



AGENDA

**LAKE VALLEY FIRE PROTECTION DISTRICT
1 Valhalla Rd, South Lake Tahoe, CA 96150**

Meeting of the Board of Directors

4:00 pm

November 7, 2024

- 1. PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. READING OF THE MINUTES OF THE REGULAR MEETING FOR September 12, 2024**
- 5. PUBLIC COMMENTS**
- 6. COMMUNICATIONS**
- 7. OLD BUSINESS**
 - A. JPA UPDATE**
 - B. Strategic Plan Update**
- 8. NEW BUSINESS**
 - A. Interview and Appoint New Board Member**
 - B. Approval of Resolution 2024-3: Calfire Capacity Grant**
 - C. Update and Approval of LAFCO Boundary Changes**
- 9. REPORTS**
 - A. Firefighter Associations**
 - Local 4409
 - Firefighters Foundation
 - B. Lake Valley Fire Protection District Chief's Report**

C. Battalion Chiefs

- Fire Marshal, Steve Pevenage
- Operations, Perry Quinn
- Training, Chuck Malone

10. APPROVE DISTRICT PAYROLL

A. Pay Period 19- September 13, 2024	\$207,512.53
B. Pay Period 20- September 27, 2024	\$237,046.88
C. Pay Period 21- October 11, 2024	\$210,690.28
D. Pay Period 22- October 25, 2024	\$205,696.73

11. PAYMENT OF BILLS

A. September 19, 2024	\$72,819.17
B. October 4, 2024	\$32,767.57
C. October 10, 2024	\$85,815.79
D. October 25, 2024	\$44,340.09
E. November , 2024	\$

12. ADJOURNMENT

Public participation is encouraged. The meeting location is accessible to people with disabilities. Every reasonable effort will be made to accommodate participation of the disabled in all of the District's public meetings. If particular accommodations for the disabled are needed, please contact the Administrative Assistant at (530) 577-3737 at least 24 hours in advance of the meeting.

**MINUTES OF THE MEETING OF
THE BOARD OF DIRECTORS OF THE
LAKE VALLEY FIRE PROTECTION DISTRICT
OF EL DORADO COUNTY
September 12, 2024**

The Board of Directors of the Lake Valley Fire Protection District of El Dorado County met in regular session on September 12, 2024 at the fire station in Meyers, California.

ROLL CALL

Director Rice called the meeting to order at 4:01pm. There were present the following directors: Rice, Allen, Kaelin, Hogan and Cain. Fire Chief Stephen and Lake Valley personnel were present.

AGENDA

A motion was made by Director Hogan and seconded by Director Director to approve the agenda of September 12, 2024 with one change. The motion passed unanimously.

MINUTES FOR July 11, 2024

A motion was made by Director Kaelin and seconded by Director Allen to approve the minutes for July 11, 2024. Director Hogan abstained. The motion passed unanimously.

MINUTES FOR August 22, 2024

A motion was made by Director Cain and seconded by Director Kaelin to approve the minutes for August 22, 2024. Director Rice and Director Allen abstained. The motion passed unanimously.

PUBLIC COMMENTS

None.

COMMUNICATIONS

Administrative Assistant Kayla Galvan shared a letter from the County informing the Board of insufficient nominees for the upcoming election and the need to appoint someone for the open position by October 10th. Given the short timeline Kayla recommended sending the County a letter and choosing an appointee at the November meeting. The Board agreed.

NEW BUSINESS

A. Recognition of Teri Tucker

Director Allen recognized Teri Tucker for her length of service and many achievements. Teri was presented with a plaque. The Board took a brief recess from 4:22 pm to 4:44 pm.

OLD BUSINESS

A. JPA Update

Director Allen shared that the Critical Care Transport training is almost complete and soon JPA paramedics will be able to transport patients meeting the criteria without a nurse. The construction of the new building is on schedule to be completed by the end of December.

B. Strategic Plan Update

Fire Chief Stephen expressed that after meeting with Directors Kaelin and Cain, they do not feel a community survey is needed. Director Rice wants to hear from the community but not to the same extent as the previous strategic plan. The Board agrees to send a brief survey to the Firewise Leaders and other members of the public who have worked directly with the District.

NEW BUSINESS

B. Approval of the Final Budget for Fiscal Year 2024-2025

Chief Stephen stated that not much changed between the preliminary budget and the final budget and made note of the items that did. A motion was made by Director Hogan and seconded by Director Kaelin to approve the Final Budget for FY24-25. The motion passed unanimously.

C. Approval of Steve Teshara Consulting Contract

The Board discussed whether or not there is value in continuing the contract. Chief Stephen stated that Steve keeps the district in the know of different grants and feels it is worth the cost. A motion was made by Director Hogan and seconded by Director Cain to approve Steve Teshara's consulting contract. The motion passed unanimously.

D. Approval of Drew Consulting Contract

Director Rice asked if everyone was still comfortable with the level of service provided. Chief Stephen said she was very helpful in the transition and helps to oversee the grants. Administrative Assistant Kayla Galvan added that Andrea has taken on many more responsibilities for the district after the administrative position was changed in 2023. A motion was made by Director Hogan and seconded by Director Allen to approve the Drew Consulting Contract. The motion passed unanimously.

REPORTS

A. Firefighter Associations

- **Local 4409**
No additional Report
- **Firefighters Foundation**
No additional Report.

B. Lake Valley Fire Protection District Chief's Report

No additional report.

C. Battalion Chiefs

- **Fire Marshal**
No additional Report.
- **Operations**
No additional Report.
- **Training**
No additional Report.

APPROVE DISTRICT PAYROLL

A motion was made by Director Kaelin and seconded by Director Allen to approve district payroll for pay period 15 for \$220,084.21, pay period 16 for \$232,828.67, pay period 17 for \$261,585.04, and pay period 18 for \$252,616.84. The motion passed unanimously.

PAYMENT OF THE BILLS

A motion was made by Director Kaelin and seconded by Director Allen to approve the bills paid for Fiscal Year 23-24 for July 23, 2024 for \$27,128.05, August 6, 2024 for \$250.00, August 27, 2024 for \$9,155.65 and for Fiscal Year 24-25 for July 23, 2024 for \$276,513.31, August 6, 2024 for \$35,514.67, August 13, 2024 for \$73,892.28, August 20, 2024 for \$42,926.16, and for September 12, 2024 for \$14,590.65. The motion passed unanimously.

