

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

**April 14, 2023**

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

**MEETING CALLED TO ORDER:** Chair Herron called the meeting to order at 10:00 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; Greg McKay, Vice-Chairman; Denise Bremer, Secretary-Treasurer; Director, Charley Miller, Director; James Costalupes.

**\*Guests present:** Fire Chief Ryan Sommers, NLTFPD; Assistant Fire Chief Russell Barnum, NLTFPD; Business Manager Sharon Cary, NLTFPD; Chief Financial Officer Jackie Signorelli, NLTFPD; Fire Marshal, John James, NLTFPD; Board Secretary/Administrative Assistant Andreina Quiroz, NLTFPD; Division Chief Isaac Powning, NLTFPD; PIO Tia Rancourt, NLTFPD; IT/Logistics Manager Alan Green, NLTFPD; Local 2139 President, Dale Spieker, NLTFPD.

**Approval of Agenda:** Chair Herron informed the Board that before the agenda is approved, North Lake Tahoe Fire Protection District (NLTFPD) Staff asked to have New Business Agenda item one removed as new information had been received and they would like more time before presenting to the Board.

No objections.

Chair Herron approved Agenda as revised.

**\*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.**

No public comments.

Chair Herron took a moment to offer condolences to Vice-Chair McKay and his family due to the passing of his wife, Donna McKay. The Board respects his desire to return to normalcy and appreciates him being here today. Chair Herron also thanked the NLTFPD crew that responded and continues to offer support to the McKay family as they are appreciated.

1  
2 Vice-Chair McKay responded he is very humble and appreciative of the  
3 support he has had as it has made a big difference.

4  
5 **CONSENT AGENDA:** Approved as submitted.

6  
7 Approval of Minutes of the March 15, 2023, Board of Directors Meeting.

8  
9 Review of Accounts Payable for March 2023.

10  
11 Approval of the March 2023 Monthly Management Report.

12  
13 **NEW BUSINESS**

- 14  
15 **1.** Discussion of and Possible Action to Award the Contract for the North  
16 Lake Tahoe Fire Protection District's (NLTFPD) Workers'  
17 Compensation Insurance Policy for Fiscal Year 2023-2024 to 7710  
18 Insurance, presented by CFO Signorelli.  
19  
20 **2.** Discussion of and Review of the Fiscal Year 2023-2024 Tentative  
21 Budget, presented by CFO Signorelli.  
22

23 Chief Financial Officer (CFO) Signorelli began by mentioning there  
24 was a summary placed at each of the Director's seats, that lists the  
25 adjustments made, and said she would speak to them through the  
26 presentation as well as one more piece of information regarding an  
27 increase that is being requested by Chief Sommers.  
28

29 CFO Signorelli stated some of the key points noted; the tax rate has  
30 not changed, an increase has not been requested therefore the tax  
31 rate will remain at .648, we are fully staffed, with the same numbers  
32 as last year just different allocations.  
33

34 CFO Signorelli explained the overview for next year noting some big  
35 increases. Overall, there is a 7% increase in revenue, some of it is  
36 stemming from the Fuels Division and NV Energy because to cover  
37 those expenses, we need to increase revenue which is a balancing  
38 act that Division Chef (DC) Powning is well in charge of and  
39 understands. To staff, we need to have the revenue to offset. CFO  
40 Signorelli stated efforts are being made to segregate the Fuels and  
41 NV Energy departments and efforts will continue to be made over the  
42 next calendar year. The segregation will ensure that whatever  
43 happens in the NV Energy pool and the Fuels Division pool stay  
44 separate and explained that currently they are a little conflated

1 because we are not necessarily moving personnel that work in one  
2 division, although it is being billed out and we are being paid, it is  
3 crossing over to different departments. CFO Signorelli reassured the  
4 Board this would be amended in this coming Fiscal Year (FY), that  
5 way DC Powning can strive for a negative or better \$450,000 budget  
6 for Fuels Management and strive for a zero-bottom line for NV  
7 Energy.

8  
9 Next, CFO Signorelli stated, the biggest increase year over year is  
10 typically salaries and wages and said this will happen again this year.  
11 CFO Signorelli explained this has to do with positions we are looking  
12 to add if approved. Another portion has to do with the pension  
13 increase, line personnel is increasing from 44% of total salary to  
14 50%, and non-line personnel, is increasing from 29.75% to 33.5%,  
15 this is a 14% increase year over year.

16  
17 CFO Signorelli explained expenses are increasing by 11% and  
18 recognized this is a big jump when we are only increasing revenues  
19 by 7%.

20  
21 CFO Signorelli moved onto the General Overview, of the General  
22 Fund (GF); the beginning fund balance is of \$13 million, and  
23 explained the information listed on the columns of the GF, Fund  
24 Balance Calculation, where Revenues, Salaries and Benefits at  
25 12.7%, Services and Supplies, Transfers that go to the other  
26 departments such as Fuels, Capital Projects, Debt Service, and the  
27 Ambulance Fund. CFO Signorelli explained the Property Tax refund is  
28 also listed although no final notice has been received since March  
29 from Washoe County (WC). She has requested an update, but  
30 nothing has been received, and explained this was put in the budget,  
31 because claims are being put in through May and will be paid out  
32 through next June. CFO Signorelli stated that even though claims are  
33 still being submitted, the payback could potentially happen over the  
34 next year, and she inquired with WC what that projection looked like  
35 based on the numbers that have been touched. CFO Signorelli  
36 thanked Chair Herron for the information she provided to CFO  
37 Signorelli and said the numbers are global since it is for all of WC and  
38 although it is not as specific as she would like, on how many  
39 applicants they have versus how many they have actually touched,  
40 they are working through all of that. CFO Signorelli advised the  
41 caveat to this is if they cannot locate someone and someone files a  
42 claim, they can still come back and be awarded the claim. Next, CFO  
43 Signorelli stated the Contingency Fund is listed and has not been  
44 touched yet and with that, the Net Change is \$4.1 million.

