

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
June 18, 2014

Those Present:

Chairperson Kevin Kjer	Fire Marshal Eric Guevin
Trustee Greg Felton	Fire Inspector Todd Stroup
Trustee Ann Grant	Office Manager Kate Warner
Trustee Larry Schussel	Accounting Specialist Carrie Nolting
Trustee Steve Seibel	Alan Reed, Warren Reed Insurance
Mike McCormick, Legal Counsel	Doug Smith, POOL/PACT
Fire Chief Ben Sharit	

Note: The meeting was delayed in starting and interrupted periodically throughout the session due to a wildland fire in the fire district.

1. Call to Order

Meeting was called to order at 3:15 pm.

2. Pledge of Allegiance.

Pledge of allegiance was led by Trustee Felton.

3. Roll Call

Chairperson Kjer, Trustee Felton, Trustee Grant, Trustee Schussel and Trustee Seibel were present. A quorum was present.

4. Approval of Agenda

Trustee Felton motioned to approve the agenda. Trustee Grant seconded the motion. No discussion. Motion approved 5-0.

5. Public Comment.

Trustee Felton, as a resident of the fire district, notified the board that his property located off Kingsbury Grade was evaluated as part of the Curbside Defensible Space

program, and subsequently by Forester Pickett for a full Defensible Space inspection. It was determined that trees needed to be removed, and due to the steep nature of his lot, the most efficient way to dispose of the materials would be with burn piles. Due to the current "no burn days" policy in the fire district, the only option was to utilize the Zephyr Crew to burn the piles safely at Trustee Felton's expense. This is not dissimilar to what has been done on other private lots in the fire district that have challenging situations, so Trustee Felton was not afforded any preferential treatment as part of his position on the fire board. He has applied for grant funding for the allowed amount and will pay his portion as per the funding requirements.

Chief Sharit arrived from the fire scene. A 5 minute break was taken.

6. Approval of the Consent Calendar.

Items:

- Approval of Minutes 05/15/14
- Monthly Expenditures
- Financials 01/31/14, 02/28/14, 03/31/14 & 04/30/14
- Personnel Policy 2.26.3 Facial Hair – Revision
- Goals and Objectives – 3rd Quarter Update
- Sustainable Community Advocates – Contract Renewal
- Compliance Engine – Brycer Service Agreement

Trustee Grant motioned to approve the Consent Calendar items as presented. Trustee Schussel seconded the motion. Motion approved 5-0.

Trustee Schussel asked for clarification on procedure for motioning to approve the Consent Calendar. Legal Counsel McCormick confirmed that it would be appropriate to just motion to approve the consent calendar as presented, if no items were moving forward. The agenda creates the formal record so the Trustee who is making the motion has the option to read the items out or approve as presented. Both are acceptable.

A brief break was taken to return phone calls regarding the fire.

7. For Possible Action: Consent items moved forward

None.

8. Presentation: Employee Recognition
Fire Chief Ben Sharit

Former Zephyr Crew Member Kyle Van Mouwerik, who was stricken with a devastating medical condition while on a fire last August, was present. His recovery is going well; in less than a year he worked hard in his physical therapy to gain back the weight he lost and rebuild his physical strength. He relocated back to South Lake Tahoe this month to continue his recovery.

9. For Possible Action: Discussion and possible approval of renewal proposal for commercial and workers compensation insurance from Nevada Public Agency Insurance Pool (POOL) and approval for payment in the amount of \$71,218 from FY 2014-15 funds.

Doug Smith, Chief Risk Officer, NPAIC
Alan Reed, C.I.C., Warren Reed Insurance

TDFPD Synopsis was presented by Reed. The premium is down for the fourth year in a row due to a 1% reduction in payroll and a 9% adjustment for the values of buildings and contents as the result of a recent appraisal. Every three to four years, appraisals are conducted and adjustments are made as needed. There are three elements that affect the premium:

1. The amount of coverage on property and contents;
2. The number of vehicles insured; and
3. The payroll expense.

The overall premium is down 6% from prior year, for an expense of \$71,218.

The carriers that the POOL is using have also been constant for the past 2-3 years. Total POOL experience has been stable with a claims count for 2012-13 of 332 which is down from a high of 454 in 2004-05. This shows good loss control prevention through a joint effort between the POOL/PACT and the participating agencies.

For TDFPD experience, payroll peaked in 2011 and is down; insured value peaked in 2010 and buildings and contents are insured for 6 million down about 9% from last year, and vehicles remain stable at around 40.

Trustee Felton asked what the TDFPD claims were for in 2013; there is approximately \$15,000 in claims. That information will be provided at a later date.

Trustee Felton also inquired as to how TDFPD rates with other POOL clients. Smith responded that the over rating for the POOL is strong, dropping every year 3-4% so all the members are very similar, with low experience ratings. The average claim in the past year was around \$6900, which is low. The partnership works well and benefits every organization in the POOL. The POOL really exists to protect against catastrophic events like floods and earthquakes. TDFPD is an active agency and frequently uses the POOL's preventative resources to be proactive and manage the risk.

