

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
June 30, 2015

Those Present:

Chairman Larry Schussel
Vice Chairman Greg Felton
Trustee Bill Kirschner
Trustee Kevin Kjer
Fire Chief Ben Sharit
Legal Counsel Devon Reese
Battalion Chief Jim Antti
Battalion Chief Rich Nalder
Acting Battalion Chief Todd Moss

Captain Chuck Salerno
Engineer Nathan Johnson
Fire Marshal Eric Guevin
Fire Inspector Todd Stroup
Zephyr Crew Supervisor Keegan Schafer
Office Manager Kate Warner
Accounting Specialist Carrie Nolting
Guest Alan Reed
Guest Ann Grant

1. Call to Order

Meeting was called to order at 12:05 pm.

2. Pledge of Allegiance.

Pledge of allegiance was led by Chairman Schussel.

3. Roll Call

Chairperson Schussel, Trustee Felton, Trustee Kirschner, and Trustee Kjer were present.
Trustee Seibel was absent.

Public Comment

4. Approval of the Agenda

Trustee Felton motioned to approve the agenda, with the exception of Item #8. Trustee Kjer seconded the motion. Motion approved 4-0.

5. Public Comment

Guest Ann Grant thanked the Tahoe Douglas firefighters for their quick response to a wildfire across the street from her Skyland neighborhood on USFS land. She also thanked OM Warner for the article she wrote for the Tahoe Tribune on the Skyland Evacuation Drill.

6. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 05/21/15
- b. Monthly Expenditures
- c. Financials 04/30/15
- d. Goal and Objectives 4th Quarter Update
- e. Strategic Plan – Honor/Tradition
- f. Interlocal Agreement between CCFD and TDFPD

Trustee Kjer motioned to approve the Consent Calendar items as presented. Trustee Kirschner seconded the motion. Motion approved 4-0.

7. For Possible Action: Consent items moved forward

None.

Next item was removed from the agenda:

8. Presentation: Employee Recognition
Fire Chief Ben Sharit

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 \$66,233.98 from FY 2015-16 funds.

Alan Reed, C.I.C., Warren Reed Insurance

Reed addressed the proposed renewal package beginning with the premium summary; the FY 2014-15 premium was \$71,218; which will be reduced by \$5000 for the upcoming FY 2015-16 to \$66,233. TDFD synopsis shows that the drivers of TD premium are payroll (up 2%), building and contents and vehicles which were stable (40).

In preparing the proposal, Reed accidentally left off the seasonal crew facility, so that endorsement will be added within 30 days, after July 1. Also two new vehicles being purchased for delivery in July will also be added, at no additional expense for the fiscal year. The POOL does not charge members for new endorsements, after July 1 once the package is accepted.

Significant items to note:

- Flood and earthquake coverage was increased for members.
- POOL insures approximately 10,000 vehicles and auxiliary coverage items.
- Membership report and the POOL's financial situation continue to grow stronger each year.
- The POOL's experience factor – represents the total frequency (296 claims which is an all time low for the POOL) and severity (\$ paid out) for all members. Claims have been as high as 446 claims in a year. Good results are from a focus on loss control through the POOL and member agencies.

Public Comment – none.

Trustee Kirschner motioned that the Board approve the insurance renewal as proposed. Trustees Kjer seconded the motion. Motion approved 4-0.

Trustee Felton noted the efforts of the employees to work safely and protect fire district assets; and he thanked the POOL for keeping rates affordable for the fire district.

Trustee Kirschner noted the premiums for FY 2015-16 are mirroring the 2008 rates (7 years ago). Reed noted that is the stability that the POOL represents.

Trustee Felton inquired about the new coverage added last year – cyber exposure and data loss. Reed confirmed that it is a new “hot topic” that is currently being rolled out to members. A couple of agencies have been identified to evaluate risk levels for pilot project reviews. Reed cautioned the Trustees as to the growing concern/security risk, but stressed it is a new and rapidly changing topic, and the POOL will keep its members informed as they feel changes are needed.

Motion approved 4-0.

