

**TAHOE DOUGLAS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING**

November 17, 2010

Regular Meeting

Those Present:

Trustee Steve Seibel	Captain Jim Antti
Trustee Frank Forvilly	Captain Todd Moss
Trustee Brad Dorton	Firefighter/Paramedic Ben Pratt
Trustee RJ Clason	Firefighter/Paramedic Jenny Alustiza
Chairperson Roy Clason	Forester John Pickett
Chief Guy LeFever	Carrie Nolting, Administrative Aid
Assistant Chief Van Ogami	Kate Warner, Administrative Assistant
Assistant Chief Mark Novak	Bob Cook, Guest
Battalion Chief Ben Sharit	Ann Grant, Guest
Battalion Chief Dave Hekhuis	Kevin Kjer, Guest
Inspector Eric Guevin	
Captain Tim Allison	

1. Action Item: Call to order.

The meeting was called to order at 4:05 pm by Chairman Roy Clason.

2. Action Item: Pledge of Allegiance.

Pledge of allegiance was led by Kate Warner.

3. Action Item: Roll call.

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

4. Action Item: Public comment.

No public comment.

Chairperson Clason introduced our newly elected board members who were present Ann Grant and Kevin Kjer.

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

Item:

- a. Approval of agenda.
- b. Approval of Minutes 10/13/2010.
- c. Approval of Financial Statements 7/31/2010, 8/31/2010 & 9/30/2010.

Trustee Seibel moved to approve the consent calendar items. Trustee Clason seconded the motion. Motion carried with a vote of 5-0.

6. Action Item: Consent Items moved forward.

There were none.

**7. Action Item: 2009/10 Audit Results Grant Thornton.
Chief LeFever**

Chief LeFever introduced Kara Griffin, Senior Audit Manager for Grant Thornton. Kara complimented the District staff and our accountants on the audit. She noted the recommendations from the prior year had all been addressed, and that B/C Sharit's involvement for the second year has really strengthened his understanding of the financial statements-excellent staff developmental opportunity.

She made the following notations in the audit document:

- | | |
|---------|--|
| Page 20 | Begins the Fire Safe Community Fund |
| Page 29 | Reflects the accrual for the Net OPEB obligation, related to GASB 45 changes. This will grow each year, and the portion which is accumulated will be amortized over the years. |
| Page 49 | All November 2009 recommendations were corrected to their satisfaction. |
| Page 51 | Finding Summary notes some adjustments related to accurately reflecting accruals and recording the correct cut-off periods that were not correctly captured in the financial statements. Individual journal entries were correct, but a final review prior to audit is needed. |

Kara passed out a document – Communications Related to the Audit, summarizing the audit:

1. No material inconsistencies or material misstatements of facts came to their attention.
2. Areas of audit focus were accounts receivable, collectability; employee sick leave accrual; and OPEB liability.
3. Material, corrected misstatements that are noted:
 - a. Adjustment to properly accrue payroll at the end of the year due to the change from bi-monthly to bi-weekly payrolls.
 - b. Record accrual of employee sick leave.
 - c. Adjustment to accrued OPEB obligation at year end.
 - d. Prior year adjustment to fund balance and workers compensation expense.

Trustee Dorton moved to accept and approve the June 30, 2010 audit as specified in the audit document. Trustee Clason seconded the motion. Motion carried with a vote of 5-0.

**8. Discussion: Explosive Ordinance Disposal (EOD) Training Update.
Captain Todd Moss/ Captain Jim Antti**

Bomb Squad Commander Captain Antti reviewed the FBI certification requirements from Homeland Security for EOD techs which is 40 hours outside training annually. The Israel trip provides the type of training that we can only get in an environment of heightened awareness like Tel Aviv. Captain Antti attended the training in the past with an outstanding experience and hopes to send all the bomb techs over time.

Grant money allowed us to send three Douglas County techs; Captain Ralph Jones, Captain Todd Moss and Sheriff's Department John Preston.