Closed Session Pursuant to Brown Act Code §54957.6 Labor Negotiations with Battalion Chiefs.

The board went into closed session at 5:46 pm and returned at 5:57 pm. Direction was given to correct the language in the MOU as discussed.

Closed Session Pursuant to Brown Act Code §54957(b) Public Employment Performance Evaluation, Fire Chief

The Board went into closed session at 5:58 pm and returned at approximately 6:05 pm. No reportable action.

ADJOURNMENT

The meeting was adjourned at approximately 6:05pm.

Respectfully Submitted;

John Rice
CHAIRPERSON

Irene Kaelin
SECRETARY

K. Galvan prepared the minutes

BOB - COMMUNICATIONS

ROBERT ATTINGER

529 UPPER COLONY ROAD WELLINGTON, NV. 89444

Cell (530) 544 2875

rattinger@ft.newyorklife.com

July 18, 2024

Erick Walker, Forest Supervisor

US FOREST SERVICE

Lake Tahoe Basin Management Unit

35 College Drive

South Lake Tahoe, CA 96150

This letter is to applaud the efforts of USFS Lake Tahoe Basin Management Unit and your contractor FINLEY FAMILY FORESTRY, in reducing the wildfire threat by cutting and clearing the neighboring forest in our community, specifically around my Tahoe Paradise home. (Located on Chibcha St. near Oneidas) Selective thinning of Eldorado National Forest surrounding our homes was done brilliantly to provide much needed fuel breaks in the forest canopy to help prevent the spread of wildfire. FINLEY FAMILY FORESTRY employees carefully avoided environmentally sensitive flood plains that filter the run-off entering Saxton Creek and Lake Tahoe.

More work has been completed in the last 50 days, than has been done in the LAST HALF CENTURY (prior 50 YEARS)!

GREAT JOB US FOREST SERVICE! And GREAT JOB FINLEY FAMILY FORESTRY!

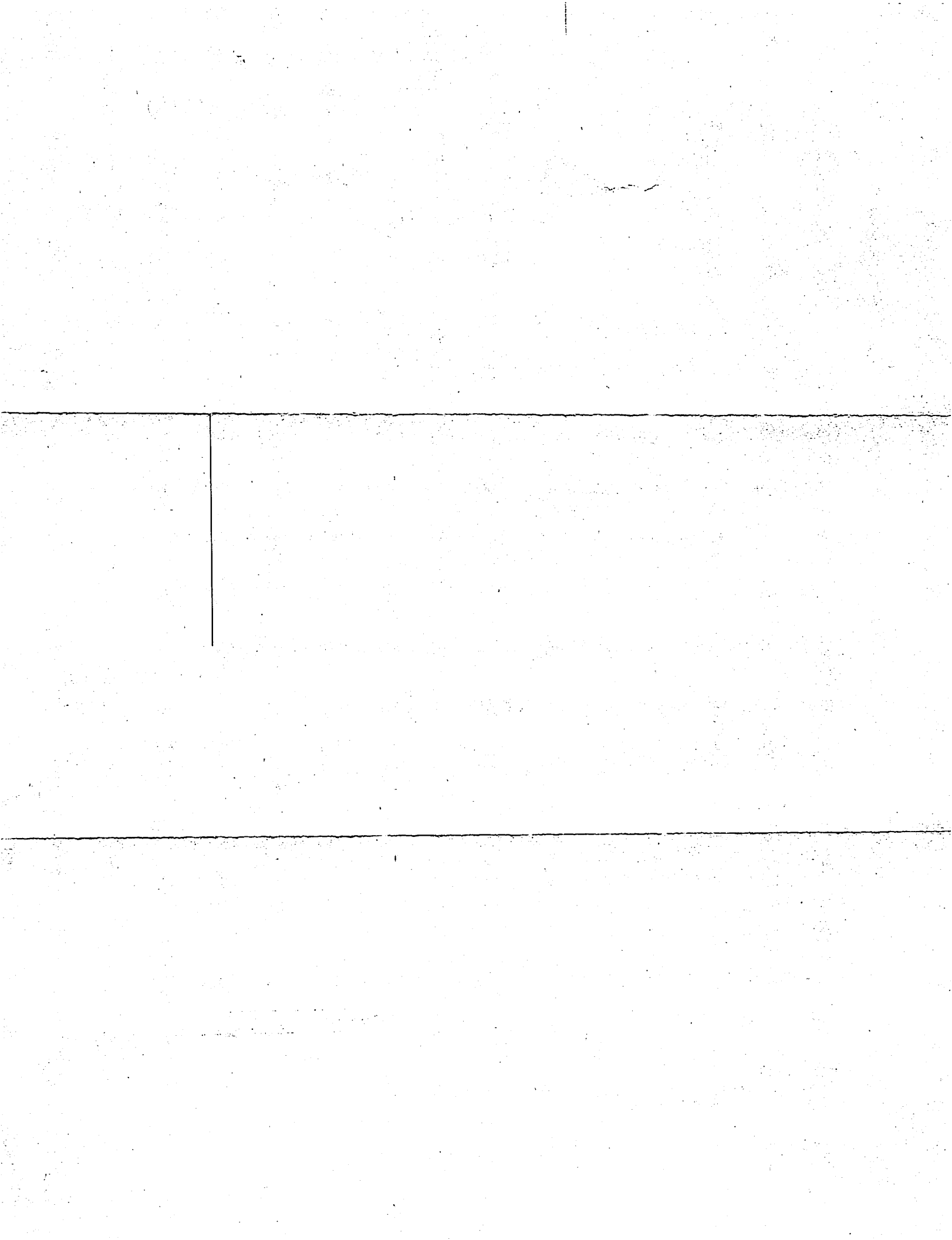
My Neighbors, on CHIBCHA ST. worked this summer as well clearing the "DEFENSIBLE SPACE", and have had TREES ON THEIR PROPERTY REMOVED AT THEIR EXPENSE.

