

**TAHOE DOUGLAS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING**

December 15, 2010

Regular Meeting

Those Present:

Trustee Steve Seibel	Captain Jim Hardison
Trustee Frank Forvilly	Engineer Chris Peterson
Trustee Brad Dorton	Firefighter/Paramedic Chris Kynett
Trustee RJ Clason	Firefighter/Paramedic Brian Zabel
Chairperson Roy Clason	Supervisor Keegan Schafer
Chief Guy LeFever	Forester John Pickett
Assistant Chief Van Ogami	Foreman T.C. Ghisletta
Assistant Chief Mark Novak	Squad Boss Ben Keelin
Battalion Chief Ben Sharit	Administrative Aid Carrie Nolting
Battalion Chief Dave Hekhuis	Administrative Assistant Kate Warner
Captain Tim Allison	Guests Ann Grant, Kevin Kjer

1. Action Item: Call to order.

The meeting was called to order at 4:10 pm by Chairman Roy Clason.

2. Action Item: Pledge of Allegiance.

Pledge of allegiance was led by Chris Peterson.

3. Action Item: Roll call.

Chairman Roy Clason, Trustee Steve Seibel, Trustee Frank Forvilly, Trustee R.J. Clason and Trustee Brad Dorton were present.

4. Action Item: Public comment.

No public comment.

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

Item:

- a. Approval of agenda.
- b. Approval of Minutes 11/17/2010.
- c. Approval of Financial Statements 10/21/10.

Trustee Seibel moved to approve the consent calendar items. Trustee Clason seconded the motion. Motion carried with a vote of 5-0.

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

There were none.

7. Action Item: *Recommendation for cost recovery service with Fire Recovery U.S.A. Battalion Chief Ben Sharit*

As discussed at the September Board meeting, reference checks were completed with Stockton, Petaluma and Roseville, CA fire districts with positive feedback. No one bills residents for anything; only insurance companies and if the insurance does not pay, no one seeks payment from the non-residents – charges are written off. Some of these districts are collecting up to \$20,000 a year; however they are all larger than TDFPD.

Trustee Clason made the recommendation to strike the last line of the resolution involving billing intoxicated drivers, hazmat clean-up, and negligent acts regardless of residency and asked that the billing be reviewed annually.

Chief LeFever agreed, the final Resolution document to be signed, if approved reflects the change and he added that the suggested fees were recommended by Fire Recovery, U.S.A. and may not be applicable to us so it would be reviewed annually.

Trustee Seibel clarified that we do not intend to bill residents for anything. Chief LeFever identified Section 6 of the Resolution provides for that.

Trustee Clason moved to adopt Resolution 06-2010 establishing and implementing a program to charge mitigation rates for the deployment of emergency services rendered by Tahoe Douglas Fire Protection District which excludes Tahoe Douglas tax payers. Trustee Dorton seconded the motion. Motion carried with a vote of 5-0.

Resolution documents were distributed and signed.

8. Discussion and possible action: *2011 Board of Trustees proposed meeting schedule. Fire Chief Guy LeFever*

Chief LeFever drew attention to the documents including a proposed annual schedule and highlighting the tentative monthly topics for review.

Trustee Clason recommended the May meeting be changed to the 19th (the third Thursday) to meet statute requirements.

9. Item: Review of monthly expenditures.

Chief LeFever presented explanations for the major expenditures:

Date	Check #	Payee	Amount	Fund	Reason
11/16/10	51669	Photo Happy Commercial	\$375.00	Gen- Prof Fees	Firefighter "Class A" photos
11/16/10	51677	Tim Allison	\$39.11	Gen- Prof Dev	Reimbursed for captain's exam lunch
11/23/10	51687	Braun Northwest	\$99,265.00	Enter-Capital	Ambulance refurbish
11/23/10	51696	Kelly Pettit	\$195.00	Gen- Training	Per diem for CPR Conference
12/01/10	51715	CYMA Systems	\$795.00	Gen-Data	Annual Tech Support for accounting software
12/01/10	51720	LTRFCA	\$500.00	Gen – Dues & Sub	Regional Chief's Annual Dinner
12/07/10	51740	George Echan	\$2480.00	Gen- Prof Fees	Review of Shakespeare Gate (Ruvo)
12/07/10	51741	Grant Thornton	\$8000.00	Gen- Prof Fees	Balance on annual audit
12/07/10	51747	National Fire Codes	\$832.50	Gen- Dues & Sub	Annual Subscription

Comments:

Shakespeare Gate (Ruvo) – a land use consultant contacted Trustee Clason regarding the Homeowner's Association concerns that the gate limits access. Originally, the attorney fees were thought to be a "cost of doing business" however, now costs have doubled and no resolution yet, so the District may need to reconsider this expense.

National Fire Codes – new codes/standards are written every 3 years, but need to be adopted by the local codes as a reference, and then it is law. This document references sections of the National Fire Presentation Association (NFPA) and of which some codes are law. It is a requirement that we must subscribe every year to retain access to the updates to the codes electronically. This subscription also allows staff access from anywhere. Previously we would purchase volumes of code books and then amendment inserts manually.

