

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

3  
4 **MAY 18, 2016**

5  
6 **LOCATION:** 863 Tanager, Incline Village, Nevada.

7  
8 **MEETING CALLED TO ORDER:** Chair Herron called the meeting to order at  
9 12:00 p.m.

10  
11 **ROLL CALL OF THE NORTH LAKE TAHOE FIRE PROTECTION BOARD OF**  
12 **DIRECTORS:** Upon roll call, the following Board Members were present  
13 Susan Herron, Chair; Jeff Warner, Vice-Chairman; Dennis Perry, Secretary-  
14 Treasurer; and Dale Smith, Director.

15  
16 **GUESTS PRESENT:** Sharon Cary, Business Manager NLTFPD; Ryan  
17 Sommers, Interim Fire Chief NLTFPD; Mark Regan, NLTFPD; Isaac Powning,  
18 NLTFPD, Jeff Sambrano, NLTFPD; Scott Woodcock, NLTFPD; Thomas Rores,  
19 NLTFPD; Scott Peterson, NLTFPD; Tia Rancourt, NLTFPD; Brian Maples,  
20 NLTFPD; Mike Roen, NLTFPD; Jill Anderson, NLTFPD; Todd Bassett, NLTFPD;  
21 Jake Fonken, NLTFPD; Alex Hughes, NLTFPD; David Melkonian, NLTFPD;  
22 Steve Higley, NLTFPD; Jay Euse, NLTFPD; Jeff Cutler, NLTFPD; Carol Green,  
23 NLTFPD; Wayne Ford, Resident; and Denise Bremer, Resident.

24  
25 **APPROVAL OF AGENDA:** Chair Herron asked that a change be made to  
26 new business item number 3. She asked that the word "board" be removed  
27 from the item. Chair Herron also asked that page 16 of the board packet be  
28 corrected. In table 1 of the Fire & Life Safety Fee Schedule under LAC and  
29 LAR, it should read "Pre-T.R.A.P".

30  
31 **NRS 241.020 RE: PUBLIC COMMENT: This is a Time for the Public to**  
32 **Comment on any Matter, Whether or Not it is Included on the**  
33 **Agenda of this Meeting.**

34 Mr. Ford applauded Assistant Fire Marshal Mark Regan for putting together  
35 the new fee schedule and wanted to voice his support of the District to put  
36 together this new ordinance and enforcement of the new fees.

37 Chair Herron wanted to acknowledge EMS week and behalf of the board she  
38 wanted to thank our EMS team for all the work they do for everyone in the  
39 community.

40  
41 **PUBLIC HEARING:**

42 Chair Herron asked for a motion to open the public hearing portion of the  
43 meeting. Director Perry made a motion to open the public hearing. Chair  
44 Herron called the question and the motion was unanimously passed. Chair  
45 Herron asked Business Manager Cary to confirm that NLTFPD had complied  
46 with all noticing, which Ms. Cary confirmed that the District had complied

1 with all noticing requirements.

2  
3 **1. Discussion of and possible action to approve the North Lake**  
4 **Tahoe Fire Protection District's Fiscal Year 2016-2017 Budget as**  
5 **presented at the April 13, 2016 Budget Workshop Meeting.**

6 Chair Herron asked for a motion to approve the Budget for Fiscal Year 2016-  
7 2017. Director Perry made a motion that the Board of Directors approve the  
8 budget, as submitted, and Director Warner seconded the motion. The motion  
9 passed unanimously 4-0.

10  
11 Chair Herron asked for a motion to close the Public Hearing portion of the  
12 meeting. Director Smith made a motion to close the Public Hearing and it  
13 was seconded by Director Warner. Chair Herron called the question and the  
14 motion was unanimously passed.

15  
16 **CONSENT AGENDA** No changes were made to the consent agenda items;  
17 Chair Herron deemed them approved as submitted.

18  
19 **APPROVAL OF MINUTES OF THE APRIL 13, 2016 BOARD OF**  
20 **DIRECTORS MEETING.**

21  
22 **APPROVAL OF ACCOUNTS PAYABLE REPORT FOR APRIL 2016.**

23  
24 **APPROVAL OF THE MONTHLY MANAGEMENT REPORT FOR APRIL**  
25 **2016.**

26  
27 **NEW BUSINESS:**

28 Chief Sommers wanted to first thank Captain Steve Alcorn for his years of  
29 service and acknowledge that his retirement ceremony is scheduled for the  
30 July 13 meeting which was rescheduled due to logistical issues.

