

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
March 30, 2009  
*Regular Meeting*

Those Present:

Frank Forvilly	Battalion Chief Ben Sharit
Steve Seibel	Bob Cook
R.J. Clason	Battalion Chief Dave Hekhuis
Brad Dorton	Engineer Ralph Jones
Roy Clason	Engineer Glenn Sanders
Chief LeFever	Leo Horton
Michelle Nimmo	Firefighter Brian Zabel
Assistant Chief Van Ogami	Paramedic Brandon Spry
Battalion Chief Dennis McLaughlin	
Battalion Chief Mark Novak	

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

The meeting was called to order at 4:30 by Chairman Steve Seibel.

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

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

All Board Members were present.

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

There was none.

**5. Item:                *Chief LeFever to address board requests from previous month.***

I put this on the agenda to address a few items in the minutes that are requests from the board.

- a. We had a discussion on the audit, the requirements and the timing of it. For the future, March 30<sup>th</sup> is a requirement that we must designate our auditor. The NRS states it must be made no later than three months prior to the close of the fiscal year. That was the sense of urgency last month. At the pleasure of the board, we will go out to bid next year in plenty of time to get this accomplished. When there are long-term contracts timelines tend to get lost.

- b. Discussion on the goals, made a comment to Brad that the EMS training for fuels crew would be a goal but it actually fell under the training section and we will talk about that a bit later.
- c. Request from R.J. on the county property and how much we have in the basin. He emailed the information to him. Did that suffice?

Trustee R.J. Clason clarified for the board; he asked that the Chief or someone working in Fuels Management to quantify the value of the department clearing on county land and it worked out to about \$118,000.00 per year. Is that correct?

Chief LeFever said, if we get all of that property but it is not part of the agreement. We are only doing a partial amount. Chief LeFever asked Mark Novak what the amount was.

Chief Novak said it was currently 6 acres.

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

Items on the consent calendar will be approved without discussion unless an item is specifically “moved forward” for discussion.

Item:

- a. Approval of agenda 3-30-09.
- b. Approval of minutes 2-25-09.
- c. Approval of expenditures.
- d. Approval of financial statements 1-31-09 & 2-28-09.

Trustee R.J. Clason asked the approval of expenditures be moved forward for further discussion.

Motion by Trustee R.J. Clason moved to approve items a, b and d of the consent calendar with item c moved forward.

Seconded by Trustee Frank Forvilly.

Trustee Roy Clason abstained due to the fact he was not in attendance of the last meeting.

Motion carried with a vote of 4-0.

Chief LeFever stated that they do not have the February financials in the books to approve.

Trustee R.J. Clason amended his motion to reflect the February financials were not available.

**Action Item #7: Discussion and possible action: Consent Items moved forward.**

Trustee R.J. Clason stated he was going through the minutes of last meeting and noticed how the approval of all the expenditures is noted as an action by the board. He is concerned that when we approve literally hundreds of payments with checks, when approved en masse in the minutes it may appear that the board has conducted an audit on these or has thoroughly vetted each expense. What he would like to do is get on next month's agenda a discussion for a policy for the approval of the expenses contract authority and maybe specific threshold levels. Many of the items are small and routine. Seems the authority could be delegated from the board to the Chief or someone he may designate. He has some specific questions on these. In fairness of what we are asked to approve there seems to be a lot of very small items but also larger items that he would have thought could and should be brought to the board for approval in advance. He would like to get it on the agenda for next meeting and discuss tightening these policies so there is greater transparency publically but also giving the authority to the Chief to approve routine expenditures. There was a \$44,000 charge from Logos Imaging is that EOD related?

Chief LeFever confirmed this. This will be reimbursed. When you see numbers that high, I would bring those before the board. As you recall, a few months ago the Bomb Squad did a presentation on the large amount of grant purchases that were going forward and that is part of that expense. When you see account #891-30 and it is a large expenditure, it is reimbursable and it is tracked internally.

Trustee R.J. Clason asked what the expenditure was for.

Chief LeFever said it was for an X-Ray machine. Any time you see "30" at the end that is the special services fund. Right now, we are on a spending freeze in this organization as we are going forward into next year. Chief LeFever said "trust me; it is being reimbursed at 100%".