**10. For Possible Action: Discussion and possible approval of Resolution #09-2015
Budget Augmentation – General Fund in the amount of**

\$50,000 moving from Services and Supplies to Capital Outlay line items.

Fire Chief Ben Sharit

Chief Sharit explained that a new Station 25 generator was an unanticipated expense, requiring the augmentation from Services and Supplies line to the Capital Outlay line.

Public Comment – none.

Trustee Felton motioned that the Board approve Resolution #09-2015 as presented. Trustee Kirschner seconded the motion. Motion approved 4-0.

11. For Possible Action: Discussion and possible approval of Resolution #10-2015 Budget Augmentation – Capital Project Fund in the amount of \$153,512 for additional unanticipated resources.

Fire Chief Ben Sharit

The next three augmentations are to correct the audit balances for FY 2014-15 to the budget items for FY 2015-16. This procedure is an NRS requirement to make audited adjustments prior to the next audit year.

Public Comment – none.

Trustee Kjer motioned that the Board adopts the Resolution #10-2015 as presented. Trustee Kirschner seconded the motion. Motion approved 4-0.

12. For Possible Action: Discussion and possible approval of Resolution #11-2015 Budget Augmentation – Health Insurance Fund in the amount of \$946,236 for previously unbudgeted resources.

Fire Chief Ben Sharit

Chief Sharit noted that this is the same type of adjustment to rectify the audit to the budget.

Trustee Kirschner motioned that the Board approve Resolution #11-2015 as presented. Trustee Kjer seconded the motion.

Trustee Felton clarified that this resolution represented previously unbudgeted resources in the FY 2014-15 ending budget.

Public Comment – none.

Motion approved 4-0.

13. For Possible Action: Discussion and possible approval of Resolution #12-2015 Fire Safe Community Fund in the amount of \$318,369 for previously unbudgeted resources.
Fire Chief Ben Sharit

Chief Sharit noted that this is the same type of adjustment to rectify the audit to the budget.

Trustee Kjer motioned that the Board approve Resolution #12-2015 for previously unbudgeted funds as presented. Trustee Felton clarified that the unbudgeted funds were in the FY 2014-15 ending budget. Trustee Felton seconded the motion.

Public Comment – none.

Motion approved 4-0.

14. For Possible Action: Discussion and possible approval of Resolution #13-2015 Non Suppression Personnel Response Away from their official duty station and assigned to an emergency incident.
Fire Chief Ben Sharit

Chief Sharit noted that this is a follow up document to CAL OES agreements for non-safety personnel who may be assigned to a fire and who may be requested to serve on a fire/emergency incident in California. Currently TD does not have any personnel with an open task book for such a request; however this resolution completes the action previously taken by the board to cover all personnel – safety and non-safety.

Trustee Felton thanked the staff for being diligent in getting TD to the final chapter of this process and stressed that if we have changes in positions or titles that we make the appropriate updates to keep our employees available for the future.

Trustee Kirschner motioned that the Board approve Resolution #13-2015 as presented. Trustee Felton seconded the motion.

Public Comment – none.

Motion approved 4-0.

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

Employee Years of Service Recognition:

Battalion Chief Jim Antti	23 Years of Service
Captain Chuck Salerno	23 Years of Service
Acting Battalion Chief/EOD Commander Todd Moss	17 Years of Service
Administrative Assistant Casey O'Neill	1 Year of Service

Updates:

- ENG Promotions – Will Darr, Nathan Johnson and Ryan Sanders all promoted to Engineer
- Another Engineer exam in August since the list was depleted.
- FICA Alternative Plan - As approved by the TDFPD BOT – has been tabled to the August meeting for NV Deferred Compensation Board; however the fire season will be half over, so we will not be implementing this season. The NV Deferred Compensation Board board did note that TDFPD was the first agency to request a plan which includes an employer match.
- Application – Assistant Fire Chief – application period is open now through July 24, 2015. Complimented the staff members who assembled the Assistant Chief packet.

Financial Summary:

Typo noted the top February on the FY 2014-15 investment list should read April.

Fire Assignment – Chief Nalder just returned from the Washington Fire where he served as a task force leader charged with structure protection in the town of Markleeville.

