

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
September 25, 2013

Those Present:

Chairperson Ann Grant	Captain Ralph Jones
Trustee Greg Felton	Supervisor Keegan Schafer
Trustee Kevin Kjer	Squad Leader Kelly Simmons
Trustee Larry Schussel	Forester John Pickett
Trustee Steve Seibel	Fire Marshal Eric Guevin
Mike McCormick, Legal Counsel	Fire Inspector Todd Stroup
Fire Chief Ben Sharit	Administrative Assistant Kate Warner
Assistant Chief Mark Novak	Administrative Aide Carrie Nolting
Battalion Chief Tim Allison	Guest Presenter: Wayne Omel, Edward Jones
Battalion Chief Jim Hardison	
Battalion Chief Jim Antti	

1. Call to Order

Meeting was called to order at 3:04 pm.

2. Pledge of Allegiance.

Pledge of allegiance was led by Chief Allison.

3. Roll Call

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

Chairperson pulled Item #14 from the agenda.

4. Approval of Agenda

Trustee Seibel motioned to approve the agenda as amended. 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
- b. Monthly Expenditures
- c. National Benefits Services – Business Associate Agreement – Update
- d. Pacific Benefits iFlex, Inc – Business Associate Agreement - Update

Trustee Schussel motioned to approve the Consent Calendar items as presented. Trustee Seibel seconded the motion. Motion approved 5-0.

7. For Possible Action: Consent items moved forward

None.

8. For Possible Action: Investment Market Update and Re-Investment recommendations for up to \$1,000,000 of fire district reserves
Wayne Omel, Edward Jones

Omel reported that the fire district has \$1,878,876 in the Money Market and has two CDs due to mature in November valued at \$401,083 each bring the total investments \$2,279,959. The Federal Reserve has announced that it will hold short term rates, due to bond prices. Eventually they will raise the rates, so in the future TDFPD can commit for a longer time frame. Omel's recommendation is to stay with the short term CDs and to ladder them at 3, 6 and 9 month intervals based on cash needs.

Two market investment updates were distributed for review.

Trustee Felton asked if the fire district investments are too conservative. Omel reviewed the history, in 1989 Zero Coupon Bonds returns were significant and the fire district carried bonds that were out 8 & 10 years. Five to ten years later, the fire district added CDs with the Zero Coupon Bonds and as the rates began to drop, we got out of Zero Coupon bonds all together. Omel does not want to get into a situation where because of liquidity needs, we would have to sell short at a loss.

Omel would be comfortable recommending a more aggressive approach when rates increase by 2-3%. He feels that in the current market, TDFPD should stay conservative.

Public Comment – none.

Trustee Felton motioned to the direct the Fire Chief to invest up to \$1,000,000 in 3, 6, and 9 month ladders. Trustee Seibel seconded the motion. Motion approved 5-0.

**9. Presentation: 2012 International Fire Code-Local Code
 2012 Wildland Urban Interface Code (WUI)
 Fire Marshal Eric Guevin**

The Douglas County Commissioners will vote on October 3rd to approve the International Fire Code with minor changes to meet current existing code. The International Fire Code is Title 20.800 Appendix B in the County Code. Fire Marshal Guevin has been working with the Northern Nevada Fire Prevention Code Committee which includes Washoe, Douglas, Storey, Lyon counties and Carson City and Sparks, since January to meet and standard the codes. Douglas County – East Fork Fire chose not to adopt the WUI code. The State of NV approved it all except the construction components in Chapter 5. The California State Fire Marshal has a great list of acceptable construction components which is now referenced in the new code. Also, the UNR Cooperative Extension’s *Living with Fire* included as guidance document for adoption in Douglas County. We have been operating under the 2006 code and this approval will bring TDFPD up to the 2012 code which positions the fire district for the upcoming ISO audit.

Trustee Schussel asked why the county did not ratify the WUI code. Fire Marshal Guevin stated that East Fork is not ready to handle the water components and defensible space components at this time.