Chief Hekhuis explained the way the Homeland Security Grant works is the initial purchase has to be made by us, supply them with the documentation and then they reimburse 100%. That is similar as to what we did with the Bomb Squad unit.

Trustee R.J. then asked about an expense of \$23,808.00 to Alan Van Guard Technology.

Chief LeFever said that was also a purchase for EOD. There is only one large expense out there and that is our shelters for \$15,000. Other than that, there should not be any other major purchases.

Trustee R.J. Clason said the last item looks like a personal services contract for \$4,606.00 to Paul Stein. He "Googled" Paul Stein and found he is a highly regarded retired Chief from San Bernadino County. I then read in Van Ogami's report that there was a two or three day session with your officers. It seems like a lot of money for a consultant. He would encourage the board and the staff that maybe in policy we can look at the personal service contracts. He was not sure how many people were trained in the class but in looking at Chief Stein, he is a prolific

seminar training and leader. In the past five months he has done one seminar in Reno and one in Carson City. Those are close by and easy to get to. Those were \$169 per person which is far cheaper than the \$4,606 that was spent.

Chief LeFever stated it was different subject material, and he does give us a cut rate. If you want to approve every training instructor, that is not a problem.

Trustee R.J. Clason said to see that large and see the person is available for broader training opportunities within 50 miles of department, seems like a lot of money to be spending right now.

Chief LeFever stated we have engaged his services again in the middle of June.

Trustee R.J. Clason asked if there is something special that Mr. Stein brings to the table.

Chief LeFever said Paul Stein's expertise is invaluable. He has been with this organization close to 20 years on and off. He was a Santa Monica Chief Officer and went on to be a Chief is Southern California. He brings a lot of expertise to this organization. From that prospective, I would recommend his services. We have very little outside training. That is something they would really like to see happen. He has increased the line for training in the budget to accommodate this type of training. He totally recommends him.

Chief Ogami added that the cost is supplemented by outside fire districts that pay the sponsoring fire district to attend the classes.

Trustee Brad Dorton asked if all these trainings are budgeted for in advance and are they part of the Strategic Plan.

Chief LeFever said we have training costs in the budget but not in the Strategic Plan.

Trustee Brad Dorton said that is what he meant; a specific amount each year for training.

Chief LeFever said we have a training budget that comes from the one-half penny tax override that goes years back, and we also have money in the budget for training overtime. We have found it is cheaper to bring instructors in rather than send them away and pay overtime, lodging, etc.

Trustee Roy Clason said it occurs that this could be in the area of a contentious expenditure. Maybe we should look at this for discussion next month.

Frank Forvilly said to be honest I like to have the monthly expenditure printout. He goes in previous to the meetings and asks the Chief about any specific expenses he has a question on. Before he came on the board, there was a board member that went down each item and it took

at least an hour. He doesn't want to get into that but would like to see where the money is being spent.

Trustee Brad Dorton said we will still have the check register so we can still review them.

Trustee R.J. Clason said his concern is approving the whole thing en masse. We have a responsibility to the public and if we are not intimately involved in the procurement of these items or after the fact to see if they were necessary, reviewing the documents, receipts and purchase orders.

Chairman Steve Seibel asked if R.J. was suggesting streamlining the number of pages into over a specific amount.

Trustee R.J. Clason then suggested maybe the board should consider posting the check register on the web site each month so that the public can see exactly where the dollars are going. The more people that understand in the community the more people will support the department. There should probably be a list for approval and also a list simply for information.

Trustee Roy Clason addressed the Chief and said since you pay all the bills, give us a draft of what you think it should be.

Chief LeFever said if the members could make themselves available in the next couple of weeks and then we can communicate on the subject.

Motion by Trustee Frank Forvilly to approve the expenditures.

Motion was seconded by Trustee Roy Clason.

Motion carried 4-1. Trustee R.J. Clason opposed.