Attachments:

- Excellent public relations articles and call response thank yous.
- LTCC Fire Academy graduation \$250.00 scholarship was awarded.

Washington Fire – Chief Nalder reported that the fire started Friday, and was too big for the crew that hiked in. Sunday was the heaviest wind day, crews had to back off. Ultimately it was stopped two miles from the state line. It was not a very clean burn. The Zephyr Crew was camped out on the mountain for 7 days on the backside of the fire. Containment 59% as of 06/30/15.

Public Comment – Guest Grant complimented Chief Allison on the Evacuation Drill conducted on June 8th – over 80 residents participated and multiple agencies. Chairman Schussel asked if the issue with the Reverse 9-1-1 has been addressed. Grant confirmed that Charter users require an additional registration and there was a Frontier issue that was reported as well. Grant personally called Skyland residents and walked them through the Reverse 9-1-1 registration. She has also delivered typed Reverse 9-1-1-instructions to the Foothill Chapter meeting and got a great response.

Trustee Felton requested the Reverse 9-1-1 instructions be forwarded to the trustees and placed on the TD website as well. It was noted that if the power is out landlines & internet phones may not work.

16. Report Item: Review of Fire District Division Reports

Operations/Training – Acting Assistant Chief Allison

- Fifteen **IPads** have been purchased for the first out vehicles and fire prevention staff;
- **Reserve AMB** is fully certified by the State of NV and was very busy during the Reggae Festival at Hard Rock – heat and alcohol related issues;
- **Training Plan** - beginning in July, our training focus shifts from new hires to officer development;
- **Medicaid Billing Process** – 35 agencies in NV are expected to participate, cost allocation plans are the next step and we are a year out from seeing revenue. The State has hired a consultant to assist agencies with cost allocation plans, etc.

- **CPR Save** – Douglas County Deputies responded with CPR to a hiker on the trails in Lake Village, a letter of acknowledgement was sent. Patient has fully recovered.
- **Engineer's Exam** – scheduled for this fall, as the recent promotions have depleted the list.
- **Captain's Academy** – September. **Captain's Exam** - October.

Trustee Felton noted in Allison's report that Green and Lucas were promoted to Captain, his congratulations to those individuals.

Fire Prevention – Fire Marshal Eric Guevin

- **Major Business Projects** – Every major property in the fire district has some sort of remodeling project underway. Like the Edgewood Lodge, a three story building with 154 rooms, restaurant, spa and convention space.
- Round Hill – **Wells Fargo Bank** (former pizza place location).
- **Events – July 4th:**
 - 5000 lbs. of **fireworks** – loading, staging etc.
 - **Edgewood** – three operational permits for July 4th.
 - **Harvey's Roof Top** – VIP viewing – July 4th.
 - Zephyr Cove Beach – **Beer Garden** – July 3-4.
 - **Beach Clean-up** – July 4-9, LTVA is handing volunteers and has a great response.
 - **Hard Rock – Reggae Festival** with a lightning event which evacuated 6000 guests inside for cover for 30 minutes – no injuries.
- **Republican Presidential Roundup** – Harvey's - August
- **Large homes** (3) under construction in the fire district – all with fire flow issues alternative measures are being taken.
- **Curbside Inspections** – two thirds were compliant; letters have been mailed to all homeowners involved.
- **Wildfire EXPO** – June 20 event in SLT went well with a great turn out.
- **Social Media** – using tools to develop a presence with our residents.
- Legal Matter – **Tahoe Village** sprinkler issue in review with legal counsel.

Trustee Kirschner commented on the Corvette Show at Mont Bleu which he was involved with over the weekend, and complimented FI Stroup on his professionalism with the approval of their permit and its implementation for the event.

Discussion: Confirmed the next meeting, with a proposed date of Wednesday, July 22 with a start time of 3:00 pm; possible agenda items.

Date and time were confirmed, no agenda items noted.

Adjourn

Trustee Kirschner motioned that the meeting be adjourned. Trustee Felton seconded the motion. Motion approved 4-0.

This meeting was recorded on audio tape.

**Kate Warner
Office Manager
Tahoe Douglas Fire**

APPROVED