

TAHOE DOUGLAS FIRE PREVENTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**November 19, 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  
Guest/newly elected Board Member Bill Kirschner

Battalion Chief Tim Allison  
Battalion Chief Jim Antti  
Battalion Chief Richard Nalder  
Captain Ralph Jones  
Captain Bill Romanowitz  
Zephyr Crew Supervisor Keegan Schafer  
Fire Marshal Eric Guevin  
Forester John Pickett  
Office Manager Kate Warner  
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 Trustee Grant.

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

**5. Public Comment.**

Chief Sharit introduced and welcomed our newly elected board member Bill Kirschner.

Trustee Felton congratulated our current Chairman Kjer on his re-election to the board.

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

Items:

- a. Approval of Minutes 10/23/14
- b. Monthly Expenditures
- c. Financials 07/31/14
- d. Goals & Objectives – 1<sup>st</sup> Quarter Update
- e. 2014-16 Collective Bargaining Agreement (Recorded)

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

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

None.

**8. Presentation: Discussion of monthly financial letter**  
Bill Johnson - David, Johnson and Larson, LTD

Chief Sharit introduced Bill Johnson and asked the Board to raise any specific questions or concerns they may have regarding the accountant's compilation report.

Johnson highlighted the items from the report that may be of concern to the Board. He explained that professional standards dictate that we have this report, however, there is an option to not have a report at all. This is called a "management use only financial statement", which would only include the numbers for each fund, and no report. In a management use only financial statement, the amount of work needed to prepare the statement each month would be the same and the numbers would not change; the only change would be that the statement is restricted to management use only. As a local government agency, everything TDFPD does must be disclosed to the public, so it would be difficult to keep this standard if the board chooses a "management use only financial statement".

Johnson also explained the language in the report most concerning to the board, that states, "management has omitted all disclosures". It is a standard practice to omit these disclosures, with no intent to hide anything financially. These disclosures are simply footnotes of 15-20 pages describing accounting policies and procedures, long term debt, fixed assets, general obligations, long term obligations, retirement plans, etc. Additionally, Johnson does not think these footnotes are of value on a monthly basis. Finally, David, Johnson and Larson, LTD is not independent operationally with respect to the district; it is an integrated accounting system.

9. **Presentation:** **Review of the fiscal impact of the Collective Bargaining Agreement with Local #2441 International Association of Firefighters – Tahoe Douglas resulting in an increase in payroll expense of \$141,248.04 for fiscal year 2014-15 and \$147,591.86 for fiscal year 2015-16.**  
Fire Chief Ben Sharit

Per NRS 288.153 local government employers must identify and report at a public hearing the costs of any new, extended or modified Collective Bargaining Agreement, which includes both salaries and benefits for the next two years.

10. **For Possible Action:** **Discussion and possible approval of adjusted pay scales for non-represented employees of the fire district, which reflects a five percent (5%) increase between all wage scale steps. This change would become effective on December 1, 2014 with an estimated fiscal impact of \$89,579.37 for fiscal year 2014-15.**  
Fire Chief Ben Sharit

This demonstrates the re-balancing of the steps for the non-represented employees. It shows the total cost for Fiscal Year 2014-15 for both salaries and benefits for the non-represented employees, excluding the Fire Chief.

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

11. **For Possible Action:** **Discussion and possible approval of a three percent (3%) salary increase for the non-represented employees of the fire district. This change would become effective on June 29, 2015 with an estimated fiscal impact of \$46,766.97 for fiscal year 2015-16.**  
Fire Chief Ben Sharit

This demonstrates the salary increase for the non-represented employees of the fire district, excluding the Fire Chief.

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

12. **For Possible Action:** **Discussion and possible approval of adjusted pay scale, which reflects a five percent (5%) increase between all steps and adding an additional step for the Fire Chief position. This change would become effective on December 1, 2014 with an estimated fiscal impact of \$15,404.00 for fiscal year 2014-15.**  
Chairman Kevin Kjer

Chairman Kjer read action item #12:

“At the October 2014 Board of Trustees meeting the Collective Bargaining Agreement with Local 2441 was ratified granting a re-balancing of all Represented positions to reflect a standard five percent (5%) increase between steps on all salary scales. Ben Sharit was promoted to Fire Chief on October of 2011 with a five year employment contract with the fire board and a salary scale, which included annual increases of three steps over three years. Years four and five were to be negotiated with the board. To be consistent with other positions within the fire district, the same five percent (5%) re-balancing between three steps and the addition of step four is recommended. This change would become effective on December 1, 2014 with an estimated fiscal impact of \$15,404.00 in salary and NVPERS for fiscal year 2014-15.” Chairman Kjer’s recommendation is to approve the re-balancing and additional step.

Trustee Felton asked for clarification on the action item’s description. His understanding is that the motion is to approve as proposed, which includes salary and benefits. The description of the action was inconsistent because it only included salaries. Clarified that the action item should be for total costs (salary and benefits).

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

**13. For Possible Action: Discussion and possible approval of a three percent (3%) salary increase for the Fire Chief position. This change would become effective on June 29, 2015 with an estimated fiscal impact of \$7,364.35 for fiscal year 2015-16.**

Chairman Kevin Kjer

Chairman Kjer read action item #13: “At the October 2014 Board of Trustees meeting the Collective Bargaining Agreement with Local 2441 was ratified granting a three percent (3%) salary increase to all represented employees. To be consistent with other positions, represented and non-represented, the same three percent (3%) salary increase is recommended for the position of Fire Chief. This change would become effective on June 29, 2015 with an estimated fiscal impact of \$7,364.35 in salary and NV PERS for fiscal year 2015-16”.