Trustee Felton asked why the construction code was not adopted by the state. FM Guevin clarified that the State does not have the authority to dictate private residences, those codes are up to the fire districts. One change in our district was with sprinklers for new building construction or remodels that are adding a significant amount of square footage. If the building has more than 2 stories including a basement; it will need to have sprinklers. The additional stories create higher risk for firefighters and residents. Existing structures do not have to be retrofitted and garages will continue to be excluded.

**10. For Possible Action: Approval of policy for the disposal or transfer of excess equipment
 through donation or long term lease
 Mike McCormick, Legal Counsel**

McCormick drafted the policy at the Fire Chief’s request, when the recent lease to LTCC of a reserve engine revealed that TDFPD did not have a policy in place. As a governmental agency, this proposal ensures a fair and equitable distribution. It also indemnifies the fire district forever when equipment is permanently transferred.

It was clarified that any equipment purchased with grant funding has specific instructions for disposal of excess equipment.

NRS dictates that to sell equipment it must be advertised, bids must be taken and reviewed. Chairperson Grant asked if there could be exceptions to the policy if the situation warrants it. McCormick said yes, the policy is intended to provide guidelines for staff.

Public Comment – none.

Trustee Kjer motioned that the Board adopt the policy as presented. Trustee Schussel seconded the motion. Motion approved 5-0.

11. For Possible Action: Approval of a donation of excess SCBA equipment to the Truckee Meadows Community College – Fire Academy
Battalion Chief Jim Hardison

New SCBA equipment was put into service in July, and excess equipment will be used for the fire academy, leaving 28 SCBA available for donation. Chief Hardison inquired about the market that refurbishes such equipment, however it is not regulated and the quality is substandard. TMCC is very interested in acquiring the 28 units for fire academy training purposes only. Trustee Felton asked if this is a one-time one-way donation. Chief Hardison said yes due to maintenance required.

Public Comment – none.

Trustee Schussel motioned that the Board direct the Fire Chief to proceed with the donation to TMCC fire academy. Trustee Felton seconded the motion. Motion approved 5-0.

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

Employee Years of Service Recognition:

Captain Nalder	33 years of Service
FF/P Jenny Alustiza	3 years of Service
FF/P Andy Isenberg	3 years of Service
Foreman Ben Keelin	1 year of Service

Updates

1. Zephyr Crew Member Van Mouwerik – The family is very appreciative of the support the fire district employees have extended to Kyle. Fire Chief Sharit was able to speak to him on the phone, and he wants his position back with the crew. Local #2441 has provided regular donations and visits to Kyle’s parents.

2. Ward – New employee, FF/P will be in orientation this week, Fire Academy 9/30 – 11/15 (tentative graduation).

Financial Summary

No new information.

Attachments

Letter – resident R. Smith was impressed that Squad Leader Simmons remembered that he wanted chip, and he delivered on the promise.

13. Report Item: Legal Counsel Report
Mike McCormick, TDFPD Legal Counsel

No report.

15. Discussion: Confirm next meeting, Wednesday, October 23, 2013 @ 3:00 pm, possible agenda items.

The next scheduled meeting conflicts with the *FireShowReno* conference. The fire district has received grant funding to send several members to the conference.

Trustee Felton made a motion to move the meeting to Monday, October 21 @ 3pm. Trustee Seibel seconded the motion. Motion approved 5-0.

Suggested agenda items:

- Fire Chief Annual Performance Review
- AMB Subscription Service – November
- Grant Thornton Audit Results - November

Trustee Felton acknowledged the firefighters for responding to the Van Mouwerik family needs.

Adjourn

Trustee Schussel made a motion to adjourn to closed session. Trustee Seibel seconded the motion. Motion approved 5-0.

Closed Session: Per NRS 288.220, collective bargaining discussions

This meeting was recorded on audio tape.

Kate Warner
Administrative Assistant
Tahoe Douglas Fire