

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
February 27, 2013

Those Present:

Chairperson Ann Grant
Trustee Greg Felton
Trustee Kevin Kjer
Trustee Larry Schussel
Trustee Steve Seibel
Mike McCormick, Legal Counsel
Fire Chief Ben Sharit
Assistant Chief Mark Novak
Battalion Chief Jim Hardison
Battalion Chief Dave Hekhuis
Captain Ralph Jones

Captain Bryce Cranch
Fire Marshal Eric Guevin
Fire Inspector Sylvia Lee
FF/P Will Morgan
Administrative Assistant Kate Warner
Administrative Aide Carrie Nolting
Guest Bob Cook

1. Call to Order

Meeting was called to order at 3:01 pm.

2. Pledge of Allegiance.

Pledge of allegiance was led by Fire Marshal Guevin.

3. Roll Call

Chairman Grant, Trustee Felton, Trustee Kjer, Trustee Schussel and Trustee Seibel were present.

4. Approval of Agenda

Trustee Felton 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 01/17/13 Workshop
- b. Approval of Minutes 01/17/13
- c. Quad County Hazardous Materials Team Interlocal Agreement
- d. Job Description – Crew Member– Revised
- e. Job Description – Squad Leader - Revised
- f. Job Description – Assistant Foreman – Revised
- g. Job Description – Foreman - Revised
- h. Financials – 11/30/12 and 12/31/12

Trustee Kjer motioned to approve the Consent Calendar items as presented. Trustee Seibel seconded the motion. Trustee Schussel requested that Financials (Item 6h) be moved forward. No discussion. Motion approved 5-0.

Public Comment – none.

7. For Possible Action: Consent items moved forward

Financials (Item 6h) were moved forward. Trustee Schussel clarified that he and Trustee Felton were not on the board for the months in review and opted to abstain from the vote. Trustee Seibel motioned to approve the Financials – 11/30/12 and 12/31/12. Trustee Kjer seconded the motion. No discussion. Motion approved 3-0.

8. For Possible Action: Discussion and possible adoption of Resolution #2-2013 the Board Norms and Procedures

Fire Chief Ben Sharit

Chief Sharit noted that the document was approved by the former board and recommended adoption of the guidelines for the 2013 board. Trustee Felton motioned that the document be tabled to allow for time to make minor corrections to improve the accuracy; he noted he had no issues in the overall content/intent of the document. Motion was seconded by Trustee Schussel. Public Comment – none. Motion approved 5-0.

9. For Possible Action: Discussion and possible adoption of the Board Driven Goals for the 2014 Strategic Plan
Fire Chief Ben Sharit

Trustee Kjer noted that several goals (Objectives 1-4) were continuations from the prior year with the addition of three new objectives, he and Chief Sharit recommend the following:

- OVERAL GOAL:** To provide the highest quality public safety and health services to the Tahoe-Douglas community utilizing taxpayer funds efficiently and effectively.
- Objective #1:** Direct staff to continue to work with the TDFPD Health Insurance Committee to monitor the Federal health insurance changes scheduled for implementation in 2014. Determine the impact they could have on employee benefits and develop a plan to mitigate a potential increase in costs or loss of benefits.
- Objective #2:** Continue to direct staff to develop a public policy/program to educate and facilitate implementation of the Wildland Urban Interface (WUI) code. Continue current public education and community outreach programs on the WUI enforcement processes.
- Objective #3:** Continue the staff directive to develop short/medium term options for the evaluation and modification of the current service delivery plan based on flat revenue projections.
- Objective #4** Continue the staff directive to develop a permanent fuels management work facility that include work, office, and training space, storage space, parking and restroom facilities on the Frontier property on lower Kingsbury.
- Objective #5** Develop a succession plan that identifies necessary measures to provide an adequate pool of candidates for future openings in the Engineer, Captain and Chief Officer ranks.
- Objective #6** The Board of Trustees will have a member of the Board attend community meetings with the Fire Chief (or other staff) whenever possible.

Objective #7 Direct staff to hire a sufficient number of personnel to comply with the requirements of the 2012 SAFER grant while maintaining the Fire District's culture of excellence.

No public comment. No discussion. Trustee Felton motioned that the board accept the Board Driven Objectives as submitted. Trustee Seibel seconded the motion. Motion approved 5-0.

10. For Possible Action: Discussion and possible adoption of Resolution #03-2013 to Augment the 2012-13 budget Health Insurance Fund in the amount of \$2,000,000
Fire Chief Sharit

Chief Sharit reviewed that in 2012, 2.5 million dollars were transferred to the Post-Retirement Trust and then on to RBIF for investment. That transfer has earned over \$160,000 since March. When the current fiscal budget was approved, the opening fund balance for the Health Insurance Fund was estimated to be \$1,190,750 (July 1, 2012.) Due to the ever-increasing costs of health care and the unknown consequences of the new Federal Health Care Patient Protection and Affordable Care Act, there is a need to apply additional proceed to the Health Insurance Fund.

In November 2012, the audit verified the ending fund balance to be \$3,905,407, thus requiring an augmentation of \$2,000,000 to meet our obligation. There is an opportunity to invest the funds early and take advantage of the growing market, which could potentially reduce the annual contributions required by the District. This has been the intent of prior boards, and it is the Fire Chief's recommendation. This 4-8% return cannot be obtained through our Edward Jones investment options. If approved the funds would be transferred prior to June 30, 2013.

