

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

February 23, 2011

*Regular Meeting*

**Those Present:**

Trustee RJ Clason	Engineer Brian Zabel
Trustee Brad Dorton	Engineer Bryce Cranch
Trustee Ann Grant	Firefighter/ Paramedic Kevin Green
Trustee Kevin Kjer	Firefighter/Paramedic Jordan Oakes
Trustee Steve Seibel	Firefighter/Paramedic Ben Pratt
Chief Guy LeFever	Firefighter/Paramedic Andrew Isenberg
Assistant Chief Van Ogami	Forester John Pickett
Assistant Chief Mark Novak	Inspector Eric Guevin
Battalion Chief Ben Sharit	Administrative Aid Carrie Nolting
Battalion Chief Dave Hekhuis	Administrative Assistant Kate Warner
Captain Rich Nalder	Guest Bob Cook

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

The meeting was called to order at 4:02 pm by Trustee Brad Dorton.

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

Pledge of allegiance was led by Steve Seibel.

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

Trustees RJ Clason, Trustee Brad Dorton, Trustee Ann Grant, Trustee Kevin Kjer and Trustee Steve Seibel were all present.

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

Retired Board Trustee, and former TDFPD firefighter, Bob Cook presented Chief LeFever with a vintage Kingsbury Fire District volunteer jacket for display at Station #1. The jacket belonged to Billy Kirschner, and was donated to Cook by his wife Bobbie.

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

Item:

- a. Approval of agenda.
- b. Approval of Minutes 1/26/11.

- c. Approval of Financial Statements 12/31/11.
- d. Personnel Policy – Employee Relations.

Trustee Seibel moved to approve the consent calendar items. Trustee Kjer seconded the motion. No discussion. Motion carried with a vote of 5-0.

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

There were none.

**7. Presentation: Investment Recommendations  
Wayne Omel, Edward Jones Account Representative**

Wayne Omel distributed financial documents showing the current value/investment value/maturity dates on TDFPD CDs, step up bonds and money market investments. Total account value is \$5,188,094; however the interest rates are at zero. Chief LeFever requested he reinvest investments that are maturing, keeping \$1,000,000 liquid to cover financial commitments through the end of June.

Omel also distributed information on municipal bonds and oil investments. Edward Jones' position on municipal bonds is that investors need not be in panic mode, they are still a solid investment with a good diversified strategy that does not place more than 5% in any one issuer. He also stated that Middle East/Africa unrest is not causing the high prices at the gas pump, that what we are seeing is a normal market correction which is really overdue. Markets correct themselves 3-4 times a year and movement is up to 5%.

Trustee Clason asked if in hindsight, Omel would have done anything differently with TDFPD investments. Omel said that he would have invested more 1-2 yr CDs as no one expected the rates to say so low, so long.

**8. Action Item: Review and Approval of TDFPD Board of Trustee Code of Ethics Agreement  
Trustee RJ Clason**

The Code of Ethics document presented at the January meeting had been used in the past, and was submitted without changes. Trustee Clason recommended the following clarifications:

Bullet #1: insert "best" interest of all people served.....

Bullet #5: remove "and guidelines set forth by NRS 318."

Bullet #8: add at the end, "governed on behalf of the residents of the Tahoe Douglas District."

Footnote: add "Adopted by the Tahoe Douglas Fire Protection District Board of Trustees on (approval date)."

Board members requested an opportunity to review the NRS Chapter 318, General Improvement Districts, and a brief history as to why TDFPD was no longer established as a

Chapter 474, County Fire Protection District, like East Fork Fire Protection District. The 318 & 474 documents will be printed and distributed to Board members.

Trustee Clason made a motion to make the suggested revisions to the Code of Ethics document, and to postpone action until the March meeting. Trustee Kjer seconded the motion. No further discussion. Motion carried 5-0.

**9. Action Item: Board Goals and Objectives for the 2011-12 Strategic Plan.**

Trustee Clason presented the Board Driven Objectives which were distributed and are as follows:

**Overall Goal:** Continue to provide the highest quality public safety and health services to the Tahoe Township community while maintaining a balanced budget and effectively dealing with decreasing revenues and mounting expenditures.

**Objective #1:** Direct Staff to facilitate the implementation of an Irrevocable Trust Fund which provides the vehicle to invest funds to meet the goal of prefunding future retiree health insurance benefits as currently obligated by the 2010 Board Approved GASB 45 report. (Reference NRS 287.017)

**Objective #2:** Direct Staff to develop a permanent Fuels Management work facility that includes work, office, and training space, storage space, parking and restroom facilities on the Douglas County property currently identified near Zephyr Cove Park.

**Objective #3:** Direct staff to develop short/medium term options for the evaluation and modification of the current service delivery plan based on significant revenue reductions.

Trustee Clason made the motion to approve the Board Drive Objectives as presented under tab 9. Trustee Kjer seconded the motion. No discussion. Motion carried 5-0.

