
15 because there are too many rules when it comes to wildland fires, and Chief
16 Sommers says that because of the Tamarack Fire, everyone wanted to put
17 that out CalFire hiked into it, got within an eight of a mile and was basically
18 mandated to turn around and go back out and not suppress that fire. Chief
19 Sommers said there could be those same exact issues with the helicopter,
20 and it is not going to be a cure all, for sure and we need to be careful with
21 that if it gets that far.

22

23 Chief Sommers stated that was a long answer and hopes he was able to
24 answer the question.

25

26 Director McKay stated that he answered it as well as he could at the
27 moment.

28

29 Chief Sommers reported the same Fire Chief from TDFPD is pursuing shaded
30 fuel breaks around the entire basin, he would like to start that tomorrow.
31 Chief Sommers said there have been discussions with the Forest Service, DC
32 Powning, and himself, and it is not going to happen as soon as tomorrow, as
33 there are a lot of steps to go through when it comes to Federal Land. Chief
34 Sommers stated that he truly thinks that he and DC Powning need to sit
35 down with Chief Lindgren and explain our Fuels Program to him with the
36 concept of the halo, because in our opinion, the halo is our shaded fuel
37 break, but he wants to put this fuel break on Forest Service Land, which a
38 totally different ball game. Chief Sommers advised the Board they may hear
39 discussions on that at a later time. Lastly, Chief Sommers stated that the
40 same Fire Chief brought both of these ideas to the Parasol, and Parasol has
41 agreed to take both on, and the Parasol is raising some money for both
42 ideas.

43

44 End of report.

1 *Chief Officers Reports presented by Assistant Fire Chief Barnum.

2

3 AFC Barnum reported on Emergency Medical Services (EMS) on behalf of BC
4 Sambrano, reporting he has a lot going on in EMS, one thing being the
5 transition of his duties to Captain Quinlan which is complete. Currently they
6 are re-evaluating the fee schedule and comparing it to other agencies in the
7 area to see where we stand and see if it is reasonable as it has been quite a
8 while since that has been done and they will have a recommendation to
9 Board in June for an updated fee schedule. With BC Sambrano's duties being
10 transferred to Captain Quinlan, BC Sambrano has been tasked under the
11 direction of Chief Sommers to find a platform to combine all of our reporting,
12 as well as our response platforms onto one software platform, hence why
13 the additional iPads were on the budget as they need a little bit more
14 memory to have a one stop shop across all the different platforms that we
15 currently use. AFC Barnum reported that our department was chosen to do
16 the Ground Ambulance Data Collection System which is basically a Medicare
17 audit. AFC Barnum added that every single agency will be going through
18 this, but we came through on the first round, the audit is basically cost
19 utilization revenue, they take it to the cost of the ambulance and what the
20 ambulance utilization is and make sure we are doing the right things for the
21 Medicare reimbursement which ties back into the Ground Emergency Medical
22 Transport (GEMT) reimbursement that Chief Sommers alluded to earlier.

23

24 AFC Barnum moved on to report on Dispatch and stated Logistics Manager
25 Alan Green has been really busy tying the CAD or Dispatch System into
26 reporting tools so that we could more accurately report National Fire
27 Protection Association (NFPA) and GEMT for reporting as it is really
28 important, and AFC Barnum added that he knows the line shift personnel are
29 very happy that that is done because the workload that it takes to manually
30 enter the data is extensive and human error occurs, so having the CAD link
31 to reporting system is really important and reduces the workload.

32

33 AFC Barnum reported on Training, managed by BC Reed stating crews will
34 be doing wildland training all this week.

35

36 AFC Barnum reported the boat is scheduled to be docked on April 29th at
37 Sand Harbor.

38

39 AFC Barnum lastly reported on Fleet stating everything is up and working.

40

41 End of report.

42

43 *Prevention Reports presented by Fire Marshal Donohue.

44 FM Donohue thanked the Board for passing the proposed Resolution as it

1 helps her get things cleaned up administratively.

2

3 FM Donohue reported her March statistics are included in the Board packets,
4 and one can note that inspections increased considerably, plan reviews
5 increased a bit as well as the money collected from permit fees.

6

7 Additionally, FM Donohue wanted to potentially address Director Costalupe's
8 concern earlier about an inhouse hire, and said that when Chief Regan, her
9 predecessor left it had just been him and her. FM Donohue recognized Chief
10 Sommers for being kind enough to help her hire an Inspector I, and
11 currently, the Inspector I is Ground Level/Base Level. FM Donohue stated
12 she was in hopes of getting that position along a little bit quicker but with
13 COVID, trainings shut down, and there was not an opportunity for him to
14 attend trainings, so while he has been here a few years, he really does not
15 have experience under his belt right now to be able to walk in and take over.
16 FM Donohue added that hiring the Inspector II that we have been trying to
17 do, would have been the successor plan, but that did not work out for her,
18 so FM Donohue believes that going to the outside for recruiting, and opening
19 it up to the line staff, she will say that they are two distinct paths between
20 Suppression and Prevention, and the amount of certifications and
21 qualifications that she has to carry to be Fire Marshal and Fire Investigator
22 are certainly much different than what they have to carry for tactics and
23 strategies.