Trustee Felon asked for confirmation that it was a one-way investment, and funds could not be withdrawn. That was confirmed. He also asked if it was the intent to change the amount the retirees contribute to their own healthcare, or that he investment would reduce the annual amount that the District has to contribute. Chief Sharit clarified that retiree premiums are the same as for our current employees and that amount is negotiated by the local union on an annual basis. The GASB45 actuary project the insurance s costs for our retirees and dictates the District's obligation. It is the goal to invest early, capitalize on the 4-8% retur5ne that RBIF is achieving and reduce the future contributions for the District. Overinvesting would not be an issue for more than 20 years. Attachments were omitted from the emailed resolution and will be forwarded to the Trustees.

Public Comment – none. Trustee Seibel moved to adopt the resolution as proposed. Trustee Kjer seconded the motion. Motion approved 5-0.

11. Report Item: Review of letters sent to the United States Forest Service addressing burn pile concerns in the fire district

Fire Chief Sharit

Chief Sharit wanted to inform the board of letters of concern that have been sent by him and staff members documenting fuels issues on USFS lands in the fire district.

When the burn piles were created, it was the intent to return and burn them within a year, however, some of these piles now seasoned and ready to burn have sat for 5-6 years, thus creating an extremely high risk of a catastrophic fire event. Last fall a pile, deliberately lit in our district at Elks Point grew into a 2 acre fire before it was suppressed. Fortunately wind conditions that day and access allowing for a quick response work in our crew's favor.

He noted that a meeting to discuss the letters is scheduled with USFS – Lake Tahoe Basin Management Unit Supervisor Nancy Gibson.

Trustee Felton asked if resident access to retrieve fire wood for home use was allowed. Chief Novak said yes and permits are often advertised. The USFS has huge projects, often in remote steep areas and the costs of cutting the wood into 18" lengths greatly impacts the costs of the treatment. Treatment costs in the basin run higher than in other areas due to the higher costs of environmental permitting, the restrictions on mechanical extractions due to steep terrain and the high cost of the hand thinning that is necessary in some locations.

12. Report Item: Review of Monthly Fire District Expenditures

Fire Chief Ben Sharit

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

13. Report Item: Review of Monthly Fire District Activity

Fire Chief Ben Sharit

Employee Years of Service Recognition:

Administrative Assistant Kate Warner 3 years of service

Updates

1. NVFSC – little change.
2. KGID – as part of the community outreach, Chief Sharit and FM Guevin presented a Fire District update to the KGID board. Future GID meetings are scheduled.
3. SAFER hires – Chief Sharit confirmed 13 applicants have accepted offers.
4. Training Captain – acknowledged Captain Bryce Cranch has accepted a temporary assignment to lead the training efforts for the current recruits (4) and the SAFER hires (13) for the next 12 months.
5. Rotary “Green Eggs and Ham” project – as part of the community outreach, the on-duty crew is scheduled to assist Rotarians prepare and deliver breakfast to ZCES students.
6. Rotary Essay Contest – as part of the community outreach, Trustee Felton and Chief Sharit participated in reviewing ZCES 5th grade essays.
7. Former Zephyr Crew member and paramedic school scholarship recipient FF/P Andrew Mills to graduate from San Jose Fire Academy – Chief Sharit to attend. Andrew was one of the original Zephyr Crew chippers and a fire year seasonal employee of TDFPD.

Financial Summary

Summer funding needs have been provided for by keeping assets liquid until fall when the next CTX check arrives.

Acknowledgements

A fire year monthly high was hit with ambulance billing at \$160,000. Chief Sharit confirmed that internal systems are in place to gather the required patient billing information and promptly get it to our billing agency to expedite payment, but historically insurance Companies can have up to a 90 day delay. The flat economy has also had an impact on the collection rate.

Thank you letters and other acknowledgement were noted by Chief Sharit.

Chairperson Grant acknowledged Capt Cranch, Eng Zabel and Eng Pratt who responded to a Skyland resident who had frozen pipes which flooded their home. The crew engineered a way to use their hoses to drain the water for the residents who had to leave town, thus reducing the damage until other resources could be secured.

Trustee Felton asked dif the FD had any equipment to register water borne contaminates. It was confirmed that our bomb squad has equipment and would respond with the Hazardous Materials tech team if needed.

14. Report Item: Legal Counsel Report
Mike McCormick, TDFPD Legal Counsel

No report.

- 15. Presentation: Overview of Fire District – EMS Division, Fire Prevention Division, Training, Fleet Management and Communications and Facilities**
Fire Chief Sharit

Chief Officers and the Fire Marshal provided a power point presentation briefly outlining their divisions.

Note: Item #18 moved up in the agenda.

- 18. Discussion: Discussion on time change for next meeting, Wednesday March 27, 2013 @ 4:00pm, suggested date change to Monday, March 18, 2013; possible agenda items.**

The start time was adjusted to 3pm to accommodate the Fire District Overview which is continuing from the January BOT Workshop and will flow into the next two-three meetings.

Agenda items:

Ambulance Subscription Service
Board Norms and Procedures.

- 16. Closed Session: Per NRS 288.220, collective bargaining discussion**

- 17. Re-open Meeting**

Adjourn

This meeting was recorded on audio tape.

Kate Warner
Administrative Assistant
Tahoe Douglas Fire