

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
April 16, 2014

Those Present:

Chairperson Kevin Kjer
Vice Chair Larry Schussel
Trustee Greg Felton
Trustee Ann Grant
Trustee Steve Seibel
Mike McCormick, Legal Counsel
Fire Chief Ben Sharit
Assistant Chief Mark Novak
Battalion Chief Jim Antti

Battalion Chief Rich Nalder
Captain Ralph Jones
Engineer Will Morgan
Supervisor Keegan Schafer
Fire Marshal Eric Guevin
Fire Inspector Todd Stroup
Office Manager Kate Warner
Accounting Specialist Carrie Nolting

1. Call to Order

Meeting was called to order at 3:00 pm.

2. Pledge of Allegiance.

Pledge of allegiance was led by Trustee Felton.

3. Roll Call

Chairperson Kjer, Vice Chair Schussel, Trustee Felton, Trustee Grant, and Trustee Seibel were present.

4. Approval of Agenda

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

5. Public Comment.

None.

6. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 03/26/14
- b. Monthly Expenditures

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

7. For Possible Action: Consent items moved forward

None.

8. For Possible Action: Discussion and possible approval of a proposal to upgrade the video conferencing capabilities at all the fire stations with estimated an expenditure of \$10,000.

Assistant Chief Mark Novak

For some time now, we have been using *GoToMeeting* video conferencing to facilitate training sessions involving the outlying stations without the need for travel time to/from Station #23. While the technology has improved, the training experience at these stations is poor. Monitors are too small for multiple viewers, and the sound quality is weak. The \$10,000 investment will provide dedicated flat panel monitors, microphones and cameras to provide two-way video and audio. An outside vendor provided an estimate of \$4,000-5,000 per station. Our IT consultant has demoed some equipment and believes the project can be completed for \$10,000. Trustee Felton asked if installation time was included on the consultant's quote. Chief Novak confirmed that our consultant is on retainer with the fire district and his hours are included in the cost. Trustee Schussel asked about product warranties. All warranties would be standard for the various components (monitors, cameras, etc.)

Trustee Seibel motioned to approve the expenditure as presented for up to \$10,000 for video conferencing component upgrades. Trustee Grant seconded the motion. Motion approved 5-0.

9. Presentation: Discussion of the FY 2014-15 Tentative Budget. No action to be taken.
Fire Chief Ben Sharit

Chief Sharit distributed the Tentative Budget and proceeded to explain it as follows:

Cover Page The budget contains 5 funds requiring property tax revenues totaling \$5, 643,783M reflecting an Ad Valorem increase of \$177,000 and a CTX increase of \$217,000 over prior year. The budget contains 6 governmental funds with estimated expenditures of \$11,750,640 and one proprietary fund (Ambulance Enterprise Fund) with estimated expenditures of \$2,623,822.