Trustee Clason asked who is eligible for the grant funding. And what agency conducts the training in Israel? Captain Antti responded that the Homeland Security grant process comes out annually, and the government decides based on threat assessments where the money will go in that given year. For the past 4 years, the focus was on improvised explosive device defeat (IEDD); and the only agencies eligible to receive that funding are accredited bomb squads. Our district has benefited greatly in equipment. The Israel Bomb Squad is run thru the State Police and supported by Security Solutions International for training.

Trustee Clason inquired as to the costs, though it was paid for by the grant. Captain Antti said it was \$5200 per person.

Trustee Dorton ask how many federally accredited bomb squads there are in the U.S. Captain Antti responded that there are 420 squads and TDFPD is one of 4 in the state of Nevada.

Captain Moss shared a PowerPoint presentation highlighting the violent history in Israel, the frequency and type of bombs they deal with and why it is such an excellent training experience for EOD techs. Captain Moss answered questions regarding equipment, the use of dogs, interrogations, profiling and intelligence database.

**9. Discussion and Possible Action: Approval of new Auto - Pulse medical equipment.
Battalion Chief Sharit**

TDFPD has been the beneficiary of two free trial Auto Pulse units from Zoll Medical for the past 6 months. Original price quotes were about \$17,000 and it was placed in the Strategic Plan for 2012-13 due to the high cost. A month ago, Zoll contacted TDFPD and informed us that they had an interested party to purchase our loaners. The sale price is \$7500, including carry bag

and 1 year warranty, half the cost of new. Dr. Watson, TDFPD Medical Director, recommended the use of the Auto-Pulse and provided a letter documenting this.

Trustee Seibel asked how it works. B/C Sharit said there is an electric motor in the devise that operates with a band that wraps around the chest and when tightened on, compresses the chest to the exact depth and consistent frequency required.

Trustee Clason inquired about charging. B/C Sharit said it is just part of the routine stocking and equipment checks the Firefighter/Paramedics perform every day.

Trustee Dorton asked about the band. B/C Sharit informed the Board that it is a single use one size fits all band.

Chairperson Clason inquired about the frequency of use in our 6-7 month loaner period, and B/C Sharit believes it was about 12 times, one of those being our tennis player at Zephyr Cove Park in May who has had a complete recovery.

The American Heart Association came out with new recommendations on utilizing “mechanical” chest compression units for CPR. Benefits are:

1. Consistent and uninterrupted blood flow during cardiac arrest;
2. Allows Paramedics to focus on patient care;
3. Safer for patient and Paramedics, eliminates riding the gurney to continue CPR while loading/unloading the patient; and
4. Auto Pulse units can deliver computer data information though our Zoll EKG monitors.

Trustee Seibel made a motion to approve the purchase of two Zoll AutoPulse CPR units and auxiliary equipment not to exceed the total price of \$15,000. Trustee Forvilly seconded the motion. Motion carried with a vote of 5-0.

***10. Discussion and Possible Action: Amend Ambulance billing schedule to include cost of new auto-pulse equipment.
Battalion Chief Sharit***

B/C Sharit recommended that the cost of the LifeBand of \$149.00 be passed on to the patient it was used for with an amendment to our ambulance billing rates. It is a single use item.

Trustee Dorton recommended that no specific price be noted in the motion, but that it remain our cost in case prices go up on the unit. Approved rate scheduled are updated every year, so any changes in costs can be adjusted at that point.

Trustee Clason made a motion to approve Resolution 05-2010 to amend the Ambulance rates to include the LifeBand. Trustee Seibel second the motion. Motion was carried with a vote of 5-0. Resolution documents were signed.

**11. Discussion and Possible Action: Expenditure for environmental studies for the Kingsbury and Glenbrook FEMA Pre-Disaster Mitigation Grants.
Assistant Chief/Fire Marshal Mark Novak**

A/C Novak reminded the Board of the District's intent to apply for FEMA grants. In '08, the applications were submitted; in '09 the District was approved. The next step in the process would be for FEMA to complete the Biological and Archeological Assessments, however, FEMA has no funding. While the funds were set aside for the grants, there is no money to conduct the assessments and the project is stalled. FEMA has approved TDFPD to proceed and complete them.

