

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

January 25, 2012

**Those Present:**

Chairperson Brad Dorton

Trustee Mike Bradford

Trustee Ann Grant

Trustee Kevin Kjer

Trustee Steve Seibel

Fire Chief Ben Sharit

Assistant Chief Mark Novak

Battalion Chief Dave Hekhuis

Battalion Chief Tim Allison

Battalion Chief Jim Hardison

Captain Todd Moss

FF/PM Kevin Green

FF/PM Jenny Alustiza

Acting Fire Marshall Eric Guevin

Administrative Assistant Kate Warner

Administrative Aide Carrie Nolting

Larry Schussel, Retired TDFPD Eng

Zephyr Crew Member Ryan Sanders

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

The meeting was called to order at 4:06 pm by Chairman Brad Dorton.

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

Pledge of allegiance was led by Trustee Kjer.

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

Chairman Brad Dorton, Trustee Mike Bradford, Trustee Ann Grant, Trustee Kevin Kjer and Trustee Steve Seibel were all present.

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

Ryan Sanders, a former Zephyr Crew Member, and recent graduate of REMSA paramedic program thanked the Board for his scholarship and their support which allowed him to focus on his studies. Sanders was with the Zephyr Crew from its inception in 2008, when it was a 3-person chipping crew, and has watched it grow to a well-respected hand crew – he acknowledged the Boards support of the Crew development as well.

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

Items:

- a. Approval of agenda.
- b. Approval of Minutes 12/14/12.
- c. Approval of Financial Statements 11/30/11.

- d. Job Description – Mechanic.
- e. Personnel Policy – 4.0 Position Classifications.

Trustee Seibel moved to approve the consent calendar items as presented. Trustee Bradford seconded the motion. No discussion. Motion carried with a vote of 5-0.

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

There were none.

**7. Discussion and Possible Action Item:       Board of Trustee Officer Elections**

Trustee Grant nominated Trustee Seibel for BOT Chairperson, seconded by Trustee Kjer. No discussion. Motion carried with a vote of 5-0.

Trustee Kjer nominated Trustee Grant for Vice Chairperson, seconded by Chairman Dorton. No discussion. Motion carried with a vote of 5-0.

Trustee Seibel nominated Fire Chief Sharit as secretary, seconded by Trustee Bradford. No discussion. Motion carried with a vote of 5-0. No public comment.

**8. Presentation: FY 2012 Comprehensive Budget  
Fire Chief Ben Sharit**

Fire Chief reviewed the process – the budget was adopted in July, the Grant Thornton audit was completed in November and then following the audit the comprehensive budget is created. It represents an updated budget for the year with descriptions and plans. The purpose of the Comprehensive Budget is to have a clear and concise document that can be handed to a resident to explain where our revenues come from and how we spend the money.

Strategic planning will begin now for 2013 and will be led by B/C Allison. This year in the process, the duplication will be reduced, and the plan will be consolidated. In 2014, we will be initiating a new format for the strategic plan to get renewed involvement from the line personnel and make it a “living” plan that will be reviewed and tracked throughout the implementation year.

P 8     Annual Budget Procedures.

P9     Budget Schedule for 2011, but will have similar dates in 2012.

Revenue sources, note 2010 census change from 6000 to 4600 residents. Revenue has continued to decrease over the past 3 years, and will continue into a 4<sup>th</sup>.

P11    CTX and Ad Valorem revenues.

P26    Consolidated budget summary – for the last 5 years. FY 2008-2011 represents audited numbers, and 2012 is the budget.

- a. Ad Valorem shows an increase for 2012 while assessed value has declined, so this is coming from our abatement and abatement protects us from feeling the drop in the assessed value. But it can't continue for the long term.
- b. Consolidated tax reflects the drop in local sales taxes.
- c. Grants have also been dropping; we don't typically budget a lot on grants until the funds have been approved.
- d. Expenditures/Salaries & Wages track with decreasing revenues, reflect the attrition from retirements which were not filled, and a drop in staffing from a high 15 per shift per day to 10-12 today.
- e. Charges for services are down due to reductions in ambulance transports.
- f. Benefits are tracking up due to the increases in health care cost and the large jump for 2012 represents the Health Insurance Trust Fund which will be established.

