

TAHOE DOUGLAS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING

January 6, 2010

Regular Meeting

Those Present:

Steve Seibel
R.J. Clason (By Telephone)
Brad Dorton
Roy Clason
Frank Forvilly
Chief LeFever
Assistant Chief Ogami
Assistant Chief Mark Novak
Battalion Chief Ben Sharit
Battalion Chief Dave Hekhuis
Inspector Leo Horton

Captain Terry Hughes
Paramedic Ben Pratt
Paramedic Justin Rossi
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

3. Action Item: Roll call.

Chairman Steve Seibel, Trustee Roy Clason, Trustee Frank Forvilly and Trustee Brad Dorton were present. Trustee R. J. Clason participated by phone.

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 12-2-09.
- c. Approval of financial statements 10-31-09.

Trustee Roy Clason moved to approve the agenda, approval of minutes 12-2-09 and the financial statements of 10-31-09.

Trustee Brad Dorton seconded the motion. He then stated that on page 5 of the minutes it stated Chief Novak stated that the district would cover the cost of tuition, books and uniforms. Do they have to wear REMSA uniforms?

Chief Novak said they wear a student uniform not REMSA.

Motion carried with a vote of 5-0.

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

There were none.

Item #7: *Discussion: Review of monthly expenditures.*

Chief LeFever stated he included a list of this month's unusual expenditures. The checks to the employees Rick Strickley, Chris Lucas and Todd Moss were for Haz Mat Training. You will see this theme coming forward in the next three months as we try to bring forward the expenditures associated with the training costs.

California Colors - \$400.90 – Auto body work. A crew truck was damaged.

Dive Rescue – \$626.08 – Ice Rescue training supplies.

Alpha Supplies – \$1,039.20 – EOD annual supplies.

Motorola – \$2, 547.96 – EOD radio. Grant reimbursement.

Motorola – \$13,983.68 – Mobile radios. Upgrading

North Lake Tahoe Fire – \$1,715.04 – Paramedic training.

Another item not included as of yesterday we transferred \$300,000 from the Health Insurance Fund into the employees HSA accounts. This is done annually. As we go forward, you will notice the financials in the Health Insurance Fund will be overspent but as the months go by the health fund will come back into balance.

Action Item #8: Discussion and possible action: Election of Board Officers.

Trustee Frank Forvilly nominated Roy Clason for Chairman.

Motion seconded by Trustee Brad Dorton.

Trustee Brad Dorton was nominated for Vice-Chairman by Trustee Roy Clason.

The motion was seconded by Trustee Frank Forvilly.

Motion carried with a vote of 4 ayes and 1 abstention.

Chairman Steve Siebel handed the meeting over to new Chairman Roy Clason.

Action Item #9: Discussion and possible action: Selection of auditor. Three year proposal for fiscal years 2010-2012.

Chief LeFever stated that the board was provided with information last meeting of three potential candidates to be selected for our audit next year. Last year you requested we seek alternative options. Chief Sharit took it upon himself to look into two other auditors along with our current auditing firm; Grant Thornton. They all provided us with a bid. We looked at a three year proposal. The bids were provided to you last month along with a recommendation from B/C Sharit.

Motion by Trustee Frank Forvilly to retain Grant Thornton as the auditing firm for the next three years based on the recommendation of Chief Sharit.

Motion seconded by Trustee R.J. Clason.

Motion carried unanimously.

Item #10: Presentation: Fire District Employee Evaluation Program follow-up and district training overview for year 2010.

Chief LeFever stated he has asked Chief Ogami to bring forward what has been selected as the new evaluation program. This came out of discussions we have had on Mr. Stein being a moderator/instructor. He also asked Chief Ogami to outline what we expect to accomplish in the training program next year in the training program and the associated costs. We are trying to get out in front of any perceptions of using an instructor, what those costs are expected to be.

Assistant Chief Van Ogami gave a presentation (information was included in the board books).

Chairman Roy Clason asked if there was a program to evaluate the evaluators. Roy ask from his experience with the Navy. We found the submariner's fitness reports were getting always way in the left hand margin and therefore they were getting a disproportionate higher promotion opportunity than any other branch of the Navy. The Navy finally said, we are going to have to evaluate the evaluators and shift their evaluations into a bell curve to ensure fairness.

Chief Ogami discussed the evaluation program

Trustee Brad Dorton was there any consideration to upward evaluation?

Chief Ogami said that was discussed but no action taken.

Trustee Brad Dorton that wasn't a recommendation by Stein.

Chief Ogami said that staff talked about it. That can be implemented.

Trustee Brad Dorton replied so that is not going to be included.