1  
2 CFO Signorelli advised one of the corrections listed on the summary  
3 is the balance of the Capital Project Fund for this year; there is an  
4 increase of \$487,000, making the Ending Fund Balance \$6.4 million,  
5 instead of \$6.9 million as the requested amount is \$750,000.  
6

7 CFO Signorelli asked if there were any questions. No questions.  
8

9 CFO Signorelli directed the Board to the GF section, and commented  
10 Ad Valorem we do not take the full number from WC as we assume  
11 that we are not going to collect on all items, as per historical trends,  
12 we do not collect 100% of what they tell us our revenue is supposed  
13 to be, therefore that is adjusted as well as Consolidated and Local  
14 Tax.  
15

16 CFO Signorelli went over the following Budgets:  
17

18 The Administrative Executive budget has decreased year to year due  
19 to the changes that have happened, including Business Manager (BM)  
20 Cary's retirement, salary increases, and two requests for executive  
21 office supplies. CFO Signorelli explained that in general, for Services  
22 and Supplies she came up with totals after looking at every  
23 department's historical trend over the last five years and where we  
24 think we need to go and adjusted things to reflect historical averages.  
25 As an example, CFO Signorelli stated that if there is a budget that  
26 normally had \$12,000 in expenses, for the last five years and the  
27 budget is for \$20,000 she made the adjustment, considering price  
28 increases, adjustments, and small contingencies or changes. CFO  
29 Signorelli advised this trend can be noticed throughout the Budget as  
30 she does not break out every line item in Services and Supplies but  
31 can be seen on the detail page; Dues & Membership and Training &  
32 Travel increased due to her Certified Public Accountant (CPA) work,  
33 training, conferences, and other professional memberships, and said  
34 that on the summary, there is an additional \$5,000 listed for  
35 membership renewal for Chief Sommers.  
36

37 The Administrative Services budget has also increased due to a  
38 request from CFO Signorelli to add an additional  
39 Administration/Human Resource (HR)/Accountant employee. CFO  
40 Signorelli advised the request comes from not having the bandwidth  
41 from current Administration (Admin.) personnel to take on projects,  
42 work on revamping of areas and assisting. Admin. would like to be  
43 an advocate for the district, but currently they are doing the jobs that  
44 are in front of them in the time slots allotted, with not enough

1 bandwidth to take on other projects. CFO Signorelli advised her goal  
2 is to give current Admin. personnel the opportunity to excel and  
3 exceed in the roles that they want to be in while having an additional  
4 employee with accounting experience to assist with reconciliations  
5 amongst other tasks. With this comes another request, Legacy  
6 Dynamics Great Planes (GP) is currently being used, however CFO  
7 Signorelli is requesting Enterprise Resource Planning (ERP) software  
8 to take all the financial aspects and put them into one house including  
9 budgets. Currently the district is using different systems to execute  
10 their needs and the only thing GP is being used for is Accounts  
11 Payable and bank reconciliations, and it does not give us the analysis  
12 tool needed. This also takes more effort as things are done manually.  
13 CFO Signorelli has two other requests, one, for consultant, Eide Bailly  
14 to look for, research, and help us understand what the right system  
15 is for us and in the same process looking for a new HR and payroll  
16 system, as currently there is not a not a good tracking system for HR  
17 responsibilities. From a confidentiality standpoint, we do have our  
18 Information Technology (IT) system set up, but still it required a lot  
19 of manual inputs from one system to the other to keep track of all  
20 the complicated factors such as step increases, longevity,  
21 promotions, education pay. From an HR standpoint, housing  
22 employee performances, new employee onboarding, having a secure  
23 portal for document submittal, but also having a true HR system and  
24 payroll system that handles time entries and has more controls that  
25 we need like who can look at the data in the system. CFO Signorelli  
26 explained the current process of time tracking and exporting to ADP  
27 for payroll and emphasized there is still a lot of manual entries being  
28 done. CFO Signorelli advised the consultant would be looking at what  
29 the other inputs are, and they will be looking at every option for the  
30 inputs coming in and what are the best systems for the district. CFO  
31 Signorelli recognized this process takes a lot of time, between demos,  
32 speaking with vendors, going through the needs analysis, and  
33 deciding what vendors meet our needs. CFO Signorelli recognized  
34 this process could take hours for each individual package, this is her  
35 history, she has done this in the past and has no problem taking this  
36 project on, she only must keep in mind that she only has so much  
37 bandwidth to take the rest of everything else done for the district  
38 hence the request for the consultants. CFO Signorelli stated that with  
39 that purchase there are additional expenses such as annual  
40 maintenance. CFO Signorelli explained the quote from Eide Bailly for  
41 consulting was between \$70,000 to \$80,000. The two software  
42 requests were submitted to Capital Projects, one is for \$70,000 and  
43 is for HR/Payroll and the other request is for \$70,000 for the  
44 accounting package. CFO Signorelli added this does not all have to

1 happen in one year, but this was the highest quote amount received  
2 from all of the systems that are offered. The total highest bid came  
3 from NEO Gov, a very common government HR system. CFO  
4 Signorelli explained that we get what we pay for and that is what  
5 makes the difference. It is about finding the sweet spot where fund  
6 accounting can be done while feeding under the budget and financial  
7 statements. CFO Signorelli said this also feeds into the hiring of the  
8 additional person, because if the new accounting software is  
9 approved, the implementation of the software also needs to be done.  
10 The implementation will take a lot of effort as we will need to go  
11 through and enter information into the new system, and while the  
12 consultant will help with some of that, it is a matter of what can our  
13 staff take on and what do need in the long run. Having the new  
14 person help with that process and having the long-term role of  
15 monthly reconciliation amongst other duties that happen on a month-  
16 to-month basis. In the Services & Supplies area, is where the  
17 maintenance agreement for the new software programs that would  
18 potentially happen in year one and the Capital part of it would be in  
19 the Balance sheet on the Earned Net Assets. CFO Signorelli reiterated  
20 increases in Services & Supplies are based on historical averages,  
21 increases in utilities are due to inflation, increase in payroll fees for  
22 ADP, office cleaning increased to \$200 from \$150, Awards and  
23 Recognition for an employee recognition program resulting from  
24 Chief Sommers survey and contractual maintenance that has to do  
25 with software systems.

26  
27 The Information Services budget is asking for an increase of 4.23%.  
28 Although salaries and wages have a negative, it does not mean we  
29 have gone down, but rather budget year-to-year has decreased,  
30 actuals will increase like normal. This request is also to get IT up to  
31 market value for the IT individual. Standard benefits, Services &  
32 Supplies include annual increases, Contractual Maintenance, Social  
33 Media Archiving for the social media platforms, website, and e-mail.  
34 CFO Signorelli advised Smarsh has been the vendor selected for  
35 social media archiving, and can also do the public records request,  
36 this is beneficial in protecting the district, citizen complaints, and  
37 NLTFPD staff. Office 365 upgrade is also under Contractual  
38 Maintenance to increase the cyber security level. There are different  
39 levels of licensing with Office 365, and while not all staff would be  
40 upgraded, the executive staff and full-time (FT), employees would be  
41 upgraded to the E5 license, as this is also a requirement from Smarsh  
42 to be compliant. First Due would also fall under this.

