

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
October 18, 2012

Those Present:

Chairperson Steve Seibel
Trustee Mike Bradford
Trustee Brad Dorton
Trustee Ann Grant
Trustee Kevin Kjer
Fire Chief Ben Sharit
Assistant Chief Mark Novak
Battalion Chief Tim Allison
Battalion Chief Dave Hekhuis

Fire Inspector Sylvia Lee
Forester John Pickett
Supervisor Keegan Schafer
Administrative Assistant Kate Warner
Administrative Aide Carrie Nolting

1. Call to Order

Meeting was called to order at 4:00 pm.

2. Pledge of Allegiance.

Pledge of allegiance was led by Fire Chief Sharit.

3. Roll Call

Chairman Seibel, Trustee Bradford, Trustee Dorton, Trustee Grant and Trustee Kjer were present.

4. Approval of Agenda

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

5. Public Comment.

None.

6. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 09/26/12.

Trustee Kjer motioned to approve the Consent Calendar items as presented. Trustee Grant seconded the motion. No discussion. Motion approved 5-0.

7. For Possible Action: Consent items moved forward.

None.

8. For Possible Action: POOL/PACT Stryker Grant Application – matching funds request for gurney power load system for ambulances (3).

Battalion Chief Tim Allison

A video was shown to demonstrate the gurney power load system. This is a one-time grant - requested system for injury prevention through our Risk Management partners – POOL/PACT. EMTs and Paramedics have injury vulnerability in transferring patients, raising/lowering gurneys, and loading/unloading patients into/from the ambulances. This is a three pronged approach to injury prevention: TDFPD purchased the stair chairs (2005), the power assist gurneys (2006), and these lifts would be installed on all operating ambulances.

The Strategic Plan has this expense slated for FY 2016; however, this opportunity for a 50% saving became available. The FY 2012-13 budget does have \$75,000 allocated for EMS equipment. The price of TDFPD match would be \$33,013, which includes installation kits and batteries that recharge in the units.

Trustee Kjer – asked if there were any requirements of the grant. POOL/PACT allocates a % of funds every year - spending money to save money on injury prevention. The only requirement is that you prove that you purchased the item the grant was approved for. Back injuries and gurney operations are high on the worker's comp top 10 list and can shorten a firefighter/paramedic's career. Safer transfer of patients prevents patient injuries, and reduces cumulative spinal and extremity injuries for our employees.

Trustee Seibel – clarified that this purchase is turn-key. The ambulance supports have been verified to support the weight. He asked how the grant information is distributed. Chief Sharit confirmed that it was offered to all POOL/PACT members in the ambulance business.

Trustee Grant motioned to approve the match funding for \$33,012 for the power load gurney system as presented. Trustee Dorton seconded the motion. No discussion. Motion approved 5-0.

9. Presentation : Proposed Ambulance Subscription Service
Battalion Chief Tim Allison

Chief Sharit gave a historical perspective of this project. It has been under TDFPD review for several years, and we have been monitoring our neighboring agency programs - East Fork is in their 5th year and CCF has had a program for 20 years.

Chief Allison has drafted a proposal for fire district residents and any member of their household to prepay the uninsured portions of an ambulance bill through a standardized annual membership fee. He is recommending \$55.00 per year for a single member and \$75.00 per year for a family. Then if they use an ambulance for a medically approved reason, any amount over what their insurance does not pay, is at no-charge. It offers our residents a means to cope with high medical costs and offers the fire district a means to cover the ambulance expenses.

Neighbor agencies report that it is not a huge revenue producer, but it is a great PR tool, and every year the membership grows. Currently 35% of the members have used the subscription service.

Next step is to research the number of local residents who have used 911 services in the past 2-3 years to determine a probable enrollment number. *Intermedix*, the district's third party administrator for ambulance billing says that we cannot exclude non-insured members. There are procedures in place to address abuse. The currently in Carson City, there are 7800 households and 15% of the population subscribes.

Trustee Bradford commented that we need to rely on other agencies' experience, as it is difficult to get a number on the amount that the policy holder would pay, and the percentage of residents who might participate. Not quantifiable at this point. Chief Allison has requested a breakdown of EMS transports, resident vs non-resident and the average collection rate.

Other factors like the demographics of the District vs. other agencies will also play into our results.

Trustee Kjer, commented that as a tax payer, he thought ambulance service was part of his tax bill. So, an educational component needs to be developed to inform our residents.

Intermedix contact will handle the additional processing as long as our subscriptions do not become huge. Then, our contact would need to be amended. A marketing piece will also need to be developed to get the most out of this service. CalStar has a good model to consider that clearly educates a potential member on the advantages of being a CalStar subscriber.

