

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING

May 21, 2009

*Regular Meeting*

Those Present:

Frank Forvilly  
Steve Seibel  
R.J. Clason  
Brad Dorton  
Roy Clason  
Chief LeFever  
Bob Cook  
Assistant Chief Ogami  
Battalion Chief Mark Novak  
Battalion Chief Ben Sharit  
Leo Horton  
Paramedic Chris Lucas

**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.**

Pledge of allegiance was led by Chief LeFever

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

All Board Members were present.

R.J. Clason had a statement for the record. Nevada State Law requires that all public entities meet today to consider their budgets. I also serve on the board for Zephyr Heights GID which is meeting at 5:00. He apologized but he will have to step out of this meeting and run over to Dorla Court and vote on that budget.

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

There was none.

**5. 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.
- b. Approval of minutes 3-30-09.
- c. Approval of expenditures.
- d. Approval of financial statements 3-31-09.

Motion by Trustee R.J. Clason to approve the agenda of May 21, 2009, the minutes of April 27, 2009 and the financial statements for March 31, 2009.

Motion was seconded by Trustee Roy Clason.

Motion carried with a vote of 5-0.

**Action Item #6: Consent Items moved forward.**

There were none.

**Item #7: Discussion: Monthly expenditures approval process.**

Trustee R.J. Clason thanked the Chief and staff for all the detail. He appreciated the fact that they pulled out key items and he liked the format.

Chairman Steve Seibel and Trustee Roy Clason agreed.

(Chief LeFever) There was one recommendation and he doesn't know if he will put it in this spreadsheet or his Fire Chief's report, and that was future expenditures. He expects to have expenditures of a significant amount but not require board approval, i.e. paving of the stations may cost over \$10,000.

Chairman Steve Seibel said he thought that would work in the expenditures spreadsheet.

The board agreed.

**Action Item #8: Discussion and possible action: Authorize the Fire Chief to work with Wayne D. Omel, Investment Representative of Edward Jones, to reinvest up to one million dollars from the Fire District's (Edward Jones) Money Market account into Certificates of Deposits and/or step-up bonds.**

Chief LeFever provided the board with background of where we are at. Looking out six months for cash flow needs, he recommends to invest up to one million dollars. The cash flow that will be required in July, August and September, short of any strike team participation, we have enough money in Colonial Bank to get us through with the CTX checks through the end of this fiscal year and going through July. He is requesting to ladder out CD's and/or step-up bonds.

We invested 500,000 that came due; we bought three step-up bonds. The interest rate starts out at 3% goes up to 4% then 5%, etc. Next month he can have Wayne give a complete break down and where we are at.

Trustee Roy Clason said it wouldn't be necessary for Wayne to come in as far as he was concerned.

Trustee Roy Clason moved the board authorize the Chief to work with Wayne Omel to reinvest up to one million dollars.

Seconded by Trustee Brad Dorton.

Motion carried 5-0.

Chief LeFever stated that next month he will break out the CD's and the step up bonds individually to show where they are at what year the maturity date is.

***Action Item #9: Discussion and possible action: To adopt Resolution #03-2009 which designates six Chief Officers the authority to enter into a Cost Share agreement on behalf of Tahoe Douglas Fire Protection District, in the event of a major wildfire/urban interface fire event or other disaster within the Tahoe Douglas Fire Protection District jurisdiction.***

Chief LeFever said this is a formality. We have always had this responsibility but this is taking it to the next step and putting it in resolution form, based on Mike McCormack's advice. This gives the staff the formal authority to sign a cost share agreement. We have always had that responsibility. He anticipates himself as being primarily responsible but in his absence, he would like to have others authorized to enter into discussions for cost share agreements.

Motion by Trustee Brad Dorton to approve the resolution as written.

Motion seconded by Trustee Roy Clason.

Motion carried with a vote of 5-0.

***Action Item #10: Discussion and possible action: To adopt Resolution #04-2009 which designates six Fire District Chief Officers the authority to sign a Delegation of Authority on behalf of the Tahoe Douglas Fire Protection***

***District in the event of a major wildfire/urban interface fire event or other disaster within the Tahoe Douglas Fire Protection District jurisdiction.***

Chief LeFever said this dovetails into the first resolution. Basically, the Fire District turns over to the Incident Commander the check book to fund as they see necessary. Type I and Type II Incident Team making decisions. We need to be a part of that decision. We are responsible to show up and allow us to discuss what resources we will be able to order and who will pay for those resources.

