

TAHOE DOUGLAS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING

December 2, 2009

Regular Meeting

Those Present:

Steve Seibel	Battalion Chief Dennis McLaughlin
R.J. Clason	Battalion Chief Ben Sharit
Brad Dorton	Battalion Chief Dave Hekhuis
Roy Clason	Leo Horton
Frank Forvilly	Captain Rick Strickley
Chief LeFever	Engineer Larry Schussel
Kara Griffith, Grant Thornton	Paramedic Chris Kynett
Assistant Chief Ogami	Paramedic Justin Rossi
Assistant Chief Mark Novak	Paramedic Fred Parson

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 Trustee Frank Forvilly.

3. Action Item: Roll call.

All board members were present.

4. Action Item: Public comment.

There was none.

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

Items appearing on the Consent Calendar are action items generally heard without discussion and adopted with one vote for the entire calendar. Trustees or members of the public may have any consent item pulled and placed on the Administrative Agenda so that the item may be heard and receive public comment. Members of the public requesting that item(s) be pulled shall do so during the Public Comment segment at the beginning of the meeting.

Item:

- a. Approval of agenda.
- b. Approval of minutes 11-12-09.
- c. Approval of financial statements 10-31-09.

Trustee R.J. Clason asked the minutes be moved forward. There is a discussion on item #10 dealing with the Chief. In looking at the minutes, his comments from a memo that he put in the book are reflected in the minutes and to clarify there is a lot of commentary on that agenda item and yet it is not referring to anything from the Chief. He would like to request that the one page memo that the Chief had put in the briefing material to the board and the public be attached to the minutes from that meeting so that it is clear.

Chairman Steve Seibel said the minutes need to be moved forward.

Motion by Trustee R.J. Clason to approve the consent calendar; approval of agenda 12-2-09, and the financial statements of 10-31-09.

Trustee Brad Dorton seconded the motion.

Motion carried with a vote of 5-0.

Action Item #6: Consent Items moved forward.

Trustee R.J. Clason moved to amend the minutes to include an attachment of the Chiefs memo to the board in the briefing book that explains action item #10. That will provide the background and commentary necessary to explain the discussion by board members.

Motion was seconded by Trustee Roy Clason.

Motion carried with a vote of 5-0.

Attachment

Action item #10

Subject: Possible misconduct using the District email to send an inappropriate email response.

History: On October 15, 2009, while on vacation in Illinois, I received an email from an unknown person or persons requesting my participation in a demonstration against University of Nevada on October 31, 2009.

I responded using inappropriate language via the district's email program from my district blackberry email program. This action may very well violate the intent and spirit of Tahoe Douglas Fire Protection District Policies and Procedures, General – 9 Information Systems. My actions and this response were unprofessional and inappropriate and I have since apologized to the author of this email with no response. To date I still receive requests to participate with this anti-UNR group but have refrained to enter into any communications with them.

Chief LeFever

Item #7: Discussion: Review of monthly expenditures.

Chief LeFever stated he included is last month's.

George Echan - \$1,020 – This is an ongoing cost for research for a facility for Fuels.

Guy LeFever – \$89.92 – He paid directly for some picture frames. Wants the board to know that any time they see a check written to an employee is for reimbursement.

Mike Warne -\$1,800 – Ladder Truck driver.

Sierra Electronics – EOD Radio and lights on the Grant.

Grant Thornton -\$9,500 – Balance due for annual audit.

Brian Zabel - \$252.72 – Training tuition

Nevada PERS - \$186,105.78 – This covers three pay periods.

Trustee Roy Clason asked about the Nevada PERS. Did they reduce their 37%?

Chief LeFever informed him this is due to having three pay periods in that month. PERS is still 37%.

Engineer Larry Schussel asked Chief LeFever about the bill to George Echan. In reference to that when he bills for services for the Fuels Crew is that coming out of the fuels money from the citizens or from fire department budget.

Chief LeFever replied any work we do with George Echan on Fuels facility research comes directly from the Community Wildfire Fund.

Action Item #8: Discussion and possible action: Presentation of annual audit by Kara Griffith of Grant Thornton.

Kara distributed communications related to the audit (attached).

The main areas of focus for the audit of the Fire District are ambulance accounts receivable and the collectability related to that. The employee's sick leave accrual since it is such a large number and this year with the compliance with the OMB A-133 – federal expenditures.

Recommendations to have one individual to oversee all accounts instead of having individuals responsible for accounts in their areas of responsibility.

Trustee R.J. Clason asked in the transmittal letter note in the 4th paragraph “maintain and safeguard equipment”. This is tied to the equipment that the department purchases and uses that

was appropriated with federal funding. When you apply for a federal grant, aren't you essentially agreeing to abide by all federal regulations set forth?

