

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

March 21, 2012

**Those Present:**

Chairperson Steve Seibel  
Trustee Mike Bradford  
Trustee Brad Dorton  
Trustee Ann Grant  
Trustee Kevin Kjer  
Trustee Steve Seibel  
Fire Chief Ben Sharit  
Assistant Chief Mark Novak  
Battalion Chief David Hekhuis

Battalion Chief Tim Allison  
Battalion Chief Jim Hardison  
Captain Ralph Jones  
Captain Rich Nalder  
Engineer Kevin Crebs  
Fire Marshall Eric Guevin  
Supervisor Keegan Schafer  
Forester John Pickett  
Administrative Assistant Kate Warner  
Administrative Aide Carrie Nolting  
Guest Larry Schussel, Retired TDFPD Eng  
Guest Greg Felton

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

The meeting was called to order at 4:04 pm by Chairman Steve Seibel.

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

Pledge of allegiance was led by Trustee Kjer.

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

Chairman Steve Seibel, Trustee Brad Dorton, Trustee Ann Grant, Trustee Kevin Kjer were present. Trustee Bradford was absent.

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

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

Items:

- a. Approval of agenda.
- b. Approval of Minutes 02/22/12.
- c. Job Description –Revisions for Firefighter
- d. Job Description – Revisions for Firefighter/Paramedic
- e. Job Description – Revisions for Engineer

- f. Job Description – Revisions for Captain
- g. Job Description – Revisions for Battalion Chief
- h. Job Description – Fire Chief
- i. Personnel Policy – 6.7 Bereavement Leave

Trustee Kjer moved to approve the consent calendar items as presented. Trustee Grant seconded the motion. No discussion. Motion carried with a vote of 4-0.

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

There were none.

**7. Presentation:   Employee Recognition  
                          Battalion Chief Allison**

Chief Allison read a letter from Beth Frisby, Flight Nurse CALSTAR 6 regarding an emergency call on January 4, 2012 at Heavenly Boulder. The patient was brought down the mountain by Heavenly Ski Patrol as post cardiac arrest status and combative after 2 defibrillations and CPR. The TDFPD medic crew assisted the flight crew with vitals, IV's, restraints and intubation. Patient was air flighted to the Carson Tahoe with a 12-lead EKG en route and code STEMI was called. The patient was in the cath lab within 15 minutes of arrival, and coded again, but has made a full recovery. This patient was a very sick man, and close to death. Fortunately he received expeditious care which changed the outcome for him.

Chief Sharit noted that such an outcome would not have been likely years ago – this situation would have been a lethal call. CPR from the top of the mountain is extremely difficult for ski patrol staff. He acknowledged the team effort from all the agencies involved.

**Heavenly Ski Patrol Recognized:** Terry Colton, David Immecker, Brendan McGraw, Justin Keyes, John Greever, and Kris Moorehead.

**CALSTAR Recognized:** Mark Haase, Beth Frisby

**TDFPD Recognized:** FF/P Jesse Rowan, FF/P Chris Kynett, Engineer Greg Peterson, Captain Rich Nalder, Chief David Hekhuis.

**8. Discussion and Possible Action Item:       Review and Approval of Resolution #01-2012. To  
  fund the Tahoe Douglas Fire Protection District  
  Post-Retirement & Trust pursuant to NRS 287.017.  
  Fire Chief Ben Sharit**

This resolution to fund the post-retirement trust fund for the budgeted amount of 2.5M This account was established last year and opened with \$3000.00. We have obtained our tax

exemption ID and are now positioned to fund the account. With Fire Board approval, the Trust Board will move the money to NV PERS for investment to achieve the required 4-8% interest rate. Funds are currently liquid at Edward Jones. Trustee Dorton abstained from the vote as he is a recipient of the post-retirement fund. Time period will be determined. After the initial meeting, to fund the account, quarterly Trust Board meetings will be established. No public comment. Trustee Kjer moved to approve the Resolution #10-2012 to fund the Tahoe Douglas Fire Protection District Post-Retirement & Trust pursuant to NRS 287.017. Seconded by Trustee Grant. No discussion. Motion carried 3-0. Abstention 1 (Trustee Dorton).