24

25 FM Donohue hopes that clears Director Costalupe's concern and if anyone
26 has any questions, she is available.

27

28

April 2022

29

30 I. Prevention Report for March 2022 (23 regular working days)

31

32 A. Inspections completed = **139**

33

1 Business License, Washoe County Child Care,

34

Reoccurring/Annual, Re-inspections, and Complaints = 63

35

2 Construction = 47

36

3 D-Space (const. related) = 8

37

4 Short Term Rental = 12

38

5 Fire drills = 0

39

6 Knox Box = 6

40

7 Special Event = 1

41

8 Burn/hot work permits = 2

42

1 B. Plan review projects received (includes initial, corrections, and
2 revisions) = **75**

3 1. WC = 47

4 2. NLTFPD = 6

5 3. Pre-TRPA = 6

6 4. Short Term Rental Applications = 16

7
8 C. Permit fees (billed for December 2021) = **\$ 8,522.25**

9 1. NLT & Pre-TRPA review/inspection fees = **\$ 3,312.00**

10 2. WC review/inspection fees = **\$ 4,580.25**

11 3. Short Term rental = **\$ 630.00**

12
13 D. Burn permit/recreational fuel-fired/ hot work permits issued = **2**

14
15 E. Alarm responses/fires investigated= **0**

16
17 F. Training hours = **7** hours

18
19 G. Present Resolution 22-01

20
21
22 *Fuels Management Report as presented by Division Chief Powning.

23
24 DC Powning reported crews are working on the East Shore Project South,
25 along Highway 28, and that is where the NV Energy (NVE) crews will focus
26 their priority this year. DC Powning added that the Forest Service and NVE
27 should be signing an agreement today regarding the Forest Service
28 jurisdiction; to what scope or what level that is going to look like as far as
29 our staff is unknow, he knows it is going to be a large-scale project, with
30 some mechanical equipment and advised the Board they will see more of
31 that come down this summer.

32
33 DC Powning reported in-house trainings for S-Courses and refresher courses
34 were held.

35
36 DC Powning advised that Forest Shackelford, resigned effective last Friday
37 and she has gone to work with NTFPD.

38
39 DC Powning reported Defensible Space Inspections (DSI) and Chipping
40 Services will be opening on May 9th, 2022.

41 Lastly, DC Powning reported that all the vehicles purchased through NV
42 Energy program will be paid off by the end of the month and the vehicles will

1 not be charged to NV Energy with the exception of preventive and
2 maintenance fees.

3

4 Director Costalupes asked that since we do not have a Forester, if that
5 meant that the residents of Incline Village do not have the option of having
6 trees marked for removal.

7

8 DC Powning replied that there was a discussion with Tahoe Regional
9 Planning (TRPA) in regards to that and what the Memorandum of
10 Understanding (MOU) says, and DC Powning acknowledged that we are
11 fortunate on the Nevada side, as to what a Forester is truly called, and due
12 to some gray area, in Nevada the person has to be someone approved by
13 TRPA along with having three years' experience working in that capacity,
14 and with our Fuels Specialist, Ryan Dominguez, we hold that capacity, and
15 we will not be losing that.

16

17 FM Donohue commented that Inspector Smith can still issue tree permits as
18 well under the MOU, so we have two avenues for tree permitting.

19

20 Director Costalupes and Chair Herron thanked DC Powning and FM Donohue
21 for their information.

22

23 End of report.

24

25 *Business Manager Reports presented by Business Manager Cary.

26

27 Business Manager Cary stated she had no further report and took a moment
28 to thank her staff for their help through the years and for getting the budget
29 together.

30

31 Business Manager Cary also thanked the Board of their continued support
32 over the last 18 years and said this has been a great place to work, which
33 made her decision to retire difficult, but it is time.

34

35 End of report.

36

37 *Public Education Information Officer Reports presented by PIO Rancourt.

38

39 PIO Rancourt reminded everyone that we closed Open Public Burning on
40 April 11th, and DSI and Chipping will commence on May 9th.

41

42 PIO Rancourt reported NLTFPD's attendance at the elementary school last
43 month doing the winter Wilderness Program for the 4th grade, in
44 collaboration with Tahoe Nordic Search and Rescue, where they taught 40

1 students. PIO Rancourt said it was really great to be at the school, in person,
2 and see the kids, as they were very excited to participate in a very valuable
3 program.