Chairman Kjer’s recommendation is to approve the three percent (3%) salary increase for the position of Fire Chief.

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

- 14. Report Item: Review of the Monthly Fire District Activities. No action will be taken.**  
Fire Chief Ben Sharit

Thanked the Trustees for completing the Fire Chief's 2014 evaluation last month and for increasing salary and benefits for all fire district employees. He acknowledged the hard work from all staff members and noted that the successes gained from being Fire Chief is due to the dedication from all fire district personnel.

**Employee Years of Service Recognition:**

Assistant Chief Mark Novak	24 Years of Service
Chief Novak is a great leader and has done an exemplary job throughout his career here at the district.	
Mechanic Gregg Gemmet	16 Years of Service
FF/P Paul Apple	2 Years of Service
FF/P Kyle Fine	2 Years of Service
FF/P Justin Reddig	2 Years of Service
FF/P Scott Vandover	2 Years of Service

**Updates:**

**Fire Academy** – TDFD has one recruit, FF/P Chris Wade, attending the academy. Graduation will be held at Harrah's on Friday, December 19<sup>th</sup>, 2014 at 6:00 PM. Trustees who are interested in observing the academy can coordinate a time to do this with Chief Sharit before graduation.

**Captain Bob Child and Engineer Greg Peterson** – Retirement set for January 2<sup>nd</sup>, 2015. Congratulated Captain Child and Engineer Peterson on their careers here at TDFD. They were both hired together and will be retiring together with 30 years of service.

**Tahoe Chamber of Commerce Blue Ribbon Awards** – Fire Marshal Eric Guevin and Forester John Pickett were both nominated for Best Customer Service in a Public Service Agency. FM Guevin won this award. It was an honor to be able to attend this event and see two employees in the district being recognized for their excellent customer service. Chief Sharit acknowledged Forester Pickett for always going above and beyond in assisting the public with their needs. One example of this noted by the Chamber, was publishing his personal cell phone number on flyers distributed to over 2,500 district residents for help with the defensible space programs. Chief Sharit was very proud to celebrate the great work they do for our fire district.

Trustee Grant attested her personal experience with Forester Pickett's customer service. She contacted Forester Pickett many times on the weekends regarding defensible space questions and he always responded. Trustee Felton commented further that maintaining the roles of Forester and Fire Marshal effectively, may irritate the public at times, rather than please them, and to be recognized for their customer service is phenomenal.

**Next Lake Tahoe Regional Fire Chief's Meeting November 20<sup>th</sup>, 2014** – Excited to attend the meeting to recognize our Fire Marshal and Forester's nominations by the business community.

**Edward Jones Account** – Shows a balance of \$282,000. The October Advalorem check was received in the amount of \$856,619.24. This was sent directly to the Edward Jones account, so the balance will reflect the additional deposit next month. This will replace the \$1,000,000 transfer to the RBIF that was completed last month.

**Health Insurance Renewal** – Insurance Committee met last month to review renewal options and decided to stay with the fully-insured plan - Anthem Blue Cross Blue Shield. There will be no changes to benefits with an increase of 8.1% (4% for Affordable Care Act taxes) and dental insurance renewal increased by 7%. The committee will look into option of moving to self-insurance as a possibility for the district in 2016. Next Insurance Committee meeting is December 9<sup>th</sup> and will have an update of the actual report of the renewal for next month's board meeting.

**Attachments:**

**Customer Service Acknowledgement Letter** – Administrative Assistant O'Neill, Forester Pickett and Battalion Chief Antti were acknowledged for their customer service in assisting an elderly woman with additional needs in the district.

**Chief Allison** - Acknowledged by the Truckee Meadows Fire Protection District for his support in the Battalion Chief's Assessment Center.

**Chief Novak**- Has been doing some great work as the incident commander of the Tahoe Fire and Fuels Team (TFFT). This has been a collaborative effort to distribute information on prescribed burning to the public.

Vice Chairman Schussel asked what our plan is for the \$282,000 in the money market. Chief Sharit explained that after the deposit of the advalorem check, there will be about 1.1 million in the money market account. Wayne Omel will attend next month's meeting to present and direct the board on possible future investments.

Trustee Felton sees the value in the letters of acknowledgement given to employees in the district as it takes time to recognize employees for their accomplishments and is happy to see this happening within our district.

Chief Sharit noted that all the firefighters demonstrate excellent customer service each day and they do not always receive formal recognition.

Trustee Grant also recognized the excellent work that Fire Marshal Guevin does for the public. He has great respect for all the people he works with and does his work with a smile.

**15. Discussion:** Confirm next meeting with a proposed date of Wednesday, December 17, 2014 with a start time of 4:00 PM to allow for guest speaker and possible agenda items.

Meeting confirmed for Wednesday, December 17<sup>th</sup>, 2014 at Station 23 in the classroom.

Suggested agenda items:

- Grant Thornton Presentation of the 2014 Audit.
- Wayne Omel, Edward Jones will present possible future investments.

### **Adjourn**

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

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

This meeting was recorded on audio tape.

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