

TAHOE DOUGLAS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING

May 20, 2010
Regular Meeting

Those Present:

Steve Seibel	Captain Tim Allison
R.J. Clason	Engineer Steve Prather
Brad Dorton	Engineer Ralph Jones
Roy Clason	Engineer Brandon Brady
Frank Forvilly	FF/P Nathan Johnson
Chief Guy LeFever	Carrie Nolting, Administrative Aid
Assistant Chief Mark Novak	Wayne Carlson, Guest Speaker
Assistant Chief Van Ogami	Ken Lambert, Investment Officer RBIB
Battalion Chief Ben Sharit	Kevin Kjer, Board Candidate
Inspector Leo Horton	Bob Cook, Guest
Inspector Eric Guevin	
Captain Jim Antti	

1. Action Item: Call to order.

The meeting was called to order at 3:00 pm by Chairman Roy Clason.

2. Action Item: Pledge of Allegiance.

Pledge of allegiance was led by Captain Tim Allison.

3. Action Item: Roll call.

Chairman Roy Clason, Trustee Steve Seibel, Trustee Frank Forvilly, R.J. Clason, and Trustee Brad Dorton were present.

4. Action Item: Public comment.

There was none.

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

Items:

- a. Approval of agenda.
- b. Approval of minutes 04/07/2010.
- c. Approval of Administrative Aid Job Description.
- d. Approval of financial statements 03/31/2010.

Trustee Clason moved to approve the consent calendar items. Trustee Siebel seconded the motion.

Motion carried with a vote of 5-0.

Action Item #6: Consent Items moved forward.

There were none.

Chief LeFever noted agenda revisions. Item 7 moved to Item 12.

Presentation #8: Retirement Benefits Investment Board – Ken Lambert, Investment Officer

Ken Lambert gave a brief history on the creation of the RBIF. Pre-fund liability for future expected liability, offers a reduced liability on the balance sheet. The Constitution restricts entities from owning stock, but bond performance does not provide the targeted returns, so in 2007 Legislative Session the Retired Employee Investment Fund was created and asked PERS Board to oversee the RBIF. Was sent up 2 ½ yrs ago. Ken reviewed a handout explaining the fund investment and performance results.

The Law dictates only 2 options:

1. Leave it in a local government investment pool
2. Invest it with RBIF

Trustees and Fiduciaries make that choice, and are ultimately responsible to members for the prudent investment decisions.

The Law also states that the money must be invested similar to PERS. Presently, a 24 Million fund with 3 investors, and anticipated to grow to 100 million by the end of year.

PERS Risk Return is at an average of 8% with 8% volatility for 20 yrs., which is the lowest volatility in the 50 state pension funds.

Costs to Manage - .03% costs to run, low because the same managers are overseeing PERS/RBIF. Extremely cost effective.

Security & Safety of the RBIF – RBIF lost 1% but was in the top 19% of similar funds, other pension plans in the country. But -1% is not 8%, which is the target. Security & Safety depends on investment time frame.

Presentation #9: The Nevada Public Agency Insurance Pool (POOL)/Public Agency Compensation Trust (PACT) - Wayne Carlson, Executive Director

Wayne Carlson presented the administrative components to transfer money through to RBIF. Legislation has required that investment to RBIF, to ensure competent investment decisions. Intent was to have a separate Board. Our options are Own Trust or Collective Trust.

Own Trust which is irrevocable has the following Board requirements:

1. Trustee with 5 or more yrs experience in finance/investment.
2. Public Officer, not Fiscal Officer.
3. Beneficiary of the investment.

Plus, two more optional positions.

Intent is a separate board, at arm's length with the exception of the fiscal officer.

Ken Lambert commented that the Truckee Water Authority who has a 4 Million in investments has built their own board and he would be happy to introduce us to them for additional information.

Chairman Clason asked if the Board had any interest in attempting to fill the Board requirement for the investment Board through our own resources. No interest was expressed.