May 15 – Public Hearing

- P1/Form 4 **Full Time Equivalents by Function**
 Fire District Population is stated at 4559.
 FTE = 63, an increase of one FTE for Administrative Assistant.
 Assessed Valuation increase of \$32M, which is the first increase in 4 yrs.
- P2/Form 27 **Property Tax Rate and Revenue Reconciliation**
 Line C = Voter Approved Tax Override of \$0.14
 Total Ad Valorem \$5,643,738M
- P3/Form 5 **Schedule A – Estimated Revenues & Other Resources**
 Six Funds
 Projected CTX revenue is \$4,058,150, up \$217K from prior year
 Currently in FY 14, we are flat to the forecasted revenue amount
- P4/Form 6 **Schedule A-1 Estimated Expenditures and other Financing**
 Salaries & Wages, Employee Benefits, Services/Supplies, Capital Outlay,
 Operating Transfer Funds.
 Total expenditures, including ending fund balances are \$17,559,497.
- P5/Form 7 **Schedule A-2 Proprietary and Non-Expendable Trust Funds**
 Ambulance Enterprise Fund
 User Fees (charges for service)
 This fund runs at a loss of (\$409,748), as we have retained earnings in this
 fund.
- P6/Form 12 **Schedule B-General Fund - Revenues**
 Shows the revenue sources for the General Fund with the Ad Valorem,
 which is divided between several funds – General Fund, Ambulance
 Enterprise Fund, Fire Safe Community Fund and Capital Outlay; the CTX;
 and the Plan Check Fee, forecasted with a \$9K increase reflecting the
 building projects that we currently know about in the fire district. These
 sources total \$7,185,560.
 Other Sources of Revenue - 2012 Safer Grant, which decreases from
 current fiscal year because the grant ends in March 20th of 2015.
 Revenues of \$8,238,702M reflect an increase in Ad Valorem & CTX; and a
 decrease in Safer Grant revenues.
- P7/Form 13 **Schedule B-General Fund - Expenditures**
 Salaries and Wages \$4,035,095 showing an increase of \$112,000 due to
 projected Step Increases and the Administrative Assistant position
 Employee Benefits \$1,866,162 showing an increase of \$70,000
 Services and Supplies \$1,117,300

Capital Outlay \$50,000 showing a decrease of \$200,000, adjusted for air packs purchased in 2013-14.

Transfer out of funds to Health Insurance Fund and Special Services Fund
This fund represents all employees except 15 paramedics who reside in the Ambulance Fund and the Fuels Team.

Transfers are forecasted to increase by \$7,000 for the Health Insurance Fund and decrease by \$25,000 for the Special Services Fund,
Ending Fund Balance – Reserved \$124,000 required by state law to for unemployment benefits and Unreserved is decreasing to \$377,026.

P8/Form 14

Schedule B-Capital Projects Fund – Revenues/Expenditures

Col 3 - Voter Approved Tax Override of .02, or \$173,326.

Expenditures are forecasted at \$60,000. YTD only \$18,000 has been spent to replace an engine in the Water Tender. The fund is being allowed to build until 2016 when the Strategic Plan recommends the purchase of a Type I Engine estimated at \$500,000.

There is \$334,520 projected for total commitments and fund balance.

P9/Form 14

Schedule B- Sick Leave Fund – Revenues/Expenditures

.01 from Ad Valorem taxes equating to \$86,663

Projected Expenditures - Salaries and Wages represents the reserve expense if all the employees cashed out – the total liability. Year to date we have had one retirement and some sick leave paid out for about \$60,000. There is \$387,805 projected for total commitments and fund balance.

P10/Form 14

Schedule B- Special Services Fund – Revenues/Expenditures

This fund covers all our non-firefighting rescue serves and EOD. There isn't any Ad Valorem funding here, the revenue comes from grants, contracts (EOD), transfers from General Fund and other service fees.

Projected Expenditures - Salaries and Wages – are primarily for overtime and training. The reason for so many funds is to provide transparency for the public. There is \$204,487 projected for total commitments and fund balance.

P11/Form 14

Schedule B- Health Insurance Fund – Revenues/Expenditures

Revenue comes from interest and fund transfers from the funds where the employee salaries and wages reside. An increase of \$10,000 has been added to Services and Supplies over prior year to provide for Insurance Committee members to attend an annual symposium and other training sessions to stay abreast of the ever changing medical insurance program. There is \$5,362,859 projected for total commitments and fund balance.