43  
44 Assistant Fire Chief (AFC) Barnum commented that First Due is the

1 platform for response that ties all of the platforms that we use to  
2 track inventory and reporting.

3  
4 CFO Signorelli added this would also include other licensing such as  
5 Maraki and again reduce budgets to historical averages.

6  
7 CFO Signorelli asked if there were any questions for IT.

8  
9 Vice-Chair McKay asked if E5 level was like Homeland Security level.

10  
11 IT/Logistics Manager Alan Green responded that currently we have  
12 E3 security, which gives us some security, E5 would provide better  
13 security and better archiving.

14  
15 CFO Signorelli added that with E5 if we are communicating with  
16 someone outside of the district, it will be a secure email and  
17 encrypted as currently, we do not have that.

18  
19 The Fleet Maintenance budget is also increasing due to the need for  
20 a new mechanic. We only have Mechanic Josh Phillips, now Fleet  
21 Manager, therefore we are looking for a Part-Time (PT) mechanic and  
22 have had zero applicants in the four weeks the position has been  
23 advertised. CFO Signorelli stated part of the problem of not having  
24 any interest in the position is that NLTFPD is in Incline Village, it is a  
25 PT position with no benefits, a probable commute as we cannot find  
26 anyone local. CFO Signorelli advised the request is to offer at least  
27  $\frac{3}{4}$  time if not FT and advised Chief Sommers and DC Powning have  
28 been working on one potential resource, where NV Energy would  
29 potentially pay for 50%, or half time for that individual. DC Powning  
30 confirmed this was well explained by CFO Signorelli and added this  
31 was put in the proposal for the next contract, and in the last  
32 discussions with NV Energy, it sounded like it was a high possibility  
33 that the contract would cover that. CFO Signorelli added that NV  
34 Energy was not looking at a FT person, but they have been in  
35 negotiations to do half time. CFO Signorelli stated that if the  
36 mechanic is not covered by NV Energy, she is hopeful the Board will  
37 approve the new mechanic at  $\frac{3}{4}$  to give the individual benefits, and  
38 if this still does not attract any leads, we will look at another option.  
39 The Fleet budget reflects the new mechanic, 50% funded by NV  
40 Energy as the goal, so the full balance would drop to \$84,000  
41 however because this would be our employee and if we go out of  
42 contract with NV Energy, they are still our employee, we will have  
43 that increase or find another resource for funding. The budget also  
44 includes an ERS system for maintaining the Fleet schedules. Noted is

1 a reduction in Professional Fees associated with funding to pay for  
2 the help of an outside Mechanic for when Mechanic Phillips reported  
3 for duty to the National Guard, Mechanic Phillips has since retired  
4 from the National Guard and this expense is no longer needed.  
5 Training and Travel was increased to \$5,000 per employee due to the  
6 schooling and certifications needed such as California Fire Mechanics  
7 Academy, testing fees, and quarterly mechanics tests.  
8

9 The Operations Suppression (OPS) budget has a salary increase of  
10 6% across the board and this includes step increases and benefits.  
11 Services & Supplies, with historical averages, some budgets went  
12 away as OPS personnel do not want or need them, for example Water  
13 Rescue Training as training is done in-house and they no longer have  
14 to pay a third party to do the training. OPS Budget Requests,  
15 Contractual Maintenance has an increase in pricing due to ladder and  
16 pump testing as mandated. Equipment Supplies had two items  
17 removed as listed on the summary sheet, the items removed were  
18 the 9" Battery Powered Saws and circular saws saving us \$9,000.  
19 AFC Barnum advised these items are being put off until further  
20 information is received on the supplies. Hose supplies are listed as  
21 we need to be compliant, currently we have aging hoses that are over  
22 17 years old and need to be replaced. Hazmat supplies, lists two  
23 MultiRae monitors, AFC Barnum explained we received a grant out  
24 outfit our first out vehicles with new gas monitors, the first our  
25 engines have the monitors, the reserve engines, and Battalion Chief  
26 (BC) vehicle still have the older monitors, this is an attempt to have  
27 all first out apparatus and reserve engine with the same hardware as  
28 far as the gas monitor. CFO Signorelli stated there are regular price  
29 increases for Maintenance and Supplies for power saws, replacing ten  
30 chainsaw chaps to comply. AFC Barnum commented that the benefit  
31 of hiring from the Fuels Division is obtaining professionals that know  
32 how to use chain saws and know what wildland compliance is for  
33 safety equipment. AFC Barnum added that this employee was able  
34 to go through all the OPS wildland response equipment and found  
35 the chaps were not compliant, hence the request. CFO Signorelli  
36 reminded the Board these increases or decreases listed are over  
37 budget to budget, they are not going to zero it is just based on the  
38 needs. CFO Signorelli offered to go through each line item if the  
39 Board wished and gave a synopsis of each line item. CFO Signorelli  
40 noted Radio Supplies increased due to the need of Wildland Radios,  
41 as these need to be replaced almost every year, because of this,  
42 \$15,000 to \$40,000 is allocated every year for replacement because  
43 they are often used, each radio ranges from \$2,000 to \$4,000  
44 depending on the need and use. Chief Sommers commented that this



1 purchase is not made every year, but it is an increment. CFO  
2 Signorelli added that funds are allocated as we know the purchase  
3 will need to be made and we need to have the reserves for the  
4 expense. Training & Travel increased with the onboarding of younger  
5 employees and continued training for existing employees and  
6 because in previous years OPS has gone through this budget, hence  
7 the request to increase. CFO Signorelli noted she is working on  
8 individuals putting in requests into the right budget bucket as a  
9 request for an increase may offset with a decrease in another  
10 department because coding was not being done correctly. Personal  
11 Protective Equipment (PPE), request includes turnouts, boots,  
12 replenishment, and a new request for turnout drier. AFC Barnum  
13 stated that a few years back the Board approved the purchase of an  
14 additional set of turnouts for crews and replacing those retired, a  
15 huge investment of over \$6,000 per employee for their turnout  
16 equipment. Currently a commercial tumble dryer is what is used to  
17 dry turnouts, and this is not the ideal way of drying turnouts to any  
18 standard. Although robust it is delicate because they do not want to  
19 destroy the turnout fabric. The new drying cabinet will allow for six  
20 turnouts to dry slowly over a 24-hour period after being used and  
21 washed. AFC Barnum added the dryer has a dual purpose as it also  
22 handles drying hoses and feels this is a good way to ensure the  
23 investment is taken care of properly. CFO Signorelli noted the Self-  
24 Contained Breathing Apparatus (SCBA) request was higher in last  
25 year budget but since a grant was received, this request was  
26 decreased to \$19,500 and this will be used to maintain SCBA's.  
27 Building Maintenance, requesting keyless entry for the three doors to  
28 the Admin. building, repairing the Admin. front door, maintenance on  
29 the Heating Ventilation and Air Conditioning (HVAC) for allergens,  
30 ozone treatments, new NLTFPD graphics on doors, and window  
31 cleaning.

