

TAHOE DOUGLAS FIRE PREVENTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**August 28, 2013**

**Those Present:**

Chairperson Ann Grant	Captain Brandon Brady
Trustee Greg Felton	Eng Fred Parson
Trustee Kevin Kjer	Fire Marshal Eric Guevin
Trustee Steve Seibel	Fire Inspector Todd Stroup
Mike McCormick, Legal Counsel	Administrative Assistant Kate Warner
Fire Chief Ben Sharit	Administrative Aide Carrie Nolting
Assistant Chief Mark Novak	
Battalion Chief Tim Allison	
Battalion Chief Jim Hardison	

**1. Call to Order**

Meeting was called to order at 3:00 pm.

**2. Pledge of Allegiance.**

**3. Roll Call**

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

**4. Approval of Agenda**

Trustee Kjer motioned to approve the agenda. Trustee Felton seconded the motion. No discussion. Motion approved 5-0.

**5. Public Comment.**

None.

**6. Approval of the Consent Calendar.**

Items:

- a. Minutes 06/26/13
- b. Financial Statements 05/31/13, 06/30/13
- c. Monthly Expenditures

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

Trustee Felton asked for clarification on the May financials and why there were two lines for Strike Team revenue in the General Fund, Chief Sharit confirmed one is blank deliberately.

**7. For Possible Action: Consent items moved forward**

None.

**8. Presentation : Introduction of the new Fire Inspector**

Chief Ben Sharit

New Fire Inspector Todd Stroup formerly with NTFPD was introduced by Fire Marshal Guevin as a native Nevadan; he has an AA in Fire Science/Accounting and is currently pursuing his BA in Construction Management.

**9. For Possible Action: Discussion and possible action to direct the Fire Chief to proceed with the proposed maintenance at Station 24 for the slot drain in an amount not to exceed \$17,000**

Battalion Chief Jim Hardison

Chief Hardison stated that the front apron at Station 24 has a steel drain running the entire length which has corroded causing the pavement to deteriorate. He opted to postpone the repairs until fall to avoid the busy summer months. Three proposals have been obtained, and he is recommending the funds be allocated for the repairs and that the bid is awarded to Cruz Construction. Chief Sharit asked about a more durable design for the slot drain to extend the service life in the future. Chief Hardison confirmed that concrete will be poured around the drain on both sides which should better protect the steel.

Public Comment – none.

Trustee Felton motioned that the Board direct the Fire Chief to proceed with the proposed repairs at Station 24 using Cruz Construction and not to exceed \$17,000. Trustees Seibel seconded the motion. Motion approved 5-0.

**10. For Possible Action: Discussion and possible adoption of Resolution #13-2013 to amend Fire District Fees for Service rate schedule to include watercraft effective August 29, 2013**

Assistant Chief Mark Novak

Chief Novak presented an update to our service fees, which were last updated three months ago. With the summer season and the onset of water related events, there has been an increased demand in requests to have the TD water vessels on standby and we do not have a fee structure in place for that. It was asked and clarified that the intent is for planned events only.

Public Comment – none.

Trustee Felton referenced the previous Fees for Services discussion and asked if the 14% administrative fee had been applied to all appropriate services where permissible. It was confirmed that it had.

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

**11. For Possible Action: Discussion and possible action to set the date for Fire Chief's annual performance review and select the Board Trustees that will compile the results of review**

Chairperson Grant

It was discussed that the Annual Performance Review form will be distributed, and an opportunity for changes will be provided followed by a finalized form. Trustee Kjer and Trustee Schussel have volunteered to compile the results. The timeline was discussed and the Fire Chief's review will be placed on the October 23 agenda. Trustee Felton asked Chief Sharit if he was comfortable with the performance categories last year. Chief Sharit stated that he was involved with reviewing samples from other agency last year, he was happy with the adjustments that were made and he felt we ended up with a very appropriate document. Trustee Felton also suggested that last year's evaluation should be distributed for review as well.

Public Comment – none.

