

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING

Workshop

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
Fire Marshal Eric Guevin
Administrative Assistant Kate Warner

1. Call to Order

Meeting was called to order at 9:00 am.

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. Public Comment.

None.

5. Presentation: Overview of the Fire District – Local 2441 International Association of Firefighters
Captain Ralph Jones

Due to time constraints, priority was given to guest speakers. This presentation was tabled for a future board meeting.

6. Presentation: Overview of the Fire District – Tahoe Douglas Bomb Squad
Captain Jim Antti

Due to time constraints, priority was given to guest speakers. This presentation was tabled for a future board meeting.

Presentation item #10 was moved up on the agenda.

10. Presentation: Overview of the Fire District – history, trustees, organization, chief officers and their divisions.
Fire Chief Ben Sharit

Chief Sharit narrated a power point presentation to orient the new trustees on Fire District history, boundaries, demographics, organizational chart and to introduce each chief officer and their staff duties.

Chief Novak continued the overview noting OSHA and NFPA requirements, current staffing levels for line personnel and what firefighters do.

7. Presentation: Overview of Nevada Public Agency Insurance Pool/Pact Agency Compensation Trust
Wayne Carlson, NPAIP/PACT – Executive Director
Alan Reed, Warren Reed Insurance - President

Carlson narrated a power point presentation on *Citizen to Leader* outlining the transition the new trustees need to make, positive governance, and ethics in government. He distributed *In Search of Civility* published by the National Association of Counties. He stressed the need for high ethics amongst the Trustees as a risk management tool

Reed introduced the history behind the insurance pool, and how it works to stabilize the risk for the pool members. He discussed the Fire District's liability insurance for the trustees themselves and the programs the Pool's human resources staff provides to educate the fire district staff/leadership on typical risk areas like discrimination, sexual harassment and civil rights violations.

Carlson also urged the staff and chief officers to voluntarily participate in the Cardiac Wellness Program for a trial run with the fire district employees. He stressed the new science behind the particle count which is a better indicator of heart disease than cholesterol levels. Carlson reminded everyone that early detection of these health issues allows for mitigation and can avoid a life threatening situation for our employees and expensive medical treatment costs for our District.

8. Presentation: Open Meeting Law
Mike McCormick, TDFPD Legal Counsel

McCormick narrated a power point presentation on Open Meeting Law in the State of Nevada educating the Trustees on the legal requirements, tools to conduct board business in a fair and legal manner and some case history from the State Ethics Committee. He cautioned on the use of electronic serial communications, exemptions – meetings to discuss existing or threatening litigation with attorney; to discuss the character, alleged misconduct, professional competence or physical or mental health of a person; and to discuss contract negotiations- that can be handled in closed sessions. McCormick also covered the meeting agenda and posting requirements.

Presentation item #10 was continued on the agenda.

10. Presentation: Overview of the Fire District
Fire Chief Ben Sharit

Chief Mark Novak continued with response times, emergency services, structural firefighting, wildland firefighting, special services, mutual aid agreements and cost share agreements.

9. Presentation: Board of Trustee Oversight Role
Chairperson Seibel

Chairperson Seibel distributed a copy of the *Board Norms and Procedures* which was recommended to the District by the then Assistant District Attorney McCormick as a tool used by the Douglas County as a guideline for their Commissioners. These *Board Norms and Procedures* were adopted for the first time by the 2012 Fire Board. Chairperson Seibel stated that he felt the document clearly defined expectations for the trustees and the officers of the Board. He asked that the Trustees review the information and that it be placed on the agenda for the February meeting.

11. Public Comment
None.

Adjourn.

Meeting took a brief break at 1:45pm and was immediately followed by the regular BOT meeting.

No action was taken on any agenda item for this workshop.

This meeting was recorded on audio tape.

Kate Warner
Administrative Assistant
Tahoe Douglas Fire

Approved