

TAHOE DOUGLAS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING

March 3, 2010

Regular Meeting

Those Present:

Steve Seibel
R.J. Clason (By Telephone)
Brad Dorton
Roy Clason
Frank Forvilly
Chief LeFever

Paramedic Chris Lucas
Paramedic Ben Pratt
Paramedic Justin Rossi
Paramedic Fred Parson
Paramedic Bryce Cranch
Bill Johnson, David & Johnson,
LTD Guest Speaker

Assistant Chief Ogami
Assistant Chief Mark Novak
Battalion Chief Ben Sharit
Battalion Chief Dave Hekhuis
Inspector Leo Horton
Captain Jim Antti

Mike Bradford, Board Candidate

1. Action Item: Call to order.

The meeting was called to order at 4:30 by Chairman Roy Clason.

2. Action Item: Pledge of Allegiance.

Pledge of allegiance was led by Battalion Chief Ben Sharit.

3. Action Item: Roll call.

Chairman Roy Clason, Trustee Steve Seibel, Trustee Frank Forvilly and Trustee Brad Dorton were present. Trustee R. J. Clason participated by phone.

4. Action Item: Public comment.

Skyland residents, Doug and Connie Robertson thanked the TDFD for medical response on 12/17/2009 at their home which required evaluation/stabilization/transport to Carson/Tahoe Hospital and surgery for the placement of 3 stints. Doug's doctors told him that his damage was minimized and recovery period hastened as a result of the competency of the paramedics, and their advanced monitoring equipment which quickly allowed them to identify STEMI patient and immediately transport him to a cardiac surgery facility. Chairman Clason noted that that equipment, the 12 LEAD EKG was made available to our District through a donation from Harrah's.

Chief LeFever introduced new FF/PM Matt Brown, Nathan Johnson, and Jessie Rowan and new Administrative Assistant Kate Warner. Chief noted that due to careful fiscal monitoring in the past, we were in a position to take advantage of an opportunity to pickup highly trained/experienced personnel who were involved in cutbacks in other districts.

5. Action Item: Discussion and possible action: Approval of consent calendar:

Items appearing on the Consent Calendar are action items generally heard without discussion and adopted with one vote for the entire calendar. Trustees or members of the public may have any consent item pulled and placed on the Administrative Agenda so that the item may be heard and receive public comment. Members of the public requesting that item(s) be pulled shall do so during the Public Comment segment at the beginning of the meeting.

Item:

- a. Approval of agenda.
- b. Approval of minutes 02/03/2010.
- c. Approval of financial statements 01/31/2010.
- d. Approval of Administrative Assistant wage scale.
- e. Approval of Administrative Aid wage scale.

Trustee Steve Seibel moved to approve the consent calendar items. Trustee Dorton seconded the motion.

Motion carried with a vote of 5-0.

Action Item #6: Consent Items moved forward.

There were none.

Chairman Roy Clausen moved Item #9 up on the agenda to accommodate guests.

Action Item #9: Proposal for Accounting Services for Calendar 2010 by Bill Johnson, CPA, David and Johnson, LTD

Bill Johnson presented a contract proposal for 2011 which notes the changes in TDFD accounting and payroll needs, an increase from \$4550 a month to \$6000 a month and the history of the past 12 months of billing exceptions. Notable changes in the TDFD's needs were the new payroll software and the growth of the fuels crew. Bill stressed the excellent working relationship that his firm has developed not only with the staff at TDFD, but our auditors, and the State of Nevada. He also acknowledged the high accuracy rate largely due to his staff's knowledge of TDFD and our business needs. It was also noted that the last fee increase was in 2004.

Chairman Roy Clason agreed with David and Johnson's excellent history with TDFD, but voiced his concern about the 24% increase in these tough economic times. He would prefer a more modest increase.

Trustee Brad Dorton noted that the close proximity of TDFD to David & Johnson was an important consideration, but noted that \$72,000 a year might justify adding a staff member to do the accounting/payroll internally.

Trustee Frank Forvilly feels the fee schedule is fair compared to what he is paying and he supports David & Johnson due to their track record and prefers to use a local business.

Trustee Steve Seibel said he too would have preferred smaller increases each year, rather than no increases and then 24%. Discussion proceeded about obtaining other bids.

Chairman Roy Clason understands the concerns noted about going to a new accounting firm noted David & Johnson's great reputation with ZHGID over the years, but questions if the rates are competitive and would like to see 2 more bids. He also would like to see an option for a multi-year discount.

Chief LeFever noted that the HSA reporting also has increased our accounting work load and reported; 3 years ago, we had a bid from ADP for 42K for just payroll services.

