

TAHOE DOUGLAS FIRE PREVENTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**October 23, 2014**

**Those Present:**

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

Fire Marshal Eric Guevin  
Fire Inspector Todd Stroup  
Captain Kevin Green  
Captain Ralph Jones  
Captain Todd Moss  
Captain Justin Rossi  
FF/P Jenny Alustiza  
Accounting Specialist Carrie Nolting  
Administrative Assistant Casey O'Neill

**1. Call to Order.**

Meeting was called to order at 3:00 pm.

**2. Pledge of Allegiance.**

Pledge of allegiance was led by Vice Chairman Schussel.

**3. Roll Call.**

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

**4. Approval of Agenda.**

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

**5. Public Comment.**

Trustee Grant recognized the firefighters and other staff who offered their advice and assistance with her husband and his recent medical issues.

**6. Approval of the Consent Calendar.**

Items:

- a. Approval of Minutes 09/25/14
- b. Monthly Expenditures
- c. TDFPD Policies & Procedures Volume 1, General Policy Buildings and Equipment – 10 Use of District Vehicles Rev. 10-2014

Trustee Seibel motioned to approve the Consent Calendar items with a modification to the minutes. Minutes from 9/25/14 stated “*Vice Chairman Seibel* motioned to approve the agenda”. This should have stated “*Trustee Seibel...*” Board Secretary Casey O’Neill noted correction and will revise the minutes. Vice Chairman Schussel seconded the motion. Motion approved 5-0.

**7. For Possible Action: Consent items moved forward.**

None.

**8. Presentation: Employee Recognition**  
Fire Chief Ben Sharit

Captain Rossi presented with his 5 year service award. He actually has a total of 8 years of service, but was unable to attend the department luncheon for this award.

**9. For Possible Action: Proposal to purchase a used ambulance from North Tahoe Fire Protection District in the amount of \$30,000 to be used as a reserve ambulance.**  
Battalion Chief Tim Allison

Fire Chief Ben Sharit spoke on B/C Allison’s behalf as he was in another meeting. He presented an opportunity for TDFPD to purchase a used ambulance as a stand-by for times when our current ambulances are out of service. In the past, TDFPD borrowed rescues from other fire districts; The fire district is scheduled to purchase a new ambulance in 2017, Chief Sharit proposed to use this ambulance as the stand-by in the meantime. The ambulance will be stored at the TRPA building and will move into the reserve position as needed. The ambulance will be equipped from an out of service ambulance already within the district; additional expenses are estimated at \$5,000 for med-vault, painting etc., which will be covered by the operating budget.

Chairman Kjer granted a two minute recess to view the ambulance in the parking lot.

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

- 10. For Possible Action: Discussion to award a scholarship of \$10,000.00 to a member of the Zephyr Crew to attend paramedic school at the Regional Medical Services Authority (REMSA) – Reno, NV**  
Assistant Chief Mark Novak

This is an annual proposal as part of the retention and incentive program for the Zephyr Crew; three crew members have graduated from the scholarship program in the past, some have gone on to become firefighters with TDFPD. Class begins early 2015, prior approval is needed by the Board to ensure candidate can study for the exams.

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

- 11. For Possible Action: Public Hearing for possible ratification of the two year Collective Bargaining Agreement from July 1, 2014 – June 30, 2016 with Local #2441 International Association of Firefighters – Tahoe Douglas, which includes issues such as employee pay, operating issues and other items covered by the collective bargaining agreement.**  
Fire Chief Ben Sharit  
Ralph Jones, President Local 2441

No public comment.

- 12. For Possible Action: Ratification of the two year Collective Bargaining Agreement from July 1, 2014 – June 30, 2016 with Local #2441 International Association of Firefighters – Tahoe Douglas**  
Fire Chief Ben Sharit

Chief Sharit stated he supports the decision to ratify this agreement.