**9. Discussion and Possible Action Item:**      ***Review of Resolution #02-2012 Adopting Board norms and procedures for the Board of Trustee meetings, related functions and activities.***  
***Chief Ben Sharit***

Douglas County Board of Commissioners operates under this document and it has been recommended by Mike McCormick, Douglas County District Attorney's office, to guide the Board of Trustees. Trustee Dorton requested additional time to review. No action, this resolution will be added to April agenda.

**10. Discussion and Possible Action Item:**      ***Approval of term sheet for potential purchase of an existing structure to be used as a fuels management work center.***  
***Assistant Chief Mark Novak***

Since the inception of the creation of the Zephyr Crew, it has been our desire to find a suitable site for a permanent home for the operation. The Terms Agreement simply states the terms that would go into a purchase agreement and that we are in agreement, and can proceed with the purchase. The Terms Agreement has been reviewed by the District Attorney and TDFPD Attorney, George Echan. The next step is to move forward into the subdivision process and finalize the purchase agreement.

The property has a long history going back to the 1960s, and in order to purchase, we need to separate the lower building/property and establish as a separate APNs. Frontier will keep the upper building, and have easements for parking. Trustee Grant stated that she felt the terms were very agreeable. Chief Novak noted Forester John Pickett's challenges in negotiating this terms agreement.

The current plan, because the subdivision process will take several months, we will be able to lease it also with very favorable terms. Frontier is willing to wait until October for finalizing the purchase, so that the District can confirm our revenue numbers. It is feasible that we could move in early summer to occupy, no rent will be due until we move in. Long term there will



**13. Discussion and Possible Action Item: Approval of Tentative Budget  
Chief Ben Sharit**

The tentative budget is presented for review. The tentative budget is established on projected revenues and is due to the State by April 15. The final budget will be voted on in May and is due to the State on May 17, 2012. Updated projected numbers arrived on March 15, and these are pre-abatement numbers. March 26<sup>th</sup>, we will have numbers with the abatement, proforma numbers.

Chief Sharit highlighted the budget as follows:

- P1 Assessed valuation, 6/30/11 numbers are from our audit. Column 2 FY 2012 and Column 3 is FY 2013. 2013 assessed valuation has dropped \$63M but that will be cushioned by our abatement. If property values went up, the abatement would build back up. Currently we are tracking to run out of abatement in three years.
- P2 Tax rate;
- P3 Summary pages of the entire budget;
- P4 Estimated expenditure summary – \$13M estimated expenditures;
- P5 Ambulance Enterprise Fund – anticipate a balance of \$6K for the end of the fiscal year;
- P6 General Fund Revenues – all normal functions of the District, 100% of our consolidated tax revenue is located here;
- P7 General Fund Expenditures – ending fund \$695K, a decrease of about \$4K;
- P8 Capital Projects Fund - is for the purchasing of rolling stock and buildings;
- P9 Sick Leave Fund – funds long term leave liability for all employees;
- P10 Special Services Fund – all services provided by the District which are not fire suppression, ambulance or Fire Safe Community. Services for EOD, water rescue, ice rescue, boat rescue and ice rescue programs. Note 100K is being transferred from the General fund as a funding transfer has not been made to this fund for several years due to our revenue shortfalls over the last few budgets. Ending fund balance of \$21K. A Federal grant of \$350K is anticipated for an EOD trailer.
- P11 Health Insurance Fund – transfers fund this, new to this budget year is the revenue source for the post- retirement trust. The Trust will pay for retiree health insurance premiums beginning with this fiscal year.
- P12 Fire Safe Community Fund – established by our district voters. Actual revenue comes from Ad valorem revenue. Other income is from strike team reimbursements, contracts, and grants.
- P13-14 Ambulance Enterprise Fund - anticipate using funds to hire additional FF/P positions.
- P15-17 Track the transfers between funds.
- P18 Explanation of ending fund balances.

