

TAHOE DOUGLAS FIRE PREVENTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**April 24, 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 Tim Allison  
Battalion Chief Jim Hardison  
Battalion Chief Dave Hekhuis  
Fire Marshal Eric Guevin  
Captain Ralph Jones  
Forester John Pickett  
Fire Inspector Sylvia Lee  
Administrative Assistant Kate Warner  
Administrative Aide Carrie Nolting

**1. Call to Order**

Meeting was called to order at 3:14 pm.

**2. Pledge of Allegiance.**

Pledge of allegiance was led by Nolting.

**3. Roll Call**

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

**4. Approval of Agenda**

Chairperson Grant announced that Item #8 and #12 were pulled from the agenda. Trustee Felton motioned to approve the agenda as amended. Trustee Kjer seconded the motion. No discussion. Motion approved 5-0.

Items #5 and #6 were inadvertently taken out of order.

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

Items:

- a. Approval of Minutes 03/27/13, 04/01/13
- b. Financial Statements 01/03/13
- c. Monthly Expenditures

Trustee Kjer motioned to approve the Consent Calendar items as presented. Trustees Seibel seconded the motion. Motion approved 5-0.

**5. Public Comment.**

None.

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

None.

**9. For Possible Action: Discussion and possible approval of a three year proposal to provide accounting and payroll services by David and Johnson, LTD  
Fire Chief Ben Sharit**

The renewal proposal is an increase of \$2,200 per month over the current contract, however Chief Sharit feels that the increase is justified as the Fire District business has increased exponentially with grant programs, fuels programs and the increased accounting needs related to invoicing and tracking of grant projects. The Fire District will also see increases in our payroll needs due to the growth of the seasonal crew from 21 to 30 employees this year, and the addition of the SAFER grant Firefighters.

Three years ago the Fire District bid out the accounting and payroll contract, and David and Johnson, LTD provided a local bid along with a Reno accounting firm. Chief Sharit is also confident that this expense is still cheaper than hiring a full-time in-house accountant/staff.

Chairperson Grant commented that she appreciated the commitment of David & Johnson's staff, especially with regards to audits. She also noted that their availability whenever questions popped up was appreciated; and that the separation of duties by not having someone in-house handling it is prudent.

Trustee Felton asked for clarification on the contract dates on Page 3 which are corrected to read ..."Consumer Price Index published for the twelve month period and ending June 30, 2014, and June 30, 2015, respectively."

Public Comment – none.

Trustee Seibel motioned to approve the contract with date corrections. Motion was seconded by Trustee Kjer. Motion approved 5-0.

**10. For Possible Action: Discussion and possible adoption of Resolution #4-2013 to fund the Tahoe Douglas Fire Protection District Post-Retirement & Trust up to \$1,000,000 by June 30, 2013 pursuant to NRS 287.017**

Fire Chief Ben Sharit

In 2012, the BOT initiated the Trust with \$2.5M in funding, and then took the recommendation to wait until after the FY 2012 audit was complete to do any additional funding. The audit has now confirmed that the ending fund balance in the Heath Insurance Fund at approximately \$2.2M and this resolution recommends transferring \$1M for investment leaving approximately \$1.2M in the fund for retiree and insurance expenses.

Trustee Schussel disclosed that he receives benefits from the post retirement trust. McCormick noted Trustee Schussel's disclosure and clarified that the legislature has changed their position on this topic and now recommends disclosure and voting as opposed to disclosure and abstaining. Trustee Schussel is clear to cast a vote.

Trustee Kjer asked why all of the allocated funds were not being moved now. Chief Sharit said that the Fire District's financial advisors have suggested that he move it in a cautious and prudent manner. Rising health costs and the unknowns with health care reform dictate a conservative investment strategy. The RBIF fund is showing a return of almost 10% on the initial investment as compared to the interest in our Edward Jones accounts of .01%.

Trustee Felton noted that the return is extremely strong on the investment, and suggested that the Board be as aggressive as they are comfortable with and keep liquid only what is necessary to maximize the benefit of the rate.

Chairperson Grant reminded the Trustees that the funds that are invested in the RBIF cannot be withdrawn. Chief Sharit noted that the current GASB (2012) report was based on the \$2.5M invested at the time, the next GASB (2015) will be updated with these subsequent investments and the interest earned. Noting that the Board wants to be aggressive with the deposits, Chief Sharit reassured the Trustees that additional investments can be discussed at any point in the future.