Motion by Trustee Roy Clason to adopt Resolution 04-2009 as presented.

Motion seconded by Trustee Brad Dorton.

Motion carried with a vote of 5-0.

***Item #11: Public comment on 2009/2010 Tentative Budget.***

There was none.

***Action Item #12: Discussion and possible action: Approval of 2009/2010 Tentative and Final Budget.***

Chief LeFever said they could are here to approve the budget to fiscally guide us through next year's operations. He will go through each fund page by page and address any questions. He has worksheets he used to put it together

The entire budget is put together with the philosophy of a balanced budget based on revenue and expenditures. In previous years this was not always done. In the past we ran expenditures higher than revenues for reasons that we received more revenue than expenditures and we were allowed to make that up especially in salaries and benefits.

**General Fund**

This fund has 33.5 full time positions. Ad Valorem taxes are \$2,223,623 and CTX taxes are \$4,404,425. This amount is \$130,000 less than last year and it is \$330,000 less than expected. The State reduced the amount due to the economy. We made the decision back in January to reduce staffing because we knew we would be \$200,000 short.

(Trustee R.J. Clason excused himself to attend the Zephyr Heights GID meeting)

*Continuing* - Interest Income insignificant amount of money. Ending fund balance projection of \$390,517. This is the General Fund. If we go back five years the ending fund balance was \$1,600,000 we have drawn this down. This number will be revised in August after the audit.

Salaries/Wages/Benefits - \$3,232,707, Employee Benefits - \$1,390,076. There were some minor modifications in salaries and wages in adjustment of positions in the General Fund.

Services & Supplies - \$775,200 remaining flat over a three year period and has gone down. We were able to reduce that number based on the cuts we made this year.

Transfer to Health Fund – \$1,139,159. This is transferred from the General Fund to the Health Fund.

Special Services Fund - \$50,000 – Most of this amount is used for Salaries/Wages/Benefits and equipment.

### **Capital Projects Fund**

Taxes in \$154,365.

Ending fund balance - \$147,832. This money is not to be co-mingled because it is a tax override. This is our rolling stock/large expenses for buildings that we can fund out of this fund.

Trustee Brad Dorton asked for an explanation why the interest income had gone down so drastically (from \$13,000 to \$500).

Chief LeFever explained we are spending \$435,000 in September for the Type III Engine.

### **Sick Leave Fund**

Taxes in \$77,182.

Salaries & Wages - \$300,000 (Sick Leave 5-year buyout program)

Ending fund balance - \$540,549

Total Commitments & Fund Balance - \$840,549

### **Special Service Fund**

This fund is back to what it was designed for; Rope Rescue, EOD, Ice Rescue, all the services that are outside of firefighting and EMS. It no longer has Fuels Management in it. A lot of equipment that we buy is purchased through grants which are in this fund. We will ask to augment this fund because we received \$700,000 plus in grant funds. Chief Ogami has submitted a \$270,000 grant for air-packs.

### **Health Insurance Fund**

This is one of the most successful funds in the past 5-6 years. It has a good interest income amount of \$80,000. There are transfers from the General Fund, the Ambulance Enterprise Fund and the Fire Safe Community Fund.

Revenue - \$2,788,772 (this is 1/3 of our entire budget).

Employee Benefits - \$1,439,274

Services & Supplies - \$25,000 (that has increased due to HAS).  
Ending Fund Balance - \$3,110,586.

### **Fire Safe Community Fund**

These are not guaranteed funds. We have to go out and work for the money. There are hefty expenditures.

Ad Valorem Taxes - \$658,440

Grants - \$208,000

Contracts - \$755,000

Expenditures are based on 3.5 full time positions and 26 seasonal positions

Ending Fund Balance - \$138,878

### **Ambulance Fund**

This fund drags the tax dollars down

Revenue and expenses – Page 13

Statement of Cash Flows – Page 14

Ambulance funds 15 positions

Chief LeFever stated that with the proposed changes (page 1 – Fund name change and page 2 Table of Contents, Fund name change) he would recommend the board approve the budget for 2010.

