

**TAHOE DOUGLAS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
December 14, 2011**

Those Present:

Chairperson Brad Dorton

Trustee RJ Clason

Trustee Ann Grant

Trustee Kevin Kjer

Trustee Steve Seibel

Fire Chief Ben Sharit

Fire Marshal Mark Novak

Battalion Chief Dave Hekhuis

Captain Tim Allison

Captain Jim Hardison

Captain Chuck Salerno

Acting Fire Marshall Eric Guevin

Administrative Assistant Kate Warner

Administrative Aide Carrie Nolting

Guest Bob Cook

Guest Mike Bradford

1. Action Item: Call to order.

The meeting was called to order at 4:01 pm by Chairman Brad Dorton.

2. Action Item: Pledge of Allegiance.

Pledge of allegiance was led by Trustee Seibel.

3. Action Item: Roll call.

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

4. Action Item: Public comment.

There was no comment.

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

Items:

- a. Approval of agenda.
- b. Approval of Minutes 11/30/11 with changes as noted.
- c. Approval of Financial Statements 10/31/11.

Trustee Seibel moved to approve the consent calendar items including 11/30/11 minutes with changes as noted. Trustee Kjer seconded the motion. No discussion. Motion carried with a vote of 4-0.

6. Action Item: Consent Items moved forward.

There were none.

**7. Presentation: Employee Recognition and CareFlight donation
 Chief Ben Sharit**

Chief Sharit acknowledged that FF/P Matt Brown had come to him last summer with a recommendation to purchase an EKG monitor unit for use on strike team assignments. With no funding available, FF/P Brown took the initiative to seek out Temple Fletcher, Vice President with REMSA for a discounted price on used equipment or a donation.

FF/P Brown continued stating that he knew the request was cost prohibitive at this time for TDFPD, but he also knew that REMSA had recently purchased new equipment. He contacted Fletcher for information about the availability of the used equipment, and Temple handled the donation at no cost to the Fire District.

An extra unit was needed to go out on wildland fires to care for the firefighters themselves. FF/P Brown serves on a Federal Medical Resource – No. Cal Type 2 team Medical Unit Leader for firefighter and civilian care during an incident. There is a new Federal focus to upgrade the medical care provided fire incidents.

Certificates were awarded to both by Chief Sharit.

**8. Discussion and Possible Action Item: Investment Report
 Wayne Omel, Edwards Jones Investment Advisor**

Omel reviewed an investment summary report which was distributed to the attendees. TDFPD investments to date:

- CD and Step Up Bonds \$3,117,462
- Money Market Funds \$2,623,898, which has increased from prior months due to a step up bond for \$300,000 which was called in on its first call date. We were earning 2% on it when called, returning the \$300,000, plus \$3000 in interest. Also on November 4 a \$200,000 CD matured and on December 27, another \$200,000 CD will mature.

Available bonds to reinvest are:

1. Fannie Mae callable in 2016, starts at 1.25% with annual steps up to 3%. (Other CDs are .35% or .45%.)
2. Freddy Mac callable in 2016, 2.5% to 6%, chances are that it will be called up early in June 2012.

This is the recommendation, depending on cash flow needs.

The investment market in general shows most of the transactions are in short term trading which creates more volatility, as does the current events in the world market. Improvements in the U.S. show consumer confidence is up; consumers are spending money – up 16% over last year. Jobs are being created, but jobs trail the other indicators. Reality is that it is more positive than the media would indicate.

Chief Sharit is comfortable reinvesting the funds; half for short term (callable June 2012) and half for long term (callable December 2012). Investments have been deliberately staggered for cash needs. Step up bonds are backed by the government and the District's other step up bonds have produced good results to date. Interest is paid semiannually and added to the money market funds.

Trustee Seibel moved to reinvest \$500,000 in the step up bonds recommended with Omel's recommendation up to \$250,000 in each, one short term and one long term. Trustee Grant seconded the motion. No discussion. Motion carried 4-0.

9. Discussion and Possible Action Item: *Appointment of new Board Trustee to serve out RJ Clason's term*

Chief Sharit confirmed that the opening was posted immediately after our last meeting on the Tahoe Douglas website. There was no additional interest expressed at this time. Former Trustee RJ Clason approached Mike Bradford, who had run for a trustee opening during the last election and Bradford has agreed to serve out the term. Trustee Grant moved that the Board appoint Mike Bradford to serve the remainder of RJ Clason's Trustee term for TDFPD Fire Board, seconded by Trustee Kjer. No discussion. Motion carried 4-0.

10. Discussion and Possible Action Item: *Swearing in of new Board Trustee Chairperson Dorton*

Chairperson Dorton swore in Mike Bradford and congratulations were exchanged.

**11. Discussion and Possible Action Item: *Approval of the 2012 Board of Trustees Meeting Schedule*
*Chairperson Dorton***

A proposed schedule was reviewed. Meetings will be on the 4th Wednesday of the month, unless otherwise noted. Trustee Seibel moved to approve the 2012 Board of Trustees meeting schedule with the change of March 28 to March 21, seconded by Trustee Kjer. No discussion. Motion carried 5-0.