Costs to Manage - Are limited to outside services, i.e. audit expense and per diem/travel expenses if necessary. PERS staff to handle and have already absorbed legal expenses.

Timeline - Will need another group to join with us, and then the board can assemble. Over a 100 entities are qualified to participate. If adopted today, it will still take a few months to implement. The infrastructure is not in place to make this happen in June.

Action Item 10: Ratification of the 2010-11 Contract with Firefighters Local #2441.

Chief LeFever complimented the Union representatives on coming to the negotiations well researched, professional and with a clear understanding for the economic issues and the District's funding.

Engineer Jones noted that there were no financial concessions; the changes in the contract were points of clarification and language:

- a. **Article #8** **Vacation**
Fiscal 2010/11 a max of 96 hrs per employees will be allowed to be carried over.
 - Section #7** A max of 1 member per shift can be on vacation for July, Aug & Sept, Note that this will save the District 30 K a month in overtime expenses.
 - Section #11** On the job injury, prevents use of vacation. Change allows unused hours be rolled over, or it will be paid out at straight time at the Fire Chief's discretion.

- b. **Article #6** **Sick Leave**
 - Section #2** A doctor's release may be required by Fire Chief to return to work for absences exceeding 24 hrs. District doctor and expense.
 - Article #3** Savings Clause – Agree to negotiate with the local over the impact of any consolidation.

- c. **Article #9** **Educational Incentive**
Section #8 The District agrees to provide tuition to each employee covered by this agreement for a minimum of 1 class per fiscal year. Fire Chief or designee approval prior to enrollment.

- d. **Article #4** **Vacancies and Promotions**
Section #3 Engineer and Captain promotional exams will be given no less than every three (3) years, to allow for candidate testing preparation and Engineer exam to precede the Captain exam.

- e. **Article #10** **Reduction in Force**
Section #2 Addition of last promoted/first demoted moved for any reduction in force.

Concern was noted about other entities and the challenges they are facing in this economy. Chief LeFever expressed his pride in that both sides were amicable in the process and remained committed to our employees and our District.

Trustee Clason moved to Ratify the Contact agreement with Firefighters Local #2411 as changed. Trustee Dorton seconded the motion. The motion carried with a vote of 5-0.

Signatures were obtained from all parties.

Presentation #10: Approval of a three year proposal to provide accounting and payroll services by David and Johnson, LTD to Tahoe Douglas Fire District.

Chairperson Clason updated the board on their request for three competitive bids for this service; the only company that responded with interest was David & Johnson. Due diligence has been met.

Trustee Forvilly moved that to accept the three year contact with David and Johnson. Trustee Clason seconded the motion. The motion carried with a vote of 5-0.

Action Item #11: Presentation and Approval of the 2010/11 Strategic Plan.

Chief LeFever mentioned that this document is our guiding force to inform the public and staff as to our direction, it is dynamic. It does not set policy.

Chairperson Clason requested consistency on points between job descriptions. Captain Allison distributed additional changes and reviewed them as follows:

- a. Objective #4: To complete the provisions stated in Pool/Pact Human Resources Assessment Program (Handout #1)
 To continue to commit to HR training provided by PACT for Chief and Company officers.

- b. Summary of Changes for 2010/11 Strategic Plan (Handout #2)
 - i. Station Staffing/ Apparatus – notes relocation of staff and equipment, USFS personnel temporary use of Station #4 and permanent crew facility.
 - ii. Human Resources – additional job descriptions, qualification changes, training requirements and corresponding changes to the Organizational Chart for Fire Prevention and Fuels Management.
 - iii. Physical Resources – new engine purchase, prevention staff vehicle, replacement of Battalion -1 and re-chassis for two medic units. Additional expenses include re-chassis chipper truck, purchase trailer-mounted sani-hut, and relocation of temporary fuels crew facility.
 - iv. Fuels Management/Fire Prevention- to create a template for a neighborhood specific wild land pre-incident planning process, fuel break projects completed/planned which are supported by a marketing plan to inform the public of our fuels management plan and use of funding.

