

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

January 26, 2011  
*Regular Meeting*

**Those Present:**

|                              |                                      |
|------------------------------|--------------------------------------|
| Trustee RJ Clason            | Engineer Chris Peterson              |
| Trustee Brad Dorton          | Engineer Justin Rossi                |
| Trustee Ann Grant            | Engineer Chris Lucas                 |
| Trustee Kevin Kjer           | Firefighter/Paramedic Tim Egan       |
| Trustee Steve Seibel         | Firefighter/Paramedic Kelly Pettit   |
| Chief Guy LeFever            | Forester John Pickett                |
| Assistant Chief Van Ogami    | Inspector Eric Guevin                |
| Assistant Chief Mark Novak   | Administrative Aid Carrie Nolting    |
| Battalion Chief Ben Sharit   | Administrative Assistant Kate Warner |
| Battalion Chief Dave Hekhuis | Guest Bob Cook                       |
| Captain Todd Moss            |                                      |

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

The meeting was called to order at 4:02 pm by Trustee Brad Dorton.

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

Pledge of allegiance was led by Steve Seibel.

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

Trustees RJ Clason, Trustee Brad Dorton, Trustee Ann Grant, Trustee Kevin Kjer and Trustee Steve Seibel were all present.

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

Trustee RJ Clason requested that for the next meeting, the Board put on the agenda a review of the suggested Code of Ethics document for Fire District Board Trustees. Chief LeFever confirmed that Mike McCormick, Douglas County District Attorney's Office is scheduled for March for his presentation on Code of Ethics.

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

Item:

- a. Approval of agenda.

- b. Approval of Minutes 12/22/10.
- c. Approval of Financial Statements 11/30/10.
- d. Job Description - Forester/Defensible Space Inspector.
- e. Contract – Forester/Defensible Space Inspector – John Pickett.
- f. Contract – Inspector II – Eric Guevin.
- g. Salary Range – Administrative Assistant.
- h. Personnel Policy – General Provisions.

Corrections on Consent Calendar items were noted by Kate Warner, Board Secretary as follows:

- e., Page 1 - changed to FSLA status from non-exempt to exempt.
- f., Page 4 #5 (d) - states one week (80 hrs) changed to two weeks (80 hrs).
- g., Page 5 (e) - states one week (80 hrs) changed to two weeks (80 hrs).
  - (f) - January 2009 updated to January 2011; Plan 22 changed to Plan 23; 100% co-insurance level changed to 80/20%; and strike 2 million life time maximum and replace with no life time maximum.
- h., Page 1, 1.3 - shall be counted beginning with the mailing (postmark) date or receipt of notice (email).

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

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

There were none.

**7. Presentation:        *2010 Fuels Management Season  
Fire Marshal Mark Novak***

A/C Novak stated that as in the past couple years; the Fuels Management Team would like to share the successes of the completed fire season and their vision for the 2011 planning process. He turned the presentation over to Forester John Pickett who walked the audience through a PowerPoint presentation.

This marked the first season that we have totally relied on the Zephyr Crew for fuels reduction and wildland interface. The first 2 years of the program we had big plots of land, flat ground and were able to mechanically treat the land in most cases. We are now in the second phase of the process, and the sites are focused on the Kingsbury corridor/Granite Springs; Heizer Ranch (Cave Rock); and Tranquility (Round Hill) and neighboring NVSL properties; they are steep and rough locations dominated by hand thinning and pile burning.

Forester Pickett stressed that to protect our community from wildland fire we need to continue to be diligent with:

- I. Fuels reduction around the community;
- II. Defensible space within the community; and
- III. Ignition resistant construction materials.

Defensible Space recap:

- 374 defensible space inspections of which 186 were curbside inspections
- 180 tree removal permits
- 38 chipping requests
- 24,000 lbs biomass chipped
- 8 roofs replaced = 150 man-hours of D-Space treatment

Wild land firefighting assignments:

- 8 calls within the basin, often first on site and prevented spreading
- 274K in revenue was generated on billable fires

Fire Safe Council:

Was also very active this year with the voucher program continuing to offer homeowners 50% of the defensible space treatment costs reimbursed up to \$1000 with a successful inspection. 2008 - 126 vouchers diminishing to 2010 - 60 vouchers, this reduction is expected as more time has elapsed since Angora and a lot of treatment has been completed.