**Action Item #8: Request for ambulance bill write-off by Battalion Chief Ben Sharit.**

Chief Ben Sharit introduced Michelle Nimmo. He explained that her husband Daniel Nimmo has been transported by our ambulance three times. He referred to the letter written by Mrs. Nimmo supplied to the board outlining Mr. Nimmo's condition. He stated the letter was very specific.

Trustee Roy Clason moved to accept the recommendation to write-off the amount of \$3,202 as presented.

Trustee Brad Dorton seconded the motion.

Motion carried unanimously.

Chief LeFever asked how Mr. Nimmo's husband was doing.

Michelle Nimmo replied he was doing well. They have gone through the last scan and they don't need him back for another three months.

Trustee Roy Clason said he noticed they were attending the Cancer Treatment Centers of America. He asked if they were pleased with their care.

Michelle replied she was – they are a wonderful private hospital. Not only do they attend the treatment they also attend to the patient with pain management and physical rehabilitation therapy, mental therapy as well. We were being treated by the VA Hospital in Palo Alto and once the tumor was removed they said they could not help him anymore.

Trustee Roy Clason wished Daniel Gods speed.

Michelle thanked Roy and the board.

**Action Item #9: Public Discussion regarding the loan and/or grant application by TDFPD to the USDA-Rural Development; Community Facilities Program. The total project cost is \$815,000, with requested grant and/or loan amount of \$407,500. This project would consist of a Wildfire Safety Facility with an estimated cost of \$750,000, and a mechanical masticator with a cost of \$115,000.**

Chief LeFever stated this is a requirement of the application process to have a public meeting noticed in the newspaper. We are tasked with discussing the ins and outs of the potential loan/grant. The loan side is for the facility the grant is for the masticator (up to approximately 50% match). There is a list of items to get out on the table. This application is administered by the USDA Department of Agriculture Rural Development Program. Normally it only has about \$95,000 per year for the entire state of Nevada as we see the stimulus money coming through, there is a potential for a substantial increase in that number. Chief LeFever and Chief Novak met with a couple of representatives last Friday. This loan/grant opportunity is a moving target. As any Federal Program, it continues to change. We are working down the path to see what will truly be required. The minutes of this discussion are to be put in with our application. We have submitted the application but found out Friday we have more hurdles to overcome. Realistically what it comes down to is they are a Federal loaning institution for the facility and the grant process for the masticator. A low interest loan is what they are looking at, similar to what we would get from any other bank but maybe a lower interest rate. We have also tried to engage them in the possibility of having them assist us in grant opportunities if they come available to them. That is what we are looking for. We want grant money for this facility. We don't want to borrow money to pay back.

Wildland Fire Facility is \$750,000 we are looking for a pledge of 1/3 of that amount. As clarification has it, that is a loan. On the timeline we will have to move forward aggressively

with plans for the facility and have an architectural feasibility study completed. He was disappointed to find the majority of the money would be a loan versus a grant. Again, based on the discussions from last month with two of the board members on what the goals are going forward, we are going to seek every opportunity to get funding for a Wildland Fuels Facility.

Trustee R.J. Clason said it is one of these things where, he is new to the board but he attended all the meetings last year and doesn't remember having the district construct a building for the Fuels Management function. He knows a facility is needed. There is no room for meetings, training or equipment at the present site. He does support whatever they can do to secure the right facility. His concern is absent a board decision securing this specific federal grant may be putting the cart before the horse. Since this is a loan, when he read the letter he thought it was a matching program. With the fact that it is a loan, makes it even less appealing because of the financial situation the district is in. Going for a loan like this has significant policy and budgetary implications for the department and feel that this should come before the board. We also have in the 2010 draft plan that for this facility we would consider leasing, building, having land and/or a building donated, there are a variety of things. I think the board should still consider all those options. It is good the district go looks for grants and loans and get support to enhance our efforts, but am concerned if we go too much further on this, we committed ourselves to building whether we want to or not.