4
5 PIO Rancourt stated we are continuing to work on a PulsePoint launch,
6 reporting currently, 211 registrations and is in hopes to increase that
7 number of registrants, as she was a little disappointed and hopes to continue
8 and grow and get better. PIO Rancourt's plan is to cross-promote, provide
9 materials at events, send out post-cards and flyers, and the training centers
10 will push them out electronically to the classes. PIO Rancourt recognized
11 that it will take a while, but she is excited for the turnout.

12
13 PIO Rancourt reported she is working on the Pancake Breakfast, advising
14 that permits have been submitted and are in for review and thanking
15 Business Manager Cary and FM Donohue for their assistance with the permit
16 submissions.

17
18 PIO Rancourt lastly reported EMS week is coming up and that will be another
19 opportunity to push PulsePoint.

20
21 3.17.2022 – 4.14.2022 Board of Directors Report
22 Public Information/Community Safety & Education
23 Thursday, 4.14.2022

24
25 **UPDATES:**

26 1. Press Releases distributed:

- 27
28 a. Open Public Burning Closing April 11, 2022 – 4/1/2022
29 b. TFFT Wildfire Mitigation Award - 4//20222
30 c. TFFT Prescribed Fire Operations Continue – 4/12/2022
31 d. Chipping & Defensible services will begin May 9, 2022 –
32 4/4/2022

33
34 2. Winter Wilderness Program @ Incline Elementary – 3/3/2022

- 35 a. In collaboration with Tahoe Nordic Search & Rescue, we
36 taught approx. 40 4th grade students about winter
37 safety, what to wear, bring and communicate to your
38 family/friends, how to make signals and a shelter.

39
40 3. PulsePoint – PR Launch Week of March 21st

- 41 a. As of March 31st, 211 active users
42 b. We will continue to promote on social media and look at
43 other cross promoting opportunities such as “Tap in to
44 Tahoe” Welcome May 3rd event hosted by IVCBA, EMS

1 Week tours, Summer Water Safety, our Community
2 Pancake Breakfast to name a few.

3
4 4. Firewise USA Workshop @ North Tahoe Events Center – March
5 28, 2022

- 6 a. April Shackelford and Tia Rancourt attended the event
7 b. There were over 60 attendees
8 c. NFPA Firewise representative Megan Fitzgerald
9 presented Firewise concept to the group followed by a
10 panel discussion with several group leaders from CA
11 and NV sides of the lake.

12
13 5. Chipping and Defensible Space Services will begin May 9, 2022
14 a. Requests can be made online starting May 2, 2022.

15
16 6. CPR/American Heart Association Training Center Classes:

- 17 a. 3/17/2022 – 4/14/2022: 22 classes, 77 students
18 i. ALS – 4 classes, 18 students
19 ii. BLS – 12 class, 49 students
20 iii. Heartsaver – 3 classes, 6 students
21 iv. PALS – 2 classes, 3 students
22 v. Other – 1 class, 1 student

- 23
24 b. 111 AEDs placed throughout Incline Village/Crystal Bay

25
26 7. Social Media Coverage:

- 27 a. Google Analytics: March
28 a. Facebook page – 6,345 followers
29 b. Instagram – 3,247 followers
30 c. Twitter – 2,369 followers

31
32 End of report.

33
34 *Local 2139 Union Reports presented by Union Representative.

35
36 Union President Dale Spieker reported it is a busy month, as they are
37 working on their Red Card's for the wildland fire opportunities in the
38 summer, probationary FF Raw will be getting through her rookie year soon,
39 and things are going well.

40
41 ***NRS 241.020 re: Public Comment.**

42
43 This is a Time for the Public to Comment on any Matter, Whether or Not it is
44 Included on the Agenda of this Meeting.

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Director Costalupes commented that usually Board members participate in reviewing estimates on the capital improvements estimates and awarding of the contracts like for roof and boiler replacements. Director Costalupes asked if they will have Board input.

Chief Sommers replied we would absolutely welcome any Board member expertise as Board members are on the Board for the best interest of the district, so we would like to obtain that expertise from that member so we would include him for the construction. Chief Sommers added that once we received the final approval will reach out to him.

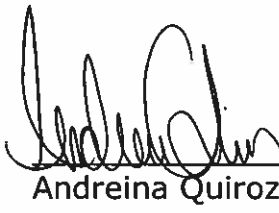
Director Costalupes thanked Chief Sommers and commented he would like to help.

Chair Herron confirmed the filing of the tentative budget.

Business Manager Cary replied she must file the tentative by 4:30p.m. tomorrow, April 15th. The final budget will be approved at the May 18th Board meeting, and it has to be submitted by June 1st.

Chair Herron just wanted to let the Board know the tentative is internal and does not have to be approved by the Board.

Meeting Adjournment 10:45 a.m



Andreina Quiroz, Secretary



Susan Herron, Chairman