32  
33 Director Miller inquired on the coding of salaries and wages, as he  
34 noticed a change in how they are accounted for because salaries  
35 decreased but vacation and Compensation (comp.) time increased.

36  
37 CFO Signorelli replied this was a great question, and said everything  
38 is generally pushed into salary, and since salary is generally split,  
39 employees will take sick and vacation over time at the employees'  
40 preference, but at the end it should be a net-net year to year, so she  
41 allocated those specific budgets. CFO Signorelli offered to provide  
42 Director Miller with additional information if he wished.

43  
44 CFO Signorelli reported on Cardiopulmonary Resuscitation (CPR)

1 budget, stating CPR classes are held for the public, the budget  
2 includes the contract fee for the instructor managing the classes and  
3 training. CFO Signorelli advised that as of yesterday, the current  
4 contract with Jim Whitson has been terminated and a new contract  
5 with a new instructor will be put in place. The contract will remain at  
6 \$1,800 per month. Additionally, we purchase Automated External  
7 Defibrillator (AED) units for other agencies, and they purchase them  
8 from us.

9  
10 The Prevention budget had a decrease in salaries with Fire Marshal  
11 (FM) Jennifer Donohue's retirement and hiring of current FM John  
12 James. Preventions Contractual Maintenance requests include,  
13 Washoe County's (WC) Accela software, First Due specific to  
14 Prevention to assist with inspections and permitting modules, this  
15 portion of First Due is not included in the other First Due package,  
16 employee physicals, and advertising. Dues and Membership  
17 increased as well in Prevention as they do year to year.

18  
19 Vice-Chair McKay complimented Prevention on the well job done  
20 digging out hydrants this season.

21  
22 Director Costalupes stated the hydrants that were ignored were  
23 around the school district.

24  
25 The Public Education (Pub Ed.) budget includes a request for  
26 consumable items, and an Emergency Preparedness Video for  
27 evacuations. Public Information Officer (PIO) Rancourt commented  
28 that evacuations are a hot topic so the next video will focus on  
29 evacuations.

30  
31 The Fuels Management budget has increased revenue to come in at  
32 the bottom line and to get to \$450,000, we must increase revenue  
33 depending on what additional requests are needed and the  
34 management of the budget. Fuels does not have any specific items  
35 to request for Capital Projects.

36  
37 The NV Energy budget needs to get to zero to solve our problem for  
38 all the salaries, wages, and services, we must have revenue to offset  
39 that, \$3 million is what is being projected. CFO Signorelli advised the  
40 Forester position was mistakenly not added to the budget but the  
41 information for the Forester is listed on the summary and assured  
42 the net numbers work.

43  
44 CFO Signorelli referred to the summary and said there was a double

1 dip between Prevention and Fuels for an employee that is crossing  
2 over, the Fuels Prevention Specialist/Inspector as he will continue to  
3 be under the Fuels Department but performing a lot of work for  
4 Prevention. CFO Signorelli explained this employee was listed under  
5 the Prevention budget assuming that the additional expender would  
6 be in the Prevention budget, but this employee will remain on the  
7 Fuels side of the house but will report to FM James.

8  
9 Chief Sommers added this is a day-to-day change for the Fuels  
10 Prevention Specialist/Inspector to work under FM James because of  
11 the Tahoe Regional Planning Agency (TRPA) requests and  
12 requirements on permits that pertain to the Defensible Space  
13 Evaluations (DSE). Instead of having two Chief Officers trying to  
14 figure out one person's schedule, the Fuels Prevention  
15 Specialist/Inspector was placed in one spot, however his position is  
16 partially funded by grants and in order to keep that part straight in  
17 the Budget, this employee will remain under Fuels but for the day-  
18 to-day operations he will be in Prevention, as this will streamline day  
19 to day operations around the district.

20  
21 Vice-Chair McKay commented that maybe one day the Board can see  
22 a presentation on how this will be executed and the progress.

23  
24 DC Powning added that another reason behind this is to have  
25 consistent messaging to community, because when inspectors are  
26 coming out of different divisions or departments, they are not  
27 necessarily on the same page or wavelength, based on the  
28 interpretation of what is being seen in the field, this is an attempt to  
29 streamline that process and provide more work capacity for  
30 Prevention.

31  
32 Vice-Chair McKay commented this was a positive step.

33  
34 CFO Signorelli stated that with this, the Board will notice a net-net of  
35 zero, because one position was in fuels, and the revenue had to be  
36 increased to offset the additional item.

37  
38 The Ambulance Fund (AMB) was established in 1982; the fund is set  
39 up for nine employees and usually the newest employees are placed  
40 in the AMB fund. If we can maintain the parameters for which it was  
41 set, for which we fund \$1.65 million a year into the fund to keep it in  
42 operation. Looking at historical records, in the future we may be able  
43 to alter the fund and have all ambulance employees in this fund. This  
44 is pending information from WC to see if they have any information

1 on the tax initiative that was passed in 1982 to create the AMB fund.  
2 This would make more sense to do as it would transpire with  
3 Paramedics (PM) as well as for easier reporting requirements such as  
4 segregating OPS from Emergency Medical Services (EMS) for the  
5 Ground Emergency Medical Transportation (GEMT) audit. CFO  
6 Signorelli reiterated that EMS is for nine personnel, eight of which  
7 are employees of three years, newest hires with lowest salary  
8 commitment. CFO Signorelli noted some increases, \$7,000 for the  
9 tablets on the First Out Medic Units to ensure they stay current and  
10 up to date. CFO Signorelli added this item was listed in a different  
11 budget last year and she is listing it correctly this year. Additional  
12 increases include bank fees to include credit card processing fees for  
13 ambulance billing payments, EMS radio replacements saying the  
14 increase requested is for \$33,900 and that is an increase from the  
15 prior year, employee physicals increased to \$750, as well as an  
16 increase to Training & Travel for the newer staff.

