

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
March 18, 2013

Those Present:

Chairperson Ann Grant
Trustee Greg Felton
Trustee Kevin Kjer
Trustee Larry Schussel
Trustee Steve Seibel
Mike McCormick, Legal Counsel
Fire Chief Ben Sharit

Battalion Chief Tim Allison
Captain Ralph Jones
Fire Marshal Eric Guevin
Forester John Pickett
FF/P Will Morgan
Administrative Assistant Kate Warner
Administrative Aide Carrie Nolting

1. Call to Order

Meeting was called to order at 3:01 pm.

2. Pledge of Allegiance.

Pledge of allegiance was led by Captain Jones.

3. Roll Call

Chairman Grant, Trustee Felton, Trustee Kjer, Trustee Schussel and Trustee Seibel were present.

4. Approval of Agenda

Trustee Seibel motioned to approve the agenda as presented. Trustee Kjer seconded the motion. No discussion. Motion approved 5-0.

5. Public Comment.

Captain Jones, Union President, informed the board of community outreach projects that the union has been involved with, beginning with the St. Baldrick's events – Tahoe, and Reno and with three of our members raising over \$1,360 alone for children's cancer research. On March 29, the members/staff will be conducting the annual Easter Egg Hunt at Kahle @ 11 am; the local union members have supported the event for over 10 years. In closing, Captain Jones extended an invitation to the Trustees to participate on April 5th at Bully's in Carson City at 5:30pm for a Red Cross Fundraiser – "FIRE HURTS – RED CROSS HELPS". This is a Professional Firefighters of

NV project – the Northern PFF members have a goal of \$300K and the Southern PFF members have a goal of \$250K.

Captain Jones also thanked the board and the district employees for their support during his wife’s recent illness.

Trustee Schussel – disclosed that at the February meeting he voted in favor of Item #10, Resolution #03-2013 to Augment the 2012-13 budget Health Insurance Fund and that he receives benefits as a retiree from that account. He consulted with Mike McCormick, TDFPD Legal Counsel and was advised that there was not a conflict of interest and thus could vote on the matter.

6. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 02/27/13
- b. Job Description – Crew Lead – Revised
- c. Monthly Expenditures

Trustee Kjer motioned to approve the Consent Calendar items as presented. Trustee Schussel seconded the motion. No discussion. Motion approved 5-0.

8. For Possible Action: Discussion and possible adoption of Resolution #02-2013; The Board Norms and Procedures
Fire Chief Ben Sharit

Chief Sharit noted an amendment to P7 (K.) to read “and/or the Fire Chief”; P8 (C.) changed to “other trustees.” Trustee Kjer acknowledged that a dress code had been inserted, P8 (D.) Chairperson Grant confirmed that it was added to ensure that a professional image was projected when serving in the trustee capacity. Trustee Felton motioned to approve the resolution as submitted and amended. Motion was seconded by Trustee Schussel. Public Comment – none. Motion approved 5-0.

Chairperson Grant returned to Item 7.

7. For Possible Action: Consent items moved forward

No items were moved forward.

9. For Possible Action: Discussion and possible adoption of the Tahoe Douglas Fire Protection District's Ambulance Subscription Service
Battalion Chief Tim Allison

Chief Allison distributed a draft of a brochure for advertising the subscription; he noted that the idea has been under development for some time and that the basic concept is to allow local residents to subscribe to a standardized membership fee to save on any out-of-pocket expenses not covered by their insurance carrier. The member's insurance is billed and any amount due after the insurance has paid is waived. All our neighboring agencies, except SLTFD, have established subscription services including REMSA.

TDFPD members would be required to reside within the fire district; their dependents must reside in the member's home and be related to the member by blood, marriage or adoption. Proposed fee schedule is \$50 a year for an individual/\$75 a year for a family; subscription is for 1 year and covers medically necessary transport services that originate within the service area (75 miles to Reno).

The purpose of the program is predominately public relations and service enhancement. To aid our residents in controlling their medical costs while providing a modest revenue source for the ambulance fund to replace/upgrade EMS equipment.

Members and insurance information would be added to a database and sent to ADPI (3rd party ambulance billing company) who will flag the member accounts and not bill the member after insurance has paid. Initially ADPI will not charge the fire district for the processing, unless the enrollment is extremely high.