P34 Health Insurance Trust Fund – what we anticipate having available; we are transitioning from “pay as you go” to “pre-funding” for our retirement benefits as per the GASB 45. We are planning on approximately 2.8 million transferring to the Nevada State Retirement Benefits Insurance Fund (RBIF) to get a 4-8% rate. This process began in 1999; the employees have forfeited annual rate increases to set aside these funds for the future. IRS has approved our tax exempt status, and the TDFPD Insurance Trust Board of Directors has been established.

P38 Capital projects fund items are directly out of the Strategic Plan.

Chief encouraged the Board members to review the document and call him for clarification.

**9. Discussion and Possible Action Item: Update Board of Trustee Goals**

**Goal #1 - Irrevocable Trust Fund** - Next step is for our accountant, attorney and Chief Sharit to work on developing simple budget for invoicing and paying. Board Members for trust fund: B/C Allison (Union past president), Chief Sharit, Captain Salerno (Union VP), former Fire Chief LeFever, Bill Johnson (our accountant). NRS dictates that the board reflects an equal representation of management & union and then a financial expert. Meetings will be quarterly. Anticipates this will be completed by the end of the fiscal year, the funds will be transferred in stages.

**Goal #2 - Permanent Fuels Facility** – Zephyr Cove Park and Frontier building sites are progressing.

**Goal #3 - Service Delivery Plan** – April 2011 staffing levels were reduced, retiree positions have not been filled, and investigating supplemental staffing plan.

Chairman Seibel asked for volunteers for goals for 2013, Trustees Kjer and Grant responded.

Chief Sharit stated that the Staff goals will contain a lot of the suggestions from the recent Fire Chief interview process.

**10. Discussion and Possible Action Item:      *Approval of the Fire Marshal Job Description  
Fire Chief Ben Sharit***

Chief Novak presented that the job description is consistent with the POOL/PACT recommendations and represents changes from a Chief Officer safety position to a non Chief Officer, non-safety classification. This was direction from the Board to look for opportunities to create positions which were non-police/fire NV PERS, which results in a cost saving for the District. Motion by Trustee Grant to approve the new Fire Marshal job description; seconded by Trustee Bradford. No discussion. Motion carried 5-0.

**11. Report Item:                      *Review of Monthly Expenditures  
Chief Ben Sharit***

Chief Sharit reviewed the employee reimbursements, and large or unusual expenditures. Comments:

- Engineer Chris Peterson – repaired the large ceremonial American flag.
- Captain Strickley - Firehouse Dinner expenses.
- EOD expenditures will get reimbursed through grant funds which are released to us quarterly.
- Admin Aide Nolting - Last Call expenses.
- FF/P Green – expenses related to retrieving the refurbished ambulance – third and final, all ambulances have been refurbished.
- Cal Fire Rescue was for Captain Nalder to attend a training class.
- Zephyr Crew Christian Wooster – Crew belt buckles.
- Captain Salerno - for classroom project incidentals.

**12. Report Item:                      *Fire Chief's report on previous month's activities.  
Chief Ben Sharit***

**Employee Years of Service Recognition:**

Engineer Brandon Spry	6 years of Service
Engineer Brandon Brady	6 years of Service
Engineer Steve Prather	6 years of Service
Engineer Justin Rossi	5 years of Service
FF/P Kevin Green	5 years of Service
FF/P Ben Pratt	5 years of Service

**Updates:**

1. **Retiree Insurance Trust Fund** – addressed already.

## 2. Promotions

- a. **Battalion Chiefs** - Tim Allison and Jim Hardison.

We were very fortunate to have impressive candidates for these openings. Trustee Dorton said that he had good feedback from the B/C Assessment Center, the candidates felt they learned a lot. Resumes and PARs were evaluated by outside graders; as were simulations for high rise fire, wild land fire and in-basket exercises. Oral presentations were completed to the panel on current issues, challenges with future issues.