Jason Arnold, FSC, was busy writing grants and obtaining funding for the basin from the CA Clearinghouse. Zephyr Heights has \$75,000 grant/24 properties treated using \$68,000. Chimney Rock was one of the areas Inspector Guevin had done the curbside inspections, 75 properties were treated using \$136,000 in grants. Curbside inspections created the immediacy for the treatment.

Compostable Combustibles – Heavenly Boulder Parking Lot:

- 912,000 lbs were captured from Memorial Day to July 4<sup>th</sup> from residents.

2011 Fuels Management Season:

- Focus will continue to be on the Kingsbury corridor, including Edgewood property, Zephyr Heights area and the backside of Kingsbury. Tough terrain and negotiating matching funds with landowners where appropriate.
- Grants from CA Clearinghouse have been obtained for Skyland, No./So. Benjamin.
- Neighborhood Fire Plans – we want to create plans for incoming strike teams to be able to be handed a packet and have complete information on the neighborhood at their fingertips. Packets would include maps of where fuel modification has been completed, where they can turn around a TYPE 1 engine, where not to go with engines, hydrant locations and flows in the neighborhood and other critical incident planning. North Lake

Tahoe has done a good job on creating such plans for their district, and TDFPD wants to proceed with the same idea.

Trustee Grant, who also serves on the Fire Safe Council and frequently speaks to people from all over the state, noted that TDFPD is a model to other districts and who look to copy our efforts.

A/C Novak added to Grant's comments about TDFPD being a model for the state, informing the Board that last month the Association of State Foresters from across the U.S. were in our District and asked to see our program. The State Forester wanted them to see our model and our achievements as he was very impressed; Forester Pickett provided a presentation to that group.

Chief LeFever asked that A/C Novak update the Board on staffing/training for the 2011 season as well. A/C Novak announced that Ben Keelin, a Zephyr Crew Squad Boss, as been accepted into the Redding Hot Shot Leadership program for the upcoming season and Keegan Schafer, Zephyr Crew Supervisor will be returning on the 29<sup>th</sup> from 20 days in the Prescribed Fire Training Center in Florida/South Carolina.

Trustee Dorton asked for clarification that Keelin's program is just training and that he will be returning to TDFPD. A/C Novak reiterated that he will remain on our payroll for the season but will be detailed to Redding. TDFPD will ask Keelin to sign an agreement pledging to return to the Zephyr Crew to use his training experience to strengthen our program, as the District is providing his income while he is training.

**8. Action Item: Election of Board Officers.**

Trustee Seibel nominated Brad Dorton as Chairperson. Trustee Clason seconded the motion. No discussion. Motion carried 4-0 with Dorton abstaining.

Trustee Seibel nominated RJ Clason as Vice Chairperson. Trustee Grant seconded the motion. No discussion. Motion carried 4-0 with Clason abstaining.

**9. Action Item: Appoint Board Negotiating Representative for 2011 Contract Negotiations.**

Chief LeFever stated that a letter has been not received from Local 2241, but he is expecting it by February 1. Trustee Clason recommended Trustee Seibel, who served as the Board Negotiating Representative in 2010, and expressed his desire to continue. Appointment was confirmed by Chairperson Dorton and he also noted that new Board Trustee Grant would like to observe at the negotiations.

**10. Action Item: Appoint Subcommittee for Goals and Objectives for Strategic Plan.**

Chairperson Dorton confirmed that Trustee Clason was also interested in continuing on this committee with new Trustee Kjer. Appointments were confirmed by Chairperson Dorton.

Chief LeFever noted that the Strategic Plan process has already begun at the line level, as it is a long process. Board goals and objectives need to be completed by March, so recommendations will be due at the February meeting. All Trustees were asked to get their thoughts to the Board committee members.