Statistics show that 5-15% of the eligible resident populations participate; Douglas County Clerk's office shows the fire district at 7500 permanent population. Based on that population, estimated participation would be 225-375 members, and roughly \$78,000 in revenue. Typically the programs start around 3-5% and grow each year; Carson City has offered subscriptions for over 20 years and run about 15% of the permanent population. Current programs show that about 40% of the subscribers utilize the service, so Chief Allison forecasts 150 transports based on the 375 initial memberships.

Advertising budgets are approximately \$3,000 per year at other agencies which diminishes over time. A bulk mailing to our resident post office boxes would cost approximately \$1,200. Credit card billing is being researched, as the fire district currently does not take any credit cards.

Homeowners, who pay taxes in the fire district, would qualify. The application requires proof of physical address verification like a utility bill with the service address on the statement. (Subject to the terms of the application agreement which has provisions to deal with abuse of the program.) Applications would be available on-line or in person.

The marketing program was also discussed, as there may be an assumption that residents do not pay for ambulance service now. Trustee Kjer stressed that we need to accurately explain what happens now and how this service will benefit the resident subscribers.

The recommendation is to allow Medicare members to join as well as the non-insured. Medicaid recipients receive no benefits, so they cannot be members – we will not solicit them. Also, any resident who has 100% coverage would also not have membership. Neighboring agencies allow uninsured membership to pay the average self pay amount, and report little utilization. The insurance commission does not require uninsured membership. Other agencies have no negatives to report. There is potentially a concern with uninsured residents, but not serious.

The subscription year and open enrollment options will be researched. Reciprocation with any other agencies, including Care Flight and Cal Star are also being researched.

Trustee Felton asked if the fire district would have any liability if staff recommends that a resident not subscribe based on their insurance policy. Mike McCormick said disclaimers would provide adequate protection. Trustee Felton expressed concern about abuse, and who is to determine if the transport was medically necessary. Chief Allison stated that our practice is to transport upon request, and if deemed unnecessary after the fact, it would be dealt with. No one is ever refused transport.

Trustee Seibel asked if approved, what would be the process. Chief Allison stated that the open items need to be addressed, the disclaimer reviewed by our legal consultant and marketing materials approved and distributed; PSAs and possibly a direct mail piece. Trustee Seibel was comfortable with a slow rollout.

Trustee Felton expressed concern that the fire district may be better off with a wide-scale launch to attract more members and balance the expenses of the program rollout. Trustee Felton asked for additional information on the credit card processing options, the rolling membership year and partnerships as well as residency for renters/seasonal resident membership.

No public comment.

Trustee Kjer motioned that the item be tabled until the April 24 meeting. Trustee Felton seconded the motion. Motion approved 5-0.

10. Presentation: Overview of Fire District – Mutual Aid and Budget Process
Fire Chief Sharit

Chief Sharit provided a power point presentation briefly outlining boundary drop areas, automatic and mutual aid agreements and the budget process and it's timing in the fiscal year. (This information is being continued from the BOT Training Workshop in January for the benefit of our new trustees).

Note that items were taken out of order.

12. Report Item: Review of Monthly Fire District Activity
Fire Chief Ben Sharit

Employee Years of Service Recognition:

Engineer Chris Lucas	9 years of service
Captain Bryce Cranch	9 years of service
FF/PM Chris Kynett	9 years of service
Engineer Chris Peterson	8 years of service
Engineer Brian Zabel	5 years of service
FF/PM Nathan Johnson	3 years of service
FF/PM Jesse Rowan	3 years of service

Financial Summary

Chief Sharit reiterated the need for liquid assets now through September for expenses and the recommendation to transfer funds to the Post-Retirement Trust prior to the close of this fiscal year.

Operations Report – Novak

Additional information was requested on the outcome of the meeting regarding intoxicated patients; Chief Novak reported that the Barton ER personnel agreed to make these patients a higher priority to be evaluated and cleared for incarceration. Options for chemical restraints are being reviewed by the TDFPD Medical Director – Dr. Watson. Overall he reported a positive outcome from the meeting.

On behalf for the newly created Tahoe Fire Safe Communities, Trustee Kjer thanked Chief Novak and Forester Pickett for taking the lead with the former FSC chapter leaders to revive and sustain the neighborhood groups.

- 13. Report Item: Legal Counsel Report**
Mike McCormick, TDFPD Legal Counsel

No report.

Note that items were taken out of order.

