

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

April 27, 2011

Regular Meeting- Revised

Those Present:

Trustee RJ Clason	Captain Randy Flynn
Chairperson Brad Dorton	Engineer Brandon Brady
Trustee Ann Grant	FF/P Kelly Pettit
Trustee Kevin Kjer	FF/P Jenny Alustiza
Trustee Steve Seibel	FF /P Nathan Johnson
Chief Guy LeFever	Forester John Pickett
Assistant Chief Van Ogami	Inspector Eric Guevin
Battalion Chief Ben Sharit	Crew Squad Leader Damian Rivadeneyra
Battalion Chief Dave Hekhuis	Administrative Aid Carrie Nolting
Captain Ralph Jones	Administrative Assistant Kate Warner
Captain Tim Allison	Guest Bob Cook

1. Action Item: Call to order.

The meeting was called to order at 4:07 pm by Trustee Brad Dorton.

2. Action Item: Pledge of Allegiance.

Pledge of allegiance was led by Kevin Kjer.

3. Action Item: Roll call.

Trustee RJ Clason, Trustee Brad Dorton, Trustee Ann Grant, Trustee Kevin Kjer and Trustee Steve Seibel were all present.

4. Action Item: Public comment.

FF/P Kelly Pettit presented a US flag and certificate to Trustee Ann Grant in appreciation for care packages sent to Kelly's son-in-law and his fellow troop members who were serving our country in Afghanistan. The certificate read "Let it be known that the accompanying American flag was flown in the face of the enemy over Camp Dwyer in Helmand province in Afghanistan on the 18th of January 2011 in honor of Ann and Jon Grant."

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

Items:

- a. Approval of agenda.
- b. Approval of Minutes 03/23/2011.
- c. Job Description Fuels Mgmt/Wildland Crew Member.
- d. Job Description Fuels Mgmt/Wildland Lead Crew Member.
- e. Job Description Fuels Mgmt/Wildland Squad Boss.
- f. Approval of Financial Statements 01/31/11.
- g. Personnel Policy – Prohibition of Workplace Violence.

Trustee Seibel moved to approve the consent calendar items with one change on the Personnel Policy 2.14.1., removal of the word “months”. Trustee Clason seconded the motion. No discussion. Motion carried with a vote of 5-0.

6. Action Item: Consent Items moved forward.

There were none.

**7. Action Item: Discussion and Approval of TDFPD Board of Trustee Compensation Reduction
Trustee RJ Clason**

Trustee Clason stated that the Board would like to recognize that due to the down turn in the economy, both nationally and locally, there has been a painful effect on our community and that the staff and employees of the District are being asked to do more with less. He recommended a 10% reduction in compensation for the Board Trustees effective July 1, 2011 (new fiscal year). He said it is the Board’s hope that we will come together as a collective group, and acknowledge a shared sacrifice across the board, affecting everybody. Trustee Grant seconded the motion. No discussion. Motion carried 5-0.

**8. Action Item: Discussion and Approval of Ambulance Standby and Rate Increases
Battalion Chief Ben Sharit**

Chief Sharit presented a proposal for ambulance rate increases noting that it has been two (2) years since TDFPD last made rate changes. He asked if there were any questions on the rate proposals or the rate comparisons.

Chairperson Dorton noted that this item is for discussion purposes only, and will be voted on at the May meeting.

Chief LeFever clarified that with this item and Item #9, the staff tries to ensure that any rate increases or tax increases are presented in two readings to the community and time is allowed for feedback from the residents, and for the Board to fully determine if this is a justifiable

action. He reminded the Board that the ambulance fees have been reviewed every two years consistently.

Trustee Clason sought clarification on CAL Tahoe's "cost + 15%", and asked if we know what their costs are. Chief Sharit responded that CAL Tahoe's billing is handled by Eldorado County, in Placerville but their costs are very similar to ours, as everyone is experiencing increases in the cost of medical supplies and gasoline prices. Chief Sharit is looking into another option to reduce the expense of the unused/expired medications, which must be discarded. (Strategic Plan P 102 – Ambu-track System FY 2013.)

