

**TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
May 17, 2012**

**Those Present:**

Chairperson Steve Seibel  
Trustee Mike Bradford  
Trustee Ann Grant  
Trustee Kevin Kjer  
Trustee Brad Dorton (by phone)  
Fire Chief Ben Sharit  
Assistant Chief Mark Novak  
Battalion Chief Dave Hekhuis  
Battalion Chief Tim Allison  
Battalion Chief Jim Hardison  
Engineer C Peterson

Capt. Moss  
Fire Marshall Eric Guevin  
Engineer Greg Peterson  
Sup Keegan Schafer  
Foreman Ghisletta  
Administrative Aide Carrie Nolting  
FF Recruit Will Morgan  
Captain Bryce Cranch  
Guest Larry Schussel, Retired TDFPD Eng  
Guest Leo Horton, Retired Inspector (arrived for birthday celeb)

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

The meeting was called to order at 4:04 pm by Chairman Steve Seibel.

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

Pledge of allegiance was led by Kevin Kjer.

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

Chairman Steve Seibel, Trustee Mike Bradford, Trustee Ann Grant, and Trustee Kevin Kjer were all present. Trustee Brad Dorton phoned in.

**4. Action Item: Approval of Agenda.**

Motion by Bradford, second by Kjer; vote 5-0

**5. Action Item: Public Comment**

none

**6. Action Item: Approval of Consent Calendar.**

- a. Approval of Minutes 04/25/12
- b. Financials 01/31/12 and 02/29/12
- c. JD-Fire Captain-Revision

Motion by Kjer, second by Grant; 5-0 vote

**7. For Possible Action: Consent items moved forward.**

none

**8. Report Item: 2012 Fire Academy and Introduction of New Recruit**  
**Assistant Chief Mark Novak introduced New Recruit Will Morgan**

Chief Novak introduced recruit Will Morgan. Recognized Moss and Prather for their work on running the academy.

**9. Possible Action Item: Adoption of the 2012-13 Tentative Budget**

Chief Sharit explained the columns to review for Tentative Budget vs. Final Budget. Tentative Budget unchanged since previous meeting. Bradford confirmed as a point of order that tentative would be voted on first then the final.

Motion to approve Bradford; second Kjer; 5-0 vote

**10. Possible Action Item: Adoption of the 2012-13 Final Budget**

Change between tentative and final increase \$100,000 from general to contingent fund. Chief Sharit confirmed when trustee Dorton would be back in town to sign budget. Dorton back in town on May 30<sup>th</sup>. Change on Page 4 of budget; Chief Sharit passed out pages for board books with a correction: contingency fund page 4, in column 5, the totals needed to be carried over.

Motion Grant, second Bradford; 5-0 vote

**11. Possible Action Item: Approval of Resolution #6-2012- Promotion of the Lake Tahoe Basin Wildfire Awareness Week**

Chief Novak: Coming out of light winter; heading into a season where the fire threat needs some extra caution. Call to awareness of the threat of wildfire.

Motion Kjer;second Grant; 5-0 vote

**12. Possible Action Item: Approval of Resolution #07-2012-Business Associate Agreement with national Benefit Services (NBS) to serve as the third party administrator for the Post-Retirement Trust Health Reimbursement Account (HRA)**

Chief Sharit: requirement of the recent MOU in regards to the Medicare retirees insurance agreement. Cost: \$40/month for the group currently based on the number of participants. Third party administrator will reimburse retiree’s for costs associated with Medicare.

