

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
January 17, 2013

Those Present:

Chairperson Steve Seibel
Trustee Greg Felton
Trustee Ann Grant
Trustee Kevin Kjer
Trustee Larry Schussel
Legal Consultant Mike McCormick
Fire Chief Ben Sharit
Assistant Chief Mark Novak
Battalion Chief Tim Allison
Battalion Chief Jim Hardison
Battalion Chief Dave Hekhuis
Captain Bob Child

Captain Ralph Jones
Engineer Chris Lucas
Engineer Ben Pratt
Fire Marshal Eric Guevin
Forester John Pickett
Fire Inspector Sylvia Lee
FF/P Andy Isenberg
FF/P Nate Johnson
FF/P Will Morgan
FF/P Justin Reddig
Administrative Assistant Kate Warner
Administrative Aide Carrie Nolting

1. Call to Order

Meeting was called to order at 2:01 pm.

2. Pledge of Allegiance.

Pledge of allegiance was led by Fire Chief Ben Sharit.

3. Roll Call

Chairman Seibel, Trustee Felton, Trustee Grant, Trustee Kjer and Trustee Schussel were present.

4. Approval of Agenda

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

5. Public Comment.

None.

6. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 12/19/12
- b. Job Description – Firefighter – Revised
- c. Job Description – Firefighter/Paramedic - Revised

Trustee Kjer motioned to approve the Consent Calendar items as presented. Trustee Grant seconded the motion. No discussion. Motion approved 5-0. Typo corrections in the minutes were noted for the record.

7. For Possible Action: Consent items moved forward.

None.

8. Presentation: Acknowledgement of Outgoing Board Trustees

Fire Chief Ben Sharit

Former Trustee RJ Clason (not present) was acknowledged as servicing on the Fire Board from 2009-2012, when he stepped down due to scheduling conflicts. Trustee Mike Bradford was appointed as Trustee Clason's replacement and served out his term for 2012. Trustee Brad Dorton (not present) was also acknowledged for his service from 2009-2012.

9. For Possible Action: BOT Election of Officers for 2013

Trustee Kjer nominated Trustee Grant for the Chairperson position. Trustee Schussel seconded the nomination. No discussion. Nomination approved 5-0.

Trustee Grant nominated Trustee Kjer for the Vice Chair position. Trustee Schussel seconded the nomination. No discussion. Nomination approved 5-0.

The gavel was passed to Trustee Grant, as the new Chairperson.

10. For Possible Action: Discussion on adopting Resolution #01-2013 which formally accepts the FEMA Staffing to Adequate Fire and Emergency Response (SAFER) grant in the amount of \$2,701,896.

Fire Chief Ben Sharit

Chief Sharit recognized the efforts of the firefighters who recommended and staff members who applied for the grant. TDFPD has applied for this grant in the past; we qualified at this point because of the reduced staffing levels TDFPD has experienced due to retirements for the past 5 years. This grant specified the hiring of 12 firefighters to staff Engine 24 and covers salaries, wages and benefits for a period of 2 years for those positions. The grant period is from March 20, 2013 to March 19, 2015.

In the past, the grant had a requirement that the agency must have provisions in place to continue to fund the new hire positions after the 2 year grant period. There is now an opportunity for the fire district to apply for a continuation of the SAFER grant in the future, should our financial situation deem it necessary.

Naturally there are concerns about potential layoffs, and hiring a record number of new employees at one time. With our financial situation, staffing levels have dropped from 15-16 firefighters on duty per day to only 10-11 per day over the past 5 years. This is a great opportunity for the Fire District to staff Engine 24 and resume service levels to our residents.

Trustee Schussel asked about the Association's position. Chief Sharit confirmed that there have been several discussions with the Union President Ralph Jones, Vice President Chuck Salerno and staff to communicate the concerns and work on solutions. The potential for layoffs should the funding not be available at the end of two years was noted. Candidates will be informed that it is a grant funded position that will allow them to gain experience but does not guarantee continued employment past the 2 years. Working together, we can make this a successful program.

Trustee Seibel asked about the timeline. Chief Sharit stated the tentative timeline is as follows:

January 30-31	Fire Chief interviews of tested candidates from an existing list that was created this summer through the Northern Nevada F.I.R.E. Consortium recruitment process
March 11	Fire Academy – 6 weeks
May 1	Shift Assignments

Trustee Seibel moved to adopt the resolution as proposed. Trustee Felton seconded the motion.

Trustee Felton said he had concerns for the potential affect on the culture with this influx of new hires. He stated that he was very pleased with the focus that appears to be in place to protect the standard of care and continue the cooperation of the workforce. No further discussion. Motion approved 5-0.