HOWEVER, WE ARE NOT DONE YET! THERE IS ONE MORE AREA OF CONCERN! WE NEED YOUR HELP TO JOIN WITH US, TO REMOVE MANY OF THE TREES ALONG OUR COMMON PROPERTY BOUNDARY. THE BOUNDARY IS IN LINE WITH THE PREVAILING WINDS. THE UPPER BRANCHES OF MANY OF THESE TREES ARE LINK TOGETHER TO FORM THE "CANOPE". THIS COMBINATION OF FUEL BACKING UP TO PRIVATE HOMES AND IN LINE WITH PREVAILING WIND IS THE "FUSE" THAT, IF IGNIGHTED, ENDANGERS NOT ONLY THE ENTIRE TRACT BUT SURROUNDING COMMUNITIES AS WELL. PLEASE CONTINUE IN THIS COLLABORATIVE EFFORT TO BREAK THE CANOPE BY SELECTIVELY REMOVING TREES ALONG OUR COMMON BOUNDARY.

Respectfully

Robert (Bob) Attinger, Former Director LAKE VALLEY FIRE PROTECTION DISTRICT

Cc: Chad Stephen, Chief, Lake Valley Fire Protection District



October 22, 2024

Chad Stephen
Lake Valley Fire Protection District
2211 Keetak St.
South Lake Tahoe, CA 96150

Dear Mr. Stephen,

I hope this letter finds you well. My name is Joel Henderson, and I am writing to express my intent and interest in serving as a board member on the Lake Valley Fire Protection District Board of Directors.

As someone who has lived in South Lake Tahoe for my entire life, I have a deep-rooted connection to our community and the well-being of its residents. I have been fortunate to raise my beautiful family here, with my wife Jessica and our two children, Hailey and Lucas. We love this area and are proud to be part of such a vibrant, close-knit community.

Throughout my career, I have gained extensive experience in the fields of information technology. I believe my background would bring a unique perspective and skill set to the board, especially as technology continues to play an increasing role in public safety, emergency response, and organizational efficiency. I am passionate about giving back to the community and ensuring that the services and protections provided by the Lake Valley Fire Protection District remain strong and resilient.

I am excited about the opportunity to contribute to the continued success and growth of the district and to work alongside other committed members of the board in serving the needs of our community. I would be honored to be considered for a position and am confident that my skills, experience, and dedication would make me a valuable addition to the team.

Thank you for your time and consideration. I look forward to the possibility of contributing to the important work of the Lake Valley Fire Protection District.

Sincerely,

Joel Henderson
530.545.2549
jhenderson530@gmail.com

Joel Henderson

South Lake Tahoe, California
Jhenderson530@gmail.com • 530-545-2549 • LinkedIn

Leader and Management Professional

Enlightened and innovative leader with 15+ years' experience in Information Technology leveraging expertise in project management, fiscal planning, and organizational operations.

Core Competencies

- Project Management
- Strategic Operational Planning
- Infrastructure Strategies
- Policy Formulation and Planning
- Quality and Process Improvement
- Networking and Relationship Management
- Proactive Change Agent
- Escalation Resolution

Career Experience

Fairchild Medical Center

Senior Systems Administrator, February 2024 - Present

- Monitor, design, build, maintain and update all servers companywide including Windows and Linux as well as the VMware infrastructure.
- Manage Microsoft 365/Azure environment companywide.
- Monitor, design, build, maintain and update all systems companywide.
- Migrated the organizations email, calendar and file system from Microsoft Exchange on-premises to Microsoft 365.
- Upgraded the organization from Active Directory 2016 schema to Active Directory 2019.
- Manage and implemented Microsoft SCCM/MECM and setup co-management with Intune for systems management.

Healthcare IS

Healthcare IT Consultant (Fairchild Medical Center, Yreka, CA), June 2021 - February 2024

- Monitor, design, build, maintain and update all servers companywide including Windows and Linux.
- Manage Microsoft 365 environment companywide.
- Monitor, design, build, maintain and update all systems companywide.
- Migrated the organizations email and calendar system from Microsoft Exchange on-premises to Microsoft 365.
- Assisted organizational entities with migrating documents from the on-premises file servers to Microsoft OneDrive.
- Upgraded the organization from Active Directory 2016 schema to Active Directory 2019.

Barton Health

Business Intelligence/Data Governance Manager, December 2018 – May 2021

- Manage staff overseeing Health Level Seven interfaces, enterprise FTP, Database Administration and Report Writing.
- Design and implement data strategy for the healthcare system.
- Implemented policies and procedures based around data requests and governance.
- Implemented a request system to gather all required information for data requests along with a weighted prioritization score to assist with prioritization of all requests.

...continued...

Systems Administrator, July 2017 – December 2018

- Monitor, design, build, maintain and update all servers companywide including Windows and Linux.
- Manage Google G Suite Enterprise environment companywide.
- Monitor, design, build, maintain and update all systems companywide.
- Migrated the organizations email and calendar system from Microsoft Exchange on-premises to Google G Suite.
- Assisted organizational entities with migrating documents from the on-premises file servers to Google Shared Drives.
- Upgraded the organization from Active Directory 2008 schema to Active Directory 2016.

Network Administrator, July 2012 – July 2017

- Monitor, design, maintain, and update network and server infrastructure including wireless, wired, VPN and wide area networks.
- Assist in project and budget planning of hardware, software, and support contracts for hospital staff.
- Monitor, design and implement cyber security for all hospital systems.
- Replaced entire edge and core switch infrastructure throughout organization upgrading from Avaya to Cisco.
- Led the team in accordance with a consulting firm to implement the phone system infrastructure refresh for the organization upgrading from Avaya to Cisco
- Upgraded all organizational firewalls to bring the infrastructure to current upgrading the Cisco ASA's with the newest versions from Cisco.

PC Support Specialist, January 2012 – July 2012

- Resolve customer problems through work orders within Line-of-Sight goal.
- Troubleshoot software applications to provide resolutions to the end-users.
- Replaced all organization computers in preparation for the system-wide Epic (Electronic Medical Record System) go-live.

South Tahoe Public Utility District

Special Projects Technician, June 2000 – January 2012

- Troubleshoot technical computer problems for employees.
- Created and updated software documentation.

Education and Credentials

Bachelor of Science (BS), Business Administration

Majored in Information Systems

University of Nevada Reno, Reno, Nevada

Resolution 2024-3

Greetings Board of Directors,

Each year we try to utilize funding available through CAL FIRE's Volunteer Fire Capacity cooperative grant program. This year we applied, and were awarded \$9,280.00 in grant funds that is to be used towards wildland PPE and communications equipment.