The Assessment Center was developed and lead by A/C Novak with internal support provided by Captain Moss, FF/P Isenberg, Crew Supervisor Schafer and Crew Foreman Ghisletta. Everyone did a great job, and it benefited the organization in identifying training needs for the future.

- b. **Captains** - Brandon Brady, Bob Child, and Bryce Cranch.
- c. **Engineers** – Ben Pratt.

3. **Grant Thornton Audit** – audit recommendation of a check list has been put into place, and have identified the staff members who will be accountable.

## 4. Community Involvement Fund

- a. **Accounting Changes** –audit recommended that this be added to the budget and tracked.
- b. **Tahoe Tribune News Article re: tax exempt status lost** – (same fund as above) was created for donations from the district residents for the district to be used for community items.

## 5. Banking

- a. **Wells Fargo Lock Box** – payments go directly to a lock box and are processed by vendor. In the process of reviewing banking expenses and US Bank (our primary bank) gave us a quote, but Wells Fargo made us a better quote, so we will continue to keep the lock box with Wells Fargo.
- b. **US Bank Sweep Account Credit** – with declining interest rates, the sweep process didn't make sense anymore. Bank is giving us a \$900.00 credit for 9 months of sweep account fees.

6. **Nevada Fire Safe Council Update** – Office Inspector General (OIG) report has been filed.

7. **Health Insurance Renewal** – Committee did a great job. We were faced with a increase in medical alone of 21%, had vendor review & they came back again with a 14% increase. We changed medical plan from Anthem to Aetna and dental from Guardian to Principal with no increase. Benefit coverage was matched as closely as possible. Employees shared in the costs last year by taking a portion of the increase by covering their insurance premiums. Insurance Committee members: Allison, Jones, Warner, Sharit and McLaughlin (retiree).

### Financial Summary:

Step up bonds have been reinvested as per the Board's direction.

### Attachments

- Tahoe Tribune - 12/27/11 - Mike Bradford joins the TDFPD Board of Trustees.
- Lake Tahoe News – Fundraiser at Coyote Grill. Trustee Dorton noted that the listing was inaccurate in not noting that the event was for the Northern Nevada Children's Cancer Foundation. Chief Sharit noted that AFM Guevin has been designated the Public Information Officer (PIO) and has been working diligently to get information out to the media.

### Other

- Response to the **Washoe Fire** was outstanding, district employees went to great lengths to get back to work to back fill for employees sent out to Washoe. Chief Sharit expressed a great sense of pride in the employee response for our community. Washoe was different from the Caughlin Fire in that it was an agricultural area versus just residential. Fuels were hay and agricultural fields, 80 mile hr winds, a lot more homes in this area with shake shingle roofs. Our TDFPD employees did an excellent job and saved a lot of homes.
- **Marlette Lake call:** three elderly gentlemen rode mountain bikes to the lake from Incline, and then donned ice skates. One of the men, fell on the frozen lake and hurt himself.
- **Ridge Tahoe's** new hill-track people mover has been in service for two weeks with an employee monitoring it. We did training with our personnel and modified the design to meet our concerns about getting a ladder secured. It is actually a very stable system. It is battery operated, but with power outages it loses track of where it is and requires a manual override.
- **TDFPD Training Plan** was very extensive and very detailed. Impressive progress in a short amount of time. It was produced by the training team with Hardison and Novak.
- **SB94** Nevada adopted the WUI code and the State law is now in effect. We have decided to continue with the public educational format, with just stronger wording in our inspection reports because it is now the law. Citations are a mandatory court appearance, to speak to the judge; however we will pursue other options first.

**14. Possible Action Item:      Public Comment.**

**15. Discussion:              Confirm next regular meeting on Wednesday,  
February 22, 2012 @ 4:00 pm, possible agenda items**

Possible agenda items:

Board Goals

Code of Ethics, will check with Mike McCormick for his availability

**16. Action Item:      *Adjourn.***

A motion was made by Trustee Bradford to adjourn the meeting. Trustee Dorton seconded the motion. No discussion, motion carried 5-0.

The meeting was adjourned at 5:43pm.

This meeting was recorded on audio tape.

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