Trustee Brad Dorton stated he would abstain from voting on the Health Insurance Fund part of the budget since he is a benefactor but would like to vote on the remainder of the budget.

Trustee Roy Clason stated he did not see a conflict with any of it. We are dealing with numbers that are projected to occur rather than trying to manipulate anything. You could be very comfortable not recuse yourself from any of the process.

Trustee Brad Dorton wanted that reflected in the minutes.

Chief LeFever stated he would either vote for or completely abstain from the budget. Chief LeFever will contact the D.A.'s office but proceed with the vote at this time.

Trustee Brad Dorton said he would vote subject to decision of the District Attorney.

Motion by Trustee Roy Clason to approve 2009/2010 Tentative and Final budget as presented.

Motion seconded by Trustee Frank Forvilly.

Trustee Roy Clason asked who is understudying the ability to put future budgets together.

Chief LeFever said he has had budget meetings with all his staff. He has changed the forms and walking through putting the budget together. He anticipates before he exits there will be three to four individuals capable of putting this together.

Vote was called for.

Motion carried with a vote of 4-0.

**Item #13:                      *Presentation: Fire Chief's report of previous month's activities.***

Chief LeFever also wished to recognize Firefighter Joe Anderson for twenty-two years of service.

There were a total of 132 alarms for the month of April.

Ambulance collections are at 66.84%.

We have been paid in full for all the outstanding strike team receivables.

Fuels Reduction billed out \$433,835. This has been reimbursed all except \$15,921.

We have put out \$132,748. We are expecting to receive a check for about \$105,000 from the County. We should be paid back 100% before the end of the fiscal year.

There is presently \$4,443,000 in the Edward Jones portfolio. We redeemed four CD's and purchased none.

Legal issues – The only pending issue is regarding the Fuels Reduction facility on Logging Road. This is the correspondence between George Echan and Cynthea Gregory, Deputy District Attorney. B/C McLaughlin put out a questionnaire regarding alternatives to Logging Road. A statement on the bottom of Cynthea included in her letter was "Are there any other possible County owned parcels which may serve the District's purpose?"

A couple of years ago, we looked at Station #3 as a possible place to house the Fuels Reduction. We looked at cleaning up the deed. We contacted Steve Bourne's attorney. We wanted to get the restraints off the deed. The response we received was if we choose to sell this building and not make it a fire station, Steve Bourne would like 33% of the proceeds.

Fuels will be interviewing three people next Wednesday for the position of Forester. They are very promising candidates.

Chief LeFever wished to recognize Rick Nicholson's thirty-one plus years of service. He also pointed out his retirement letter. There will be a luncheon on June 1<sup>st</sup>. There are three

applicants for Rick's position; Battalion Chief Mark Novak, Battalion Chief Ben Sharit and Engineer Roger Stockton.

**Action Item #14: Set date for next meeting and possible agenda items.**

The next meeting will be June 3, 2009.

Motion seconded by Trustee Roy Clason.

Motion seconded by Trustee Brad Dorton.

Motion carried with a vote of 4-0.

Chief LeFever stated that he would like to ask the meeting be held on June 24, 2009 in order to get the budget augmentation documentation to the board.

Trustee Roy Clason rescinded the motion to hold the meeting on June 3<sup>rd</sup> and moved to have the meeting on June 24, 2009.

Motion seconded by Trustee Brad Dorton.

(It was then stated it would work better for everyone if the meeting would be held on June 29<sup>th</sup>).

Trustee Roy Clason rescinded the motion to hold the meeting on June 24<sup>th</sup> and moved to have the meeting on June 29, 2009.

Motion seconded by Trustee Brad Dorton.

Possible agenda items:

- Budget Augmentation.

Motion carried with a vote of 4-0. (R.J. Clason had not returned).

**Action Item #15: Closed session.**

The regular open meeting was adjourned for closed session at 6:10 p.m.

The open meeting was reconvened at 7:50

**Action Item #16: Adjourn**

Motion by Trustee Roy Clason to adjourn.



Seconded by Trustee Brad Dorton.

Motion carried with a vote of 5-0

The meeting adjourned at 7:52 p.m.

This meeting was recorded on audio tape.