Bill Johnson expressed his concern about timing a change if one should be on the horizon. New budget year is in July, but end of year payroll reporting would be necessary December/January. Should we proceed with a contract, he does not expect another change next year unless there are drastic unforeseen changes in our needs.

Trustee RJ Clason recommends that we approve on a month to month basis to allow Chief LeFever time to gather 2 more bids.

Inspector Horton, who serves as Chairman of the California Ambulance Board, said that last year they tried to bid out their accounting/payroll and got no response from request letters. He resorted to one-on-one requests and was told they are high maintenance customers, who are under tremendous scrutiny by numerous agencies and thus may not be a desirable client.

Motion by Trustee Brad Dorton to approve contract on a month to month basis, launch a bid process and target a decision by July 1.

Motion seconded by Trustee Steve Seibel.
Motion carried with a vote of 4 ayes and 1 nay.

Chairman Roy Clausen return to agenda order with Item #7.

Item #7: Discussion: Review of monthly expenditures.

Chief LeFever explained the following expenditures:
John M. Watson, Medical Director for Ambulance – billing was in arrears due to an internal error. This will be paid quarterly in the future.

Douglas County 911 – 911 fees (annual). This was approximately 200K 2 yrs ago, the distribution %s have been realigned for each member of the co-op based on an audit of usage.
Bearcom – 2 mobile radios for Zephyr Crew trucks
US Postal Service/Pine Tree Printing – were newsletter expenses, this budgeted for 2 a year on the Marketing Plan. Feedback has been very good on the newsletter.
John Pickett – Professional fees which are grant reimbursable.
Innovative Network – new server/labor

Action Item #8: *Patient request to write-off Run# 09-69450-09-108964 in the total amount of \$2,173.00.*

Board reviewed the request and was updated on new events.
A motion was made by Trustee Frank Forvilly to decline the request for a write-off, but to have patient to work with staff to structure a payment plan.

Motion seconded by Trustee Dorton. No further discussion.

Motion carried with a vote of 5-0.

Presentation #10: *2009-2010 Comprehensive Budget – B/C Ben Sharit*

B/C Ben Sharit noted that this was a great experience for him to have an opportunity to do the Comprehensive Budget. Chief LeFever clarified that this review is usually completed in November, but was delayed due to the audit. B/C Ben Sharit explained that inter-departmental transfers skewed the numbers (p 30 & 31). There was discussion about suspended projects/budgets that will now not be completed this fiscal year; these will be consistently noted in the next update. The normal time line is: Strategic Plan/Final Budget/Audit/Comprehensive Budget.

Presentation#11: *Fire Chief's report of previous month's activities.*

Employee Service Recognition:

Engineer Larry Schussel	30 years
FF-P Chris Kynett	6 years
FF-P Bryce Cranch	6 years
FF-P Chris Lucas	6 years

He anticipates more openings/promotions due to retirement announcements/transfers. Our March 24th Promotions and Recognition Ceremony will have 7 pinned promotions, introductions for 3 new FF-P & 1 new Administrative Assistant, 8 – 30 years of service 4 – 10 yr of Service, and 3 – 5yrs of service.

Preliminary Budget: numbers were review in February. They will be completed by the next board meeting on April 7. There will be creative solutions to the reduction of funding, with a focus on staffing stations.

Ambulance Account: is running 61-62% collection rate – industry standard, and is a stable source of income for the District.

Investments: allowing money market to grow in anticipation of a transfer.

Operations: Chief Ogami noted that Paul Stein will be completing the final part of Personal Improvement Plan (PIP) , a 3 part series and we continue to support the four work-experience-programs in our region.

Fuels: Crew Supervisor Schafer commented on the Pulaski Press Quarterly which is designed to keep the Zephyr Crew engaged during the off-season. He noted that applications are steadily coming in for the opening for this fire season; he anticipates only 6 new hires.

Action Item #14: Item moved up in order. Trustee Steve Seibel moved that the meeting go to Closed Session. Trustee Frank Forvilly second the motion. Motion passed unanimously.

Trustee Steve Seibel moved that the meeting be returned to Open Session. Trustee Frank Forvilly seconded the motion. Motion passed unanimously.

Action Item #12: Set date for next meeting possible agenda items.

Confirmed next meeting, Wednesday, April 7, 2010.

Action Item #13: Adjourn.

Motion by Trustee RJ Clason to adjourn.

Motion seconded by Trustee Steve Seibel.

The motion carried with a vote of 5-0.

The meeting was adjourned at 6:17p.m.

This meeting was recorded on audio tape.