I am requesting the Board of Directors approve acceptance of the Volunteer Fire Capacity grant to receive \$9,280.00 in funding.

Thank you for your consideration.

Respectfully,

Matt Nerdahl

Fire Captain

**BEFORE THE BOARD OF DIRECTORS OF THE
Lake Valley Fire Protection District
COUNTY OF El Dorado, STATE OF CALIFORNIA**

IN THE MATTER OF:

Resolution Number: 2024-3

Approving the Department of Forestry and Fire Protection Agreement # 7GF24054 for services from the date of last signatory on page 1 of the Agreement to June 30, 2025 under the Volunteer Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

BE IT RESOLVED by the Board of Directors of the Lake Valley Fire Protection District, that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2024-25 up to and no more than the amount of \$ 9,280.00.

BE IT FURTHER RESOLVED that Chad Stephen, Fire Chief of said Board be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the Lake Valley Fire Protection District.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Lake Valley Fire Protection District, at a regular meeting thereof, held on the 7th day of November, 2024

by the following vote:

AYES:

Signature, Board of Directors Member

NAYS:

Printed Name and Title

ABSENT:

Signature, Board of Directors Member

Printed Name and Title

-----CERTIFICATION OF RESOLUTION-----

ATTEST:

I Kayla Galvan, Clerk of the Lake Valley Fire Protection District, County of El Dorado California do hereby certify that this is a true and correct copy of the original Resolution Number 2024-3.

WITNESS MY HAND OR THE SEAL OF THE Lake Valley Fire Protection District, on this 7th day of November, 2024.

**OFFICIAL SEAL
OR NOTARY CERTIFICATON**

Signature

Title and Name of Local Agency

State of California
 Department of Forestry and Fire Protection (CAL FIRE)
 Cooperative Fire Protection
 GRANT AGREEMENT

APPLICANT:

PROJECT TITLE: Volunteer Fire Capacity

GRANT AGREEMENT: 7GF24054

PROJECT PERFORMANCE PERIOD is from date upon approval through June 30, 2025.

Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Department of Forestry & Fire Protection, agrees to fund the project up to the total state grant amount indicated.

PROJECT DESCRIPTION: Cost-share funds awarded to provide assistance to rural areas in upgrading their capability to organize, train, and equip local forces for fire protection.

Total State Grant not to exceed \$ 9,240.80 (or project costs, whichever is less).

**The Special and General Provisions attached are made a part of and incorporated into this Grant Agreement.*

Lake Valley Fire Protection District <hr/> Applicant	STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <hr/>
By _____ Signature of Authorized Representative	By _____ Title: David Scheurich Staff Chief, Cooperative Fire Programs
Title Fire Chief	<hr/>
Date _____	Date _____

CERTIFICATION OF FUNDING

GRANT AGREEMENT NUMBER	PO ID	SUPPLIER ID
FUND 0001	FUND NAME General Fund	
PROJECT ID 354024DG2012161	ACTIVITY ID SUBGNT	AMOUNT OF ESTIMATE FUNDING \$ 9,240.80
GL UNIT 3540	BUD REF 001	CHAPTER 35
PROGRAM NUMBER 9999000FED	ENY 2024	ADJ. INCREASING ENCUMBRANCE \$ 0.00
ACCOUNT 5340580	ALT ACCOUNT 5340580002	ADJ. DECREASING ENCUMBRANCE \$ 0.00
REPORTING STRUCTURE 35409206	SERVICE LOCATION 92767	UNENCUMBERED BALANCE \$ 9,240.80

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.

 Signature of CAL FIRE Accounting Officer

 Date



**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
 Lower Tier Covered Transactions**

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME Lake Valley Fire Protection District	PR/AWARD NUMBER OR PROJECT NAME 7GF24054
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S) Chad Stephen, Fire Chief	
SIGNATURE	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.



October, 2024

Lake Valley Firefighters Association Local 4409

Greetings Board of Directors,

First and foremost, we would like to wholeheartedly thank Director Allen for her years of service to the district. Her passion and commitment to the community along with her warm smile and kind heart will be greatly missed. Leona, your actions and efforts have made this community and fire district a better place. Thank you again, and please don't be a stranger.

We are continuing to meet with the fire chief and staffing has been a regular topic. Getting to a staffing level that is more inline with national standards and neighboring departments is a high priority to our union as it directly impacts the safety of our members and the service we provide to the community. In perpetuity, we always request our input and involvement in the strategic plan of the District.

Respectfully,
Luke Anderson
President-Local 4409



LakeValleyFirefighters Foundation

2211 Keetak Street, South Lake Tahoe, CA, 96150
Tax ID: 26-2355440, 501.C.3, non-profit organization

Greetings Directors,

We would like to congratulate Board Of Directors member Leona Allen on her many years of service to our fire district. Leona we are truly grateful for all of your years of hard work and commitment to us, we will all miss you dearly. Congratulations and we hope you have a relaxing retirement!

Sincerest Regards,

Lake Valley Firefighters Foundation

LAKE VALLEY FIRE PROTECTION DISTRICT

"Serving the Community Since 1947"

Chad Stephen, Fire Chief

Board of Directors

John Rice
Brian Hogan
Leona Allen
Irene Kaelin
Tim Cain



Date: October 31, 2024
To: Lake Valley Board of Directors
From: Fire Chief Chad Stephen
Re: November 2024 Fire Chief's Report

We have taken the next step with the strategic plan. An internal survey has been sent out for District personnel to weigh in on our strengths, weaknesses, opportunities, threats and priorities for the next 5 years. The external survey should be up on the website and sent out to Firewise leaders by the meeting date. I look forward to seeing the feedback.

We are in the process of reestablishing our Intern program through the Fire academy at the community college. This program was discontinued due to COVID-19. The program was beneficial to the District providing an extra Firefighter, the Intern in they gained exposure and experience and the College was able to offer another benefit to their programs. We also view the program as an audition to future hiring's. This program does not have a financial impact to the District.

Being election time, a couple propositions could have an impact for us. Prop 4 & 5 if passed would provide opportunity for the District if needed. In short, Prop 4 could bring \$10 billion dollars to fuels management within the state. Prop 5 would lower voter approval threshold for certain obligation bonds from 2/3 to 55%. General obligation bonds can finance public safety facilities.