17  
18 CFO Signorelli moved onto the GF listed at the end stating the 2024  
19 budget should be \$750,000, an increase of \$487,000 that she will  
20 explain.

21  
22 CFO Signorelli continued with Capital Projects, explaining the  
23 requests are listed in the same format as other requests. There will  
24 be sales of Fixed Assets, Operating Transfers, Crew Carrier Revenue  
25 that comes from the Fuels budget and explained every year \$40,000  
26 in revenue is moved to offset some Capital Expenditures.

27  
28 Capital Requests include \$100,000 for structural repairs on the  
29 Admin. building but repairs have been pushed out to 2027. Station  
30 12 front door overhang; IT/Logistics Manager Green explained the  
31 front door needs to have a cover to protect it from rust. Fire alarm  
32 replacement in the Admin. building and at Station 12. IT/Logistics  
33 Manager Green explained the alarm system at Station 12 is very old  
34 and outdated and the replacement parts to fix are becoming more  
35 difficult to find.

36  
37 Director Miller inquired if this was for the fire alarm inside the  
38 building.

39  
40 IT/Logistics Manager Green confirmed.

41  
42 Director Miller inquired on the monitoring company used for the  
43 district fire alarms.

44

1 IT/Logistics Manager Green replied Holm Electric does the fire alarm  
2 monitoring.

3  
4 CFO Signorelli referred to Capital Requests stating that some items  
5 listed are for future years, such as the Type 1 and Type 3 engines.  
6 New Forester vehicle for \$60,000, because we will be appropriating  
7 the \$60,000 for this year, as NV Energy will be paying for the vehicle  
8 out of the current contract therefore it will be a net zero. CFO  
9 Signorelli recognized the due diligence of the team saying she  
10 reached out and DC Powning did the leg work, advising NV Energy  
11 the Forester has been hired and we do not have a vehicle available,  
12 and NV Energy wanted to add this to this year's contract.

13  
14 DC Powning added that in the next proposal to NV Energy he will be  
15 working to obtain another Type 6 engine to bring the fleet up to four  
16 Type 6 engines, as currently they have seven people per engine  
17 module which has many challenges on off district assignments. DC  
18 Powning stated the norm is that typically we are reimbursed for five  
19 people and because of this challenge two people are left behind then  
20 causing logistical difficulties of staffing the two individuals. DC  
21 Powning advised he approached NV Energy with the idea of taking  
22 down the engine modules to five-person engine modules and bringing  
23 in another engine. DC Powning added this will help with having good  
24 staffing for in district when an engine is out on incident, it will  
25 maintain another module here. DC Powning stated this request along  
26 with the Forester will also be added to the next contract and advised  
27 it has been approved, pending final contract. The cost of the Type 6  
28 Engine is \$300,000.

29  
30 Chief Sommers added that NV Energy is wanting us to hire more  
31 people and recognized the negotiating DC Powning has been doing  
32 with NV Energy as we do not want to hire that many more people as  
33 we would like to keep staffing manageable and said this is the plan  
34 that they came up with and said the two agencies are meeting in the  
35 middle.

36  
37 Director Miller inquired if NV Energy wanted the employees to be  
38 hired as seasonal or FT employees.

39  
40 Chief Sommers replied it was a combination of both.

41  
42 DC Powning added that if this were to go through the contract, two  
43 additional FT employees to manage the engine would be hired and  
44 the seasonal staff would be reduced by two people.

1  
2 CFO Signorelli moved onto the new ambulance and the remount. AFC  
3 Barnum confirmed items had been approved and ordered and said  
4 the additional \$175,000 is the cost of the remount and that the  
5 remount had been pushed back because of the tax payback. CFO  
6 Signorelli added that funds would be allocated for the future,  
7 allocating \$175,000 per year or every other year for updating  
8 chassis. \$80,000 a year, will also be allocated ongoing to replace and  
9 keep up to date Utility vehicles in the district, plus the \$40,000 Crew  
10 Carrier revenue from Fuels. There is also a new request for a Sea-  
11 Doo Search & Rescue Watercraft for \$40,000. AFC Barnum stated he  
12 removed this request from the budget last year as he did not believe  
13 we were ready. He noted the jet skis were obtained a while ago, and  
14 although they are great, they are not rescuing jet skis but rather  
15 recreational jet skis. And to have one truly dedicated rescue jet ski  
16 with a platform that we have for our rescue swimmers is ideal to have  
17 at the beach, additionally we will retain one of the current jet skis  
18 and retire the other.

19  
20 Director Costalupes inquired on the difference between a rescue and  
21 recreation jet ski.

22  
23 AFC Barnum explained the rescue jet ski is wider and more stable,  
24 and the current jet skis were retro fitted to attach the rescue board  
25 and not specifically designed to be a rescue board, and the new board  
26 is the whole key to the rescue swimmer program.

27  
28 Director Costalupes confirmed the jet ski comes premade and  
29 inquired on what would be done with the current jet ski.

30  
31 AFC Barnum deferred the question to Chief Sommers.

32  
33 Chief Sommers replied we would take proper measures to sell the jet  
34 ski and said we were contacted by one Government agency, Truckee  
35 Donner Recreation & Park District as they do not have any type of  
36 rescue vessel for their lifeguard program, so they inquired about a  
37 vessel.

38  
39 Director Costalupes stated that would be a good way to repurpose  
40 the jet ski.

41  
42 Director Miller asked AFC Barnum if the vessel is like the rescue  
43 vessel used for surfers.

44

1 AFC Barnum confirmed it is similar.

2  
3 Director Miller inquired on the ambulance remount process, and  
4 asked if the ambulance top is removed and placed on a new chassis  
5 with a new engine.

6  
7 AFC Barnum confirmed that was correct.

8  
9 Vice-Chair McKay inquired on how much the rescue jet skis used.

10  
11 AFC Barnum replied he is unsure and would have to look at the  
12 statistics and mentioned that Tahoe Douglas Fire Protection District  
13 (TDFPD) has already had to use theirs twice.

14  
15 Director Costalupes inquired where the jet skis would be placed.

16  
17 AFC Barnum replied that one would be at Ski Beach and the other  
18 would be on a trailer.

19  
20 Director Costalupes inquired if Sand Harbor has their own jet ski.

21  
22 AFC Barnum confirmed they do.