Trustee Clason noted the breakdown of charges for NLTF appears to be on the low end while CCFD appears to be on the high end. Chief Sharit verified that NLTF has not adjusted their rates in quite some time, and Central Lyon Fire was the most recent to make changes.

Chief LeFever pointed out that rate increases do affect the collection rate, and we can expect to experience an initial impact on that rate. Also, there is a delay in when the rates are billed and when we actually get the payment, which typically is 60-90 days. So, if approved, a rate increase will not be seen for a minimum of 90-180 days out.

Trustee Seibel confirmed that historically what happens with increases is the new fees are implemented, then we see a reduction on our collection rates and then there will be a leveling out period and then we will finally see the impact of those rate increases.

Chairperson Dorton tabled the item for future discussion. Chief LeFever requested that questions are brought forward and addressed with Staff prior to the next meeting.

Trustee Clason requested that the rate increases be posted on the website to inform and educate our residents. He suggested that there is a huge disconnect when a patient is transported, that though the travel time may be minimal, but there are other costs that are necessary to provide that transport – skilled personnel standing by, equipment, medication, fuel etc.; and posting the breakdown clearly demonstrates all these costs.

**9. Action Item: *Discussion and Approval of Updated Fire District Fees for Service
Fire Marshal Mark Novak***

Chief Sharit presented on behalf of Chief Novak. Language has been updated, and the personnel rates have been adjusted to be consistent with our agency agreements for charging back strike team and equipment use to out of district fires. He stated that it is the intent to have these rates approved and available for billing. These rates would be applicable for events where an ambulance and personnel are solely committed to that event. We do provide ambulance stand-buys for events which are not charged, if the ambulance is available to respond to a call.

Chief LeFever clarified that the personnel rates proposed are the same rates that are in our agreements with NV Division of Forestry (NVDF), California Emergency Management Agency (CAEMA) formerly Office of Emergency Services (OES) and the United States Forest Service (USFS). These are rates we agree to every year and are in our agreements.

Trustee Clason questioned the new rates for EOD services, and asked if this equipment was purchased by grant funding, can we charge for services.

Chief Hekhuis answered that EOD has separate service agreements with the City of SLT, Douglas County, Carson City Sheriff's Office, the Legislature, the Capital State Police and the Federal Government for Northern Nevada Bomb Squads. We do not charge under these agreements. For example, President Obama's visit to Reno last week will not be charged. The only time we consider charging for EOD, is when we have requests outside these agreements or when it is not requested by the Federal Government. These are rare occasions.

Trustee Seibel clarified that these rates are discretionary, and are not billed every time. For example re-inspection fees; we do not charge for in the normal course of business. But by having these rates approved, it gives the District the right to charge the fee if the situation warrants it. So if for example, a property owner is not complying and multiple re-inspections are necessary the District has a means to bill out the costs. Other examples are false alarm fees.

Chief LeFever stated if they are in our Mutual Aid agreements for fires, they are billed 100% of the time. He stressed that it was more desirable to make frequent smaller increases than to go for long periods with no change and then need to do a 20-25% increase. We need to manage the organization appropriately to avoid huge rate changes just to keep up with increased costs.

Chairperson Dorton requested that these rates also be posted on the website.

10. Item: *Presentation and approval of the Strategic Plan*
Captain Tim Allison

Captain Allison confirmed that all the Trustees had reviewed the plan, noting that changes were indicated in red. Changes he noted:

Human Resources – with funding down, staffing levels have been reduced by one engine company (Station #4) from 12 per day to 10 per day.

Job Descriptions – NV State Fire Marshal's office is now certifying company officers. In the past, those certifications came from the CA State Fire Marshal. NV follows the National Fire Protection Association (NFPA) standards, CA is slightly different. The job description changes are to accommodate this change.

Trustee Grant suggested a glossary be added for the acronyms and a brief explanation of the required coursework.

Trustee Clason requested that on the organizational chart (P 52), “The Residents of the Tahoe Douglas Fire Protection District” be added on the top since we all serve the residents of our district. This had been inserted in the past, but did not appear on this draft.

