

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
November 20, 2013

Those Present:

Chairperson Ann Grant	Captain Bryce Cranch
Trustee Greg Felton	Captain Todd Moss
Trustee Kevin Kjer	FF/P James Ward
Trustee Steve Seibel	Fire Marshal Eric Guevin
Mike McCormick, Legal Counsel	Fire Inspector Todd Stroup
Fire Chief Ben Sharit	Administrative Assistant Kate Warner
Assistant Chief Mark Novak	Administrative Aide Carrie Nolting
Battalion Chief Tim Allison	Guest Bob Cook
Battalion Chief Jim Hardison	

1. Call to Order

Meeting was called to order at 3:00 pm.

2. Pledge of Allegiance.

Pledge of allegiance was led by FF/P Ward.

3. Roll Call

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

4. Approval of Agenda

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

5. Public Comment.

Chief Sharit introduced new recruit FF/P James Ward, currently finishing up after a successful fire academy with EMS week. Ward comes from Georgia, and has been a paramedic at REMSA in Reno for the past 2 years.

6. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 10/21/13, 10/29/13 Special Session
- b. Monthly Expenditures
- c. Financial Statements for the one month and the three months ending 09/30/13

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

7. For Possible Action: Consent items moved forward

None.

- 8. Presentation: Review of the fiscal impact of the Collective Bargaining Agreement with Local #2441 of the International Association of Firefighters – Tahoe Douglas resulting in an increase in payroll expense of \$110,552 for fiscal year 2013-14.**

Fire Chief Ben Sharit

It is a formality under NRS, for the Fire Chief to notify the Board of Trustees of the financial impact of the collective bargaining contract, which is \$110,552 for the fiscal year.

- 9. For Possible Action: Discussion on approval of a two percent (2%) salary increase for the non-represented employees of the fire district which will result in an approximate increase of \$24,172.**

Fire Chief Ben Sharit

Fiscal impact is for 2013-14 as well.

No public comment.

Trustee Schussel motioned to approve a two percent (2%) salary increase for non-represented employees as presented. Trustee Seibel seconded the motion. Motion approved 5-0.

- 10. For Possible Action: Discussion and possible adoption of Resolution #14-2013 to fund the Tahoe Douglas Fire Protection District Post-Retirement & Trust up to \$1,000,000 by December 31, 2013 pursuant to NRS. 287.017.**

Fire Chief Ben Sharit

Chief Sharit stated that as part of the budgeting process, it was discussed to transfer additional funds into the Post-Retirement Trust at this point in the year. The intent is to immediately transfer the funds into the RBIF account; the funds are in the budget.

Trustee Schussel disclosed that as a retiree of the fire district he is a beneficiary of the trust through his retirement.

Trustee Seibel asked if this transfer is approved, what the balance on the account would be? Chief Sharit confirmed that currently there is \$3.9M in the account; this investment would increase the balance to \$4.9M. He reminded the trustees that per our GASB45 report (2012), the liability for retiree's health insurance is estimated to be \$10M. The goal is to fund towards that liability, and maximize the interest rates of 4-8%. The current investment has earned approximately \$400,000 in interest to date.

No public comment.

Trustee Seibel made a motion to adopt Resolution #14-2013 to fund the Tahoe Douglas Fire Protection District Post-Retirement Trust up to \$1,000,000 as presented. Trustee Kjer seconded the motion. Motion approved 5-0.

11. For Possible Action: Resolution #15-2013 Adoption of changes to CHOICE 125 Cafeteria Plan Number 521.

Fire Chief Ben Sharit

Chief Sharit informed the Trustees that this resolution is to reflect a change in the federal law to discontinue the allowance for *Individual Owned Health Insurance Pre-tax Premiums*. He also reviewed other changes in the plan like the annual maximum which has dropped from \$3000 to \$2500(Resolution #13-2012); and the option to replace the grace period with an additional \$500 rollover in a plan year which the insurance committee has declined.

Trustee Seibel made a motion to adopt Resolution #15-2013 to adopt changes to the CHOICE 125 Cafeteria Plan as presented. Trustee Schussel seconded the motion. Motion approved 5-0.

12. Presentation: Update on proposed Resolution #05-2013 to implement an Ambulance Subscription Service for the residents of the Tahoe Douglas Fire Protection District.

Battalion Chief Tim Allison

This item was been pulled from the agenda and will be moved to the December meeting.

13. Report Item: Review of Monthly Fire District Activity

Fire Chief Ben Sharit

Employee Years of Service Recognition:

Assistant Chief Mark Novak	23 Years of Service
Mechanic Gregg Gemmet	15 Years of Service
FF/P Paul Apple	1 Year of Service
FF/P Kyle Fine	1 Year of Service
FF/P Justin Reddig	1 Year of Service
FF/P Scott Vandover	1 Year of Service

Updates

1. **Health Insurance Renewal** – The Insurance Committee has been reviewing options from our Broker. Ret. Leo Horton is replacing Ret. Dennis McLaughlin who has taken a full-time position and is not available for meetings.
2. **NVFSC** – Auditors have been in the area and are working on final details of their audit.
3. **Firefighter Kyle Van Mouwerik** - was transferred to Santa Barbara, he continues to improve. A milestone for him was passing his swallow test as he has not been able to take food or water since August, losing 59 lbs.
 - a. Fundraiser for Kyle – Himmel Haus Restaurant – Friday, December 6 – Kyle’s co-workers from the Zephyr Crew are organizing this event.
 - b. Fundraiser for Kyle - Thanksgiving Turkey Trot – Thursday, November 28– Northern Nevada Fire Wives will be donating funds from the walk to Van Mouwerik and Underhill (LVFPD) families.

Financial Summary

Investments are currently at \$1,879,734 in money market funds and \$400,489 in CDs. The investments that were previously approved by the board have not been processed yet, as Chief Sharit plans to use the funds from CDs that are maturing within 7-10 days. He noted that the transfer to the Post-Retirement Trust will come out of these funds, leaving over a million dollars liquid for summer expenses. The last transfer into the Post-Retirement Trust was in April 2013.

Acknowledgements

Chairman Grant asked about the 3rd party certifier program. Chief Novak explained that rather than drive the candidate for the Class B – fire truck certification with an instructor in a fire truck to the DMV, TD has DMV approval to administer the test in district for the DMV. Our instructor is ENG Prather and the DMV conducts a vigorous audit to ensure that standards are met. It was also clarified that we can only certify our TD employees, no outside agencies.

14. Report Item: Legal Counsel Report

Mike McCormick, TDFPD Legal Counsel

No report.

15. Discussion: Discussion on time change for next meeting, Wednesday, December 18, 2013 @ 3:00 pm; possible agenda items.

Suggested agenda items:

- Annual Audit Report – Grant Thornton, LLP
- Ambulance Subscription Service

Adjourn

Trustee Schussel made the motion to adjourn the meeting. Trustee Seibel seconded the motion. Motion carried 5-0.

Meeting was adjourned at 3:25pm.

Closed Session: Per NRS 288.220, collective bargaining discussions.

This meeting was recorded on audio tape.

**Kate Warner
Administrative Assistant
Tahoe Douglas Fire**