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

Chief Sharit reviewed the employee reimbursements, and large or unusual expenditures.
Comments:

- TDFPD check is for the Cafeteria Plan (FSA), a check was needed to replace a missing check (September), which was voided and reissued with the December premium.
- Septic tank and pumping company serviced all our stations for BMP runoff approval; this may need to be done again in a couple of years.
- LV Fire and Rescue sponsored media training class for AFM Guevin and Fire Chief Sharit.
- FF/P Isenberg was reimbursed for sand table training supplies for the B/C assessment center.
- Braun Northwest for ambulance refurbish, the ambulance will be back in station by the 16th for the holiday needs. This is the final of the 3 ambulances to be refurbished.
- Capt. Hardison reimbursed for new LED holiday lighting for which we have received a lot of positive public feedback.

13. Report Item: *Fire Chief's report on previous month's activities.*
Chief Ben Sharit

Financial Summary

IRS is still reviewing our request for the establishment of the retiree insurance trust fund which is why we are keeping our investments liquid.

Attachments

- Posting from website for Board Trustee opening.
- Tahoe Tribune – 11/09/11 – A/C Novak quoted.
- Tahoe Tribune - 11/25/11- AFM Guevin submitted.
- Thank you - 11/29/11 – Chief Hernandez (RFD) for Caughlin Fire support.
- Tahoe Tribune – 12/02/11 – USFS Prescribed Burn fire.
- Lake Tahoe News - 12/02/11 – Fire Safety Festival of the Trees and Lights – AFM Guevin featured.
- Lake Tahoe News – 12/02/11 - Arson at Bill's Casino – TDFPD mentioned.
- Retirement letter - Eng Jeff Peterson – 26 years of service, Last Call with Captain Strickley on 12/20/11.

Ambulance - transports are normal for a December without snow.

Frontier Building (possible site for Zephyr Crew) - met with a construction consultant, and he was optimistic that it is a sound location. There are two buildings on the lower Kingsbury site. Frontier is completely out of the lower building, the upper building is their switching center- it is active and very important to them. Location provides a fenced yard for equipment storage. We are keeping the option off Warrior Way open.

Media Training – AFM Guevin and Chief Sharit attended an excellent media training session in LV. We are posed to position AFM Guevin as the Public Information Officer (PIO) and we are working to re-establish relationships with the local media.

Insurance – health insurance contracts have been signed for 2012, with no increase. We will be using electronic census enrollment this year. The original renew price with Anthem came in at a 21% increase. It was an intense 4 week process working closely with our new brokers to match our current coverage without additional costs. Exact numbers will be presented at our next Board meeting.

Battalion Chief Assessment Center – Chief Novak is handling this, interview panel followed by interviews with the Fire Chief with a target to announce promotions prior to the holidays.

Grant Thornton Audit – working with auditors to develop a check list to be used as recommended. We will meet with our accountants to review it and have it in place beginning in January.

Personnel Policy Update – we do not have a section to approve this month since there were only two weeks between board meetings. We will resume the schedule in January, with our goal to complete in 2012. The process starts with a template from our insurance carrier (POOL/PACT) which is merged with our current policies (last reviewed in 2005). Then it is reviewed with the union president and a member of staff (Chief Novak), discussed and forwarded to the Fire Chief and ultimately to the Board. As sections are being approved, employees are signing off. When complete, we will only do updates as needed.

14. Possible Action Item: Public Comment.

Guest Bob Cook inquired as to the status of ambulance collection write offs. Chief Sharit noted a change in procedures that the write offs are approved by the EMS Chief monthly and sent to the auditor. Write offs are up due to the poor economy. Our ambulance billing company has installed new software, and the reports are currently two months behind. Collection rate is up slightly this month at 50%. Chief Sharit estimates the write of at about 38%, or \$28,000 a month, the balance is being carried in an effort to collect. Ambulance transports are approximately 1000 calls annually. Cook informed the Board that the EFFPD is writing off about \$150,000 a month. EFFPD call volume is unknown. Chief Sharit said that is a reflection of the economy, collection agencies are struggling to collect and have had to reduce staff by 70% because they work on a percentage of what they are able to collect.

Trustee Bradford asked how ambulance service is priced. Chief Sharit said it is a base rate, plus treatment, medications and mileage. A survey is done periodically and we strive to be in the mid-range of our region. The average is \$1200 - \$1400 from a district location to Barton. There was no further public comment.

15. Discussion: ***Confirm next regular meeting on Wednesday,
January 25, 2012 @ 4:00 pm, possible agenda items***

Possible agenda items:

Trustee Officers – Chairperson & Vice Chairperson
Board of Trustee Goals

16. Action Item: ***Adjourn.***

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

The meeting was adjourned at 5:06pm.

This meeting was recorded on audio tape.

Kate Warner
Administrative Assistant
Tahoe Douglas Fire Protection District