Kara stated that was correct and the reason this was included was they were not issues of non-compliance. This was because there are many funds coming in and you are able to identify the equipment received by federal funds but in future years, if you sell any equipment that is purchased with federal funds there are certain requirements for either giving that money back or using it for a specific thing. That is why it is necessary to identify that equipment as purchased with federal money.

Who would you recommend within the organization to oversee and overlook to ensure that everything is charged to the right accounts.

Kara said that she and the chief have discussed this and as the department grows you may want to hire someone even part time to oversee the whole process.

Chief LeFever stated that everything goes through many people before being submitted to David & Johnson for processing. It goes to the BC's and then through Barbara and then to the Chief for final approval. We had the Fuels Management going through the Special Services Fund. The past two years it was very difficult to distinguish between the two.

Trustee Roy Clason moved to accept the audit as presented.

Seconded by Trustee Brad Dorton.

Motion carried with a vote of 5-0.

Chairman Steve Siebel thanked Kara Griffith for the presentation.

Action Item #9: Discussion and possible action: Presentation by Chief Novak on plans to award two scholarships to attend paramedic school with the Regional Medical Services Authority in Reno, Nevada. The two personnel will be selected from the Tahoe Douglas Fire District Zephyr Crew.

Chief Novak presented the board with his plans to award two scholarships to members of the Zephyr Crew to attend REMSA paramedic school. Two of the applicants scored very close together. The cost will be around \$9,000 per person. REMSA is the premier paramedic program from start to finish. We also evaluated them on their work ethic, their potential for success in school, their future value as an employee and their desire to work for Tahoe Douglas Fire long term.

Trustee Roy Clason asked if we had the money to do this.

Chief LeFever stated he would find the money. We have identified a couple of sources, one being they have gone out on some strike teams the past two years and there is an administrative fee associated with the strike teams and this past year we have made over \$35,000 alone. That

far exceeds what we need. The recruitment opportunity down the road we should be able to get some good employees to sign up for the Zephyr Crew.

Chief Novak stated that North Tahoe sent four of their fuels crew employees last year through REMSA.

Trustee Roy Clason asked, What does the scholarship provide for?

Chief Novak said tuition which includes their books and uniforms. Everything else is their cost.

Chairman Steve Seibel asked how long it takes to get through the process.

It takes about a year. The district has a long and successful history of sending employees through paramedic school i.e. Chief LeFever.

R.J. Clason said he feels this is a win / win for the district and the employee. Is there a way to ensure that the investment we are making or may make in the future for a specific amount of time of employment with the district?

We didn't put a specific contract in there. If we require them to work for us then we are required to give them a job. We don't necessarily want to put ourselves in that position. There was a memo that went out that this was strictly a scholarship opportunity and not a job offer or a guarantee of employment.

Trustee R.J. Clason said that how is the opportunity communicated to the public.

Chief Novak said this is a scholarship offered to the fuels crew only.

Trustee Frank Forvilly said you may want to put out some guidelines with the requirements.

Chief LeFever we already have this in place. The tuition is going to the school, not the student.

Trustee R.J. Clason asked who selected the two and do they have any conflict or any perceived conflict.

The panel was made up of Chief Novak, Leo Horton, Ben Sharit, and Crew Supervisor Keegan Schafer.

Motion by Trustee Roy Clason to go forward without restrictions in awarding the scholarships to two of the Zephyr Crew employees.

Motion seconded by Trustee Brad Dorton.

Motion carried with a vote of 5-0.

Chief LeFever stated that if Chief Novak didn't have a problem with announcing the two recipients.

Chief Novak said the two candidates are Andrew Mills. Andy has been here since the beginning of this program. He moved here from the Bay Area to take this position and he is now one of our Squad Bosses. The second year of the program he was the one out there speaking with the public and he was evaluated on that as well.

The second candidate is Will Morgan. Will is in his second year with us. He has done some fire service internships; he is a graduate of TMCC fire science program with an Associate degree as well as graduating from the academy.

Item #10: Presentation: Fire Chief's report of previous month's activities.

Alarms for November, 2009

Total alarms were 61 through November 24th.

Ambulance Account

We transported 55 patients which is 2% less than the previous October. Amount collected was \$30,324. That was a decrease of 53% compared to October 2008. Collection is 60.15%.

Ladder 1

Ladder 1 remains in Nebraska for repairs.

Investments

We redeemed one CD for \$95,000 and purchased two for \$200,000 each.

Legal issues:

There are no legal issues to report.

Action Item #12: Set date for next meeting possible agenda items.

Possible agenda Items:

Motion by Trustee Roy Clason for the next meeting to be held on January 6, 2010.

Motion seconded by Trustee Brad Dorton.

Motion carried with a vote of 5-0.

Action Item #13: Adjourn.

Motion by Trustee Roy Clason to adjourn.

Motion seconded by Trustee Brad Dorton.

The motion carried with a vote of 5-0.

The meeting was adjourned at 5:40 p.m.