

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING

October 7, 2009

*Regular Meeting*

Those Present:

Frank Forvilly

Steve Seibel

R.J. Clason

Brad Dorton

Roy Clason

Chief LeFever

Assistant Chief Ogami

Assistant Chief Mark Novak

Battalion Chief Ben Sharit

Battalion Chief Dave Hekhuis

Leo Horton

Mike Yell, Colonial Bank

Amin Aminian, Colonial Bank

Wayne Omel, Edward Jones

Alan Reed, Warren Reed Insurance

Doug Smith, POOL/PACT

Captain Jim Antti

Captain Gordon Paul

Engineer Kevin Crebs

Engineer Larry Schussel

Paramedic Chris Lucas

Paramedic Ben Pratt

Firefighter Brad Petersen

**1. Action Item: Call to order.**

The meeting was called to order at 4:30 by Chairman Steve Seibel.

**2. Action Item: Pledge of Allegiance.**

Pledge of allegiance was led by Trustee Roy Clason.

**3. Action Item: Roll call.**

All board members were present.

**4. Action Item: Public comment.**

Alan Reed of Warren Reed Insurance was recognized to address emails from Bill Kolstad regarding financial problem at the NPAIP with investments in real estate mortgage sector. According to the emails, POOL management denies this. Doug Smith of POOL/PACT accompanied Alan Reed to answer any questions and to reassure the board that these issues are not as severe as presented in the emails.

In the audit report the auditor noted that all the investments have been market to market. That is an indication that if there is something that has been devalued our accounting people will market to market. He feels the POOL has worked hard to address these issues. If the board has any concerns Alan Reed would like to know about them so he can make the board comfortable with this insurance plan. He is always available to take their calls. The new financial statements will be coming out on November 6, 2009. He also got the latest portfolio summary through September 30<sup>th</sup>. The investment fund that POOL has is almost twenty-eight million dollars for

this year and they have generated a 1.51% versus last year where they generated almost 10%. This leads him to believe that these investments have been market to market. He feels confident that the people that have been managing the POOL resources have been doing it for over thirty years. The executive board is made up of governmental types and directors of finance for government agencies. Alan Reed did not feel the conclusions in the email are realistic and doesn't know the basis for them but wants to be fair and respectful. If Bill Kolstad has any questions he would be happy to speak with him and get him all the answers he needs.

Trustee Brad Dorton mentioned the letter from Wayne Carlson and Doug Smith of NPAIP asking if they are the ones that oversee the investments or if there is a board.

Alan Reed informed him there is an executive board chaired by Michael Rebaleati and the vice chair is Claudette Springmeyer. They are the ones that make and approve the investment strategy.

Doug Smith introduced himself and informed the board that his job along with others is to run the POOL. There is a board of directors oversees what we do. We contract with Raymond James investment advisor. The actual investments are made by ECO Asset Managers which is a firm out of Florida. There are a number of layers. Our job is to see the policy is followed and try to stick to the guidelines the municipalities have to follow.

Trustee Dorton asked if there is any kind of restraints to the type of investments that can be made.

Doug Smith replied there are very strict restraints. We will not let them do anything outside of investment grid. They have to be agency backed or government guaranteed instruments. From our perspective we cannot be much more conservative.

An important element to remember is; the POOL is a quasi governmental agency it is not like the local IBM. They have strict investment guidelines they have to follow. The property and casualty industry had a management conference back east and they revealed the investment returns for the past 12 months and their portfolio is negative 4.7%. The life insurance is at an 80% loss.

Alan Reed thanked the board and welcomed any questions at any time.

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

Items appearing on the Consent Calendar are action items generally heard without discussion and adopted with one vote for the entire calendar. Trustees or members of the public may have any consent item pulled and placed on the Administrative Agenda so that the item may be heard and receive public comment. Members of the public requesting that item(s) be pulled shall do so during the Public Comment segment at the beginning of the meeting.

Item:

- a. Approval of agenda.
- b. Approval of minutes 9-9-09.
- c. Approval of financial statements 8-31-09.

Motion by Trustee R.J. Clason to approve the consent calendar as presented.

Motion was seconded by Trustee Roy Clason.

Chief LeFever noted the financial statements were not available.

Trustee R.J. Clason amended the motion to approve the consent calendar excluding the financial statements of 8-31-09.

Trustee Roy Clason seconded the amended motion.

Motion carried with a vote of 5-0.

***Action Item #6: Consent Items moved forward.***

There were none.

***Item #7: Discussion: Review of monthly expenditures.***

Chief LeFever stated he included a list of this month's unusual expenditures. He included David & Johnson because it was higher than normal. The normal is around \$4,500.

**David & Johnson – \$10,880** - New payroll program, tech support and monthly accounting services.

**Moritiz Western – \$3,119.89** – Water heater at station #4 and general service of heating and air conditioning.

**Office of Criminal Justice – \$33,663.22** - This was the pickup purchased on the grant for EOD from Homeland Security (reimbursable).

**Turner & Associates - \$1,500** – Land Survey of the Sewer Plan Project.

**Northrop Grumman - \$61,115** – EOD radio equipment for the robot purchased on the grant for EOD from Homeland Security (reimbursable).

**Uline - \$816.84** – Rolled paper for burn piles.

**UNR Extended Studies - \$4,500** – Paramedic training for one of our employees.

- Pointed out the unexpected income from Lake Tahoe Community College of \$13,000 thanks to Chief Ogami and his work to be reimbursed for training we do in our district for residents of California.
- Grant funding for Haz Mat technicians to attend Continuing Challenge Program.