31  
32 **1. Promotion of Firefighter Scott Woodcock to Fire Captain and**  
33 **badge pinning ceremony**

34 Chief Sommers then introduced Captain Scott Woodcock as the District's  
35 newest Captain. Scott has been with the District for 22 years and has done  
36 an excellent job so far for NLTFPD and will continue to be a great employee  
37 for the District.

38  
39 **2. Discussion and possible action to approve Resolution #16-01**  
40 **Ordinance Setting Service Fees for Fire & Safety Activities**

41 Assistant Fire Marshal Mark Regan outlined Resolution #16-01 and explained  
42 that the County has been collecting the fees and this will allow for the  
43 District to collect and retain the fees outlined in #16-01. The District will see  
44 a 12% increase on the Washoe County Building Fee Permit total. Additional  
45 fees are outlined in Table 1 of #16-01 and are fees that are no longer

1 collected by the county and will now be collected by the District. Contractors  
2 will see about a 2% increase.

3 Director Smith asked about the \$50 fee that is collected for a tree removal  
4 permit when it is not part of the building permit. Mr. Regan explained that  
5 that would be someone who just needed a tree removed from their property  
6 and that currently, the district waives those fees due to a grant that NLTFPD  
7 receives to help cover the costs of tree removal and defensible space.

8 Director Smith asked if this fee was applicable to the vegetation  
9 management plan that is required annually. Mr. Regan explained that this is  
10 not the same and is only required for some properties in the district who are  
11 having a hard time meeting both building code requirements and the  
12 defensible space requirements. There is one property in the District that is  
13 currently having this issue.

14 Director Smith inquired about why a Medical Marijuana facility inspection is  
15 treated differently than any other commercial facility inspection. Mr. Regan  
16 explained that per NRS, all medical facilities that have to do with Medical  
17 Marijuana should not be coming out of the general fund, which is why it is a  
18 little different from general commercial facility inspections. Devon Reese  
19 explained to Director Smith and the board that Mr. Regan has spent a lot of  
20 time and attended training on MME and the unique issues that come with  
21 Medical Marijuana facilities.

22 Director Smith asked about the Credit Card Processing Fee and thought that  
23 it was excessive. Mr. Regan explained that 5% is what Washoe County  
24 charges and that is what the District is charged to process credit cards.  
25 Director Perry asked for clarification on the overall collection of fees and  
26 what Washoe County was collecting versus what the District will now be  
27 collecting and what the increase is year-over-year.

28  
29 Director Smith made a motion that the Board adopts Resolution #16-1 and  
30 Director Warner seconded. The motion passed unanimously 4-0.

31  
32 **3. Discussion and possible action to appoint two Board Members to**  
33 **the Appeals Committee per Resolution #13-1, Appendix A, Section**  
34 **A101.2**

35 Chair Herron asked the Board to turn to page 20 of the board packet. Mr.  
36 Regan provided the board with an acceptable list of candidates who could be  
37 appointed to the Appeals Committee. Chair Herron appointed Directors  
38 Smith and Zahler to serve with her on the committee in the event of an  
39 appeal. There were no objections to the appointments.

40  
41 **4. Discussion and possible action to hire the Fire Prevention**  
42 **Inspector II position prior to the end of the 2015-2016 Fiscal Year**

43 Assistant Fire Marshal Mark Regan explained that the District is in the  
44 process of hiring a Fire Inspector II and would like to bring on that individual  
45 prior to July 1, 2016 so that the processing time will be more efficient due to  
46 the increase in building and construction within the community. Business

1 Manager Cary also explained that the position is already approved for FY  
2 2016-2017. Director Perry asked Chief Sommers how many shift personnel  
3 positions are currently unfilled. Chief Sommers said that for FY 2016-2017  
4 there will be 3 unfilled positions and that there is no plan to fill those  
5 positions for the upcoming fiscal year. Director Perry expressed concern of  
6 filling a position on the administrative side while there are still three unfilled  
7 positions on the shift personnel side of the District. Chief Sommers explained  
8 that it is difficult for one individual to handle all of the prevention items  
9 alone and it is important to hire an Inspector to help keep up with the  
10 building and construction that is occurring within the community. Chair  
11 Herron explained that all the positions are budgeted for and can be filled if  
12 Chief Sommers feels it necessary. Director Warner expressed his support for  
13 Chief Sommers filling those positions as he sees fit.

14  
15 Director Smith made a motion to hire the Fire Prevention Inspector II  
16 position prior to the end of the 2015-2016 Fiscal Year. The motion was  
17 seconded by Director Warner and the motion passed unanimously 4-0.