Chairperson Dorton asked for more information on the Capital Improvement Plan/ Misc Projects/hose monster item (P 104). Captain Jones explained that he was in charge of the quality hydrant testing. Some locations are difficult to make the flows as they are too close to residential landscaping. The hose monster devise, hooks to the hose and defuses the water flow 50’ away from the hydrant at a lower pressure to as not to cause damage. We do have diffusers but they connect immediately off the hydrant which is still limiting the flow test. Fire Inspector Guevin noted that the hose monster devise will be useful at the casinos too, to not overwhelm their drains during testing.

Chairperson Dorton and Captain Allison acknowledged that a lot of work went into the Strategic Plan, and that it was a collaborative effort at all levels with several subcommittees. Captain Jim Hardison was chairperson for Human Resources and Rich Nalder was chairperson for Physical Resources subcommittees.

Trustee Clason moved to approve the 2011 Strategic Plan with the addition of a glossary of acronyms, a brief explanation of the required coursework and the addition of a top box on the organizational chart for the residents of the TDFPD. Trustee Kjer seconded the motion. No discussion. Motion carried with a vote of 5-0.

11. Item: Review of monthly expenditures.

Chief LeFever presented explanations for the unique and non-reoccurring expenditures:

Date	Check #	Payee	Amount	Fund	Reason
3/30/2011	52210	Dalmatian Fire Equipment	\$14,296.38	Capital Projects	4 Air packs for new engine
3/30/2011	52215	JBR Environmental Consultants	\$1244.50	Fire Safe	Glenbrook & Kingsbury PDM-Bio Survey
3/30/2011	52218	Midkiff & Associates	\$410.00	Fire Safe	Crew facility planner
3/30/2011	52221	Nevada Public Agency Pool	\$5000.00	General	Deductible for vehicle repair
4/5/2011	52238	In Your Face Signs	\$1235.00	Fire Safe	Zephyr Crew uniforms
4/5/2011	52248	TDFPD Post-Retirement Plan/Tst	\$3000.00	Health Insurance	Initial Deposit to trust fund

4/12/2011	52256	Douglas County 911	\$50,610.00	General	Annual Radio User Fee
4/12/2011	52262	N. Lake Tahoe FPD	\$479.50	Fuels	Repair of skidder/split cost with NLT
4/12/2011	52263	N. Lake Tahoe FPD	\$525.00	Fire Safe	Training classes for 6 crew members

Comments:

- Normally air packs are \$6500 each, however, Chief Hekhuis found new used for a substantial saving.
- Vehicle repairs were for three vehicles for a single deductible for one incident.
- Trust Fund deposit follows IRS regulations to establish the irrevocable fund for retiree insurance.
- Douglas County 911 is paid twice a year, reductions were implemented 2 years ago. Now pay a cost per service based on call volume.
- A skidder is a cable devise on a trailer which can be used to drag logs up hill.

12. Discussion: *Fire Chief's report on previous month's activities.*

Service Recognition

Battalion Chief Sharit	26 Years of Service
Engineer Jeff Peterson	26 Years of Service
Captain Jim Hardison	21 Years of Service

Alarms for January 2011

Total – 162.

Ruvo Gate

Chief LeFever spoke to Larry Ruvo, he was out of town. He is planning to fly here soon to get closure on the legal matter. This issue is becoming a point of over “lawyering”, and Ruvo agrees. Chief LeFever has requested an itemized total of the legal fees which he plans to present to Ruvo when the project is complete, to show how much this cost the residents of our District.

Health Insurance Trust Development

Chief Sharit has been working diligently to get the documents signed, the accounts squared away, and the tax exemption from IRS. Once complete, the account will be funded. This will place the investment in a structure that mirrors that of NV PERS.

New Type 1 Engine

Passed the pump test and it is very close to being placed into service. It will initially be used to replace other engines for maintenance, so it will be rotated around the District. It has been a year long process, and the individuals who made it happen will be acknowledged at our next meeting.