Trustee Dorton asked if the money from the college for the use of the fire engine.

Chief LeFever stated that there is no exchange of money.

Chief Ogami explained it was a work experience program. We are reimbursed for instructors for the training.

- We have almost completed the expenditure and refunding of the Bomb Squad equipment.

***Action Item #8: Discussion and possible action: Presentation by Wayne Omel of Edward Jones on the Fire District's financial status and forecast.***

Presentation was given by Wayne Omel of Edward Jones and his recommendation to invest up one million in CD's or step up bonds.

Asked if there will be any needs for cash within the next six to nine months.

Chief LeFever said there would not be. His recommendation to the board would be to invest up to one million dollars with instruments from six to nine months. Cash flow is very good; we have moved through September and have not invested in the last four months. Our taxes, CTX is starting to come in. We are on a spending freeze for the next six to nine months.

Motion by Trustee Brad Dorton to invest in CD's and/or step up bonds for 6-9 months, up to one million dollars.

Seconded by Trustee Roy Clason.

Motion carried with a vote of 5-0.

***Action Item #9: Discussion and possible action: Presentation by Mike Yell and Amin Aminian of Colonial Bank (Branch Bank and Trust) on the status of the Fire District's Sweep account.***

Mike Yell introduced himself as a Treasury Management Consultant. Since 2001 Tahoe Douglas Fire has had one operating account with Colonial Bank, now Branch Band and Trust. This is a non interest baring account and is FDIC insured. Our job is to help you maximize the revenue, streamline everything and help your bottom line as much as possible. Sweep is a reconciling function that allows you to earn interest on a non-interest baring balance.

Chief LeFever said he wanted to make the board aware of the name change and the sweep account that we have had for many years.

*Item #12 was taken out of order due to daylight restrictions.*

**Item #12: Presentation: Presentation of the new EOD unit and equipment demonstration.**

Captain Jim Antti gave a presentation to the board members on the new EOD vehicle and associated equipment. The meeting was recessed and resumed at 5:45 p.m.

**Item #10: Presentation by Firefighter/Paramedic Chris Lucas on SERC (State Emergency Response Committee) equipment grant for EMS and Haz Mat equipment.**

Chris Lucas informed the board that the district was fortunate to receive a grant from “SERC Grant” in the amount of \$11,250.00 for the purchase of three of the latest technology based CO monitors and pulse oximeters. The devices measure both carboxyhemoglobin and oxyhemoglobin. They are used in detecting CO poisoning in patients and firefighters. The individual cost for each is \$3,750. The district also received new sensors for the gas detectors worth \$600.00.

*Trustee R.J. Clason had to leave the meeting early due to a previous commitment.*

**Action Item #11: Discussion and possible action: Strategic Plan update regarding ambulance refurbish and purchase plan for the 2010 budget by Battalion Chief Dave Hekhuis.**

Battalion Chief Dave Hekhuis stated that the ambulance refurbish was going to be done this year but due to the budget we pushed it out to fiscal year but would like to start the process now so when the new fiscal year starts, we can have it delivered and paid for at that time. The budgeted amount is \$90,000. We have been working with Braun Northwest for the last thirteen years and have had real good luck with their product, service and pricing. We buy the chassis through a GSA grant.

Motion by Trustee Roy Clason to accept the recommendation of Chief Dave Hekhuis regarding the re-chassis of the ambulance.

Motion seconded by Trustee Brad Dorton.

Motion carried with a vote of 4-0.

**Action Item #13: Discussion and possible action: Fire Chiefs performance appraisal.**

Trustee Brad Dorton stated that he and Trustee R.J. Clason compiled all the information received from the board members and presented Chief LeFever with his performance appraisal. He stated the appraisal was satisfactory.

Chief LeFever thanked the board.

**Item #14: Presentation: Fire Chief's report of previous month's activities.**

Captain Gordon Paul will be retiring after 22 years along with Engineer Mike Hastie with 27 years of service. At the end of this month we will be having a “last call”. We will get the information out.

Special recognition: Chief Dennis McLaughlin for 30 years of service, Captain Scott Stice, 24 years of service, Administrative Assistant Barbara Riboli 13 years, Engineers Greg Peterson and Bob Child 24 years, Captain Tim Allison 14 years and Paramedic Fred Parson, 14 years.

There were a total of 165 alarms for the month of August.

Ambulance account:

In the month of August we transported 71 patients. This is 9% greater than August 2008. We billed \$89,940 which is a 19% increase and collected \$42,963. The collection rate is 66.73%.

Investments

The money market balance is \$1,236,061.90 and the interest rate is at .01%.

We received the first Ad Valorem that resides in Colonial Bank to try and repay what we borrowed from Edward Jones for cash flow over the last three months. We have paid about half of it back.

CTX

The July CTX check was below average.

Legal issues:

There are no legal issues to report.

***Action Item #15: Discussion and possible action: Set date for next meeting and possible agenda items.***

Motion by Trustee Roy Clason for the next meeting to be held on November 11, 2009. Motion seconded by Trustee Brad Dorton.

Possible agenda Items:

- Auditors report – Grant Thornton
- Ethics presentation – Mike McCormick Douglas County Assistant District Attorney.
- Using POOL/PACT

***Action Item #16: Adjourn.***

Motion by Trustee Roy Clason. Motion was seconded by Trustee Frank Forvilly. The motion carried with a vote of 4-0.

The meeting was adjourned at 6:25 p.m.

This meeting was recorded on audio tape.