10. Discussion: Fire Chief's report on previous month's activities.

Service Recognition

Captain Kirk Thompson **31 Years of Service**
"Last Call" is scheduled for December 30, 2010 @ 4pm TDFPD Station #3.

Promotion

Brian Zabel, who was present, was acknowledged for his promotion to Engineer effective 12/06/10.

Alarms of November 2010

Total – 147 which were more transports than prior year, but revenues remain flat. Ambulance analysis for the month was passed out. B/C Sharit added that more and more patients do not have health insurance or employment to pay for charges.

Chairperson Clason asked about Heavenly transports, and it was clarified that Heavenly Ski Patrol handles treatment on the mountain, and shuttles to Barton non-emergency cases.

Sale of the 1984 & 1987 Seagraves Type 1 Engines

Since the November Board meeting, North Lyon County Fire Protection District (Fernley) came forward with a dire need, as their engine was out of service. They have purchased both engines and miscellaneous equipment for \$16,000 and were anxious to take possession on the engines while weather conditions were good. Chief LeFever congratulated Chiefs Hekhuis and Ogami for making it happen.

Investments

Chief LeFever drew attention to a substantial jump in the bottom line was due to our Ad valorem check being directly deposited into our money market account. Our cash flow in the bank was enough to get us through the next couple of months, so the deposit was made. Chief LeFever will request that Wayne Omel, Edward Jones Representative, attend a future meeting to discuss options for our 1.8 million in the money market.

Chief Novak recognized Andy Mills, 5th season Zephyr Crewmember who has just completed his clinical work in paramedic school and is scheduled to graduate from REMSA's program in January.

Chief Novak briefly discussed the progress on the Fuels Management facility with formal introduction at the next board meeting. Currently talking with Douglas County Parks and Recreation donate use of a site and share a new facility. The discussion is to replace the existing Recreation Center building at the southwest corner of the Zephyr Cover Park property and replace it with a shared use, Douglas County Recreation Center/TDFPD, facility. An information sheet was distributed. Forester Pickett updated the Board that the final coverage is being verified, but the last verification was done in 1992, so TRPA could elect to use that coverage plan. If TRPA wants to revisit the coverage, we could be starting from scratch. It is planned to be a metal building with an attractive façade to meet TRPA's scenic corridor requirements.

Trustee Clason asked where the funding would come from? A/C Novak responded that it would be from the Community Wildfire fund.

Chairperson Clason asked if there was enough money available to cover a potential \$40,000 process. A/C Novak responded yes. Forester Pickett remains optimistic that information exists and that we can use it, as there is new data coming available that we will have access to, the entire lake basin was shot with Lidar, a form of radar that takes a 3-D picture. Trustee Seibel clarified at what level would the sharing of the space be? A/C Novak stated D.C. Parks 2 bays and TDFPD 5 bays requiring about 10,000 square feet.

Chief Novak acknowledged T.C. Ghisletta, Zephyr Crew Foreman, and Keegan Schafer, Supervisor and Ben Keelin Squad Boss for a successful 2010 season. A video Schafer made to commemorate the season will be played at the end of the meeting.

Chief Ogami and B/C Hekhuis updated the Board on the Company Officer exam in which we had 7 candidates and 5 completions. Candidates are now working on their educational requirements. Early January, they will be scheduled for interviews with the Fire Chief. The CO exam is an extensive 5 day program, utilizing our staff and staff from other fire districts. TDFPD will be asked to reciprocate the time in the future. Captains Allison and Hardison were acknowledged. Chief LeFever added that the Engineer's list which was completed last spring was intended to last 3 years, 5 passed and 4 have been promoted. He noted the impact on the organization that retirements cause.

Chairperson Clason closed the meeting for a break at 4:50 pm for holiday treats, and to view the Zephyr Crew video.

Meeting continued at 5:20 pm.

With this being the final month for Chairperson Clason and Trustee Forvilly, Trustee Forvilly stated that he began his work with the fire service in 1969 as a volunteer FF, and he has had great pride in serving on the TDFPD Board for 12 years. It has grown into a flagship of professionalism.

Thank yous were exchanged between Chairperson Clason and Trustee Forvilly both retiring.

A motion was made by Trustee Forvilly to adjourn Open Meeting and move to Closed Session. Trustee Clason seconded the motion. Motion carried 5-0.

Closed Session.

A motion was made by Trustee Forvilly to adjourn Closed Session and move to Open Meeting. Trustee Clason seconded the motion. Motion carried 5-0. Resumed Open Meeting at 6:20 pm

Action Item #11: *Confirm next meeting, December 12, 2010, @ 4:00 pm, possible agenda items.*

A motion was made by Trustee Seibel to confirm the next meeting on December 22 to discussion Union vote on insurance and possible funding for Fuels Management facility studies. Motion seconded by Trustee Clason. The motion carried with a vote of 5-0.

Trustee Clason made a motion for the January meeting to be on the 26th @ 4pm. Trustee Seibel second the motion. Motion carried 5-0.

Action Item #12: Adjourn.

A motion was made by Trustee Seibel to adjourn, and seconded by Trustee Clason. The motion carried with a vote of 5-0.

The meeting was adjourned at 6:24 p.m.

This meeting was recorded on audio tape.

Kate Warner
Administrative Assistant
Tahoe Douglas Fire Protection District