With the success of the South Shore Fuels Division funded through a California Tahoe Conservancy grant in conjunction with SLTFR are in the process of promoting the current positions to Chief level positions, one Battalion Chief with Lake Valley and one Division Chief with SLTFR. Due to the change in position within the District, I wanted to open the opportunity back up internally to gauge the interest. We have two applicants interested in the position and will be hearing presentations as well as interviews on November 4th. The plan was to create Chief level positions in the program after evaluating its effectiveness with other agencies and facilitating fuel reduction projects. We feel confident in the direction the program is headed and the impact we are already having. Both positions were budgeted at Chief level expenses in the grant. These are high level management positions responsible for multi-million-dollar budgets, finding continued funding sources, project identification and implementation, community coordination, political engagement and agency liaison are some of the tasks at hand.

Meetings and assignments:

- MAC MEETING WITH TAHOE FIRE AND FUELS TEAM, NORTH TAHOE
- OES/ EL DORADO CO MEETING, PLANNING OF FUTURE DRILLS
- LAKE TAHOE BASIN CHIEFS MEETING, CARSON CITY
- FDAC CONFERENCE FOR SPECIAL DISTRICTS, SACRAMENTO
- LABOR MANAGEMENT L4409 MONTHLY MEETING
- ZOOM PRESENTATION ON PROP 5, 55% VOTE TO APPROVE GO BONDS
- CAL CHIEFS CONFERENCE, NEWPORT BEACH
- CALTRANS WINTER OPERATIONAL MEETING, MEYERS
- WEEKLY COFFEE MEETINGS WITH SOUTH SHORE FUELS DIVISION
- LAKE TAHOE REGIONAL FIRE CHIEFS MEETING, CARSON CITY
- LAKE VALLEY CHIEFS MONTHLY MEETING
- SLT/LAV CHIEFS MEETING, FUELS DIVISION, SLT

End of Report, Chad Stephen



LAKE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION Fuels Management Officer

Nature of Agency

The Lake Valley Fire Protection District is a local government agency created and operated pursuant to California State Law; by the Fire Protection Law of 1987 – Health and Safety Code, Section 13801 through 13999. It provides 24-hour emergency fire, rescue, emergency medical services and other safety activities. The District's policies are set by a 5-member elected Board of Directors.

General Description

The Fuels Management Officer supervises the activities and operations of the wildfire prevention program. This is a supervisory level management position of the Fire District. The Fuels Management Officer exercises supervision of wildfire prevention staff within the district.

The Fuels Management Officer will hold the rank of Battalion Chief and is assigned to a forty (40) hour work week, FLSA Exempt schedule. This position is a “full-time” position represented by the current Memorandum of Understanding with the Battalion Chiefs and Lake Valley Fire Protection District.

Reports To

Fire Chief

Supervises

The Fuels Management Officer supervises personnel assigned to the Wildfire Prevention Division which may include Defensible Space Inspectors, Chipping, Administrative Assistants etc.

Essential Functions

The duties listed below are examples of the work typically performed by an employee in this position. A Fuels Management Officer may not be assigned all duties listed and may be assigned duties which are not listed below:

1. Coordinate the organization, staffing and operational activities of the wildfire prevention program.
2. Assist in the development and implementation of comprehensive wildfire prevention, suppression, fire inspections, training and public education programs.
3. Participate in the development and implementation of goals, objectives, policies and priorities for assigned areas of responsibility.
4. Recommend and implement policies and procedures.
5. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
7. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
8. Respond to questions and inquiries from the general public regarding wildfire prevention functions; investigate and resolve problems.
9. Develop wildfire prevention and education plans; provide public wildfire prevention and education activities.
10. Oversee and participate in the development and administration of annual budgets; forecast needed funding for staffing, equipment, materials, and supplies.
11. Conduct a variety of organizational studies, investigations and operational studies; identify and pursue grant opportunities to supplement ongoing programs; maintain grant applications; and recommend modifications to existing programs, policies and procedures.
12. Evaluate existing wildfire safety conditions and federal, state and local codes applicable to wildfire safety; recommend policies, procedures and ordinance revisions as necessary.
13. Enforce Fire District Policies and procedures.

14. Coordinate fire and fuel reduction projects on state, federal, local government and private lands in the division. Prioritize prescribed fire and fuels reduction projects based on the CWPP, available state and federal funding and resources.
15. Maintain GIS records of fuels reduction projects, performs GIS analysis, and produces maps for internal and external groups.
16. Performs defensible space inspections.
17. Oversees environmental analysis under the California Environmental Quality Act (CEQA) of projects and ensures receipt of all necessary permits required for implementation, including CAL FIRE Forest Fire Prevention Exemptions, Tahoe Regional Planning Agency permits, Lahontan Waste Discharge permits, and cultural resource clearances.
18. Coordinate with Tahoe Fire and Fuels Team (TFFT), assist with annual work plan and Incident Action Plan (IAP).
19. Monitors changes in wildfire prevention methods and recommends their incorporation into department activities; develops specific proposals for action on current and future District needs.

Peripheral Duties:

Responsibilities and duties include but are not limited to the following:

- Maintains records and prepares periodic special and technical reports relating to assigned area of responsibility;
- Acts as Fire District liaison on various District, County, Regional and State committees; coordinates interagency activities and programs;
- Addresses civic clubs and other groups within the community regarding programs of the Fire District;
- Attends regional, state and local conferences, seminars or conventions to continue the education process to enhance, maintain or improve the quality of service to the District; and
- Serve as a member of various Fire District committees, as assigned;

Minimum Qualifications

- Ten (10) years' of service in lower rated job classifications with the Lake Valley Fire Protection District or similar Fire Service agency, including two (2) years at the rank of Fire Captain or equivalent.
- Possession of the following:
 - S-290 Intermediate Wildland Fire Behavior
 - S-230 Crew Boss
 - S-231 Engine Boss
 - I-100 / I-200 / I-300 / I-400 / NIMS IS-700
 - S-270 Basic Air Operations
 - Possess CSFM Firefighter I and II (or equivalent)