Cyber Security is becoming more serious every business day. Hackers access sensitive information regarding employee and patient information. The types of losses are huge such as the Target situation (400M) where sensitive data was hacked into through a vendor's access for monitoring the heating and cooling systems in over 40 stores on the east coast.

Trustee Grant noted that TDFPD has flood coverage. She asked if the fire district really doesn't have a strong risk for flood damage, then is that a coverage that is automatically applied. Reed explained that earthquake and flood are built in for the coverage for all members of the POOL and it was actually increased this year.

Trustee Felton asked for clarification on the estimated replacement costs. Reed referenced a museum in Story County that was insured for \$200,000 but when it burned down, replacement cost was \$1 million, which was carried by the POOL. In this case the building as originally insured for \$100,000 and then added on and insured for an additional \$100,000, but then no updates had been completed. The POOL now uses the appraisals routinely to stay more accurate on current values and on replacement costs.

Trustee Felton wanted clarification on POOL claims gross vs. net. Gross is the portion the carriers pay. The net amount is the portion paid out of the POOL's self insured pocket. Denied claim expenses (costs to defend or fight the claim) are part of the claim.

Public Comment – none.

Trustee Grant motioned that the Board approve the insurance renewal as proposed. Trustee Seibel seconded the motion. Motion approved 5-0.

10. For Possible Action: Discussion and possible approval of Resolution #03-2014 Budget Augmentation – Ambulance Enterprise Fund in the amount of \$175,000.

Fire Chief Ben Sharit

Chief Sharit noted two areas of the Enterprise Fund require adjusting, bad debit and depreciation are running higher than projected in the current year, and next year's budget was increased based on the 10 months of actual numbers.

Public Comment – none.

Trustee Schussel motioned that the Board adopts the resolution as presented. Trustee Felton seconded the motion. Motion approved 5-0.

11. For Possible Action: Discussion and possible approval of Resolution #04-2014 Budget Augmentation – Special Services Fund in the amount of \$133,697.

Fire Chief Ben Sharit

Chief Sharit noted that this represents unbudgeted grant revenue for EOD equipment. This as a 2013 FEMA grant and the equipment was delivered in July 2013, which was the current fiscal year which now requires a budget adjustment.

Public Comment – none.

Trustee Seibel motioned that the Board adopt the resolution Trustee Schussel seconded the motion. Motion approved 5-0.

12. For Possible Action: Discussion and possible approval of Resolution #05-2014 Budget Augmentation – Fire Safe Community Fund to transfer funds from the Capital Outlay line to Bad Debt Expense line in the amount of \$25,000.

Fire Chief Ben Sharit

Chief Sharit explained that the bad debt amounts were for fires in FY 2013-14 which were not paid. The bad debt (as of April 30) is for \$8,000 in invoices for wildland fires and strike teams billed after the event, that were then found to fall under mutual aid agreements and thus not billable; and to cover a reserve for other similar situations (May & June).

Trustee Felton asked if it is standard practice to bill all events regardless of the agreements in place. Chief Sharit added that one of the fires was in Washoe County; the Governor had stated publically that all expenses would be paid by the State's wildfire fund, however, the funds were expended and no additional funds were available. It was clarified that under normal situations we would not bill for items we know are not collectible.

Trustee Felton asked if the fiscal years between agencies align, and if that causes any billing/payment issues. Chief Sharit stated that the majority of the State of Nevada operates on a fiscal year of July 1.

Trustee Felton motioned that the Board adopt the resolution Trustee Schussel seconded the motion. Motion approved 5-0.

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

Employee Years of Service Recognition:

Battalion Chief Jim Antti	22 Years of Service
Captain Chuck Salerno	22 Years of Service
Captain/EOD Commander Todd Moss	16 Years of Service

Updates:

- Helicopter photo was distributed and Chief Sharit noted that the NDF crew was staged at WHS during our red flag days this week for quick response.
- USFS – Skyland Training Session was reduced to training without live fire due to red flag warnings; TDFPD worked with USFS, the State Fire Marshal and the Governor's office to coordinate.

Trustee Grant stressed that Chief Sharit was instrumental in getting the live fire training cancelled during this high risk period.

Financial Summary:

Edward Jones reported insignificant changes again this month; and Chief Sharit has requested that statements be mailed every month regardless of activity levels.

Attachments:

Chief Sharit explained that the participation in regional Assessment Centers is mutually beneficial; the candidates get a fair and unbiased assessment and the assessors gain insight as to what skills are necessary and standards need to be met.

Trustee Felton commented that he continues to be impressed with the reports from the Fire Marshal and the Assistant Chief and the amount of work that is being accomplished.

14. Discussion: Discussion on time change for next meeting, Wednesday, July 23, 2014 @ 3:00 pm; possible agenda items.

Suggested agenda items:

None.

Adjourn

Trustee Felton motioned that the meeting be adjourned. Trustee Grant seconded the motion. Motion approved 5-0.

Closed Session: Per NRS 288.220, this portion is closed to the public as the Board of Trustees will be discussing collective bargaining.

This meeting was recorded on audio tape.

**Kate Warner
Office Manager
Tahoe Douglas Fire**