Chief LeFever said absolutely not. We would not without board approval commit ourselves to anything like that and that is not the intent. It is merely an option. Understand the timing of when these things come down. We found out about these two weeks ago. Chief Novak has been putting in many late night hours in putting the application process together. None of the Federal Stimulus package is clear. We don't have the property even though we are going off in a certain direction; we are obviously going to have to come back to the board for approval before any commitment is firmly made. We recognize that. We have to get plans drawn, get the property. He has had some preliminary discussions with George Echan on looking at the cost. Today is just for public discussion of the option. We are not going to go forward with the purchase of the property and the purchase of the plans without the board approval.

Trustee R.J. Clason stated that Mark has already spent sixty hours on this. There is a huge resource expense that has occurred. Maybe that is time well spent and maybe it isn't. It seems that when we have a variety of options to look for a facility for the Fuels Management Team and the equipment and training that this should be one of many options per the plan, not the only option.

Chief LeFever said he is in total agreement and made one last point. Those sixty hours were after hours.

Trustee Brad Dorton asked if there is a cost to submit an application.

Chief LeFever said there is a cost, any time Mark is not working on prevention there is a cost.

Trustee Brad Dorton said he understood but at what phase would we have to cough up five to ten grand for plans for fees, etc. What he would suggest is when that time comes, bring it back to the board to get approval and we can deal with it then.

Trustee Frank Forvilly said there are a lot of projects we come up with and jump on the band wagon. This has been a big plus for the fire district. All the new equipment for the Bomb Squad comes from this type of effort. This is typical, if you don't get on board right away, you lose out. The public is behind us right now so now is the best time.

Chairman Steve Siebel asked if this was a package or can they be bought separately.

Chief LeFever said it was a package not stand alone applications. The masticator is a match up to 50%. There are many hurdles to overcome and then once you get the money the requirements attached to it is enormous. We don't have enough information yet to decide this is the way to go.

Novak one of the underlying goals in this process was to get us in line for any future stimulus dollars. They have only dispersed a fraction of the dollars their focus is on shovel ready projects and by getting in hopper and having the application in place it puts you in the category of being shovel ready.

Chief LeFever asked if any member of the public has a comment.

Bob Cook said he would like to congratulate the Fire District for having enough foresight to submit these grant applications. It is all about being shovel ready. It is all pork. This is just the beginning stage and he supports the Chief and his staff.

Leo Horton said it was just a few short months ago that we promised the public that if they approved the fuels tax override we would put that money to good use in the infrastructure of the system and we promised that we would use that money to leverage other state and federal dollars. This is the best example of that this close to the successful election that you can find.

Trustee R.J. Clason wanted to clarify this is a low interest loan, it is not a grant. This is not free money; this is money we have to repay.

When they first noticed this they were unsure of the ratios would be. As they got new information from Washington, that is when they told us to split it into two separate projects, the building and the machinery. At this point the building is not eligible for grant funding but the machinery is.

***Action Item #10: Adoption of GASB 45 "Retiree Benefit Valuation Report".***

Chief LeFever provided the board with a copy of the final report last month. In this month's book there is a summary of what we are requesting approval for today. The report goes



through various options; whether you are amortized over 20 or 30 years. From a prospective approach level percent of pay versus dollar pay. Based on page 14, the one we can afford is the 30 year amortization at an 8% interest rate. This is pay as you go. We have 2.5 million dollars in the bank at the end of June of last year. If that were not there then they would use a 4% number. We are due to do this next year by GASB requirements. We did it a year early because we wanted to know where we are at with our amount of funding in the insurance fund. Seven years ago we put in play a plan and today with the current budget, we exceed the \$703,989 (required funding amount for retiree health insurance). The recommendation is to approve this GASB 45 report and it will be part of our audit. It will be up to our auditor's duty to implement this in our audit and evaluate how this funding mechanism goes forward. That our liabilities are being identified and that we are funding those liabilities.

Chief LeFever said it is very straight forward. He provided the board with what GASB 45 is. This needs to be done every three years.

Trustee Roy Clason moved to adopt the GASB 45 recommendation for a minimum obligation of \$703,989 as the infusion for this year.

Motion seconded by Trustee Frank Forvilly.

Trustee Brad Dorton abstained from voting.

Trustee Roy Clason said he would like to see more money infused but recognizes the constraints we are in. We may be forced down the road to increase this but for the moment it keeps us legal.