23  
24 CFO Signorelli moved on to Extrication Equipment, this is the third  
25 year that this request is being placed and replenished for the  
26 equipment needed and said this is the final year of the request.  
27 Technology request includes a server replacement. IT/Logistics  
28 Manager Green stated only one server has been purchased in the las  
29 seven years, and prior to that, a new server was being purchased  
30 every single year. Although we are moving the cloud, there is still a  
31 need for a server to maintain our data and Electronic Patient Care  
32 Records (EPCR). CFO Signorelli reiterated Human Resource &  
33 Information System (HRIS) and Payroll (PR) platforms sometimes go  
34 hand in hand sometimes, but not always, and since we have a very  
35 complicated payroll system, it may end up being two separate  
36 systems or ideally a collaborative software program. The accounting  
37 ERP is the financial package mentioned earlier at \$70,000.

38  
39 CFO Signorelli concluded the Operations Requests stating this would  
40 put us at \$1.165 million. CFO Signorelli added that with the carrier  
41 revenue that offsets and the sales of fixed assets it would take us to  
42 \$1.1 million for this year.

43  
44 CFO Signorelli moved onto Debt Service stating the schedule of when

1 debt will be paid off and deferred to Business Manager (BM) Cary for  
2 further information on early payoff.

3 BM Cary reminded the Board of the loan that was refinanced at 1.7%  
4 for Station 11 and vehicles and advised we cannot prepay; it must  
5 be paid over the next ten years. CFO Signorelli noted the significant  
6 decrease in 2025 and BM Cary advised Station 11 will be paid for  
7 when the decrease occurs in 2025 and just the vehicles will be left  
8 on loan.

9  
10 CFO Signorelli moved on to the Overall Analysis stating it shows the  
11 current year budget, estimated actuals, requested budget, GF  
12 revenue is at \$24.3 million, AMB decreased based on last year and  
13 advised we must take a 50% reduction of the Bad Debt per the  
14 auditors. CFO Signorelli noted the Bad Debt looks worse than in  
15 reality, and recognized that although things are improving, there are  
16 some issues with our AMB billing and that is something we have no  
17 control over. Listed next, Personnel Costs, Services and Supplies,  
18 Contingency, which we would like to increase to \$200,000 in the  
19 budget in case something may happen. CFO Signorelli stated a lot of  
20 the revenue earned is from other places such as AMB billing and  
21 Mutual Aid. Chief Sommers stated he asked that Contingency be  
22 increased as the Board can see the trend in the Budget, everything  
23 is increasing, however if there were an in-district incident, on local  
24 responsible area or Incline Village General Improvement District  
25 (IVGID) land we may be responsible for some of the suppression cost  
26 if it is a wildland fire for other agencies, a Hazmat event or anything  
27 like that. Chief Sommers stated this is similar to an insurance policy  
28 that we could have to pay other agencies when they come into our  
29 district to help us beyond any agreed upon Mutual Aid Agreement  
30 that is already in existence. Chief Sommers stated right now the first  
31 24 hours we are helped are free, but as incidents escalate resources  
32 are kept longer. Chief Sommers stated he is asking for this increase  
33 in the occasion we have a wildland fire that starts on local responsible  
34 area but goes to the federal, we still will have to participate in the  
35 cost share because we will be responsible for some of the  
36 Suppression costs and to him \$100,000 in today's world is not  
37 enough, hence the increase request.

38  
39 CFO Signorelli moved to Net Revenue (Loss) noting it comes to a loss  
40 of \$400,000; Transfer to other Funds is adjusted and will increase  
41 because of the additional \$487,000 that she did not have in the  
42 original; Repayment to Taxpayers, we do not know where it will come  
43 in, but is estimated at \$3.1 million; Net Revenue (Loss), will be close  
44 to \$5 million for the year. The Training Budget shows an overview for



1 each department, and advised the budget released had an error on  
2 this page and a copy of the corrected version was also provided.  
3 Personnel Cost is the overview of the GF, AMB Fund and total of prior  
4 year budget, current year actual, requested budget for this FY and  
5 increasing 11.22%. Board Approved Salary Ranges, the document  
6 shows a 6% increase across the district, in line with Cost-of-Living  
7 Adjustment (COLA) and the Collective Bargaining Agreement (CBA),  
8 CFO Signorelli requested a change, to the Mechanic II position, which  
9 is Mechanic Phillips, in the Fleet Manager position. CFO Signorelli  
10 referred to the information on the graph provided to the Board and  
11 said he manages more vehicles for staff members than other districts  
12 in the area, the information on the graph is from January 2022 and  
13 explained the comparison of where other mechanics are salary wise  
14 versus where Mechanic Phillips is. In January of 2022, compared to  
15 other districts, Mechanic Phillips' annual salary was \$63,000 and is  
16 responsible for 80 vehicles; he is responsible for more vehicles per  
17 person with less income. Therefore, CFO Signorelli is requesting the  
18 salary parameter for Mechanic Phillips to be increased 10% to give  
19 him more room to have some salary increase in this area.

20  
21 Director Miller stated that based on the information, Mechanic Phillips  
22 is behind the curve and inquired if the other districts listed on the  
23 graph had assistant mechanics.

24  
25 Chief Sommers replied they do not.

26  
27 Director Miller asked if with the hiring of another mechanic, Mechanic  
28 Phillips numbers would be hurt as far as how many vehicles he  
29 manages.

30  
31 CFO Signorelli said we also have the NV Energy detail that needs to  
32 be taken care of.

33  
34 Chief Sommers apologized and corrected himself and said that North  
35 Tahoe Fire Protection District (NTFPD) does not have an assistant  
36 mechanic, TDFPD has two mechanics and East Fork Fire Protection  
37 District (EFFPD) also has two mechanics assistants.

38  
39 CFO Signorelli advised she could obtain updated numbers from the  
40 districts used on the graph.

41  
42 Director Miller stated it seems that a compensation adjustment is  
43 needed.