Investments

Investments remain on the same track, to keep short term, for liquidity when the retirement trust can be funded and for the annual obligations from now until our next significant Ad valorem check in September.

Comments:

Chairperson Dorton acknowledged FF/P Rossi's bike racing success, Chief Sharit's participation in the Captain's promotional test for NLTFD, POOL/PACT - EMS graduates Squad Leader Rivadeneyra, Captain Antti, Crew Foreman Ghisletta and Captain Moss.

Chairperson Dorton asked for clarification on the Lake Tahoe Partnership. Chief LeFever has been placed on this committee with Chief Brown by Steve Teshara, Sustainable Community Advocates which tries as a unified group to address the legislators on lake basin issues.

Trustee Clason asked if the egress issues at the Zephyr Cove Conference Ground (Presbyterian) were pertaining to the entire property, or just cabins. Fire Inspector Guevin said that the concern is for both. The small cabins required emergency information to be posted, fire extinguishers to be installed and egress cleared with safe zones clearly marked. The property has very steep slopes with a lot of boulders, and brush up to 8' high which restricts the evacuation space. Priorities have been addressed, as the cabins are rented for the season. With the assistance of a FEMA grant funds, the Zephyr Crew conducted training with the Conference Center staff to remove heavy brush so that evacuation paths can be created.

This has already been quite a process, as an Engine Company inspection brought it the Chief Novak's attention who involved the NV State Fire Marshal's office and the building department. This is a long term process which we will be working with the Center on for some time.

The Board voiced concern about the Zephyr Cove Lodge, however Captain Allison who personally completed the inspection this year said the cabins there are all recent construction, they all contain fire detectors and sprinkler systems, evacuation plans are posted and the grounds are clear for safe evacuation. The main lodge rooms contain sprinklers as well.

Trustee Clason asked if the source of the compactor fire at Harrah's was known. Engineer Brady was present and he said most of the Harrah's personnel were Spanish speaking; they did a broadcast over the radio for information from witnesses, but there was none provided.

Participation by Station #3 in the Easter Egg Hunt was acknowledged by Trustee Clason. He reiterated that these events are a great opportunity for positive community public relations development and outreach.

Trustee Grant inquired as to the source of the Walker fire which Zephyr Crew was called in on...Crew Squad Leader Rivadeneyra said it was on private ranch land, the initial source was

also unknown. Once the sun went down and temperatures dropped, the fire died out. Engineer Brady noted in the valley their rules on burning are that if it's over 5 acres and it is agricultural land, they do not have to follow any prescriptions or burning regulations, so you often have ranchers burning in poor conditions.

Chief Ogami noted there is a lot of prescribed burning by multiple agencies right now and residential open burning is in effect until May 15th. Dates of Compost your Combustibles are Memorial Day to July 4th this year at Heavenly's Boulder parking lot.

Trustee Clason made a motion to adjourn the regular meeting and go into closed session. Motion was seconded by Trustee Grant. Motion was approved 5-0; meeting went to closed session at 5:13 pm.

Action Item #13: Closed Session Contract Negotiations (2011 – 2012 Contract)

A motion was made by Trustee Clason to resume the Open Meeting and Trustee Seibel seconded the motion. No discussion, motion carried 5-0.

Chairperson Dorton resumed the Open Session at 6:11 pm.

Action Item #13: Confirm next meeting, Thursday, May 19th @ 4:00 pm, possible agenda items.

Agenda items were discussed:

- AMB rate increase for standby and mileage
- Tentative and Final budget
- Closed Session (contract negotiations)

A motion was made by Trustee Clason to confirm the next meeting as scheduled. Trustee Grant seconded them motion. No discussion, motion carried 5-0.

Action Item #15: Adjourn.

A motion was made by Trustee Seibel to adjourn, and seconded by Trustee Clason. No discussion, motion carried 5-0.

The meeting was adjourned at 6:15 pm.

This meeting was recorded on audio tape.

**Kate Warner
Administrative Assistant
Tahoe Douglas Fire Protection District**