

**TAHOE DOUGLAS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING**

April 25, 2012

Those Present:

Chairperson Steve Seibel
Trustee Mike Bradford
Trustee Brad Dorton
Trustee Ann Grant
Trustee Kevin Kjer
Fire Chief Ben Sharit
Assistant Chief Mark Novak
Battalion Chief David Hekhuis

Battalion Chief Tim Allison
Battalion Chief Jim Hardison
Captain Brandon Brady
FF/P Nate Johnson
Fire Marshall Eric Guevin
Supervisor Keegan Schafer
Administrative Assistant Kate Warner
Administrative Aide Carrie Nolting
Guests: Greg Felton, Lawrence Howell, Bob Cook

1. Call to order.

The meeting was called to order at 4:03 pm by Chairman Steve Seibel.

2. Pledge of Allegiance.

Pledge of allegiance was led by Trustee Bradford.

3. Roll call.

Chairman Seibel, Trustee Bradford, Trustee Dorton, Trustee Grant, Trustee Kjer were present.

4. Approval of the Agenda.

Trustee Bradford motioned to approve the agenda as presented. Trustee Kjer seconded the motion. No discussion. Motion approved 5-0.

5. Public comment.

Bob Cook, Chimney Rock Fire Safe Chapter Leader, announced the 3rd Bi-annual Evacuation Drill event. Cook, Trustee Kjer and Resident Steve Johnson have chaired the past events. Cook wanted to thank TDFPD for taking a more active role for the 2012 drill, and providing B/C Hardison, FM Guevin and A/C Novak for the planning stages. The drill is scheduled for Thursday May 31 @Zephyr Cove Park 10am-2pm for the Zephyr Knolls and Zephyr Heights Neighborhoods. Drill participation from community agencies has grown from 5 the first year to 20 this year. Trustees are invited to attend the BBQ.

6. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 03/21/12.

Trustee Bradford moved to approve the consent calendar items as presented. Trustee Dorton seconded the motion. No discussion. Motion carried with a vote of 5-0.

7. For Possible Action: Consent items moved forward.

None.

**8. For Possible Action: Approval of the 2012-13 Strategic Plan
Battalion Chief Tim Allison**

Chief Allison thanked Eng Brandon Spry, as overall coordinator of process, Captain Bryce Cranch-Human Resources, Captain Todd Moss-Physical Resources, and Engineer Chris Lucas-Financial Resource Chairpersons. This will likely be the last time the Strategic Plan will be presented in this format. We have scheduled a Workshop May 3rd with Steve Lewis, UNR, to brainstorm on a new format for 2014 plan. It is the consensus of the employees and staff that it is time to revisit our vision, mission statement and the strategic plan itself to test the validity and relevance to our current personnel. Effort is being made to get involvement from all personnel. Additions to note are the adoption of the WUI code, and a possible fuels crew permanent facility.

Trustee Dorton asked for clarification on the following:

P 51 - Station #25 – staffing as of today – 2 personnel per shift, he questioned if this will be a permanent staffing level. B/C Allison said that it reflects current staffing, and we are trying to staff to 3 for that station as well as adding back Station 24 engine.

P 56 - Trustee Dorton asked Fire Officer certification within 1 year and then on P38 within 2 year promotion was the same. These are new NV State Fire Marshal's Office requirements – NFPA standards, clarified within 2 years of promotion was correct.

P 83 - #2 Staff Driven Objectives - Additional Type III engine, he asked if funding would be available to complete that goal. Chief Sharit answered that we have had it budgeted for some time, and we are on track to purchase if needed in FY 13.

P 90 - Station #24 reserve engine – is that old engine 24? Yes, we have two reserve engines now at Station #21 & #24.

Trustee Kjer noted that Wellness & Fitness has been expanded and he likes the plan as a road map.

Trustee Grant said that she had a resident make a comment to her about what the

firefighters do all day, so she gave him a copy of the Strategic Plan and he was impressed with the information.

Chief Sharit wrapped up the discussion stating that historically the annual project started in December before the budgeting process to create a road map for the budget. It has grown into an avenue for succession planning, for training/certification and for recruitment. It serves to communicate the values and vision of the district. It was started 13 years ago, with huge involvement at all levels; however, this year's meetings were down to 5 participants. As retirements have increased, participation has waned. We have determined that this format no longer suits our needs.

Our plan is to utilize an outside facilitator, to stimulate conversation for the vision of the district in 5 years. We clearly need to engage all the firefighters to get their perspective on the future direction. It will be an opportunity to get succession planning and future directions melded together.

Trustee Bradford suggested an outline or structure be established to keep the discussion on track. Trustees Bradford and Grant have experience with the facilitator Steve Lewis, UNR and stated he is highly recommended.

No public comment.

Trustee Bradford made a motion to accept the Strategic Plan for 2013 with typographical corrections. Trustee seconded by Trustee Grant. No discussion. Motion carried 5-0.