Trustee Felton appreciates the effort from the Board, Legal Counsel and the union in getting to this point. He emphasized that there are liability issues involved that will need to be addressed in the future. Trustee Seibel and Trustee Grant concurred that this problem must be resolved before the next negotiating session.

Vice Chairman Schussel motioned to approve the action. Trustee Seibel seconded the motion. No discussion. Motion approved 5-0. Contract signed by negotiating team and board members.

**13. Report Item: Review of Monthly Fire District Activities. No action will be taken.**

Fire Chief Ben Sharit

**Employee Years of Service Recognition:**

Captain Bob Child	29 Years of Service
Engineer Greg Peterson	29 Years of Service
B/C Tim Allison	19 Years of Service
FF/P Fred Parson	19 Years of Service

- Engineer Greg Peterson submitted official letter of retirement to Chief Sharit with a date of January 2<sup>nd</sup>, 2015.
- Recognized all these men for their hard work and dedication throughout their long careers at TDFPD.

**Updates:**

**Retirement Benefit Insurance Fund** – Last month the Board approved the transfer of up to 1 million by October 31<sup>st</sup>, 2014. Funds have been moved to the trust account at Edward Jones. Awaiting the Post Retirement Trust Board meeting on Monday, October 27<sup>th</sup> and for the transfer to the state RBIF.

**Frontier Building** – Recognized B/C Nalder for all his hard work with the building. Hope to have the purchase completed this month. Environmental survey, land capability survey, land coverage verification, TRPA approval and separation of utilities have all been completed. Now waiting on a response from NDOT and Douglas County on the permit process. We should enter escrow in a couple of weeks.

**Ebola** – Memo distributed to all personnel stating response policy and procedures in case of an Ebola situation in the Tahoe area.

**Wayne Omel** - Unable to attend our Board meeting in person until January 2015. Can attend via phone conference before then if needed.

**Attachments:**

Great response from retirees who attended our luncheon from September.

Chairman Kjer appreciated the firefighters helping out with the Whittel Homecoming Bonfire at Zephyr Cove Park.

Free Flu Vaccination at Station 23 this Saturday, October 25<sup>th</sup> for community members.

Trustee Felton recognized the hard work that our Fire Prevention staff puts into the community.

**14. For Possible Action: Fire Chief's Annual Performance Evaluation**

Trustees Greg Felton and Ann Grant

Trustee Grant discussed summary of the Fire Chief's Annual Performance. He has done an excellent job in the past year. Performance review consensus was that Chief Sharit is knowledgeable about managing the budget and is mindful of the budget. He received a total score of 57.1 out of 60 and did not receive less than a 4 of 5 in any category. Board member feedback was to have additional updates on the Strategic Plan and board goals throughout the year.

Chief Sharit stated he appreciates the review, but gave credit to all staff members and personnel as they are the primary cause of the district's success. Every employee puts in a lot of time and effort to ensure the best customer service possible.

Chairman Kjer also thanked Chief Sharit for his efforts. He noted and appreciated that Chief Sharit did include more updates on board goals within this past year. Trustee Felton noted the teamwork he sees with all the employees at TDFPD; the culture is clearly set by Chief Sharit and everyone is doing a good job.

Vice Chairman Schussel motioned to approve the Chief's annual performance evaluation. Trustee Grant seconded the motion. No discussion. Motion approved 5-0.

**15. Discussion: Confirm next meeting with a proposed date of Wednesday, November 19<sup>th</sup>, 2014 at 3:00 PM and possible agenda items.**

Meeting confirmed for Wednesday, November 19<sup>th</sup>, 2014 at Station 23 in the classroom.

Suggested agenda items:

- Review of Grant Thornton 2014 Audit

**Adjourn**

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

**Closed Session:** Not needed at this meeting.

This meeting was recorded on audio tape.

**Casey O'Neill  
Administrative Assistant/BOT Secretary  
Tahoe Douglas Fire Protection District**