- 11. For Possible Action: Discussion and possible adoption of the 2013-14 Tentative Budget**
Fire Chief Sharit

The tentative budget was presented for review, and Chief Sharit noted that this was not a public document at this time, as it is based on projected revenues from the state and is due to the State by April 15. The final budget will be voted on in May and is due to the State on May 17, 2013. Updated final numbers arrived on March 15th, and these are pre-abatement numbers. On March 25th, we will have revenue numbers with the abatement applied which are the Proforma revenue numbers.

Chief Sharit highlighted the budget as follows:

Cover Assessed valuation: 6/30/12 numbers are from our audit. Column 2 current FY 2013 budget and Column 3 is the Tentative FY 2014 Budget. Estimated Budget Ad Valorem revenue is FY2013 final Ad Valorem + 3% increase. Projected revenues will change before the close of the fiscal year based on updates from the State. Expenses are not expected to change, but could with union negotiations.

P1 FTEs will increase to 62 with the addition of 12 SAFER grant employees; population numbers are based on the 2010 census.

P2 Property Tax Rate and Revenue Reconciliation will change with the proforma numbers from the state.

P3 Schedule A – Estimated Revenues from Other Sources includes the Consolidated Tax Revenue (CTX).

P4 Estimated expenditure summary – \$16M estimated expenditures; expenditures must equal revenues. This includes capital expenditures of SCBA (\$200K), a new patrol vehicle and a new TYPE 6 engine (\$230K), the purchase of the Frontier Building (\$400K) and a contingency fund for strike teams (\$125K).

P5 Ambulance Enterprise Fund

- P6 General Fund Revenues – all normal functions of the fire district; 100% of our consolidated tax revenue (CTX) is located here; plan check fees were \$27K in 2012; other revenue includes the SAFER grant for 1.3M.
- P7 General Fund Expenditures – increase salaries and wages with SAFER employees; Capital Outlay here is for SCBA air paks which TD is purchasing with a regional AFG grant replacing equipment that is 15 years old for newer more compatible equipment.
- P8 Capital Projects Fund - is for the purchasing of rolling stock and buildings and would come before the BOT for approval.
- P9 Sick Leave Fund – funds the long term leave liability for all employees. The sick leave balances must be accrued for and this includes the sick leave buy-out for retirees with 6 personnel eligible to retire.
- P10 Special Services Fund – all services provided by the District which are not fire suppression, ambulance or Fire Safe Community. Special Services include EOD, HAZ MAT, water rescue, boat rescue and ice rescue programs. Includes work out equipment for physical training to be replaced over the next few years. Current equipment is no longer in production, and it has become difficult to find replacement parts.
- P11 Health Insurance Fund – transfers fund this account. Covers employee and retiree health benefits; meets the funding requirements for the Post-Retirement Trust.
- P12 Fire Safe Community Fund – established by our district voters. Actual revenue comes from Ad valorem revenue (\$532k) and grants (\$264K). Other income is from strike team reimbursements (which cannot be budgeted for), contracts and other grants. Capital outlay is for the purchase of the Zephyr Crew Work Center (\$400K).
- P13-14 Ambulance Enterprise Fund – ambulance user fees in 2012 were \$938K with \$348K in bad debt. Budgeting for \$988K in user fees and an increase in salaries and wages with SAFER employees.
- P15-17 Track the transfers between funds.
- Form 30 Lobbying Expense – 0.
- Form 31 Existing Contracts - proposed FY 2013-14 contract expenses.
- Form 32 Existing Privatization Contracts - 0.

Budget will be updated 3-4 more times before the final budget is voted on. There will be a full review at the next Board Meeting. No action to be taken. No public comment.

14. Discussion on time change for next meeting, Wednesday, April 24, 2013 @ 4:00 pm; possible agenda items.

It was determined that a special session to approve the tentative budget would be necessary as updated numbers were not available by this date and the tentative budget numbers are due to the State by April 15. Motion was made by Trustee Felton to convene on Monday, April 1, 2013 at 3:00 pm for a special session to vote on the tentative budget for FY 2013-14. Motion was seconded by Trustee Seibel. No discussion. Motion approved 5-0.

Confirmed the regular meeting schedule for April 24, 2013 @ 3:00 pm.

Adjourn

Trustee Felton moved to adjourn the meeting. Trustee Kjer seconded the motion. No public comment. Meeting adjourned at 5:30pm. The meeting was followed by a Closed Session: Per NRS 288.220, collective bargaining discussions.

This meeting was recorded on audio tape, however, the tape stopped during Item #9 - Chief Allison's report.

Kate Warner
Administrative Assistant
Tahoe Douglas Fire