Forester John Pickett identified the Glenbrook, Kingsbury Grade locations on a map. We have obtained bids, assessments could be done in the next season and the request is for \$36,000. There is a risk and there is a match requirement for this grant. If the project proceeds, then the funding TDFPD is providing for the assessments will be applied to our match. If there is a fatal flaw, we lose that money. Both Pickett and A/C Novak feel that is highly unlikely, as the federal land around our project areas have already been studied by the USFS. A fatal flaw would be like discovering a sacred burial ground or nesting sites.

A/C Novak clarified, if we do not approve the funding for the assessments, the FEMA process will continue to be stalled, FEMA is not likely to have the funding down the road and we will walk away from the grant leaving \$760,000 of funding on the table.

Trustee Clason asked if we had to get three bids on the assessments. Since there are two separate grants and several components in each, the individual bids drop below the threshold per A/C Novak. JBR Environmental – Reno would be selected, they have the low bid and they have an established working relationship with Douglas County who is the sub-grantee.

Chairman Clason asked if it fails what gets sacrificed. A/C Novak noted that Fuels Management has Professional fees budgeted that probably won't be used for the new fuels facility.

Guest Bob Cook asked if JBR has done work in the basin. Forester Pickett answered yes. He also inquired as to the District's match amount, which is 25%. A/C Novak clarified that there are two grants totally \$335,000 for the match.

Trustee Dorton inquired as to when the assessment results would be completed? Forester Pickett stated that Lake Tahoe is one of the most studied pieces of land in the nation, so a lot of the needed information is out there. Site specific results would be completed by the end of the summer.

Chief LeFever reminded the Board that when the community approved the .05 tax override, it was with the understanding that the District would seek federal funding and this is our opportunity to put up funds to parlay into almost a million dollars in grants.

Trustee Seibel made a motion to approve the expenditure not to exceed \$36,000 for a Biological Assessment and Archeological survey for the Glenbrook and Kingsbury pre-disaster mitigation projects to stimulate the FEMA approval of grant funding. Trustee Clason seconded the motion. Motion carried with a vote of 5-0.

12. Discussion and Possible Action: *Presentation on plans to award a scholarship to a member of the Zephyr Crew to attend paramedic school at the Regional Medical Services Authority - Reno, Nevada.*
Assistant Chief/Fire Marshal Mark Novak

A/C Novak reminded the Board that a year ago the Board approved funding to send two Zephyr Crew members to Paramedic school and was happy to report that both are doing very well and on track to graduate in January. Approval of these scholarships provides the District with an incentive for successful Zephyr Crew members and aids in retention. Funding is the same as last year - \$9,000 on a payment program which protects the District if they have trouble completing the program.

Chairperson Clason asked for background on the candidate. A/C Novak highlighted the top candidate as one of our very first chippers, in his 5th season with the Zephyr Crew, promoted through the ranks to Squad Boss, and is well-known and well-respected in the community.

Trustee Forvilly made the motion to approve the continued funding of a \$9,000 scholarship for the paramedic program for a selected candidate from the Zephyr Crew. Trustee Dorton seconded the motion. Motion carried with a vote of 5-0.

13. Item: *Potential sale/donation of 1984 & 1987 Seagrave fire engines.*
Battalion Chief Hekhuis

B/C Hekhuis informed the Board that with the new Type 1 Engine approved for purchase and on schedule in construction and the return of the engine on loan to LTCC, the District now has an equipment storage issue. These surplus apparatus need to be sold, but we are having difficulty as they do not meet the California/Oregon emissions controls (for our first two interested parties), they have manual transmissions and replacement parts are difficult to acquire.

We posted the sale on a State of Nevada website and have renewed interest, and he is anticipating an offer between \$10,000-16,000 depending on equipment included. B/C Hekhuis

would like to proceed in negotiations, and will keep the Board apprized on the progress. Both still run, and both viable equipment in other operations – 2 interested parties.