9. Discussion Item. No action will be taken.

2012-13 Tentative Budget Update

The proforma tax numbers came in 88K less than projected which reduced the general fund (from \$50K to \$25K); the contingency fund (from \$100K to \$50K) and the balance was reflected in employee benefits. These reductions were submitted to the Union President, and a final reading will be at the next meeting on May 17, there could be minor changes from the State between now then.

10. For Possible Action: Approval of Grant Thornton three year contract for annual audit services.

Fire Chief Ben Sharit

The current contract with our auditor runs through this fiscal year 2012. The proposed contract will carry us forward for the next three years. Bids were obtained from three vendors last time (2009 - Chief Sharit has these on file to review), and our current auditor was

substantially lower than other bids. The future contract reflects slight increases -\$1000 each year. Historically in 2008 expenses jumped with FCS and Zephyr Crew, and in 2009 jumped to due to a single audit for EOD grant (required for >\$500K.) We could have additional costs if grant money comes from the federal government that may require single audits in the future. Trustee Kjer confirmed that price structure has not changed. The better prepared staff is, the less time audits have to spend tracking down information, and correcting issues.

Trustee Bradford commented this area has to have some pressure on staff to be prepared and there also will need to be follow up to review fee reductions. Every effort should be made to save money during audit.

No public comment.

Trustee Bradford made a motion to accept the annual audit proposal from Grant Thornton for FY 2013-15. Trustee seconded by Trustee Dorton. No discussion. Motion carried 5-0.

**11. For Possible Action: To adopt Resolution #02-2012 Adopting Board norms and procedures for the Board of Trustees meetings, related functions and activities.
Fire Chief Ben Sharit**

This resolution was presented at March meeting, changes were suggested and implemented. The original document was adapted from the Douglas County Commissioners. Trustee Dorton expressed concern that if the Trustees relinquish the option for authority on personnel issues there could be some financial ramifications (C.8). Trustee Bradford stated that as long as administration adheres to budget guidelines, there is no need for the Trustees to get involved any deeper in compensation issues. If there were concerns about pay issues, they would likely be presented to the Board to be investigated appropriately – job classifications and pay are an administration function.

Chairman Seibel added that in the past, Trustees have been informed of changes in compensation, and as long as it falls within the guidelines of the budget the Fire Chief has that authority. Trustee Bradford said that aside from the public discussion which we are required to have, human resource matters are personal, confidential and private. Board Trustees need to be clear that if these issues are addressed they need to be narrowly defined, and this document does that.

No public comment.

Trustee Grant made a motion to adopt Resolution #02-2012 as presented. Trustee Bradford seconded the motion. No discussion. Motion carried 5-0.

Note a typographic error switched these resolutions; they were discussed in agenda order.

**13. For Possible Action: To adopt Resolution #03-2012 Cost Share Agreement
Fire Chief Ben Sharit**

Chief Sharit noted that this is an update to documents currently in effect (signed in 2009) to reflect the promotions of Chief Officers and to authorize two (2) Chief Officers to engage in Cost Share agreements. In an emergency where multiple agencies are involved, the Fire Chief and Assistant Chief would be authorized to enter into these agreements on behalf to the Board of Trustees of the TDFPD. Cost Share is typically done after the incident is mitigated. These are unforeseen expenses, not in the budget, which can cost millions of dollars like in the case of the Angora Fire. In this type of situation, there would likely be a need to sign a cost share agreement, we would call an emergency BOT meeting to advise the Trustees of the incident, however this agreement gives authority now in advance for Chief Officers to act. The previous agreement signers included all Chief Officers, this is now limited to the top two (2) positions.

No public comment.

Trustee Kjer made a motion to adopt Resolution #03-2012 as presented. Trustee Dorton seconded the motion. No discussion. Motion carried 5-0.

**12. For Possible Action: Resolution #04-2012 five Chief Officers to assign Delegation of Authority
Fire Chief Ben Sharit**

This resolution updates a current Delegation of Authority (signed in 2009) document to remove retired employees and reflect the newly promoted Chief Officers and authorizing any of the five (5) Chief Officers to assign a Delegation of Authority for an external incident command team to come to our District and take over the control of a major incident within our District. Annual staff training is conducted to prepare staff for these situations. Typically, 12-24 hrs into an incident, unified command will request an outside team.

No public comment.

Trustee Bradford made a motion to adopt Resolution #04-2012 as presented. Trustee Kjer seconded the motion. No discussion. Motion carried 5-0.

**14. For Possible Action: Resolution #05-2012 which approves the successor Co-Trustee of the Tahoe Douglas Fire Protection District Post-Retirement Plan & Trust.
Fire Chief Ben Sharit**

This resolution also updates a current document (signed in 2011) naming the Trust Officers. This is an update to replace retired and promoted personnel on the Post-Retirement Trust.