Public Comment – none.

Trustee Felton motioned that the Board adopt the resolution as presented. Trustee Kjer seconded the motion. Motion approved 5-0.

Items #11 moved to later in the meeting as Chief Allison was en route.

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

**Employee Years of Service Recognition:**

Fire Chief Ben Sharit 28 Years of Service

Battalion Chief Jim Hardison	23 Years of Service
Supervisor Keegan Schafer	5 Years of Service
Fire Marshal Eric Guevin	3 Years of Service
Administrative Aide Carrie Nolting	3 Years of Service

### Updates

NVFSC - the USFS Officer Inspector General (OIG) report was issued last month, apparently many agencies, throughout the US had similar issues with the proper handling of grant funds. The Forestry Service was held responsible for not having proper oversight for their grant funds, as well as the NVFSC for their co-mingling of funds. The bankruptcy proceedings will continue and Chief Sharit anticipates payment within the year.

### Financial Summary

Chief Sharit noted the \$1M in CD funds will be transferred to the Trust with the approval of Resolution #04-2013. He recommends investment in a step-up bond or CD of approximately \$200,000. He plans to leave a \$1M liquid for summer season expenses until the September Ad Valorem check arrives.

### Acknowledgements

- Acknowledgments to administration staff on Professional Administrative Assistant Day.
- Chief Sharit acknowledged the Local #2441's continued support of the Kahle Easter Egg Hunt; it is a great outreach event for the community families.
- Chief Sharit reminded the Board that graduation will be Friday 4/26/13 for the fire academy, followed by a week of EMS training and then their shift assignments the week of May 6.
- Chairperson Grant thanked the staff and crew for graciously allowing her to observe a day of training at the academy. Chief Sharit said it has been a massive project involving five fire departments and 29 recruits; three full-time TDFPD RTOs and then the crew support.

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

No report.

**15. Presentation:**                      **Overview of Fire District – Fuels Management and Local #2441**  
Fire Chief Sharit

As part of the ongoing new Trustee training, the first overview topic covered in a power point presentation was the Fuels Management program by Forester Pickett. Topics were continued later in the meeting.

**11. For Possible Action:            Discussion and possible adoption of Resolution #5-2013 to implement an Ambulance Subscription Service for the residents of the Tahoe Douglas Fire Protection District**  
Battalion Chief Tim Allison

Chief Allison was asked to address the bottom line for this project, and what the minimum enrollment numbers would need to be to break even, to ensure that the Fire District would not lose money on the subscription service. Concern was expressed about the potential loss in revenue from self-pays (no insurance) if they purchased subscriptions. Based on statistics from the past three years, he projects that a minimum of 250 member families would be needed to break even, based on the current breakdowns of categories – insured, self-pay, Medicare, etc. Total resident transports in 2012 were 191; Chief Allison is forecasting a first year family membership of 350 based on other agency statistics.

The research he has done on partner memberships (like with Cal Star) is that it is not common at all, and there are none in Nevada. Trustee Felton suggested that a co-marketing effort with a helicopter transport operation be considered even if a partner membership was not an option. He stressed that if approved, we need to monitor the enrollment especially by category, to carefully balance the lost revenue from subscription transports with the revenues from the membership dues.

Chief Sharit expressed that a partnership service would be a larger benefit to our Fire District residents, that time should be taken to try to develop this and he recommended that the proposal be tabled

No action taken on Item #11 - Resolution #05-2013.

**15. Presentation:                    Overview of Fire District – Fuels Management and Local #2441**  
Fire Chief Sharit

The Fire District overview topics continued with a power point presentation of the Local #2441 by Union President Captain Jones.

**14.                                        Discussion on time change for next meeting, Thursday, May 16, 2013 @ 3:30 pm; possible agenda items.**

**Suggested agenda items:**

- FY 2013-14 Final Budget approval

Trustee Schussel may not be available for the May meeting.

**Adjourn**

Trustee Felton moved to adjourn the meeting. Trustee Schussel seconded the motion. Meeting was adjourned at 5:30pm.

**Closed Session: Per NRS 288.220, collective bargaining discussions**

No new information was available regarding the contract negotiations process, so the Closed Session was not needed.

This meeting was recorded on audio tape.

**Kate Warner**

**Administrative Assistant**

**Tahoe Douglas Fire**

Approval