

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
December 18, 2013

Those Present:

Chairperson Ann Grant
Trustee Greg Felton
Trustee Kevin Kjer
Trustee Larry Schussel
Trustee Steve Seibel
Mike McCormick, Legal Counsel
Fire Chief Ben Sharit
Assistant Chief Mark Novak
Battalion Chief Tim Allison
Battalion Chief Jim Antti
Battalion Chief Jim Hardison
Captain Rich Nalder

Captain Bryce Cranch
Captain Ralph Jones
Fire Marshal Eric Guevin
Fire Inspector Todd Stroup
Supervisor Keegan Schafer
Squad Leader Wade Boan
Administrative Assistant Kate Warner
Guest Kara Griffin, Grant Thornton
Guest Bill Johnson, David & Johnson
Resident Darya Vogt

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 as amended. Trustee Felton seconded the motion. No discussion. Motion approved 5-0.

5. Public Comment.

None.

6. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 11/20/13
- b. Monthly Expenditures
- c. Job Description - Captain - Revised

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

7. For Possible Action: Consent items moved forward

None.

8. For Possible Action: Grant Thornton Annual Audit FY 2012-13
Kara Griffin, Senior Audit Manager, Grant Thornton

Griffin noted that with the growth of the Fire District and changes in regulatory accounting standards it seems like each year more and more information is required, more procedures are reviewed and a more in-depth look is required for the audit. These changes provide an opportunity to create better accounting systems for the fire district.

Griffin also noted a significant change with the creation of the Post-Retirement Trust, what was formerly a fiduciary trust in the district's financial statements is now a special revenue fund. The irrevocable trust will require a separate audit.

The fire district had over a million dollars in federal grant expenditures for the year, which is a good thing for important work in the community but it also increases the scrutiny and the work for the audit. Internal control suggestions were noted. Each grant is unique and comes with it increased controls or recommendations. This does not indicate that things were wrong; it just confirms that our business has expanded and we need to grow our procedures with it.

Griffin recommended that the District consider in-house support for grant tracking in addition to the work that David & Johnson provides.

Public Comment – none.

Trustee Schussel made a motion to approve the 2012-13 Annual Audit as presented. Trustee Kjer seconded the motion. Motion was approved 5-0.

9. Presentation: Heart Safe Community Designation
Chief Tim Allison

Project HeartBeat, which promotes heart care in communities, delivered awards to four organizations in Nevada – Incline Fire, East Fork Fire, Eureka County and Tahoe Douglas. Making the entire Douglas County a HeartSafe Community. Applicants are evaluated on early access to emergency care, to early CPR, to defibrillators (AED) and to cardiac care centers. Points, or *heart beats* are awarded for public access to defibrillators which we have 50 placed in the fire district; public education, CPR training, ALS care, dispatch priority system, community awareness of early CPR with uninterrupted compression and early advanced care – mechanical CPR.

Stemi program has transported in excess of 50 patients since it began; Stemi patients need a Cath. lab which is located at Carson-Tahoe. Goal of Stemi program is to reduce the balloon time; 12-lead monitor readings are started immediately on scene, and relayed to the Cath. lab to review and have the Cath team on standby. Allows the patient to go immediately to Cath. lab, bypassing the ER. Another new feature to our program is a class called Risk Factors and Recognition of Warning Signs which FF/P Pettit recently taught in Glenbrook to 30 residents with great feedback.

FF/P Kelly Pettit was instrumental in locating all the units in the district and creating a database of equipment; she also taught 120 CPR classes in the fire district. FF/P Pettit was not able to attend due to illness, but will be acknowledged at the January meeting.

Road signs will be placed at the entrance of our fire district; they are currently pending TRPA approval. TDFPD also received a Governor's Proclamation and an award will be prominently displayed in the lobby. This will be an on-going commitment and program in our district.

Chief Sharit acknowledged Chief Allison for his follow through on the project and guiding it to completion.

Trustee Felton asked about any incentive program to encourage businesses to carry the AEDs. At this time, there is an opportunity for a discounted AED price at \$1200.00 and a pad replacement program available to our businesses. Chief Sharit said any requests from businesses will be forwarded to the Nevada *Project HeartBeat*. Felton encouraged communication to be disseminated to our community in any mailings, or newsletters about this important designation for our fire district.