Motion: Grant, Second: Bradford; vote 5-0

**13. Report Item: Review of Monthly Expenditures.**  
**Chief Ben Sharit**

Date	Check #	Payee	Amount	Fund	Reason
4/25/2012	53692	Research Archaeology	\$6590.00	Fire Safe	FEMA research-Kingsbury
5/01/2012	53706	Frontier	\$2334.97	General	Phones (statement missed-larger than normal)
5/01/2012	53719	Titan Construction Supply	\$1529.30	Fire Safe	Chain saws-Zephyr Crew

5/09/2012	53721	Bickmore Risk Services	\$2970.00	General	GASB 45
5/09/2012	53741	Reno GMC Buick	\$54798.00	Capital Projects	Staff vehicles (2)

Bradford asked for clarification on the Archaeology cost. Novak clarified FEMA grant applied for 3 years ago; awarded grant but have to put money out for the environmental reviews for the project. Grant is worth approximately \$500,000. We are spending those funds as our match for the grant. We used this grant for the specific communities, neighborhoods that other grants would not cover. Trustee Grant thank you for getting FEMA grant, not easy to do

Cost savings: Chief Hardison spoke about some cost savings efforts we have made. Long distance changed from AT&T & Jenkins to Frontier; \$250 to \$40/month; Propane savings of approx. 40%; Medical Waste: new contractor \$450/per pick up to approx. \$225 and they will only be picked up when full instead of on a scheduled basis.

**14. Report Item: Monthly Fire District Activities**  
**Chief Sharit**

Employee recognition: Brad Petersen 5 years service

Strategic Plan workshop review: format was informative, straight forward and open. Working on committee leaders to move to next step for committee's. Steve Lewis ran workshop well.

Steve Teshara report: any questions-none

NVFSC update: Fire Chiefs attended a meeting with USFS. OIG report is complete, auditors sat down with the Fire Safe Council and reviewed. By May 31<sup>st</sup> the auditors will have corrections they would like to see. 30 days to respond, at which time funds may be released. The Fire Chiefs are standing in support of the Fire Safe Council. Grant: As of today BLM OIG is still looking for more documents. Seibel: thank you Chief for staying on top of the situation, acknowledge Trustee Grant for her time and commitment with the Fire Safe Council. Grant: a lot of credit to the fire chiefs and the support they provided.

Hiring: Met our new FF/PM Will Morgan. Physical agility process with other FF's is moving forward. Paperwork for the agility process has been submitted. By the end of May course should be set up to be run. Will be sitting down with other chiefs in next couple weeks to discuss hiring. Looking at physical agility course being set up by end of the month. Need to hire more FF/PM, currently 10 per shift and we are going into a potentially busy fire year. Bradford: cost per individual for physical agility? Sharit-number not available but can obtain. Reiterated that cost up front pays for having a fair testing process in the future.

Frontier building: contract back and forth between attorneys. Very close to a contract, anticipate a special board meeting to approve the contract.

Review of mm balance from report

Attachments:

- bomb squad responses
- easter egg hunt thank you
- NLTF condo fire

-Moss and Prather running academy  
-David & Johnson thank you for tax day lunch  
Fire extinguisher training: Seibel, asked Guevin if he has been giving presentations. Guevin:  
many dates set up with Kahle, library, Lakeside  
Ambo revenue: 58% collection rate, good job Chief Allison, rate is going up.

A short break was taken to celebrate Chief Sharit's birthday.

Motion to move to closed session made by Trustee Bradford, seconded by Trustee Kjer. No discussion. Motion carried 5-0.

**15. Closed session:**

**16. Re-Open meeting:** Motion to move to open session made by Trustee Bradford, Grant second  
No discussion **Reopened at 5:30pm;**

**17. Discussion:**

Confirm next meeting, Wednesday, June 27, 2012 @ 4:00 pm; possible agenda items.  
Dorton moved for change in date for next meeting; moved to June 22, 2012 @ 3:00 pm; at station 23.  
Agenda items: closed session; approval of CBA;

**18. Adjourn:**

A motion was made by Trustee Bradford, second Grant to adjourn the meeting. No discussion, motion carried 5-0.

The meeting was adjourned at 5:40 pm.

This meeting was recorded on audio tape.

**Carrie Nolting  
Administrative Aide  
Tahoe Douglas Fire Protection District**