44 Vice-Chair McKay stated he agreed and inquired about Mechanic

1 Phillips length of employment with NLTFPD.  
2

3 CFO Signorelli replied he has been working for NLTFPD for six or  
4 seven years.  
5

6 Director Costalupes commented Mechanic Phillips is also limited  
7 source meaning there is only one qualified person to do his job and  
8 that is him where there are other qualified employees in other  
9 districts with redundant manpower and they are all valuable but  
10 without the rolling stock working properly, we would be going  
11 backwards as a man is worth his wage.  
12

13 CFO Signorelli reiterated this was her request to increase Mechanic  
14 Phillips by at least 10% to give him the necessary increase he should  
15 have. CFO Signorelli advised Mechanic Phillips can also be given a  
16 higher increase, as some of these positions, employees are generally  
17 already in the middle of the compensation table and Mechanic Phillips  
18 is already being capped at the top. Based on an increase and getting  
19 Mechanic Phillips there if he is given the 10% increase it will be over  
20 the \$81,000 salary, and although he will be increasing, CFO Signorelli  
21 is in hope that year-to-year we will be more in reality with a  
22 Mechanics salary and continue to increase.  
23

24 Next, 5-year plan; the 5-year plan drops by \$487,000 because of the  
25 adjustment to the Capital Projects transfer, the \$263,000 is replaced  
26 \$750,000 decreasing to 6.4% but at the end of the day, we are okay  
27 come 2027 as we are not in the red until 2028, based on  
28 assumptions. CFO Signorelli referred to the Annual Percentage  
29 Increase, saying that if revenue is being increased by 4% and  
30 expenses by 5% on average, we will be in a Net Loss position,  
31 therefore we need to do our due diligence to get to a balanced  
32 budget, so that year over year we get to a zero position and are  
33 balanced. CFO Signorelli commented sometimes we do not have as  
34 much control as we would like to but there are a few things that we  
35 can pull from such as increases, to a certain regard, benefits, and  
36 services and supplies, and have no budget increases for the next five  
37 years and we will have to figure out how to make that work or look  
38 at alternatives. CFO Signorelli said that if the tax rate decreases or  
39 the economy swings, we must look hard at taking care of current  
40 staff and how we can retain them without having to make layoffs.  
41 Additionally, we have a few liabilities, and a couple of things that  
42 were not added to the 5-year plan including Juneteenth, a state  
43 holiday recognized by the State of Nevada, and said if the BOD feels  
44 we need to add Juneteenth holiday, she can add it to the budget and

1 could provide updated numbers. It is also unknown when tax refunds  
2 will come in, therefore those numbers can fluctuate; compensated  
3 absences because in the next five years, estimates are that the top  
4 third of our staff will be retiring and we will have severance payouts.  
5 Currently we are at \$1.7 million for compensated absences, and with  
6 that significant number she needs to forecast our liability in payroll  
7 for those hours. CFO Signorelli advised they are on the books, and it  
8 will be like a cash payment that we have to make out the door.  
9 Additionally, we have Pension Liability at \$11.9 million and Other Post  
10 Employment Benefits (OPEB) at \$5.1 million. Those liabilities are still  
11 owed, this is where we would look at increasing the tax rate, reducing  
12 benefits, change services and supplies to zero, and said there are  
13 areas that we can manipulate but be conscientious that where we are  
14 going, we do not operate in the negative.  
15

16 Vice-Chair McKay stated this was a great future discussion and is  
17 hoping for a surplus to take care of some of our liabilities and for  
18 future plans.  
19

20 CFO Signorelli said this may or may not happen, and advised there  
21 will be a meeting with Pool/Pact next Wednesday on Workers  
22 Compensation (WC). Pool/Pact has stated we have a reduction in our  
23 experience modification factor, which should drop from this prior  
24 year. Another WC insurance carrier we are looking into is 7710  
25 Insurance, and said it is difficult finding a WC carrier that will cover  
26 FF's. CFO Signorelli advised there are pros and cons, but their current  
27 proposal is less than \$800,000 a year for our premium, while  
28 Pool/Pact is \$1.2 million, a significant dollar amount to not make a  
29 move and reiterated that there are pros and cons. CFO Signorelli  
30 advised there are moving parts, and if the switch is made we will  
31 reach out for BOD approval, and she will keep them informed and  
32 report in the May agenda.  
33

34 Chief Sommers added there were conversations with 7710 Insurance  
35 in the past but now that they are more established, he believes both  
36 options need to be looked at.  
37

38 CFO Signorelli concluded her Budget presentation and is available for  
39 questions.  
40

41 Vice-Chair McKay commented he is impressed with her team, and  
42 everyone involved as good work was done and is also impressed with  
43 CFO Signorelli's future plans and aspirations to make it even better.  
44

1 Chair Herron agreed and recognized CFO Signorelli for doing a good  
2 job.

3  
4 Chair Herron asked if there were any other questions, no further  
5 questions.

6  
7 Chair Herron confirmed CFO Signorelli will be filing the tentative  
8 budget by Monday and confirmed Secretary-Treasurer Bremer would  
9 be reviewing and signing the tentative budget.

10  
11 CFO Signorelli confirmed and inquired if the Board is okay if she adds  
12 the additional adjustments to the Budget.

13  
14 Chair Herron stated she does not believe anyone has heard anything  
15 that they do not want CFO Signorelli to do and asked CFO Signorelli  
16 to please make proposed adjustments.

17  
18 **OLD BUSINESS:** No old business.

19  
20 **\*Legal Counsel Reports.**

21  
22 No report.

23  
24 **\*Board of Directors Comments or Reports.**

25  
26 Vice-Chair McKay commented that at the last meeting he expressed some  
27 believes about district employees and after some reflection he would like to  
28 clarify that he is sure 90% of employees are doing the right things for the  
29 right reasons, and he directed that to the small minority that do not subscribe  
30 to that attitude.

31  
32 End of report, no other reports.

33  
34 **\*Fire Chief Reports presented by Fire Chief Sommers.**

35  
36 Chief Sommers reported on Perimeter, the evacuation application (App) is  
37 currently at Washoe County's District Attorney's (DA's) office as they are  
38 working on the implementation, and it will be rolled out to the public once it  
39 is in place. Chief Sommers reiterated Perimeter was paid for by Federal  
40 Emergency Management Agency (FEMA) grants. There are two more software  
41 packages apps that will be rolling out to the public, one is Fire Aside, this app  
42 will assist with Defensible Space Evaluations (DSE), the other app is  
43 Chipperday that will help schedule chipping piles, both app's are paid for by  
44 Parasol, all agencies will get recognition on the apps along with the Parasol

1 logo.

2  
3 Chief Sommers reported it is the time of year to do presentations, he has  
4 presented at the Incline Village Republican Women's Group with FM James  
5 and PIO Rancourt. Next, they will be presenting to the Rotary and Realtors  
6 Board.

7  
8 Chief Sommers lastly reported he received an e-mail late yesterday that the  
9 WC Emergency Manager is putting out a Request for Proposal (RFP) for a  
10 vendor to schedule, organize, conduct a multi-scale evacuation drill in Incline  
11 Village/Crystal Bay (IV/CB) and will more than likely include Placer County  
12 and Kings Beach area, he will have more to come.