18  
19 **5. Discussion and possible action to hire and execute an agreement**  
20 **between R & R Public Affairs, LLC as NLTFPD's Government and**  
21 **Public Affairs Advisor for the 2016-2017 Fiscal Year at a fixed fee of**  
22 **\$24,000**

23 Business Manager Cary explained that in the past, the District had hired a  
24 lobbyist for legislative sessions until about 2009. After that, former Chief  
25 Brown was the one who represented the District in legislative sessions and  
26 anything that would affect the District. The \$24,000 is budgeted in the FY  
27 2016-2017 and the firm that is being recommended to the Board is where  
28 former Chief Brown is now working.

29 Director Smith inquired about how R & R Public Affairs LLC was decided upon  
30 as the firm that the District would like to hire. Business Manager Cary  
31 explained that it was because of former Chief Brown and his knowledge and  
32 expertise on the issues that involve the District and his involvement in other  
33 areas of the community. Chief Sommers added that R & R Partners has a  
34 position that is dedicated to First Responders. In the past it was held by a  
35 State Forester who retired, and it just matched up with the timing of Brown's  
36 retirement from the District. Chief Sommers explained that R & R Public  
37 Affairs has been extremely successful in representing local governments on  
38 various issues when it comes to legislation.

39 Devon Reese confirmed that legal counsel had reviewed the contract and  
40 made sure that everything was followed correctly and by law. Mr. Reese also  
41 said that R & R Public Affairs is extremely qualified and capable in  
42 representing the District.

43  
44 Director Warner made a motion to approve R & R Public Affairs LLC as the  
45 District's Government and Public Affairs Advisor for the 2016-2017 Fiscal

1 Year. The motion was seconded by Director Perry and passed unanimously  
2 4-0.

3  
4 **OLD BUSINESS:** None.

5  
6 **REPORTS:**

7 **A. Legal Counsel Reports**

8 Devon Reese addressed the Board regarding the Nevada Fire Safe Counsel  
9 and the bankruptcy. There will be a hearing on May 31<sup>st</sup> that will involve all  
10 of the organizations that are involved as creditors in the bankruptcy,  
11 including NLTFPD. NLTFPD has filed motions to object to the way the  
12 trustees are trying to divide the funds because we do not know why they are  
13 being divided the way they are. The District is currently owed about  
14 \$635,000 and the trustees have put together a plan to only distribute about  
15 \$190,000 to the District which is about a third of what we are owed. There is  
16 no explanation as to why the money is being distributed the way it is. On  
17 Friday, May 20 Mr. Reese will be meeting with Congressman Amodei, along  
18 with Chief Brown, to discuss Congressman Amodei's involvement in the  
19 hearing on May 31<sup>st</sup>.

20 Mr. Reese updated the Board on the Retiree Lawsuit that the District is  
21 currently facing. Chief Sommers and Mr. Reese attended a settlement  
22 conference on Tuesday, which did not last very long and it was clear that an  
23 agreement would not be reached between Mr. Cowan and his legal counsel  
24 and the District. Legal counsel feels that moving forward, the Nevada  
25 Supreme Court will hear the case. It is also anticipated that other parties  
26 throughout the state might join in our position on this case. The timeline  
27 that was previously discussed with the board still looks to be the scenario  
28 that is most likely.

29  
30 **B. Board of Directors Comments/ Reports** None.

31  
32 **C. Fire Chief Reports**

33 Chief Sommers wanted to thank everyone for their work on the budget so  
34 far. Chief Sommers also wanted to let the Board know that he was following  
35 the AB104 taxation at the county level for fees were not paid previously.  
36 There was a meeting on April 12<sup>th</sup> that he was not able to attend, however  
37 the minutes will be posted soon and he will update the Board on this item at  
38 June's meeting.

39 There is an opportunity for the District to conduct some training at a house  
40 on Champagne that Battalion Chief Sambrano will discuss with the board,  
41 however the home owners were not able to meet the requirements due to  
42 lack of funds and time. Fortunately, the Sheriff's office will be able to use the  
43 home for training purposes.

44 Washoe County Sheriff's Office and the District are continuing to work on  
45 getting the Health & Public Safety Pier and are continuing to try to secure  
46 funds and a location for the project.

1 Chief Sommers also addressed the retirements and promotions that are  
2 taking place within the District, as well as the upcoming Engineer's Testing  
3 that will be taking place the first week in June. Outside evaluators will be  
4 assisting the District with the testing.