Motion carried with a vote of 4-1.

**Item #11:                    Presentation: 2010 Strategic Plan by Battalion Chief Dave Hekhuis.**

Battalion Chief Dave Hekhuis told the board they were given a copy of the Strategic Plan along with a listing of the changes from the previous year. They should also have received an email last week with the specific changes in red.

Pages 8 and 9 reflect change in equipment placement and staffing with reduced personnel. We moved an ambulance to Station #1 for this winter for ski season; Ladder 1 went to Station #3. Due to the state of the economy we have gone from a staffing level of 14 plus a Battalion Chief to 12 plus a Battalion Chief depending on the day and how many people are on vacation, sick, etc.

Page numbers 16, 24, 26, 30 and 32; Fuels Management positions added those are in the Human Resources section.

Page number 46, updated the Prevention and Fuels Management organizational chart.

Page 48, Response objectives goes with the change in staffing levels of how many we can put on an emergency scene.

Page 59 through 63, Verbiage of Fuels Management program descriptions.

Page 66 through 84, Status of goals of current fiscal year and the new board and staff goals for the coming fiscal year.

Trustee Roy Clason said he has read the whole document and has a question for Chief Novak or Leo Horton. You have requested funding for two additional defensible space assessors. He was wondering what percentage of the districts single family units have you already assessed.

Chief Mark Novak said the number was hard to grasp. The first couple of years they were using a program without a tracking mechanism. The two seasons that he has been involved we have had one data base the first season and one data base last season that we are hopeful will be functional long-term. A ballpark is 25% - 30% ratio. An important thing to note is when we do a defensible space inspection we meet with the homeowner which is very time consuming. If we were funded by a grant to have additional defensible space inspectors we would implement a process where we were walking down the street and send out letters outlining what we saw. That stimulates people to want to have an in depth meeting with a defensible space inspector.

Page 88 through 94, Capital Improvement Plan and planned purchases. Our spending for upcoming year is limited.

Page 98, Fuels Management budget and depreciation schedule. This is no longer a part of the Special Services budget it is a standalone budget.

Page 102 through 105, Updated fund budgets and future projections.

Trustee Roy Clason said Dave Hekhuis has done a nice job.

Trustee Brad Dorton asked who else helped with this.

Chief Dave Hekhuis said we have a committee annually. They are all listed on the introduction page.

Trustee R.J. Clason said the process and the document looks good and you are lucky to have a robust team to work with. From a process standpoint, the Board got this a week a half ago and it was in draft form.

Chief LeFever stated no; that he had emailed him back and told you it was the final. He felt there was a miscommunication. The email regarding the changes refers to the changes from last year.

Trustee R.J. Clason said then when it goes into the form they received it is done except for board edits.

Chief LeFever said it is done unless there is something so drastic here it has to be changed.

Chairman Steve Seibel said the red line is helpful.

Chief LeFever said he would send it out electronically next year.

Trustee R.J. Clason said one last thing, the title page has a lot of contributors, since the emphasis is on the community, not on the board or the staff, it should be put in the back of the book.

***Action Item #12: Approval of 2010 Strategic Plan.***

Motion by Trustee R.J. Clason moved to approve the 2010 Plan as distributed by the Chief and staff.

Seconded by Trustee Brad Dorton.

Motion carried unanimously.

***Action Item #13: Approval of Resolution 01-2009 to create a new governmental fund called Wildfire Abatement Fund.***

Chief LeFever said that back when we were contemplating having a tax override the citizens committee strongly recommended that we had a standalone fund to track the tax override. We put together a resolution that adds another fund to our existing budget that will account for all revenue and expenditures for the Fuels Program. It gives us a clean record of the accounting. He also provided the documentation to the board for future reference if need be. He has discussed this with the accountant and it is in line with what we have done in the past.

Trustee R.J. Clason stated the separate fund is a great idea to track the expenses and show the community where their tax dollars are going and where progress is being made. Curious on the resolution language, was this drafted by an attorney, an accountant or the Chief.

Chief LeFever said he took wording from the tax override document and tried to put in the resolution what we are doing right up front so there is no misinterpretation of what the money is for and where the money for future expenditures remains.