- c. Changes/Additions to Current Draft of 2010/11 Strategic Plan (Handout #3)
 Which notes changes in the educational qualifications for Fire Chief, Chief Officers and Captains; changes in lifting requirements of 25 lbs for Administrative Aid and 50 lbs. for all other employees.

Chief LeFever complimented Captain Allison on this project/process and those team members who have been working on it since February, and noted that many of the plans have already been implemented.

Trustee Clason moved to approve the Strategic Plan as presented at prior meetings and with the recommended changes. Trustee Seibel seconded the motion. The motion carried with a vote of 5-0.

Action Item #12: Approval of the 2010/11 Final Budget

Trustee Seibel made a motion to approve the 2010/2011 Final Budget. Trustee Dorton seconded the motion. The motion carried with a vote of 5-0.

Trustee Clason thanked Chief LeFever and staff for their work on the budget exercise.

Item #7: Discussion: Review of monthly expenditures.

Chief LeFever noted that there were 3 pay periods in April and reviewed the following expenditures:

- GK Machine** - \$3370 for sani-hut purchase for Zephyr Crew.
- BearCom Wireless** - \$3997.76 EOD Radio (Grant Expense)
- Carson City Fire, Kate Warner, Steven Prather, Lake Valley Fire, Brandon Brady, Jordan Oakes and Bill Romanowitz** – \$1723.38 total expenses were all for training course reimbursements and academy expenses.

Guy LeFever - \$98.96 for door prizes for TRIAD Senior Day, actively working to increase our involvement with this organization which supports the senior citizens of our District.

Dept of Unemployment - \$13063.44 for Zephyr Crew unemployment benefits, paid upon disbursement only.

Presentation #14: Fire Chief's Report of previous month's Activities

Employee Service Recognition:

Firefighter Joe Anderson 22 years of Service

Alarms for April: Total alarms – 126, two fires.

Ambulance Account: March 2010 transports were down 30% from prior year and each transport is approximately \$1000, total amount billed is down 19% and total amount collected is up 16%. Current 12 month collection rate of 63.98%,

Investments: Cashed two step up bonds in, rapidly getting discouraged with step up bonds, as we never achieve the highest levels. Interest rates continue to be poor. Again we are anticipating transfer of investments.

Letters of Appreciation were noted and will be filed in personnel files.

Operations:

Trustee Dorton was pleased with the Emergency Preparedness Flyers/Guides that were Distributed to district residents through local kids and in partnership with the South Lake Tahoe Emergency Management Community Council.

Trustee Forvilly complimented the District representation at the Sheriff's Department Open House event.

Chief LeFever applauded the efforts behind the MOU with the TRPA and Chief Novak's perseverance in the effort.

Chief Novak introduced Eric Guevin; Inspector comes to us from Storey County.

Action Item #15: Confirm Set date for next meeting possible agenda items.

Chief LeFever recommended a change in the meeting time/dates to accommodate augmentation needs to the budget at the end of each fiscal year. This year those adjustments will likely be in the general fund due to strike teams and sick leave payouts for retirees.

A meeting schedule change for the 3rd Wednesday of each month was discussed.

Trustee Forvilly moved that the next meeting be moved to **Wednesday, June 30, 2010 @ 4:00 pm** and our permanent schedule be changed to the 3rd Wednesday of each month at 4:00 pm. Trustee Seibel second the motion. Motion passed unanimously.

Chief LeFever introduced Carrie Nolting, Administrative Aid.

Chairman Clason asked if the Board had any interest in attempting to fill the Board requirement for the investment Board through our own recourses to give Chief LeFever direction. Board declined interest.

Action Item #16: Adjourn.

Motion by Trustee Seibel to adjourn. Motion seconded by Trustee Dorton. The motion carried with a vote of 5-0.

The meeting was adjourned at 4:00 p.m.

This meeting was recorded on audio tape.