Chairman summarized that the Board would be interested in proceeding with a formal proposal on this project and directed the staff to do so.

10. Presentation : Strategic Plan 1st Quarter Update
Fire Chief Sharit

Chief Novak reminded the Board that last year we agreed that the 13 year Strategic Plan process would be reviewed. An outside consultant led a brainstorming session in May which produced the basics for a new process. Five groups are working on major themes – honoring traditions, developing workforce excellence, credibility, community outreach, effective communication and our vision. Tactical plan items will no longer be in the Strategic Plan, and will shift to an annual operating plan to support the plan.

Participation was strong at the May meeting, summer was busy and work slowed but work has resumed in the past 30 days and monthly meetings are scheduled moving forward.

11. For Possible Action: Fire Chief's Annual Performance Evaluation
Fire Chief Sharit

As directed by the Board, Trustees Seibel and Bradford led the review process. The form evolved to twelve categories with a rating range of 1-5, unsatisfactory to excellent. Chief Sharit's rating resulted in 7 - 5 excellents and 4 – 4 ratings.

Constructive comments were:

1. Record maintenance was audit driven, as a reminder to stay focused on the audit recommendations.
2. Methods of communication and being sensitive to those who may not always immediately follow the lead and how to bring them on board.
3. Provide more connectivity to the board goals and translate those projects as to how they relate to the board goals. There is a general feeling that board objects are being addressed, just formalize that at the BOT meetings.
4. Continue to make Strategic Plan updates and keep the Trustees informed on that. Chief Novak's report (today) is exactly what the Board is looking for.

From a personal point of view, Trustee Bradford felt that these constructive points were minor, with all ratings being above average. To quantify this – overall excellent rating of 4.85/5.0.

Great deal of similarity in the comments from all the Trustees. High level of appreciation and encouragement to do more.

Chairman Seibel added that he agrees with all the comments, and congratulated Chief Sharit on a job well done.

Trustee Grant said that she liked the new evaluation form, and said that she feels it is much more comprehensive than those used in the past.

Chief Sharit thanked his staff for their support in his first year as Fire Chief.

No public comment.

Trustee Grant motioned to approve the Fire Chief's Annual Performance Appraisal as presented. Trustee Kjer seconded the motion. No discussion. Motion approved 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.

- Morris Engineer – 207 Kingsbury, Zephyr Crew Work Center.
- Pickett – Reimbursement for supplies for proposal.
- TDFPD Post-Retirement Trust - July, August, September ARC under GASB-45 for retiree benefits and anticipated expenses for an audit.
- General Dynamics – EOD reimbursable expense.
- Floppy's – Workstation/software for Fire Inspector (new), laptops/software for B/C (2) and monitors.
- Meeks – Zephyr Crew Work Center – replacing of shelving units, which will be reimbursed by Frontier, for crew members.
- Randy Harwick - Fire Fest – DJ 50% of expense.
- Scalfani Painting Inc. - Station #23 external paint with a lot of prep work.

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

Employee Years of Service Recognition

Captain Bob Child 27 years of service

Engineer Greg Peterson 27 years of service
Battalion Chief Tim Allison 17 years of service
FF/P Fred Parson 17 years of service

Updates

1. **NV FSC** – BLM letter send 8 weeks ago, responded and still waiting for their audit. Trustee Grant thanked Chief Sharit for his support in resolving all the Fire Safe Council issues.
2. **FF/Paramedic Hiring Process** – Hiring – 5 offers are out and candidates are currently going through their next phase of testing. Academy will be Nov 5 – Dec 21, with shift assignments in January. Chief Brown, NLTFPD offered 3 positions as well.
3. **2012 Audit status** – 2012 Audit draft is in – Management Response is being prepared. Final presentation will be by Grant Thornton at the November BOT meeting.

Financial Summary

Currently 1.7 million in cash. Wayne Omel was unable to attend this month with the BOT meeting change, but will be in attendance next month.

Announcements

Zephyr Crew represented TDFPD at an eating contest at Harrah's and took 1st place against SLT and won a \$500 donation to charity.

14. Discussion: Confirm next meeting, Wednesday, November 28, 2012 @ 4:00pm

Suggested agenda items:

- Ambulance Subscription
- Wayne Omel, Edward Jones - Investment Update
- 2012 Audit Report – Grant Thornton

Adjourn.

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

The meeting was adjourned at 5:12pm.

This meeting was recorded on audio tape.

Kate Warner
Administrative Assistant
Tahoe Douglas Fire