Trustee R.J. Clason replied the language is great but on the name of the fund, is that changeable or is it set in stone.

Chief LeFever said he was open to suggestions we can change that and he will change the resolution.

Trustee R.J. Clason said on the name of the fund, this is something that over time will probably get more attention. We still have some people that were very much opposed to the tax override issue and we are still working with them to make them supporters. Again this is not a policy issue but a suggestion to change the name of the fund to be more community or neighborhood oriented, such as Fire Safe Neighborhood Fund or Fire Safe Neighborhoods to bring the efforts in fuels clearance down to a neighborhood level.

Trustee Brad Dorton suggested Community Wildfire Abatement Fund.

Bob Cook addressed the Chairman, letting him know, the committee was called Citizens for a Fire Safe Community.

Chief LeFever changed the Resolution to be called "Fire Safe Community Fund".

R.J. Clason moved to approve the resolution as drafted by the Chief with one minor change in the name to Fire Safe Community Fund from Wildfire Abatement Fund.

Motion was seconded by Trustee Brad Dorton.

Motion carried with a vote of 5-0.

Trustee Brad Dorton asked when the fund will start to be funded.

Chief LeFever said it begins July 1<sup>st</sup> but we don't get the revenue until September.

Bob Cook said you are still using grant funds.

A short break was taken so the Chief could correct the resolution and have the board sign it.

The meeting resumed after a ten minute break.

***Action Item #14: Approval of 2009/2010 Tentative Budget.***

Chief LeFever informed the board that the tentative budget is an effort to put together the numbers that the State gives us; they give us preliminary numbers, final numbers and also Performa numbers. He will go through the numbers with the board and how they have been applied and what the impact is. Chief LeFever said they do have to approve this tonight and it must be submitted by April 15<sup>th</sup>. From there, we go to two months of evaluation of the Legislature will be, where the financials will be. The numbers will be massaged up or down from there. Nothing in the tentative budget is etched in stone.

Face sheet – Increased to an additional fund - \$5,197,000 property tax spread over a wide variety of funds which will be identified in this review. Expenditures of 9,000,000 in the six governmental funds and one ambulance fund of \$2,432,000.

Page 1 – Increase of ten million in assessed value.

Page 2 – Breakout – ad valorem taxes. \$5,197,312 paid by the community. Broken out in two numbers; 14 cents and 49.81 cents. Gives a total of .6381 cents. A taxable amount of \$8,380,000 if it wasn't for the tax change law a few years ago. Because there is an abatement of \$3,183,000 it gives us the net taxable income of \$5,197,000.

Page 3 – Revenue

Page 4 - Expenditures

These are a summary of government funds. We are at a \$15,000,000 budget. All these numbers can be tracked to the individual pages as go through this. Expenditures and revenues have to match.

Page 5 – Ambulance Fund

Page 6 and 7 – General Fund –

For reference, column 3 is tentative budget, column 2 is our current budget, and column 1 is the audited numbers from last year.

There have been some adjustments made to column 2 to reflect where we are today. Since there has been significant increase in revenues from the strike teams and a significant decrease in CTX, and a significant increase in expenditures on salaries and wages he chose to adjust those numbers to better reflect the ending fund balance of what we are going to expect.

Page 7 – Expenditures

A significant reduction. Roughly a \$700,000 deduction in salaries and wages line. \$120,000 in the benefit line made up of 2 ½ positions in staff and the remaining amount is in overtime \$631,000 dropping it by \$200,000. There is an increase training overtime budget.

**General Fund** – increase of \$83,000 over last year.

Consolidated Tax – decrease of \$330,000 over last year – to date we are \$114,000 short in CTX with five months left. He predicts we will be close to \$180,000 short.

Trustee Brad Dorton asked; in column 3 interest line has gone down from thousands to only 2,544 and what is other (at zero).

Chief LeFever said that is based on our interest rate, 0.1% earnings. The zero in other is based on strike teams.

This is basically a seven million dollar budget.