Projections only at this point, budget will be updated 3-4 more times before the final budget is voted on. There will be a full review at the next Board Meeting. No action to be taken. No public comment.

Trustee Bradford arrived.

**14. Report Item:** *Fire Chief's report on previous month's expenditures.  
Chief Ben Sharit*

Comments:

Security camera is for the EOD storage building in Douglas County.

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Fund</b>	<b>Reason</b>
02/22/2012	53450	NLTFPD	\$1500.00	General	L-380 class (3 students)
02/22/2012	53452	Research Archaeology	\$6590.00	Fuels	Glenbrook Archaeological Survey-FEMA
02/29/2012	52482V	Jim Antti	(\$124.02)	General	Stale dated check-voided
02/29/2012	53464	Jim Antti	\$124.02	General	Replacement check (EOD lunch)
02/29/2012	53475	Tahoe Douglas Firefighter Assn	\$227.52		Reimbursement for retirement dinner deposit
03/06/2012	53476	Neil Hill (aka A Sign Shop)	\$603.00	General	Re-numbering apparatus
03/06/2012	53482	Calif Fire & Rescue Training Auth	\$360.00	General	Class-Nalder-Chief Officer
03/06/2012	53487	Travis Lee	\$100.00	General	Ad in the TRIAD Senior Directory
03/13/2012	53521	Minden Electric LLC	\$1,547.00	Special Services	EOD grant purchase-Security camera
03/13/2012	53537	Nate Johnson	\$417.60	Enterprise	Reimbursement printing EMS Protocols

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

**Employee Years of Service Recognition:**

Engineer Chris Lucas	8 Years of Service
Captain Bryce Cranch	8 Years of Service
FF/P Chris Kynett	8 Years of Service
Engineer Chris Peterson	7 Years of Service
Engineer Brian Zabel	4 Years of Service
FF/P Nathan Johnson	2 Years of Service
FF/P Matt Brown	2 Years of Service
FF/P Jesse Rowan	2 Years of Service

**Updates**

1. NFSC Update – returned the OIG report and financial data that was requested. Foresters Pickett and Schafer from NLTFPD were both reassigned for the past 2 weeks to assist the NFSC to organize and submit the report.

**Financial Summary**

Two CDs will be coming due- totaling \$1M; will keep them liquid until we get through our first quarter of the new fiscal year.

**Attachments**

Tahoe Business Monitor – 03/01/12 TDFPD hosted CERT Training  
Tahoe Tribune – 03/02/12 Kudos & Kindness – Coyote Grill fundraiser for TRIAD  
Tahoe Tribune – 03/10/12 TDFPD participated in St. Baldrick's fundraiser

**Other**

Trustee Dorton asked how things were going for the new Fire Marshal Guevin. Busy...Bill's is proceeding and looking to get open in the next 30 days. Slot machines will be installed next week for Dotty's – estimate 7 businesses will ultimately house the building.

CERT training was put on by the East Fork Fire – a Emergency Management function.

Trustee Bradford noted that he appreciated the process in place where the Fire Chief has kept the Trustees informed of issues prior to the BOT meetings.

**16. Closed Session: *Union Negotiation Discussion***

There was no need for a closed session – no information to discuss.

**17. Discussion:**        ***Confirm next meeting, Wednesday, April 25, 2012 @ 4:00 pm, possible agenda items.***

Trustee Dorton requested an update on staff comparison salaries. Chief Sharit will address.

Possible agenda items: Budget Update  
Strategic Plan  
Board Norms and Procedures

South Tahoe Alliance Resorts meeting topic, coordinated effort to decide what should be proposed – ambulance expenses related to hotel properties and tourists.

**18. Action Item:**        ***Adjourn.***

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

The meeting was adjourned at 5:06 pm.

This meeting was recorded on audio tape.

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