14. Presentation Audit Results: Nevada Public Employees Deferred Compensation Plan for 2010
Administrative Assistant Kate Warner

Warner advised the Board that additional expenses from our accountants over the past few months have been the result of two audits. The first NV Deferred Compensation, was their annual plan audit and TDFPD was drawn into it as a participating employer. Audit is closed; however, Deferred Comp does not have any results. Whatever findings as a result of this audit will be passed to all the employer participants.

Chairperson Clason asked how much the override had been to date, and Warner reported that \$2050 is the total.

15. Presentation Audit Results: NV PERS 2010
Administrative Assistant Kate Warner

Warner advised the Board to expect additional expenses from our accountants to correct the findings NV PERS audit. She stressed that there were only 3 findings, all relatively minor:

- a. Longevity pay will be spread out over 12 months.
- b. A September '09 call-back was reported as over-time.
- c. Adjustments will need to be made back to '06 on seasonal crew, ensuring that all hours, including over-time, less than the full-time equivalent of 160 hrs, are reported as straight pay.

She noted that auditors typically see 3-10 findings in an audit, and TDFPD should expect to be audited every 3 years. Larger districts are audited annually.

Chief LeFever reminded the Board that the PERS audits are part of the fallout from the big three fire districts in the state and the incorrect reporting practices.

16. Item: Review of monthly expenditures.

Chief LeFever presented explanations for the major expenditures:

Grant Thornton	2010 Audit	\$20,000.00
Kevin Green	EMS Conference-travel expenses	\$568.70
Resource Concepts For the Edgewood site.	Crew Facility-land capability study	\$3645.00

Squaw Valley Public Service District	Training class	\$290.00
American Honda	Purchase 2 jet skis	\$6480.00
Barton Healthcare	New employee physicals	\$3089.52
Chief John Pang	Annual Dues to LTRFCA Lake Tahoe Regional Fire Chief Association.	\$100.00
Floppy's	Prepayment on IT services	\$750.00
International Code Council	Membership Dues	\$100.00
NV Highway Patrol	New recruit background checks	\$51.52
Pine Tree Printing	CPR signs	\$152.08
Tamalpais Emergency Systems	Training	\$250.00
Tim Allison	Reimbursement for engine parts & gas	\$108.09
Carrie Nolting	Reimbursement of Last Call supplies	\$118.51
RC Engines	Saw repairs	\$1556.25

17. Discussion: *Fire Chief's report on previous month's activities.*

Service Recognition

Mechanic Greg Gemmet	12 years of service
Captain Kirk Thompson	31 years of service
Assistant Chief Mark Novak	20 years of service
Battalion Chief David Hekhuis	20 years of service

Investments

As of today, all of the \$1,500,000 approved for investment has been completed.

A/C Ogami was asked to update the Board on the Captain's exam, which began on November 8, with 7 candidates and included a written exam, 2 practical exams and an "in the box" exercise. It completed on November 12 with 5 successful candidates.

Engineers Brandon Brady, Bob Child, Brandon Spry, Bryce Cranch, and Justin Rossi.

Chairman Clason asked if they will be promoted on the outcome of the testing. B/C Hekhuis said the next step is for each of them to provide a personal service activity report, and then when openings can be filled, Fire Chief LeFever will interview.

Chairman Clason asked how soon there would be openings. Chief LeFever did not have a timeline, but we have an opening now and Captain Thompson is slated to retire in January.

Alarms of October 2010

Total – 116.

Action Item #11: Confirm next meeting, December 15, 2010, @ 4:00 pm, possible agenda items.

A motion was made by Trustee Seibel to confirm the next meeting on December 15. Motion seconded by Trustee Dorton. The motion carried with a vote of 5-0.

Action Item #12: Adjourn.

A motion was made by Trustee Forvilly to adjourn, and seconded by Trustee Seibel. The motion carried with a vote of 5-0.

The meeting was adjourned at 6:00 p.m.

This meeting was recorded on audio tape.

**Kate Warner
Administrative Assistant
Tahoe Douglas Fire Protection District**