- Possess CSFM Fire Officer or Company Officer certification (or equivalent)
- Possess CSFM Chief Officer or Chief Fire Officer within first year of holding the position of Battalion Chief
- Hazmat IC
- Possess and maintain a California EMT-B EMS certification;
- CPR-Healthcare Provider Level certification;
- Possess Associates degree or higher
- California Driver's License – Class "C" with a "Firefighter" endorsement or California Commercial Driver's License – Class "B" OR an equivalent Nevada Driver's License.
- Meet insurability requirements of district insurance carrier;

Knowledge and Ability:

Knowledge of

- Fire suppression, rescues, EMS, special operations, prevention practices, wildfire prevention practices, investigations, apparatus and equipment;
- Firefighting laws, codes, ordinances, rules and regulations as they pertain to fire operations;
- Principles and practices of modern firefighting and fire prevention;
- Principles and practices of program development and administration;
- Principles and practices of municipal budget preparation and administration;
- Pertinent federal, state and local laws, codes, ordinances and regulations;
- Principles of supervision, training and performance evaluation;
- Basic techniques for handling hazardous materials release mitigation;
- Emergency medical assistance and CPR techniques;
- Principles and procedures of investigatory methods.
- Streets, geography, including the location of water mains and hydrants and the major fire hazards of the fire district;
- All district vehicles and equipment capabilities;
- California State Laws pertaining to EMS;
- Fire District Best Practices and Personnel Policies ; and
- Personal protection equipment use, care, and maintenance.

Ability to

- Plan, organize, direct and coordinate the work of staff;
- Maintain discipline and respect of subordinates and to command effectively;
- Delegate authority and responsibility;
- Analyze and assess programs, policies and operational needs and make appropriate adjustments;
- Identify and respond to sensitive community and organizational issues, concerns and needs;

- Develop and administer departmental goals, objectives and procedures;
- Prepare clear and concise administrative reports;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Research, analyze and evaluate new service delivery methods and techniques;
- Interpret and apply federal, state and local policies, laws and regulations;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Supervise, train and evaluate assigned staff;
- Develop budget recommendations;
- Ensure that all expenditures within assigned division(s) are necessary and prudent;
- Analyze an emergency situation and decide on an appropriate course of action within the scope of assigned duties;
- Think and act quickly and appropriately in emergencies;
- Operate and employ modern office practices, procedures, methods and computer equipment;
- Work effectively under stress;
- Maintain positive working relationships with other fire district personnel, supervisors, and the public;
- Ensure that assigned personnel are fully trained and prepared for emergency response;
- Communicate effectively, both verbally and in writing.

Tools and Equipment Used

- Personal Protective Equipment (PPE) for structural firefighting, wildland firefighting, rescue and emergency medical service;
- Fire apparatus; pumps, hoses, ladders, other firefighting equipment;
- Rescue equipment; air bags, hydraulic extrication equipment, high and low angle rope rescue equipment and other rescue equipment;
- Ambulance and associated emergency medical service equipment;
- Two-way radio, pager, personal computer, fax and telephone/cell phone.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; see; use hands/ fingers to handle objects, and operate tools or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and/or smell odors.

Physical fitness must be maintained to perform a variety of patient care procedures, lifting and carrying patients, firefighting, rescue activities, training and maintenance duties. This position requires frequent lifting and/or moving of objects up to 50 pounds and occasional moving of objects up to 175 pounds.

This position requires strength, stamina, and agility to utilize fire suppression equipment while wearing heavy protective clothing and self-contained breathing apparatus for long periods of time in adverse conditions that may be immediately dangerous to life and health (IDLH) including smoke, extreme heat, cold, low visibility and confined space. Specific vision abilities include close vision, night vision, color vision sufficient to distinguish between red and green traffic signals, and the ability to adjust focus.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions

Work is performed under the following conditions:

Work is primarily in buildings, vehicles, and outdoor settings; in all weather conditions, including temperature and weather extremes; during day and night shifts.

Work is performed in IDLH atmospheres and confined spaces.

Job Risk Factors

Personnel occasionally work near moving mechanical parts and in high, precarious places. Personnel may be occasionally exposed to extreme heat/fire; wet and/or humid conditions; smoke, fumes or airborne particles; radiation; toxic, explosive or caustic chemicals; bodily fluids and infectious diseases; risk of electrical shock; vibration; noise. The noise level in the work environment varies from quiet office settings, to moderate during daily work routine, and to loud at an emergency scene.

There is a risk of death or injury from sudden cave-ins of floors, toppling walls, falling trees and traffic accidents when responding to calls. Personnel may come in contact with poisonous, flammable, or explosive gasses and chemicals, as well as radioactive or other hazardous materials that may have immediate or long-term effects on health.

FLSA Status: Exempt

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and

LAKE VALLEY FIRE PROTECTION DISTRICT
Steve Pevenage, Battalion Chief – Fire Marshal

2211 Keetak Street
South Lake Tahoe, CA 96150
530-577-3737
Fax 530-577-3739
Chad Stephen, Fire Chief



October 30, 2024

September/October 2024 Staff Report from the Lake Valley Fire Protection District Fire Marshal

September Residential Permits Approved:

Tomohawk Ln- Residential Accessory Structure
Ibache St- Residential Addition
Apache Ave- Residential Addition

October Residential Permits Approved:

Bel Aire Cir- Residential Accessory Structure

Commercial Permits Approved:

0

Engine Company Business Inspections Completed:

September-8
October-4

Vacation Home Rental Inspections:

September: 17
Year to Date: 175

October: October data not available at time of report submission.

Vacation Home Rental Inspection Fees Received:

September: \$17,785
Year to Date: \$107,810
October: October data not available at time of report submission.

Public Education:

Fire Fest- September 28.
Fire Life Safety Education- Sierra House Elementary- October 21.
Fire Life Safety education- Meyers Elementary- October 21, 22.

Facilities:

Station 6 exterior painting-completed.

Station 7 upstairs carpet replacement-completed.

Classroom ADA access and egress- completed.

Generator upgrade STN7. Permit application in process.

HAZMAT building enclosure. Awaiting bids.

Station 5 driveway repair- completed.

Fire Management Zones:

End of Report.