**11. Item: Review of monthly expenditures.**

Chief LeFever presented explanations for the major expenditures:

| <b>Date</b> | <b>Check #</b> | <b>Payee</b>         | <b>Amount</b> | <b>Fund</b>      | <b>Reason</b>                                    |
|-------------|----------------|----------------------|---------------|------------------|--|
| 12/21/10    | 51792          | Chris Kynett         | \$35          | General          | Reimburse for bank fees-payroll issue            |
| 12/21/10    | 51793          | Emergency Film Group | \$2523        | Special Serv.    | Training-DVD's & books/EOD grant                 |
| 12/21/2010  | 51803          | John Preston         | \$602         | Special Serv.    | Per Diem-Israel training                         |
| 12/21/2010  | 51804          | Keegan Schafer       | \$777         | Fire Safe        | Per Diem-Florida training                        |
| 12/21/2010  | 51805          | Kevin Green          | \$286.63      | Ambulance        | Reimbursement travel-ambulance                   |
| 12/21/2010  | 51808          | NLTFPD               | \$490         | Ambulance        | EMS training                                     |
| 12/21/2010  | 51813          | Ralph Jones          | \$602         | Special Services | Per Diem-Israel training                         |
| 12/21/2010  | 51823          | Todd Moss            | \$602         | Special Serv.    | Per Diem-Israel training                         |
| 01/02/2011  | 51852          | EOD Robotics Inc     | \$1000        | Special Services | EOD Robot lights/EOD grant                       |
| 01/06/2011  | 51855          | George W. Echan      | \$2900        | General          | Fire Prevention Legal Work                       |
| 01/06/2011  | 51858          | Matt Brown           | \$122.45      | General          | Reimbursement-Tramway fire food/classroom coffee |
| 01/06/2011  | 51867          | Type One Incident    | \$312.25      | Fire Safe        | Fuel gelling agent                               |

**Comments:**

**Kynett** – holiday payroll transmission was delayed to his bank and his bank bounced a check and charged him fees, then refused to correct it. The transmission delay was not his fault, we covered the expense to him and our bank, US Bank credited TDFPD.

**Preston** – for DCOS deputy whose EOD trip, will be reimbursed. CAPTs Moss and Jones the same.

**EOD Robotics, Inc** – EOD grant purchases which will be reimbursed to the District. Expect to see a lot of these in the coming months.

Chief LeFever noted for the new Board members that his Monthly Expenditures report just highlights the unusual expenditures, that a complete list of weekly checks will always be provided from our accountants and placed in their board books; and if they ever need clarification on a vendor or expenditure to please call him. He also noted that discretionary expenditures remain low due to a lack of funding.

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

**Service Recognition**

|                         |                     |
|-------------------------|---------------------|
| Captain Randy Flynn     | 32 Years of Service |
| Captain Rick Strickley  | 23 Years of Service |
| Engineer Roger Stockton | 23 Years of Service |
| Engineer Brandon Spry   | 5 Years of Service  |
| Engineer Brandon Brady  | 5 Years of Service  |
| Engineer Steve Prather  | 5 Years of Service  |

**Alarms for December 2010**

Total – 174. New Trustee Grant was participating on a ride-a-long when we experienced a 3-story structure fire on Tramway, in a snow storm which was soon complicated by auto accidents/road closures on Kingsbury. This was quite an opportunity for her to observe the Team in action, controlling the flames, limiting damage to the 4-unit structure and preventing its spread to other buildings. SLTFD and Incline provided back up on that call and we had two opportunities to back SLTFD up following that.

Trustee Grant received feedback on one of the CA fires TDFPD provided automatic aid on, stating the responders were very professional and impressive. Chief LeFever noted that it is always positive when the automatic mutual aid plans click into action and work as intended.

**Ruvo Gate**

The Glenbrook Homeowners' Association has expressed concern over the restricted access. TDFPD will be setting up a meeting with them to hear their concerns and share the Districts requirements for Ruvo which he has met thus far. The Association appears to be upset that it cuts off all vehicle access and only allows golf cart access.