- P12/Form 14 **Schedule B- Fire Safe Community Fund – Revenues/Expenditures**
Shows .05 from Ad Valorem taxes equating to \$547,075 changes are due to fluctuations in the assessed valuation outside the abatement. Grants, contacts and strike team projections make up the balance of the revenue sources.
- Projected Expenditures - Salaries and Wages – for the fuels management employees only. Capital Outlay represents the intent to purchase the Frontier building \$380,000 and; Services and Supplies represents building improvements needed and other expenses for the fuels program. There is \$1,869,277 projected for total commitments and fund balance.
- P13/Form 19 **Schedule B- Ambulance Fund – Revenues/Expenditures**
Operating Revenue is from User Fees and an increase to \$1,005,196 is projected. FY 13 was audited to \$1,004,196, so it a conservative forecast. It is unknown how the ACA will affect ambulance collection rates.
- Projected Expenditures - Salaries and Wages – are for firefighter/paramedics employees (15). Depreciation increases for aging equipment as per our accountant.
- Non-operating Revenue is from .06 +.14 of Ad Valorem FY13 Grant was 35K for the auto load gurneys from POOL/Pact. Operating transfers out, go to the Health Insurance fund for these employees.
- P14/Form 20 Represents the cash floor for the enterprise fund.
- P15/Form 23a This form illustrates the transfers from fund to fund.
- P16 /Form 23b Shows the Health Insurance Fund transfer in.
- P17/Form23c Transfers in and out must balance - \$2,403,403.
- P18/Form 30 Lobbying Expense – zero
- P19/Form 31 Schedule for Existing Contacts
Steve Teshara should be added here.
- P20/Form 32 Privatization Contracts – N/A
No further discussion.

10. For Possible Action: Discussion of Ambulance Rate Review.
Battalion Chief Tim Allison

Chief Allison presented the 2014 Ambulance Rate Survey providing comparable rates from other local agencies and stated that at this time there is no recommendation for fee changes. Trustee Felton asked if TDFPD collection rates are similar to other agencies; Chief Allison stated that we are in line with Carson City, though they run a lot more calls. EFFPD utilizes an internal staff for their ambulance billing and the accounting is slightly different.

Legislative Committee Meeting information on the NV Exchange Plan enrollment; deadline was extended in Nevada to May 31, if they tried to enroll and the system did not allow. Current enrollment indicates that there will be an additional 145K Nevadans on Medicaid; the next open enrollment is November, unless there is a qualifying event. Of those Medicaid enrollments it is not clear if they moved from other insurance or new enrollments. It will be difficult to forecast any changes for the Enterprise Budget based on this information.

This will be on the May agenda as an action item.

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

Employee Years of Service Recognition

Fire Marshal Eric Guevin	4 Years of Service
Supervisor Keegan Schafer	6 Years of Service
Accounting Specialist Carrie Nolting	4 Years of Service
Fire Chief Ben Sharit	29 Years of Service

Updates

1. **ZCGID** – (Goal #6) Trustee Grant attended the neighborhood association meeting with Chief Sharit. The goal is to better inform our fire district residents of the services Tahoe Douglas Fire Protection District provides and to address any concerns residents have. They were not aware of the special services TDFPD provides.

2. **Captain Test** – (Goal #5) Echoed Chief Novak’s report of the successful completion of the Captain’s Test which was a huge undertaking for the fire district. The academy and the test raised the bar for consistency and professionalism.

Financial Summary

None.

Attachments

South Shore Fireworks Show – will happen, and TDFPD will be the permitting agency, however we do not have an application on file to date. Trustee Schussel asked about a plan for clean up. Chief Sharit confirmed that there is a plan being rolled out. TDFPD will be involved with the cleanup plans.

Ambulance Reports – billing, transports and revenues were all up.

12. Discussion: Discussion on a change for next meeting to, Thursday, May 15, 2014 @ 3:00 pm; possible agenda items.

Suggested agenda items:

- Ambulance Rate Survey
- Public Hearing Tentative Budget, possible approval
- Final Budget
- Presentation on the ISO Rating

Adjourn

Trustee Grant motioned to adjourn the meeting. Trustee Seibel seconded the motion. Motion approved 5-0. The meeting was adjourned at 3:35pm.

Closed Session: Per NRS 288.220, collective bargaining discussions

This meeting was recorded on audio tape.

Kate Warner
Office Manager