

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
October 21, 2013

Those Present:

Chairperson Ann Grant	Captain Todd Moss
Trustee Greg Felton	FF/P Will Morgan
Trustee Kevin Kjer	Fire Marshal Eric Guevin
Trustee Larry Schussel	Fire Inspector Todd Stroup
Trustee Steve Seibel	Administrative Assistant Kate Warner
Mike McCormick, Legal Counsel	Administrative Aide Carrie Nolting
Fire Chief Ben Sharit	Guest Bob Cook
Assistant Chief Mark Novak	
Battalion Chief Jim Antti	

1. Call to Order

Meeting was called to order at 3:00pm.

2. Pledge of Allegiance.

Pledge of allegiance was led by Bob Cook.

3. Roll Call

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

4. Approval of Agenda

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

5. Public Comment.

Former Firefighter and TDFPD Board Trustee Bob Cook announced that he is running for the Douglas County Commission next year, and looks forward to representing all of Douglas County and especially the residents in his home district, the fire district.

6. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 08/28/13

Note: Financials which were on the meeting agenda were not available for the meeting.

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

7. For Possible Action: Consent items moved forward

None.

- 8. For Possible Action: Discussion to award a scholarship of \$9000.00 to a member of the Zephyr Crew to attend paramedic school at the Regional Medical Services Authority (REMSA) – Reno, Nevada**
Assistant Chief Mark Novak

Chief Novak reminded the Trustees that, if approved, this would be the third year to offer the incentive to the Zephyr Crew. To date, four scholarship candidates have completed the program and all are currently working in their field. Three are employed with TDFPD –FF/P Sanders, FF/P Ghisletta (and FF/P Morgan) and FF/P Mills is employed at San Jose Fire.

Trustee Felton asked about the criteria for selection. Chief Novak stated following board approval, a memo would be sent out to the Zephyr Crew members opening applications. Applicants are required to complete a full season with the Zephyr Crew, to submit a letter of intent and to state what they have done to prepare themselves for the paramedic course. In addition to the application, their work history with the Zephyr Crew is reviewed. He clarified that the options for the Trustees were a.) to continue the program; or b.) to discontinue it for this fiscal year. There was no obligation to award a scholarship if current crew members do not meet the criteria.

Trustee Felton also asked about the employee's intent to stay with TDFPD, and if that is a consideration for selection. Chief Novak said that is not a requirement, because in the past, we have not been able to ensure employment with TDFPD. It does however work as an incentive to get crew members to work hard, and return for another season.

Trustee Schussel motioned to direct the Fire Chief to continue the Zephyr Crew Paramedic incentive program by offering a scholarship of up to \$9000 for the REMSA Paramedic Training Program to a Zephyr Crew member. The motion was seconded by Trustee Kjer.

Discussion clarified that the recommendation is to fully fund the program for candidates. Chief Sharit stated that the incentive has paid off for TDFPD in the past. Books and supplies are the student's responsibility; the scholarship is to cover the tuition only. Trustee Felton, asked if the option is available to partially fund more than one if there were more qualified candidates. Trustee Schussel agreed that an investment from the candidates often reinforces their commitment.

Chief Novak said that one of the considerations is that most of the candidates have saved for a couple of years to defer the lost income while they are attending the program. He stressed that for Zephyr Crew members it could be a financial hardship to come up with all the tuition and he recommended that the full tuition amount be covered. Chairman Grant noted that the program is very demanding, and it would be difficult for someone to carry even a part-time position while trying to complete the coursework.

Public Comment – none.

The motion was approved 5-0.

9. Presentation: Update on 2014 Board Goals
Fire Chief Ben Sharit

Chief Sharit provided written updates on the 2014 Board Goals and offered to field questions.

Trustee Felton asked for clarification on the curbside inspections, specifically the implication of the deadline and how the inspections get closed out. FM Guevin clarified that if the property is compliant; the home owner gets a letter to that effect. If the property is deficient they receive a letter listing the issues, and prompting a full inspection. If a full inspection is not scheduled, there will be a follow up curbside inspection. If on the follow up curbside inspection, the issues have been addressed and the property is now compliant, a letter will be issued confirming that.

FM Guevin reminded the board that it is an educational effort at this point and that most of our residents are scheduling inspections and are addressing the issues of concern. The mechanism is in place to cite a resident if ultimately there is not a response, but we are not there yet and hopefully citations will be a last resort.