**Capital Projects Fund** – This is a two cent fund. Revenue of \$154,357 is all ad valorem taxes. The interest income is insignificant. We had budgeted for the new brush rig plus we have an extra \$85,000 because if we buy a pickup or a patrol the money is in the budget. These are things to be brought to the board but he budgets the money and if not spent it goes into the ending fund balance. Chooses to do this rather than have to augment.

**Sick Leave Fund** – This is a one penny fund. The interest income on this fund is substantially higher because the balance in the fund is substantially higher.

Expenditures – Our annual obligation is about \$100,000 and the remaining \$200,000 is put in the budget in the event someone retires that has sick leave obligations due to them.

**Special Services Fund** – History behind this fund is it was originally created out of the bomb squad fund. It was co-mingled with the other services. There is a large increase in the contracts and grants and because of the Fuels Management Program we decided to go ahead and allocate out of that fund for this one year. In the tentative budget year we are getting back in line with grants and contracts. Two years ago we were starting our Fuels Program and we applied some grant funding in there. That was done by board action; we augmented the budget at the end of the year.

Other financing sources:

\$15,000 from Douglas County in the grant line

\$14,000 from Contracts with various agencies directly associated with the bomb squad and the services they provide.

Salaries and Wages:

\$60,000 is an amount for the incentive pay (haz mat pay) for the squad members.

Services & Supplies:

\$30,0000.

**Health Insurance Fund** – Expenditures – Services and supplies has increased due to the Health Savings Account.

**Wildland Fire Abatement** – (Renamed Fire Safe Community Fund)

The ad valorem tax is based on the five cents. That is outside the cap. Since there is no abatement that is the downside but if assessed valuation continues to go up that number will go up and vice versa. The grants and contracts is what we expect to receive from SNMPLA funds, Forest Service contracts

Motion by Trustee Roy Clason to approve the Tentative Budget as presented.

Seconded by Trustee Frank Forvilly.

Motion carried with a vote of 5-0.

**Action Item #15:        *Change of date and time of regularly scheduled board meetings.***

Board meetings have historically been on the third Monday at 4:30, but nothing prohibits the district from changing to another date and time.

In order to get books out to the board members sooner. He also thought he would throw out a change in time also. He has no opinion either way.

Trustee R.J. Clason said to have more time with the board books would be good and was also open to whatever the board is interested in doing on the day of the week. The time, moving it to mid day, he has a problem with his schedule but also, we ought to try and encourage as much public participation in meetings as possible. To that end, the more we move it toward the end of the day so people don't have to take off work to attend the better. As mentioned earlier, the more the people of the community understand what is happening here the more they will support the department and all our efforts. He would suggest a 5:00 or 5:30 time slot on any day of the week. Anything we can do to encourage the folks in the community to come by and sit in from time to time. On the recruiting front in the future, those who work full time might be more apt to run for a position on the board knowing there would not be a conflict with their full time job during the day.

Trustee Frank Forvilly said the first Wednesday of each month. Mondays are pretty hard. As far as time, he knows what R.J. is saying about wanting the public to come but he has been on the board for a number of years and nobody comes. When you look at it a lot of the other boards which meet in the afternoons; TRPA meets at 1:30, the County Commissioners meet at 1:30 too. We could change it for a year and see what happens. He is also concerned about public opinion.

Trustee Brad Dorton said he was the one that requested getting the books earlier. He would like to have 4-5 days to look them over and be able to possibly make changes and we would be better prepared for the meetings. He does agree with R.J. that if people do want to come and they are working, they can attend. Also, like Frank says the other meetings are during the day. If they can move it forward a week to get the books out, this would be his recommendation.

Trustee Roy Clason said he has two points. 1. If you want to have a bunch of housewife's and Retirees on the board, make it midday because that is what the availability will be. The other thing is he sees the clock winding through 6:26 p.m. That tends to eliminate a lot of verbosity that could occur if the clock were rounding 2:30. Folks are less apt to pontificate at 6:30 then they are at 2:30.

Chairman Steve Seibel mentioned midday because he knows he tends to be better midday than he is at 6:30.

Trustee Frank Forvilly said we don't have a lot of meetings that run late. It is true that people that work won't have to take the time off.