Trustee Kjer motioned to set the date for the Fire Chief's annual performance review for the October 23 BOT meeting. Trustee Seibel 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 Ralph Jones	14 Years of Service
Captain Bill Romanowitz	14 Years of Service
FF/P Kelly Pettit	14 Years of Service

**Updates:**

1. FY 2012-13 Audit – Grant Thornton auditors were on site this month, and the staff worked closely with them in the process. Audits continue to get more and more in-depth with new grants, changes in fees for service and an active fire season and the corresponding billing. At this point, there do not appear to be any areas of concern and the final audit results are on schedule to be presented at the November BOT meeting.

2. Investments – As is typical of the summer season cash needs, TD is now in a position to review investment options for the off-season and Wayne Omel from Edwards Jones will be invited to present his recommendations at the September BOT meeting. The first large Advalorem check for FY 2013-14 is expected in late September.

3. Equipment - Mechanic Gemmet has been on an extended medical leave, everyone has been stepping up to address equipment issues in his absence during a busy fire season. Acting Captain Prather initiated equipping the new brush truck with the necessary items for service. The LVFPD Mechanic has handled some priority items for us and as well as Kingsbury Automotive. While on the Spring Peak Fire the water tender (1992) broke down and is now getting a 12K engine rebuild. Preventative maintenance and warranty work has continued, and Chief Sharit acknowledged the crew for stepping up to trouble shoot or transfer vehicles to valley for work.

4. NVFCS – Bankruptcy attorney was moving forward to sue the FEDs to get payment, which must be filed in Washington. Information has been published about the situation in the media. Vendors and members of the former FSC have been working with the agencies and legislators to move the process along. Nancy Gibson, USFS Forest Supervisor of the Tahoe Basin, has confirmed that additional information has been requested from vendors on invoices but she could not confirm if that was an indication of closure or just more red tape. Chief Sharit has working closely with our accountant to determine when/if to begin to write off the debt.

5. Zephyr Crew Member Van Mouwerik - became ill on a fire assignment in Elko. The Crew was 50 miles off road, they got him by car to Elko where he was evaluated and flown to Renown in Reno. He is ICU, he has been stabilized but is very sick, he is expected to recover but will have a long rehabilitation and will need support through the process.

**Attachments:**

The Fuels Management Division has completed 8 community workdays in the fire district this summer with great feedback. These events provided dedicated chipping services and an opportunity to assist senior citizens in the neighborhoods who did not have the means to complete their defensible space projects. It has been suggested that TDFPD continue the events next summer with better public awareness.

LTCC engine is still in the fire district as we have engines out on strike teams and we anticipate transferring it to the college in late September.

Chief Sharit extended a reminder of the Pancake Breakfast 2<sup>nd</sup> annual event on Saturday, August 31.

REMSA graduation – 2 firefighter/paramedics graduated, Chairman Grant attended with Chief Sharit.

Strike team demand has been high, crews have been moving in/out rapidly. The Zephyr Crew has had crews out on fires most of the summer, but has still managed to complete over 150 acres of treatment in the fire district. When in district, the crew will be working in Friday Station area.

**13. Report Item: Legal Counsel Report**

Mike McCormick, TDFPD Legal Counsel

**14. Discussion on time change for next meeting, Wednesday, September 25, 2013 @ 4:00 pm; possible agenda items.**

Discussed Ethics Presentation will be scheduled for September or October and will require a full hour, Chief Sharit recommended the latter. The BOT meeting start time was permanently changed to 3pm.

Suggested agenda items:

- Wayne Omel, Edward Jones
- Ambulance Subscription Service (possible)

Trustee Felton commented on the staff reports and the volume of work that has been accomplished in the past two months.

Adjourn.

Trustee Schussel motioned that the meeting be adjourned. Trustee Felton seconded the motion. Motion approved 5-0. Meeting ended at 3:40pm.

This meeting was recorded on audio tape.

**Closed Session:** Per NRS 288.220, collective bargaining discussions

Kate Warner  
Administrative Assistant  
Tahoe Douglas Fire