Chief Sharit informed the Trustees that there is an app in the works for 9-1-1 calls that will text a registered user in the area of the call, and inform them of the closest AED. Trustee Felton asked that when that app is ready, we communicate the information to our residents and attendees of our CPR classes.

10. For Possible Action: Ambulance Subscription Service - Update
Chief Tim Allison

The last time the Ambulance Subscription Service was discussed, the numbers were not reconciling and we were not comfortable with the breakeven point. Since then, Chief Allison has secured better numbers from our billing company and the demographics in the fire district have been updated. Concern was that membership costs would not cover the loss of revenues from claims. Approximately 20 calls a month are not collectible, due to no insurance and no payment; ¼ of the total. Those accounts are sent to collections.

Trustee Felton reiterated that 28.5% of the 2012 calls are uncollectable. Suggested that the next step is to drill down into each case and determine why there was no payment, and if there is anything that can be done to improve collectability. Chief Sharit confirmed that 28% is the industry standard. Trustee Felton also expressed concern that we would lose the co-pays of \$200 for the average co-pay for commercial insurance and \$80 for the average co-pay for self-insurance. This loss would have to be replaced by membership fees. Trustee Felton added that regardless of the outcome of the Board's decision to start this program or not, this process has turned out to be a great opportunity for the fire district to get a better understanding of the billing system.

Chief Allison also expressed concern about administrative support; other agencies indicate that during open enrollment, approximately 80 hours of work for 2 staff members and then 1 hour a week after enrollment. At this time, Chief Allison needs more time to review the breakeven point.

Chief Sharit noted that the ambulance billing is also covered in the annual audit. He informed the Trustees, that due to the recent events in Reno, he has directed Chief Allison to turn his attention to developing Active Shooter Response Plan the Fire District.

11. For Possible Action: 2014 Board of Trustees Meeting Calendar

Trustee Seibel motioned to approve the 2014 Board of Trustees Meeting Calendar as presented. Trustee Schussel seconded the motion.

Public Comment – none.

Motion carried 5-0.

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

Employee Years of Service Recognition

No December hires.

Updates

1. **FF Kyle Van Mouwerik** – his dexterity has improved to allow him to dial a cell phone. The paralysis started in his feet and it will likely be the last to be restored. He will be transferred home for Christmas and Chief Sharit has arranged transportation home through the local fire district.
Zephyr Crew members organized a fund raiser at the Himmel Haus and there was a great turn out. The Northern Nevada Fire Wives donated \$3000 from their Thanksgiving Day Turkey Walk.
2. **Blood Drive – Awarded Best Community Drive for Northern Nevada in 2013** - Trustee Felton and Warner were acknowledged. It was Trustee Felton's prompting that led Chief Sharit to commit to an annual schedule. Our drives increased from 181 units in 2012 to 274 units in 2013. Tahoe Douglas was commended for the consistency in their advance planning with early appointments, strong walk-in numbers and a drive average of 40-45 units. Tahoe Douglas also hosts the most community drives in Northern Nevada. The November 2013 drive produced 53! Warner is the blood drive coordinator.
3. **Structure Fire at Harrah's on 12-17-13** - fire started in a dishwasher in the Diamond Lounge, Captain Jones, Chief Antti and Chief Sharit responded. It was discovered by a security guard, no alarms had gone off.

Financial Summary

Balance in the Edward Jones Investment account is \$1,280,027. To complete the Board direction the fire district has purchased 3-\$200,000 CDs laddered with 3-6-9 month maturity dates.

Acknowledgements

No questions or discussion.

14. **Report Item:** **Legal Counsel Report**
Mike McCormick, TDFPD Legal Counsel

No report.

15. **Discussion:** Discussion on time change for next meeting, **Wednesday, January 22, 2014 @ 3:00 pm**; possible agenda items.

Suggested agenda items:

- Board Elections
- Fuels Management – 2013 Season Recap

- Ethics Training – February 2014

Adjourn

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

Meeting was adjourned at 4:00pm.

Closed Session: Per NRS 288.220, collective bargaining discussions
Was waived.

This meeting was recorded on audio tape.

Kate Warner
Administrative Assistant
Tahoe Douglas Fire

Approved