Trustee Dorton noted that the District remains neutral on the issue; this is really an internal matter between the residents of Glenbrook. Chief LeFever continued to say that yes, that is the case, but the District wants an opportunity to hear the homeowner's concerns and communicate the fire access conditions the District required.

**Investments**

Chief LeFever updated the Board on recent progress with the Truckee Meadows Water Authority and the Districts interest in following their model for setting up a Health Insurance Trust. TMWA has been very forthcoming on how they created their documents. Gus Rossi, of

Reno was their attorney on the project and we have a meeting with him on 2/3/11 with Bill Johnson, who has agreed to be part of the initial Board. We have a lot of work to do, but progress continues. Investment funds will ultimately be transferred into RBIF for a better return.

Wayne Omel will be at the February meeting to discuss what to do with the 1.8 million in the short term for 2-3 ½% CDs and Chief Lefever will provide what we will need liquidity-wise for the next 6-9 months. He noted that 1.8 million is way too much money to have in a money market earning virtually nothing in interest, but this is only a temporary situation while the trust is being set up.

Chairperson Dorton, agreed and asked if there was anything we could do between Board meetings to expedite the investment changes. Chief LeFever declined a new time line as February 15<sup>th</sup> he will have the new tax numbers, and we will have a better understanding of our situation then, and also, the Board needs to hear what Wayne Omel recommends and why. He also said he knows of 1-3 personnel retirements on the horizon which may require us to remain, more liquid for a while.

On other items, B/C Hekhuis, Mechanic Gemmet and ENG Cranch returned from a factory inspection in Louisiana at Ferrara, and we are on schedule to take delivery of the new TYPE 1 engine in March.

Trustee Grant asked for clarification on the Alarms report as to the difference between Service Call and a Good Intent Call. A/C Ogami said they are really the same, and the reporting system provides both options. We are working to eliminate the use of the Good Intent call.

Trustee Clason, asked if issues at Mont Bleu were continuing to get better. A/C Novak said yes they are making good efforts, however they will move forward with the business model to allow “standing room only” concerts. Capacity issues have not been a problem since last summer; trampling concerns and venue constraints require a lot of effort to make sure the sections in the room are not over capacity as everyone wants to be front row. They do not sell tiered tickets.

Chairperson Dorton drew attention to all the positive letters:

- Kahle Recreation Center – Breakfast with Santa, firefighters cooked and served.
- Barton Memorial Hospital Foundation/Festival of Trees and Lights, TDFPD donated a Firehouse Dinner for 8 for the auction.
- State of NV – Division of State Lands, noted gratitude and appreciation for the hard work and quality work of the Zephyr Crew in 2010 season.
- Will Morgan, paramedic scholarship recipient thank you for his training on the Zephyr Crew and the scholarship.
- Skyland Resident Martha Barneson, securing her property with down power lines.

**Action Item #13: Closed Session Contract Negotiations (2011 – 2012 Contract)**

Trustee Clason made a motion to move to closed session. Trustee Seibel seconded the motion. Closed session began at 5:05pm

A motion was made by Trustee Clason to resume the Open Meeting and Trustee Seibel seconded the motion. No discussion, motion carried 5-0. Chairperson Dorton resumed the Open Session at 5:30pm.

**Action Item #14: Confirm next meeting, February 23, 2011, @ 4:00 pm, possible agenda items.**

Agenda items were discussed:

- Board Code of Ethics document
- Board Goals and Objectives for the Strategic Plan
- Investment Presentation by Wayne Omel, Edwards Jones Account Representative

A motion was made by Trustee Seibel to confirm the next meeting on February 23, 2011 @ 4pm. Trustee Kjer seconded them motion. No discussion, motion carried 5-0.

**Action Item #15: Adjourn.**

A motion was made by Trustee Seibel to adjourn, and seconded by Trustee Clason. No discussion, motion carried 5-0.

The meeting was adjourned at 5:37 pm.

This meeting was recorded on audio tape.

**Kate Warner**  
**Administrative Assistant**  
**Tahoe Douglas Fire Protection District**