5 Truck 11 underwent annual testing from UL and they found significant issues  
6 with the ladder itself and how the ladder held on to the top of the engine.  
7 The truck has been taken out of service and is currently in Ontario, CA being  
8 serviced. The hope is that the truck will return in 3 - 4 weeks.

9 Fuels Management Officer Powning, Ms. Cary and Chief Sommers have been  
10 working on the annual operating agreements with Cal OES, USFS, and Cal  
11 Fire.

12 May 26<sup>th</sup> Chief Sommers will be giving a presentation to the legislative  
13 committee on Stream Variance Ordinance NRS 528-053. Currently the  
14 Ordinance is not very clear and this will be a learning experience for our  
15 District as well as other members of the public, as not many people  
16 understand it, nor agree with it. The meeting will be to hopefully change the  
17 agreement to something that makes more sense to those who are in fuels  
18 management.

19 The District has applied for SNPLMA funds. It looks as though the Basin will  
20 receive about \$40 million, and within the District we are hoping to receive  
21 \$973,000 to complete the fuels work that is needed within our area.

22 The ambulance that was involved in the wreck is in Washington. Chief  
23 Sommers and Chief Sambrano are currently working with insurance on the  
24 vehicle and will keep the board posted as the issue moves forward.

25 Chief Sommers informed the board that he has extended an invitation to all  
26 employees within the District to meet with him on a rank level, and out of  
27 those meetings he has compiled a list of priorities and concerns, which he  
28 will be working on addressing and solving.

29 Legal Counsel Reese advised Chief Sommers and the board to include R & R  
30 Public Affairs in the process regarding the scheduled funds that the District is  
31 due to receive. Director Smith inquired as to whether or not this has to do  
32 directly with stream environment zone exclusion or modification. Chief  
33 Sommers clarified that this money would be to do fuels work within those  
34 stream environment zones and what is allowed versus what is not.

35 Director Warner asked Chief Sommers about the Public Safety Pier and  
36 whether it could be located down at Burnt Cedar. Chief Sommers explained  
37 that Chief Brown had already visited this location during the initial stages of  
38 planning for the pier and it was determined that a pier could not be built  
39 close enough to the shore for it to be feasible. In addition we cannot  
40 construct a pier near the towns' water intake.

#### 41 42 **D. Chief Officers Reports**

43 Battalion Chief Sambrano updated the Board on EMS Week and recognized  
44 all the hard work and dedication that our District personnel do on a daily  
45 basis. Chief Sambrano also wanted to update the Board on the training that  
46 took place on Lakeshore. Both of the homes on the property provided

1 excellent training for our line personnel and wanted to thank the community  
2 for providing this training opportunity to the District.

3  
4 **E. Business Manager Reports** None.

5  
6 **F. Public Education Information Officer Reports**

7 Public Information Officer Tia Rancourt informed the Board that Teens  
8 Against Tobacco Use went really well back in March at the local Middle  
9 School. Our on duty personnel went to the IVGID Easter Egg Hunt back in  
10 April and that also went really well. Mrs. Rancourt also informed the Board  
11 that the District has had three station tours, including one at Station 12,  
12 over the past couple of months. Media Day training was on April 18<sup>th</sup>. This  
13 event occurs annually and was very successful. The following day, the Sierra  
14 Front Sand Table exercise occurred, which brings together local fire entities  
15 to practice inter-agency involvement during large scale incidents. Chief  
16 Sommers was interviewed by KTVN Channel 2. The District has installed  
17 three car seats over the past month or so and the District is giving local  
18 students little packets in honor of EMS week during ambulance tours at  
19 Incline Elementary School. Lots of workshops going on throughout the  
20 District and Mrs. Rancourt wanted to thank the line personnel for all the hard  
21 work they do to help all public education events go off smoothly.

22 Director Warner inquired about the event where there are mock casualties at  
23 the school and when the last time that occurred. Mrs. Rancourt explained  
24 that it has not happened since 2008 or 2009. The cost for putting on an  
25 event like that is about \$9,000-\$10,000.

26  
27 **NRS 241.020 RE: PUBLIC COMMENT. This is a time for the public to**  
28 **comment on any matter, whether or not it is Included on the agenda**  
29 **of this meeting.**

30  
31 **Meeting Adjournment.** Chair Herron adjourned the meeting at 12:55 p.m.  
32 correct time

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39 \_\_\_\_\_  
Elizabeth Erdelyi, Secretary

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Susan Herron, Chair