13  
14 Director Miller inquired on the last evacuation drill.

15  
16 Chief Sommers confirmed there was a drill done a few years ago.

17  
18 End of report.

19  
20 **\*Chief Officers Reports presented by Assistant Fire Chief Barnum.**

21  
22 AFC Barnum reported one Type 1 apparatus is out of service and being  
23 repaired in Reno, currently using a backup apparatus.

24  
25 Training is focused on Wildland and going over all the wildland preparation  
26 to be properly red carded when personnel go into wildland season. AFC  
27 Barnum recognized Engineer Nelligan who put on a joint training with  
28 NTFPD, Truckee Fire Protection District (TFPD) and other agencies; it was a  
29 trailer rollover class, and it was a great opportunity for other districts to  
30 participate as tankers were brought into train.

31  
32 End of report.

33  
34 **\*Prevention Reports presented by Fire Marshal James.**

35  
36 FM James reported the shifts that are being done in Prevention compliment  
37 what he is trying to do with his department; with the Fuels Specialist joining  
38 his department, along with PIO Rancourt there has been successful movement  
39 in meeting with Homeowners Associations (HOA's) such as Bitterbrush II,  
40 where all four individuals addressed different issues and provide information  
41 that will hopefully lead to more compliance. FM James believes the plan that  
42 is being put forward will go very well and make good succession for the Fuels  
43 Specialist and consistency.

44

1 FM James referred to the WC program, Accela, stating twenty more inspection  
2 types were added, as during a building inspection, FM James noticed some  
3 ambiguity to the way inspections are called and what requires inspections from  
4 us and with the addition made, we now have a bigger list and WC helped with  
5 adding the items into Accela.

6  
7 FM James advised the Prevention Report is in the Board packet and is available  
8 for any questions.

9  
10 **\*Fuels Management Report as presented by Division Chief Powning.**

11  
12 DC Powning reported crews are back in the district. Last week the crew  
13 successfully conducted pile burning and quality control east of Incline along  
14 the East shore Trail. Crews will continue cutting on the east shore and begin  
15 to address some of the urban lots, Forest Service urban lots, and State  
16 urban lots as contracts were received for all the lots, this will be the year's  
17 big effort.

18  
19 DC Powning reported the hiring process of seasonal employees has been  
20 completed, job offers have been extended, their pack test is schedule for  
21 two weeks from tomorrow, and after a discussion with Chief Sommers, the  
22 official hire date is set for May 22, 2023.

23  
24 DC Powning stated the new Forester has been hired with a start date of  
25 March 27, he is working on figuring out our program and what he will be  
26 doing for NV Energy as it is complex, with everything going on and what we  
27 are trying to do in the district.

28  
29 Lastly DC Powning reported completion of contracts and tasks for the  
30 Operating Plan for this year. Also working on redoing the Community  
31 Wildfire Protection Plan (CWPP) via the Tahoe Fire & Fuels Team (TFFT) as  
32 well as working on the Operating Plan for the basin.

33  
34 End of report.

35  
36 **\*Chief Financial Reports presented by Chief Financial Officer**  
37 **Signorelli.**

38  
39 CFO Signorelli thanked the district for all of the help provided to her during  
40 the preparation of the budget as she had many people being helpful and  
41 walking her through stuff. BM Cary guiding her through items she did not know  
42 where they were coming from. CFO Signorelli recognized Administrative  
43 Assistant Andreina, in being instrumental in helping CFO Signorelli with  
44 keeping things moving and making sure the correct paperwork was being

1 done. CFO Signorelli also recognized Chief Sommers, AFC Barnum, DC  
2 Powning, IT/Logistics Manger Green for all their help.

3  
4 CFO Signorelli reiterated there are a lot of moving parts in her department,  
5 with changes to improve processes, communication, and deadlines across the  
6 board.

7  
8 CFO Signorelli reported on upcoming events and deadlines, the Department  
9 of Taxation deadline is Monday April 17<sup>th</sup>, along with finalizing questions for  
10 the GEMT audit; 990-T Tax Return is due May 15<sup>th</sup>; EMS audit that she will be  
11 working with AFC Barnum and Captain Quinlan to complete; Cal-OES training  
12 with DC Powning; 5-year plan that she will be working with FM James on; the  
13 Seasonal onboarding game plan with Accountant Tracy Collins; starting the  
14 search for software and revising chart of accounts with or without new  
15 software; obtaining actuals to present to Secretary-Treasurer Bremer; and  
16 preparing for the annual audit.

17  
18 End of report.

19  
20 **\*Public Education Information Officer Reports presented by PIO**  
21 **Rancourt.**

22  
23 PIO Rancourt reported her report was submitted as part of the Board Packet.

24  
25 PIO Rancourt reminded everybody the Blood Drive is scheduled for May 5<sup>th</sup>,  
26 2023.

27  
28 PIO Rancourt alluded to FM James report and stated they are all very excited  
29 about all the upcoming changes, and glad to interphase with HOA's this  
30 season and in the future. She stated she is learning a lot and learning new  
31 things.

32  
33 PIO Rancourt stated there will be working in events relevant to Fuels such as  
34 also working with TFFT, CWPP, and updating the community and asking the  
35 community for input to add to the plan.

36  
37 **\*Local union 2139**

38  
39 President Dale Spieker thanked the Board on behalf of the Union for the  
40 contract extension and stated the Union appreciates the extension.

41  
42 **\*NRS 241.020 RE: Public Comment. This is a Time for the Public to**  
43 **Comment on any Matter, Whether or Not it is Included on the Agenda**  
44 **of this Meeting.**

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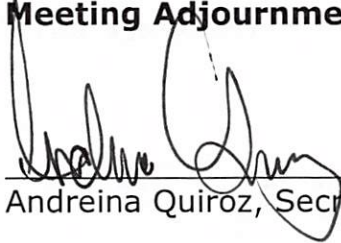
Chair Herron thanked everybody for a good budget workshop meeting and reminded the Board that this is the only meeting that will be held for the month of April, the next Board meeting will be held in May.

CFO Signorelli inquired with Chair Herron on the need for a follow up meeting between April 17<sup>th</sup> and April 28<sup>th</sup> before the final budget.

Chair Herron did not believe a follow up meeting was needed and turned to Board members for confirmation.

No follow up meeting needed.

**Meeting Adjournment 11:40 a.m.**

  
\_\_\_\_\_  
Andreina Quiroz, Secretary

  
\_\_\_\_\_  
Susan Herron, Chairman