Chairman Steve Seibel said he likes going towards Wednesday and maybe keep the time the same.

Trustee Roy Clason asked if Wednesday was a problem with anyone at 4:30. He personally doesn't care which day it is but he prefers the late afternoon.

Bob Cook asked with the tentative budget and the final budget, choosing an auditor, getting the audit, all those dates that are mandated by the State, does any of that present a problem.

There is only one that would present a conflict and that would be the May 21<sup>st</sup>, 22<sup>nd</sup> date. We will have to have a special meeting which is what we do now.

Chief LeFever said he thought the motion should read the first Wednesday of the month and he will ask Barbara to put together a calendar that you can finally approve at the next meeting. The goal is to get the books out by Thursday and give the board 6-7 days to evaluate. Rather than ask for a motion that is not clear, we will work on a new calendar for approval at next board meeting.

Chairman Steve Seibel stated for the record that this item would not be voted on this month will be on next month's agenda.

***Item #16: Fire Chiefs report of previous month's activities.***

Chief LeFever would like to recognize Engineer Larry Schussel-29 years of service, Engineer Mike Hastie-28 years of service, Paramedics Chris Kynett, Bryce Cranch and Chris Lucas for 5 years of service. There are about 14 individuals that have either met their age and/or time in service requirements. The next three to five years will be very interesting.

Total alarms in December – 164. There is an alarm report attached.

The ambulance account – our overall transports seem to be holding up but our collection rate seems to be decreasing a bit.

Receivables – had a pretty good month with California reimbursing us almost everything. Received today, \$23,000. A small amount owing.

The Fuels Reduction Program – \$19,000 was increased today, we participated in some burn piles of about \$9,500. We signed and sent back today for payment.



The Bomb Squad Grant – He will track that so the board can see what has been paid out and what has been submitted for reimbursement. Chief Hekhuis is tracking that.

Redeemed three CD's, purchased 5. We also purchased step-up bonds, 2 @ \$150,000 and 1 @ \$200,000. Our money market balance of \$953,000 virtually not making anything at .01%. Friday he was notified by Wayne Omel that our step up bond that was due was earning 4%, due 2014 the US government called it. Gave him direction to seek what options we have whether it be in step-ups or CD's to get the \$500,000 reinvested as soon as possible. He has not gotten back to the Chief yet.

The March total investment portfolio in Edward Jones is \$3,682,000. We are about \$10,000 under what would be considered completely paying that fund back from the initial infusion of borrowing for our cash flow in July, August and September. It takes roughly one million dollars of cash flow money out of that fund to keep us going for the first three months of the fiscal year until we receive our ad valorem check.

The legal issues, there are none he knows of.

Trustee R.J. Clason asked Chief LeFever that when it is known could you let us know either by email or at a meeting whenever there is going to be a big community drill like the Harrah's drill. Do we invite the press to those?

Chief LeFever replied that we did not invite the press and actually that drill was basically called by Harrah's. It is their drill we were supporting what they are doing. They had one drill six to eight months ago at Harvey's. It took them over a half an hour to find the person. Since then Rick has been working with them to change their policies. Any time they go into a certain area they now have two people. With the latest drill, they applied that policy and individual that was with the injured party, showed the rescuers into the location and extricated the injured person within fifteen minutes.

Leo added that was not a big community drill. Both of those were small drills. Like the Chief said, they are done inside and they are designed to be done with the minimum amount of disruption to their operation and they are done in places they would never let the press go.

**Action Item #17:       Set date for next meeting and possible agenda items.**

The next meeting will be April 27, 2009.

- Discussion only – expenditure approval
- Board member salaries
- New board calendar

Motion by Trustee Frank Forvilly.

Motion seconded by Trustee Roy Clason.

Motion carried with a vote of 5-0.

***Action Item #18: Closed Session.***

The closed session will be skipped this month.

***Action Item #19: Adjourn.***

Motion by Trustee R.J. Clason to adjourn.

Seconded by Trustee Roy Clason.

Motion carried with a vote of 5-0

The meeting adjourned at 6:48 p.m.

This meeting was recorded on audio tape.