B/C Sharit said that it is a possibility to look at that. We just need to start somewhere and move forward.

Trustee Brad Dorton asked Captain Tim Allison if the association was happy with this potential evaluation program and wants to go forward with it.

Chief Ogami said due to the size of our department Paul Stein's personal opinion was not to implement it. (Upward Evaluation) The association does agree with that.

Trustee Frank Forvilly asked if there is a training program where the BC's can be certified and then train down.

Chief Ogami said we do have a developing program. There was no accountability program in the past and now we have to have paper to certify.

Item #11: *Presentation: Fuels Management 2009 review and planning / projections for 2010.*

A presentation was given to the board by Forester John Pickett.

Trustee Frank Forvilly asked if there was a chance of signage for some of the projects we have done. This would showcase what has been accomplished.

Assistant Chief Novak said that is a very good idea. We will work on that.

Chairman Roy Clason there is a problem with some of the signage. I see TDFPD Controlled Burn. He knows what it means but doubts if anyone else would.

Assistant Chief Novak said we recognize that. We wanted to differentiate who was doing the burning. Unfortunately without a large sign we couldn't. A solution is trailer mounted electronic signs but is a large expense. We will brainstorm that.

Chairman Roy Clason said there is another issue. As we move into mandatory defensible space, we are going to have to soften up our neighbors so they understand we are not visiting a huge cost on them.

Assistant Chief Novak said everyone has received material from us and Nevada Fire Safe Council regarding defensible space.

Patrick Atherton said that as good as your campaign was to secure the voters to authorize the money you need to follow up with the service organizations. You need to make sure that the GID's understand there are other alternatives.

Trustee R.J. Clason the presentation was so comprehensive and pro-active. A lot has been accomplished in the first season under the program. He wondered if it would be beneficial to give this presentation to the citizens.

Item #12: *Presentation: Fire Chief's report of previous month's activities.*

Retirement announcements:

Administrative Assistant Barbara Riboli – January 22, 2010.
Captain Terry Hughes – February 1, 2010.

Chief LeFever has updated the job description for Administrative Assistant. Has sent it to POOL/PACT and will get it to the board for approval. The pay would be dependent on experience and also look at hiring a second person for Fuels Management.

Captain Hughes is on injury and will be having surgery and when he gets back he will officially retire. That will bring our shifts down to 12 on each shift.

Special recognition: Captain Randy Flynn for 31 years of service, Captain Rick Strickley for 22 years of service and Engineer Roger Stockton for 22 years of service.

Alarms for December 2009

Total number of alarms was 167. We had a couple of significant EOD calls which mobilized our new bomb squad. One was at the DMV in Carson City which turned out to be a false alarm. Another was an individual's home which turned out to be a false alarm.

New Year's Eve was normal. Our call volume was consistent with year's past. We had about 2/3 of our staff. B/C McLaughlin was the command chief this year who was assisted by Chief Sharit.

Fire Prevention was able to go through casinos to check on the occupancy of each hotel/casino.

Trustee Frank Forvilly asked if we bill for the transports even if other agencies are doing the transports.

Chief LeFever said that we purposely put EFFPD and NLTFPD that cover for us at Stateline to recoup some of their expenses. They do their own billing for each transport.

Ambulance Account

We had a difficult month in November but have returned to normal in December.

Ladder One

It is back from Nebraska and is in-service.

Investments

CD's we have redeemed 5 for over one half million dollars. You are going to see CD's redeemed but not asking at this time for the board to re-invest. We are working on a proposal to redirect our health insurance money in a different direction based on our GASB requirements. We have three million in our health insurance fund but now are tied up in two to three year investments. We will discuss this in the February and March meetings.

For the record the Chief would like to thank Engineer Ralph Jones for the work he has done out at Station #5 if we brought in a company to work on the Plymovent it was upwards of \$15,000 projected cost and Ralph did it for \$800.

The Association adopted three families and gave them \$500 a piece working with the Family Support Council in the Carson Valley. In the past "Christmas Cheer" donations are a shared venture.

Legal issues:

Nothing at this time.

Action Item #13: Set date for next meeting possible agenda items.

Possible agenda Items:

- Negotiations will be coming forward. We need to identify who those people will be.

Motion by Trustee Steve Seibel for the next meeting to be held on February 3, 2010.

Motion seconded by Trustee Frank Forvilly.

Motion carried with a vote of 5-0.

Action Item #14: Adjourn.

Motion by Trustee Steve Seibel to adjourn.

Motion seconded by Trustee Frank Forvilly.

The motion carried with a vote of 5-0.

The meeting was adjourned at 7:30 p.m.

This meeting was recorded on audio tape.