**10. Item: Review of monthly expenditures.**

Chief LeFever presented explanations for the major expenditures:

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Fund</b>	<b>Reason</b>
01/25/2011	51945	Glenbrook Water Cooperative	\$375	General	Annual Water Dues
01/25/2011	51947	Lake Tahoe South	\$325	General	Business Expo

<b>Shore Chamber</b>					
01/25/2011	51948	Lake Valley Fire District	\$1057.57	Fire Safe	Track Chipper
02/02/2011	51975	Dept. of Emp. Training & Rehab	\$4511.27	Fire Safe	Unemployment
02/07/2011	51999	Jim Hardison	\$335.14	General	Per Diem-NFA class
02/07/2011	52013	The Knox Company	\$999	Ambulance	Medic unit-Medication Vault
02/16/2011	52035	John Pickett	\$26.25	Fire Safe	Reimbursement for copies
02/16/2011	52043	Redding IHC	\$136	Fire Safe	Hot Shot Training Uniform-Keelin
02/16/2011	52045	Sierra Front Wildfire Coop	\$1000	General	Sierra Front Membership
02/16/2011	52051	TRPA	\$602	Fire Safe	Land capability verification

**Comments:**

**Dept. of Emp. Training & Rehab** is for unemployment benefits for Zephyr Crew members.

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

**Service Recognition**

Fire Chief Guy LeFever 32 Years of Service  
 Administrative Assistant Kate Warner 1 Years of Service

**Alarms for January 2011**

Total – 198. Ahead of 2010, and back to 2009 levels.

**Ruvo Gate**

The Glenbrook Homeowners' Association meeting has been re-scheduled for March 3<sup>rd</sup>.

**Health Insurance Trust Development**

Chief LeFever, B/C Sharit and Bill Johnson met with Gustavo J. Rossi, Attorney with Maupin, Cox and LeGoy, to establish a plan to create an irrevocable trust for post-employment benefits. Attorney believes it can be approved in 90-120 days and will cost \$7,000-10,000, which is consistent with figures obtained from Truckee Meadows Water Authority in developing their trust. Referenced the Engagement letter presented in the Board books.

Chief LeFever noted that TDFPD has been receiving a lot of community recognition for our services, very rewarding. He also noted the appointment of A/C Novak and District Resident, Bob Cook to the Lake Tahoe Federal Advisory Committee, which brings very positive recognition to TDFPD and will ensure that District interests/concerns are represented. Appointment letters attached.

He also noted that Ambulance collection rate has dropped from 67% a year ago, to 52%, with revenue continuing to decline.

Trustee Grant drew attention to the Carson-Tahoe advertisement in the Board books where they reference TDFPD and our state of the art equipment.

Chairman Dorton acknowledged all the "Thank You" letters from district resident Goodner, tourist/patient Copeland, ZCES Principal Cauley and mentioned that the Tahoe Tribune ran an article with picture on the ZCES Winter Survival Training.

Trustee Clason asked if the Curbside Defensible Space inspections were sufficient to meet the requirements. A/C Novak explained that the Curbside inspection is just that "the view from the street", which is followed up with a letter to the resident encouraging them to set up a Defensible Space inspection. Curbside inspections are designed to hit a lot of people quickly, and stimulate a response call.

Trustee Clason asked about enforcement of homeowner responsibility with regards to Defensible Space. He asked about the last legislative session giving districts the authority to remove marked trees, if the homeowner had not responded to recommendations within 30 days, at the homeowners' expense and the ability to place a lien on the property if necessary to cover expense.

A/C Novak stated he believes that references Senate Bill 94, which directed that State Fire Marshal code and State Forester's code to match, and the readings on that bill were conducted. However, the new administration has requested justification of the changes and has frozen all new regulations with a provision for public safety and health. The code has not been adopted, and though NRS 318.1181 does provide districts with that authority if they choose, but the mechanism for using it has not been developed.

A/C Novak reiterated that it is TDFPD's preference to work with Fire Safe Chapters to educate our district residents and get voluntary participation.

Trustee Clason made a motion to take a 5 minute break and move to closed session. Trustee Seibel seconded the motion. Closed session began at 5:15pm

***Action Item #12: Closed Session Contract Negotiations (2011 – 2012 Contract)***

A motion was made by Trustee Clason to resume the Open Meeting and Trustee Grant seconded the motion. No discussion, motion carried 5-0. Chairperson Dorton resumed the Open Session at 5:40pm.

***Action Item #13: Confirm next meeting, March 23, 2011, @ 4:00 pm, possible agenda items.***

Discussion was presented regarding the possibility of moving the date to March 30, will check with a scheduled speaker's availability.

Agenda items were discussed:

- Mike McCormick, Douglas County District Attorney's Office will deliver an Open Meeting and Code of Ethics presentation
- Code of Ethics document
- Tentative Budget presentation (due by April 15)
- Closed Session (contact negotiations)

A motion was made by Trustee Clason to confirm the next meeting on March 30, 2011 @ 4pm, or revert back to March 23 if that does not work. Trustee Seibel seconded them motion. No discussion, motion carried 5-0.

**Action Item #15:      *Adjourn.***

A motion was made by Trustee Seibel to adjourn, and seconded by Trustee Kjer. No discussion, motion carried 5-0.

The meeting was adjourned at 5:45 pm.

This meeting was recorded on audio tape.

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