No public comment.

Trustee Grant made a motion to adopt Resolution #05-2012 as presented. Trustee Bradford seconded the motion. No discussion. Motion carried 5-0.

**15. Report Item: Fire Chief's report on previous month's expenditures.
Chief Ben Sharit**

Due the high volume of business for accountants with tax month, we do not have the monthly financials included this month. However, we will have two months of financials next month.

Date	Check #	Payee	Amount	Fund	Reason
03/19/2012	53541	BullEx Digital Safety	\$7979.00	General	Fire Extinguisher Trainer-Reimburse thru Kiwanis donation
03/27/2012	53555	Ben Pratt	\$20.00	Enterprise	Reimbursement-Renewal fee NREMT
03/27/2012	53558	Bradley Peterson	\$20.00	Enterprise	See above
03/27/2012	53559	Brian Zabel	\$20.00	Enterprise	See above
03/27/2012	53566	John Pidermann	\$1190.00	Enterprise	Ambulance reimbursement
03/27/2012	53567	Joseph Reinhardt	\$1400.00	General	S-231 Instructor
03/27/2012	53568	Kevin Green	\$20.00	Enterprise	Reimbursement-Renewal fee NREMT
03/27/2012	53573	Matt Brown	\$20.00	Enterprise	See above
03/27/2012	53576	Northrop Grumman	\$3932.00	Special Services	EOD grant purchase
04/03/2012	53591	Bill Romanowitz	\$320.28	Special Services	EOD grant purchase
04/03/2012	53593	Attn: Chief Giomi	\$5333.33	General	Physical Agility Testing; in conjunction with Storey and Carson City Fire
04/03/2012	53605	Joseph Reinhardt	\$1400.00	General	L-280 Instructor
04/10/2012	53627	Ferrell Gas	\$914.01	General	New propane provider
04/10/2012	53631	LN Curtis	\$13,790.00	General	PPE's
04/10/2012	53638	C/O Karl Beman	\$490.00	General	PPE workshop-Rowan attending
04/17/2012	53661	Lucita Martin	\$1242.92	Enterprise	Ambulance Refund
4/17/2012	53665	North Tahoe Fire District	\$600.00	General	L-380 Class-Novak, Ghisletta, Rivadenyra

**16. Report Item: Fire Chief's report on previous month's activities.
Chief Ben Sharit**

Employee Years of Service Recognition:

Fire Chief Ben Sharit	27 Years of Service
Battalion Chief Jim Hardison	22 Years of Service
Fire Marshal Eric Guevin	2 Years of Service
Administrative Aide Carrie Nolting	2 Years of Service

Updates

1. **NFSC Update** – Still getting requests for information.
2. **Sustainable Community Advocates** – Steve Teshara
Working with Senator Reed's office to resolve issues. Several letters have gone out in support of the TRPA regional plan. Chief Novak attends most the meetings. Bio-fuels waste facility needs to stay in the plan, although this is not currently an option in the area, technology could make it viable in the future and it is a 20 year plan.
3. **Fire Safe Council** waiting for a response back from the Forestry Service on the OIG report.
4. **Contract for Frontier** – expect contract in May meeting.

Financial Summary

Liquidity will be in place for the summer months, prior to the first Ad Valorem check in September.

Attachments

- It was noted that there is a lag on the **ambulance reports**: Transport Chart represents the prior month; Billing Chart represents the transports 10-30 days ago; and the Revenue Chart represents collections from transports that occurred 30-90 days ago.
- Our PIO Officer Guevin and Warner are working on our Marketing Plan thus the information on Poison Prevention Week.
- There were two (2) EOD responses in SLT in the past month.

Trustee Bradford noted that the Fire Chief attended the South Tahoe Alliance meeting this month, to get to know the players in the casino arena. He complimented Chief Sharit on taking the time to attend and establish that personal relationship. This group represents the general managers of the Casinos, Vail, Edgewood, formerly the Gaming Alliance. The casino operators were very complimentary towards TDFPD employees on their service and response time.

Chief Sharit commented that it was his promise to the Board to get out into the community and foster the working relationships with the local businesses. He also spoke with the Chamber Board last week to introduce himself and TDFPD.

17. Closed Session: Union Negotiation Discussion

No need for closed session.

18. Discussion: Confirm next meeting, Thursday, May 17, 2012 @ 4:00 pm, possible agenda items.

Possible agenda items:

1. Second Reading on Budget- Tentative Budget Approval
2. Final Budget Approval
3. Purchase Agreement for Frontier site (requested as soon as available)

20. Action Item: Adjourn.

A motion was made by Trustee Bradford to adjourn the meeting. Trustee Kjer seconded the motion. No discussion, motion carried 5-0.

The meeting was adjourned at 5:20 pm.

This meeting was recorded on audio tape.

Kate Warner
Administrative Assistant
Tahoe Douglas Fire Protection District