

TAHOE DOUGLAS FIRE PREVENTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**November 28, 2012**

**Those Present:**

Chairperson Steve Seibel	Engineer Chris Peterson
Trustee Mike Bradford	Engineer Ben Pratt
Trustee Ann Grant	Mechanic Gregg Gemmet
Trustee Kevin Kjer	Fire Inspector Sylvia Lee
Fire Chief Ben Sharit	Administrative Assistant Kate Warner
Assistant Chief Mark Novak	Administrative Aide Carrie Nolting
Battalion Chief Tim Allison	Guests Bob Cook, Greg Felton, Larry Schussel
Battalion Chief Jim Hardison	

**1. Call to Order**

Meeting was called to order at 4:01 pm.

**2. Pledge of Allegiance.**

Pledge of allegiance was led by Trustee Grant.

**3. Roll Call**

Chairman Seibel, Trustee Bradford, Trustee Grant and Trustee Kjer were present. Trustee Dorton participated via phone.

**4. Approval of Agenda**

Trustee Bradford motioned to approve the agenda as presented. Trustee Kjer seconded the motion. No discussion. Motion approved 5-0.

**5. Public Comment.**

None.

**6. Approval of the Consent Calendar.**

Items:

- a. Approval of Minutes 10/18/12.
- b. Financials 07/31/12, 08/31/12 and 09/30/12.

Trustee Grant motioned to approve the Consent Calendar items as presented. Trustee Bradford seconded the motion. No discussion. Motion approved 5-0.

**7. For Possible Action: Consent items moved forward.**

None.

**8. For Possible Action: Investment Report**

Wayne Omel, Edward Jones Investment Advisor

Omel distributed a *Holdings – Today's Value* (TDFPD) report and an article *Assessing the Fiscal Cliff*. As of 11/27/12, TDFPD has a \$3,232,285 value with invested funds. The District's cash flow needs for the next 6 months need to cover a possible purchase of a fire engine, summer operating expenses, the purchase of an EOD bomb confinement trailer well as the anticipated purchase of the Frontier site for the Zephyr Crew Work Center. The initial expense for the EOD trainer is paid by TDFPD, and will be reimbursed from a grant within 90 days of purchase.

No public comment.

Trustee Bradford motioned to maintain liquidity for the fore mentioned expenses and to direct the Fire Chief to work with Omel to make such short term re-investments up to \$600,000. Trustee Kjer seconded the motion. No further discussion. Motion approved 5-0.

**9. Presentation: Grant Thornton Annual Audit FY 2011-12**

Kara Griffin, Senior Audit Manager – Grant Thornton

Brian Wallace, Managing Partner of Grant Thornton – Reno, presented in Griffin's absence. An Audit Summary was distributed and reviewed as follows:

- Auditor's responsibilities
- Fire Board's responsibilities
- Management's responsibilities
- Audit scope and results
- Material issues – revenues, receivables-collectability and cut offs, employee sick leave accrual and post employment benefits

- Use of the work of others – Bickmore Risk Services & Consulting –OPEB valuation, David & Johnson, LTD (District accountants) and ADPI (ambulance billing and collections)

In summary, the District has done a good job of implementing controls based on recommendations from the 2011 audit. No deficiencies were noted. Wallace reported no disagreements with Management and good cooperation with staff for access to information. Accounting policies are appropriate, consistently followed and compliant with US GAAP. The Post-Retirement Trust has been appropriately funded with 2.5M as required by the GASB 45 report (post- audit period transfers, so not noted in the audit report).

Trustees Grant and Bradford were both complimentary towards the staff, and their attention to the past recommendations and implementation of accounting changes.

**10. Presentation: Capital Projects Purchase Recommendation – Type 3 Fire Engine**  
Fire Chief Sharit

The purchase of a Type 3 Fire Engine is staff driven objective #2 documented in the 2013 Strategic Plan and provided for in the Capital Projects Fund. Service life on a TDFPD engine is typically 15 years front line, followed by 5 years of reserve status. The time frame for the replacement schedule has proven to be very accurate over the past 20-30 years.

A Type 3 fire engine has a smaller wheel base for maneuverability, and designed to throw water farther than regular engines. Our current Type-3 (Brush 1), purchased in 1997, is starting to show wear and tear after 16 years, and can no longer be sent out of the district for assignments. Brush 1 is in line with the current replacement schedule, and will continue to be used for local response only.

The current purchase price for a Type 3 fire engine is \$300,000, for new engine and all equipment that goes on it.

Trustee Bradford noted that this purchase has been postponed for 2 years. Chairman Seibel noted that this past season, TDFPD had Brush 21 in the valley on a mutual aid response when a wildland fire broke out in the District. Trustee Grant added that there were several incidents this past summer where Brush 21 would not start on a fire, presenting safety and liability issues for the District. Having a new engine allows TDFPD to be available for additional revenue generation through strike team assignments. Chief Sharit said that the additional revenue is a plus, but more so the experience that the TDFPD firefighters get on a live incident is invaluable. Having the Type 3 engine available ensures that our personnel will continue to get those opportunities.