Respectfully submitted,

Steve Pevenage
Battalion Chief

Date: September 4, 2024
To: Board of Directors
From: Martin Goldberg, Captain
Re: Wildfire Division Staff Report

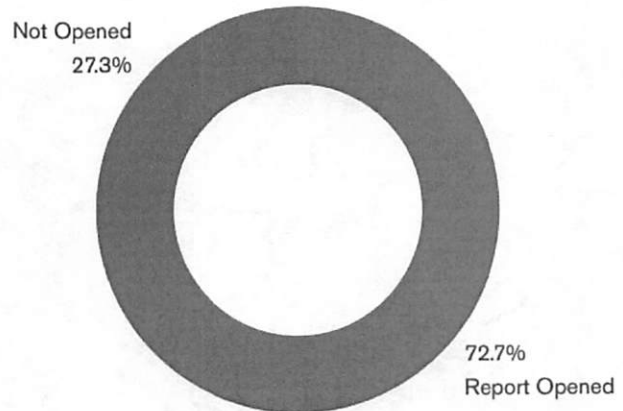


Recommendations:

It is recommended the Board read and file this staff report.

General Update

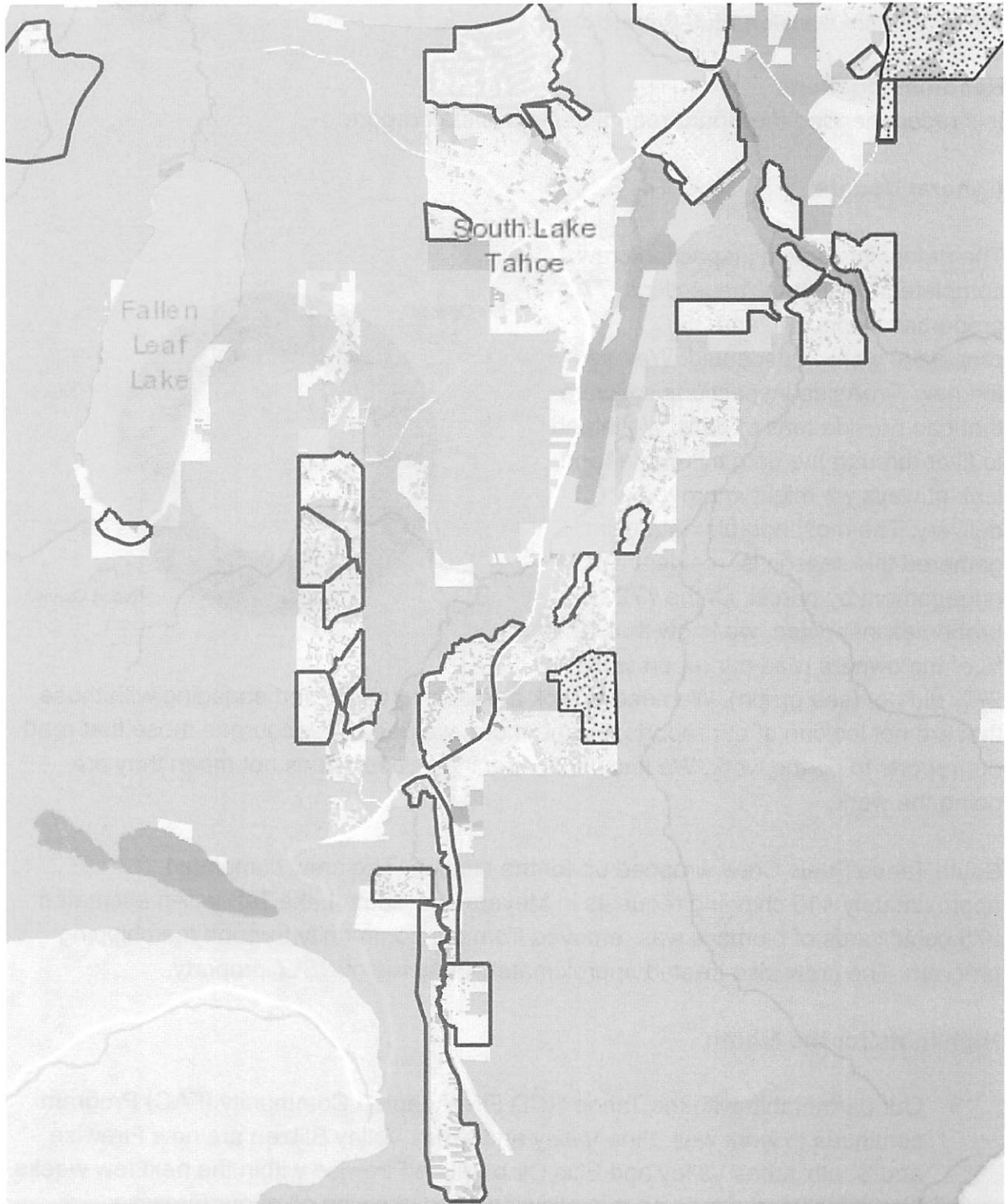
The defensible space inspection crew completed 1,185 total inspections, 772 properties inspected, and 358 properties were reinspected. We used the new FireAside inspections software that can provide tons of data. We intend to filter through the data this winter and look at ways we might improve our delivery. The most notable data point gathered this season is resident engagement by parcel. Of the 772 properties inspected, we know that 72.7% of the owners read our report while 27% did not (see graph). We need to look at reaching out to and engaging with those that are not looking at our reports. Furthermore, we need to encourage those that read our reports to do the work. We know that opening a report does not mean they are doing the work.