11. For Possible Action: Approval of Quad County Hazardous Materials Team Inter-local Agreement.

Fire Chief Ben Sharit

Chief Sharit noted that this is the same agreement, which has been in place since the early 1980s, with the addition of three agencies that are part of the Quad County area, but were not participants of this agreement and have requested to be added. Those new members are Mason Valley Fire Protection District, North Lyon County Fire Protection District and Smith Valley Fire Protection District. This agreement has been reviewed by the Fire District’s legal counsel and, if approved, stays in place until replaced.

Trustee Schussel moved to adopt the resolution as proposed. Trustee Seibel seconded the motion. No further discussion. No public comment. Motion carried 5-0.

12. Report Item: Review of Monthly Fire District Expenditures

Fire Chief Ben Sharit

Chief Sharit reviewed key expenses for the past month, and there were no questions regarding the weekly check runs. There was no other discussion. Suggestion was made that notations for new Trustees be made for the vendors.

Date	Check #	Payee	Amount	Fund	Reason
12/18/2012	54522	edia	\$1658.00	General	Firehouse World training conference – San Diego
12/18/2012	54545	Sun Life Financial	\$7605.30	Health Ins.	Dental Insurance (new)
12/27/2012	54564	Nabco, Inc.	\$318,700.00	Special Services	EOD containment vessel Grant reimbursable
12/27/2012	54566	Nevada Power Products	\$2,302.65	Fire Safe Community	Snow blower (Zephyr Crew Work Center- part of contract w/Frontier)

12/31/2012	54595	Stryker Sales Corporation	\$10,303.32	Enterprise	Gurney Loading System Grant reimbursable
01/08/2013	54599	Carson Valley United Methodist	\$250.00	General	In memory of Allen LeFever, former Chief Guy LeFever's father, long time district resident and honored veteran

13. Report Item: Review of Monthly Fire District Activity
Fire Chief Ben Sharit

Employee Years of Service Recognition:

Captain Brandon Brady	7 Years of Service
Engineer Brandon Spry	7 Years of Service
Engineer Steve Prather	7 Years of Service
Engineer Justin Rossi	6 years of Service
FF/P Kevin Green	6 years of Service
Engineer Ben Pratt	6 years of Service

Updates

1. NVFSC Update - 12/27/12 Creditor's Meeting was held, and work proceeds.

Financial Summary

As per Board direction, the following investments have been made through Edward Jones:

- 1 - \$200K CD with a maturity date of April 18 and .03% return.
- 1- \$200K CD with a maturity date of July 17 and .025% return.
- 1- \$200K re-investment is pending.

Acknowledgements

United Blood Services – Warner and Felton for growing our blood drives
Tahoe Tribune article - FM Guevin and his work with the Tahoe Fire Dancers
Kahle Winter Brochure – features Captain Antti and Eng Rossi with Easter Bunny
Press Releases - from Senator Reed's office announcing the SAFER grant award

Chairperson Grant - did a ride-a-long for Snow Globe events with FM Guevin and NYE events with Fire Inspector Lee, and she acknowledged the exceptional relationship and rapport that they have with the business community.

Trustee Felton asked about the nature of the Shakespeare Rock project. SNPLMA funded project above Glenbrook near Station #25, totaling 130 acres with funding of \$250,000 for fuels reduction. Funds are available this spring and it will be a 2-3 year project.

- 14. Report Item: Legal Counsel Report**
Mike McCormick, TDFPD Legal Counsel

Mike McCormick communicated his contact information and availability for any questions.

- 15. For Possible Action: Appoint BOT Representative for Goals and Objective for Strategic Plan 2014**

Chief Sharit informed the Board that this representative would work with the Fire Chief to establish the Board driven goals for the Strategic Plan 2014. This representative will then present the recommended goals to the Board of approval. Trustees were directed to send their suggestions to the Fire Chief,

Trustee Felton nominated Trustee Kjer who served in this capacity last year. Trustee Seibel seconded the motion. Motion carried 5-0.

- 16. Discussion: Next regular meeting on February 27, 2013 @ 4:00pm**

Trustee Kjer will not be available for the March meeting.

Agenda items:

- Board Driven Goals for Strategic Plan 2014
- Ambulance Subscription Service
- Fuels Management Update and Summary
- Policy Review – POOL/PACT recommendations for annual updates
- Board Norms and Procedures
- Board Ethics Presentation

It was determined that a 3pm start would be needed for the number of items presented. Trustee Seibel thanked staff for the workshop, welcomed new Trustees and Former Trustee Bradford for his service.

Trustee Kjer thanked Trustee Seibel for serving as the Chairperson last year.

Adjourn.

Trustee Seibel motioned to adjourn the meeting. Trustee Kjer seconded the motion. No discussion. Motion approved 5-0.

The meeting was adjourned at 4:37pm.

This meeting was recorded on audio tape.

**Kate Warner
Administrative Assistant
Tahoe Douglas Fire**

Approved