No public comment.

Trustee Bradford motioned to approve the expenditure up to \$300,000 for the purchase of one (1) new Type 3 fire engine (and outfitting with necessary equipment) through a competitive bid process, joinder bid or G.S.A. purchase contract from a qualified vendor. Purchase may require a performance bond if contract is pre-paid. The Board of Trustees will be updated regularly through the completion of the project. Trustee Grant seconded the motion. No further discussion. Motion approved 5-0.

**11. For Possible Action: Proposal to Contract General Counsel/Legal Services**  
Fire Chief Sharit

Chief Sharit requested direction to hire qualified legal counsel to advise the staff and BOT on routine business matters. Currently the District is contracting on an as needed basis for \$250-300 per hour and this approach has limited Fire District staff and Trustee's ability to contact legal counsel due to concerns of cost for services.

This proposal would allow the District to hire legal services on a retainer. Counsel would attend all BOT meetings, participate in board training and be available to staff. Typically the retainer would provide for legal services to review agreements, contracts, personnel issues, and board ethics and open meeting law issues up to the point of litigation, and would be supported by POOL/PACT legal resources. The retainer would not cover all situations. If approved, the Chairman and Fire Chief to interview candidates.

Trustee Bradford reiterated that the District would greatly benefit from having legal counsel available to advise them on legal matters. Chairman Seibel agreed that his experience on the RHGID with an attorney at all meetings was proven to be very helpful.

No public comment.

Trustee Grant moved that the Fire Chief be authorized to enter into a contract for qualified legal Counsel on a monthly retainer to provide legal services to the Fire District not to exceed \$20,000 annually. Trustee Bradford seconded the motion. Motion carried 4-0.

Note: Trustee Dorton dropped off the phone line and his status on the vote was unknown. Attempts to reconnect were unsuccessful.

**12. For Possible Action: Resolution #12-2012 Adoption of National Incident Management System**  
Assistant Chief Novak

Chief Novak informed the BOT that while the Fire District has not formally adopted NIMS to date, it has been utilizing NIMS ICS and other NIMS components such as Continuity of Operations Planning for a number of years. The Fire District's participation in Pre-Disaster Mitigation Grants, the Douglas County Emergency Response Plan and the Douglas County Natural Hazard Mitigation Plan are other examples of the District's participation in NIMS driven preparedness.

Formal adoption of NIMS is now recommended because many Department of Homeland Security (DHS) grants are requesting proof of formal adoption of NIMS as a condition of the grant application. No direct costs are involved, however additional training will be required for some TDFPD personnel and it can be completed in 2-3 months. The majority of training is available on-line and can be completed while on duty.

No public comment.

Trustee Kjer moved the Tahoe Douglas Fire Protection District formally adopt the National Incident Management System (NIMS). Trustee Bradford seconded the motion. Motion carried 4-0.

**13. For Possible Action: Approval of the 2013 Board of Trustees Meeting Schedule**  
Fire Chief

A tentative schedule was presented for the 4<sup>th</sup> Wednesday of each month, with the exception of May as dictated by NRS.

No public comment.

Trustee Grant moved the Tahoe Douglas Fire Protection District formally accept the proposed 2013 meeting schedule. Trustee Bradford seconded the motion. Motion carried 4-0.

**14. Report Item: Review of Monthly Fire District Expenditures**  
Fire Chief Ben Sharit

Chief Sharit reviewed key expenses for the past month, and there were no questions regarding the weekly check runs. There was no other discussion.

**15. Report Item: Review of Monthly Fire District Activity**  
Fire Chief Ben Sharit

**Employee Years of Service Recognition**

Mechanic Gregg Gemmet	14 Years of Service
Assistant Chief Mark Novak	22 Years of Service
Battalion Chief Dave Hekhuis	22 Years of Service

**Updates**

1. **NVFSC** – filed for Bankruptcy Protection which should be helpful to getting bills paid. Meetings with BLM and Forestry Service continue.
2. **Annual Insurance Bidding Process** - is underway. Initial renewal was 18% with Aetna; our broker has gotten a competitive bid for 6.6% increase from another carrier. The Insurance Committee is reviewing options with our broker, and negotiations with Local 2441 will follow a carrier selection decision.
3. **ADPI Security Breach** – TDFPD ambulance billing company, informed us that one of their employees was involved with an identity theft ring. Formal letters have gone out to the TDFPD patients who may have been affected. Many fire departments in our area use the same billing agency. Trustee Bradford cautioned that we should consult with our insurance carrier to make sure that all disclosures are handled on a timely basis.

**Financial Summary**

Investments were covered by Wayne Omel agenda item #8.

**16. Discussion: Recommendation to forgo the December 19, 2012 meeting. Confirm next meeting, Wednesday, January 23, 2013 @ 4:00pm**

It was determined that the December meeting will be necessary.

**Adjourn.**

Trustee Bradford motioned to adjourn the meeting. Trustee Grant seconded the motion. No discussion. Motion approved 4-0.

The meeting was adjourned at 5:02pm.

This meeting was recorded on audio tape.

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