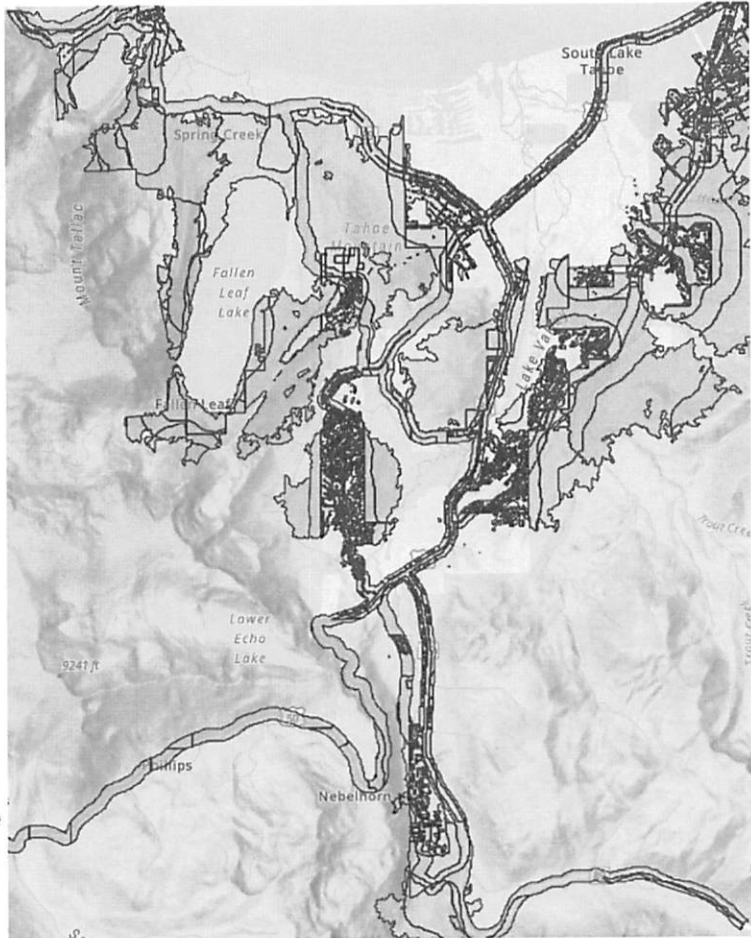
South Tahoe Fuels Crew wrapped up for the season. The crew completed approximately 415 chipping requests in Meyers and South Lake Tahoe. An estimated 875 cubic yards of biomass was removed from our community through the chipping program. The crew also treated approximately 20 acres of CSLT property.

Highlights for the Month

- Our partnership with the Tahoe RCD Fire Adapted Community (FAC) Program continues to work well. Pine Valley and Xmas Valley Blitzen are now Firewise and South Xmas Valley and Elks Club will be Firewise within the next few weeks. I have included a map on the following page showing all of our Firewise communities. You can also go to the Living with Fire website (<https://www.tahoelivingwithfire.com/get-involved/>).



- Our Community Wildfire Protection Plan (CWPP) update will be available this month for public comment. The plan, once released, will be available on the Tahoe RCD website (www.tahoercd.com). Please take the time to review and comment so that we can make certain we continue along our path to success in protecting our community from wildfire. Of special note are the evacuation routes and fuel break treatment location priorities noted in green on the image. Knowing where we are focusing and how we determined that focus might prove to be useful information.



- Sierra Nevada Regional Meeting of the Wildfire & Forest Resilience Taskforce met at Tahoe Blue Event Center on October 10th. We were honored to have the opportunity to meet with State of California leaders in the industry and to share our successes and challenges. We look to attend another Taskforce meeting in March in Marin County. The Marin County JPA, a conglomerate of local fire agencies, is a current leader in wildfire resiliency in California.

Attachments:

None

LAKE VALLEY FIRE PROTECTION DISTRICT

"Serving the Community Since 1947"
Chad Stephen, Fire Chief

Board of Directors
John Rice
Leona Allen
Brian Hogan
Ron Sitton
Irene Kaelin



TRAINING *EMERGENCY PREPAREDNESS-TRAINING-PHYSICAL FITNESS* Monthly Training Plan November 2024

SUPPRESSION/RESCUE

- *Multi-Agency Drill: Vertical Ventilation*
- *Multi Company Drill:- Forcible Entry Prop to Performance Standard #1*
- *Company Training: 1) Blue Card Command- Continue Size-ups and transfer of Command to B.C.*
- *Company Drill: Forcible Entry Prop to Performance Standard #1*
- *Individual Study: Lexipol Policies and Procedures. Please review and acknowledge.*
- *Company Discussion: 1) Blue Card- Sector, Division, Group Supervisors (S.O.G.'s)- Company Folder > Blue Card Command > Blue Card SOG's 2) Apparatus-1 Traction Devices*

EMS

- *Multi-Agency Training: - Advanced Cardiac Life Support (ACLS) Instructor Matt Kieffer*
- *PATS: Skills: Needle Chest Decompression*
- *Individual: Target Solutions : EMS- Assessment and Treatment of Sexual Assault Patients*
- *Individual: Target Solutions: EMS- Assessment, Treatment and Transport of Morbidly Obese Patients*

SAFETY

- *Cooling Temperatures. Please carry appropriate winter attire.*

HEALTH/WELLNES

- *Please participate in November- Fitness Challenge. "Run the Deck"*
- *Valor Resiliency Family Night- November 21st at Valhalla*

TARGET HAZAR/ BUILDING FAMILIARIZATION

- *Lake Tahoe Hockey Academy- Identify emergency shut-off, utilities, knock (if available,) and water supply. Consider resources placement/staging for an escalating incident.*

CLASSES/ MISCELLANEOUS

- *Advanced Cardiac Life Support (ACLS)-Instructor Matt Kiefer*
- *Probationary Presentations- Lucas Demsar- Month 11*
- *Focus Training- Engineer's Month*
- *C.E.R.T.- Lake Valley to teach Cribbing and Shoring*

All Training entered in Lake Valley Training Google Calendar

LAKE VALLEY FIRE PROTECTION DISTRICT

"Serving the Community Since 1947"
Chad Stephen, Fire Chief



To: All Personnel

From: Engineer/Paramedic Yuzbick

Monthly Fitness Challenge- November 2024

This challenge is to be completed while on duty at Station 6, or Station 7. This is a non-punitive fitness challenge that is relative to you and you only. These challenges have the potential to strike up some fun competition, though that is not the intention of the program or the challenge itself. Cooperation and participation in the challenge are the key ingredients to our health and wellness program and our longevity as service personnel.

This month you are to complete the following workout with a partner.

"Run The Deck"

In this workout, when the clock starts you will begin the workout by flipping the first card of the deck over. Red cards are Push-Ups and **Black** cards are Air Squats. Each member of the team must complete the number displayed on the card for the respective color/movement. The catch to this workout is that every 3 minutes on the 3 minutes you and your partner must complete 10 burpees individually. The time for the workout is the time that it took the team to complete the reps. Enjoy yourself. Put your time on the board for your team. Get some.

Respect, Integrity, Dedication, Positive Attitude and Teamwork