Trustee Seibel requested additional information on the Frontier building. Chief Novak said that TDFPD has been working with Gary Midkiff to guide us through the TRPA process. There are two issues that TRPA has asked us to address which are the parking and the offset mitigation fee for vehicle miles expended. Frontier has signed an extension of the purchase agreement and the rental lease until September of 2014.

10. For Possible Action: Based upon the advice of our financial consultants, Management

recommends the write-off of accounts receivable from the Nevada Fire Safe Council in the amount of \$386,440 and that the financial statements for the period ended June 30, 2013 reflect the same. This action is being requested due the bankruptcy proceedings of the Nevada Fire Safe Council. However, if those funds are ever to become available, this action will not impact the District's receipt of those funds.

Fire Chief Ben Sharit

Chief Sharit reminded the board that the accounts receivable for the Nevada Fire Safe Council debt has been carried on the books for three (3) years. The accounts receivable is for fuels reduction work completed on grants in the fire district which have not been paid due to the bankruptcy. The write off does not affect the collection and the advantage to writing off the debt now, is that our books will accurately reflect our accounts receivables. We can no longer state with any confidence that we will fully collect the debt.

If the funds are received it will be noted in our books at that time. Trustee Seibel asked if there had been any progress. Chief Sharit stated that yes, we have been contacted by the Forest Service auditors again for additional information which we are providing but there is still no indication of when/if payments will be issued.

Public Comment – none.

Trustee Seibel motioned for the Board to direct the Fire Chief to proceed with the write-off of accounts receivable from the Nevada Fire Safe Council in the amount of \$386,440 and that the financial statements for the period ending June 30, 2013 reflect the same. Trustee Kjer seconded the motion. Motion approved 5-0.

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

Employee Years of Service Recognition:

Captain Bob Child	28 Years of Service
Engineer Gregg Peterson	28 Years of Service
B/C Tim Allison EMS Chief	18 Years of Service
Engineer Fred Parson	18 Years of Service

Updates

Hospitalized Zephyr Crew member Van Mouwerik is doing better and is now taking limited visitors.

Financial Summary

No change.

Trustee Schussel asked about the contract with Steve Teshara. Chief Sharit stated that TDFPD, and many other fire agencies contract with Sustainable Community Advocates at \$500.00 per month to represent fire service concerns with our legislators and to stay abreast on funding opportunities for the basin.

Trustee Felton encouraged other Trustees to attend the live burns at the fire academy; he found them to be particularly interesting and educational.

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

No report.

13. For Possible Action: Fire Chief's Annual Performance Evaluation
Trustee Kjer and Trustee Schussel

Trustee Kjer informed the board that the Fire Chief's annual performance review is complete and it went very well. One suggestion was to provide more frequent updates on the board goals and objectives, and he noted that such an update was provided in the information today. Trustee Kjer noted that the Fire Chief's performance is a reflection of the entire organization. Written comments from each Trustee were given to the Fire Chief.

Trustee Schussel made the motion to accept the Fire Chief's annual performance review. Trustee Kjer seconded the motion. Motion carried 5-0.

Public Comment – none.

**14. Discussion: Confirm the next meeting, Wednesday,
November 20, 2013 @ 3:00 pm; possible agenda items.**

Suggested agenda items:

- Ambulance Subscription Service

Adjourn

FM Guevin announced that Fire Inspector Stroup and FF/P Norwood just completed the National Child Passenger Safety Training program joining Acting Capt Lucas as certified car seat technicians and raising our technicians to a total of three. There are plans to send two more employees in the future. Acting Captain Lucas provided a radio interview this month and has a

TV appearance scheduled as well to promote the service. It was noted that TDPFD is the only agency on the South Shore that currently provides the free training for our community.

FM Guevin also wanted to acknowledge NTFPD for the use of their pancake grill for our Pancake Breakfast and their highway signs for the *FireFest*.

Trustee Felton made the motion to adjourn the meeting. Trustee Seibel seconded the motion. Motion carried 5-0.

Meeting was adjourned at 3: 40pm.

Closed Session: Per NRS 288.220, collective bargaining discussions

This meeting was recorded on audio tape.

Kate Warner
Administrative Assistant
Tahoe Douglas Fire