

TAHOE DOUGLAS FIRE PREVENTION DISTRICT  
BOARD OF TRUSTEES MEETING  
**February 24, 2016**

**Those Present:**

Chairman Greg Felton  
Vice Chairman Bill Kirschner  
Trustee Kevin Kjer  
Trustee Larry Schussel  
Trustee Steve Seibel  
Fire Chief Ben Sharit  
Legal Counsel Jason Guinasso  
Fire Marshal Eric Guevin

Battalion Chief Jim Antti  
Battalion Chief Rich Nalder  
Forester John Pickett  
Crew Supervisor Keegan Schafer  
Office Manager Kate Warner  
Accounting Specialist Carrie Nolting  
Administrative Assistant Casey O'Neill  
Guest Ann Grant

**1. Call to Order**

Meeting was called to order at 2:30 p.m.

**2. Pledge of Allegiance.**

Pledge of allegiance was led by Fire Marshal Guevin.

**3. Roll Call**

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

**4. Approval of the Agenda**

Vice Chairman Kirschner motioned to approve the agenda with the omission of 6c. Trustee Seibel seconded the motion. Motion approved 5-0.

**5. Public Comment**

None.

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

Items:

- a. Approval of Minutes 01/27/16
- b. Monthly Expenditures
- c. Job Description – Firefighter/Paramedic – Rev. 02/2016

- d. Account Signer Updates – Trustees Felton and Kirschner
- e. Personnel Policy 6.6.3 Court Leave - Rev. 03/01/16

Chairman Felton noted that Item 6c - Job Description – Firefighter/Paramedic – Rev. 02/2016 has been omitted from the agenda.

Board Secretary O’Neill requested to read a statement regarding the account signer update: With any change over in Board Trustees or Chief Officers, it is necessary to update the signature lists on the bank and investment accounts. The minutes will reflect the following:

US Bank Accounts have been updated with Board Trustees Felton and Kirschner and Chief Officers Sharit, Baker and Antti. Felton and Sharit will be the signatures on the A/P and payroll checks.

Edward Jones Investment Accounts have been updated with Board Trustees Felton and Kirschner and Chief Officers Sharit, Baker and Antti.

Wells Fargo Accounts have been updated with Board Trustee Felton and Chief Officers Sharit, Baker and Antti.

The signature cards will be updated immediately.

Per Legal Counsel Guinasso, items on the Consent Calendar are for consent only, and any item from this calendar can be removed if needed by a trustee. He advised to remove item 6d from the Consent Calendar and move to the agenda as an action item allowing the statement that was read to be a part of regular business.

Chairman Felton called for a motion on the Consent Calendar with the omission of item 6c and moving forward item 6d.

Trustee Seibel motioned to approve the Consent Calendar items with the exception of item 6c and moving forward item 6d.

Guinasso added that item 6d will move to action item #7.

Trustee Kjer seconded the motion. Motion approved 5-0.

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

Chairman Felton carried forward item 6d - Account Signer Updates.

Guinasso noted that the statement regarding the updates does not need to be re-read, but if there is any discussion or comment between the trustees, this is the time to do so.

Trustee Kirschner motioned to approve the action item as written. Trustee Schussel seconded the motion. No discussion. Motion approved 5-0.

**8. For Possible Action: Discussion of Board Driven Goals for FY 2016-17.**  
Trustees Kjer and Schussel

Trustee Kjer stated that he and Trustee Schussel met with Chief Sharit recently to review the board driven goals and objectives. They agreed on six board driven objectives, five of which carried over from last year. The newest goal (#1) regards the importance of monitoring the Redevelopment Plan's fiscal impacts to the district. The modifications to the goals and objectives carried forward (#'s 2 through 6) are shown in *italics*.

**Objective #1:** To monitor and review fiscal impacts of the Re-development Area #2 by directing staff to keep lines of communication open with Douglas County ensuring that fire district concerns are addressed.

**Objective #2:** Direct staff to continue to work with the TDFPD Health Insurance Committee to monitor *any* federal health insurance changes implemented in 2016. Determine the impact the changes could have on employee benefits, develop a plan to mitigate a potential increase in costs or loss of benefits and develop a fiscal plan for long term future costs.

**Objective #3:** Continue current public education and community outreach programs on the *defensible space and* WUI enforcement processes.

**Objective #4:** Direct staff to continue the development of a succession plan that identifies necessary measures to provide an adequate pool of internal candidates for future openings in the Chief Officer ranks.

**Objective #5:** *Continue* to review possible alternatives for future retiree health benefits that will secure TDFPD's financial stability.

**Objective #6:** *Continue the staff directive* to review all public touchpoints, current TDFPD programs and events, with our residents and business owners to ensure that fire district employees are taking full advantage of the each opportunity to educate and connect with our community.

Vice Chairman Kirschner motioned to approve the goals and objectives as drafted. Trustee Schussel seconded the motion. No discussion. Motion approved 5-0.

Chairman Felton added that he appreciates the quarterly updates on the goals that are completed by staff. It is important to document the progress made throughout the year.

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

**Employee Years of Service Recognition:**

Kate Warner	6 Years of Service
Foreman Matt Fogarty	2 Years of Service

**Updates:**

**Stateline Redevelopment Plan** - Approved last week. The MOU was presented at the Douglas County Commissioner's meeting, but they could not sign it because it was not included as an action item on the agenda. More to follow regarding placing this item on a future agenda.

**Request For Proposal – Annual Audits** – Three of six agencies have declined including last year's auditor Grant Thornton; still waiting to hear back from the others.

**Fire Academy Update** – The Academy was extended out by a week. Graduation date is now on March 4th from 6-9 p.m. at Harrah's. Vice Chairman Kirschner will administer the firefighter's oath. All trustees and staff are invited to attend. Four TDFPD recruits have completed the academy.

**10. Report Item: Review of Fire District Division Reports. No action will be taken.**

**A-Shift Battalion Chief Todd Moss – EMS/EOD**

- **EMS re-certifications:** Completed for all paramedics.
- **Community Paramedicine:** Program designed for emergency personnel to provide follow up with patients with the overall goal to prevent re-admissions into the hospital and provide better care for our community. Attended meetings to prepare for new regulations. Chiefs from EFFPD, TDFPD and CCFPD are collaborating to come up with an overall plan.
- **EOD (Bomb Squad):** Sweeps completed for the Nevada caucuses. Working on a grant application to upgrade EOD supplies and equipment.
- **Completed second Tactical Emergency Casualty Care class:** Teaches basic life saving techniques; was well received by all in attendance.

Ann Grant thanked Chief Moss for including the Community Emergency Response Team (CERT) members in the TECC training. It was very informative and beneficial.

Chairman Felton asked which new policies were in review according to Chief Moss's report.

Chief Moss replied that has been reviewing policies and job descriptions with the state. Recently, they added International Trauma Life Support (ITLS) as a mandated training and changed verbiage to the CPR cards.

Chairman Felton congratulated all involved in the recent cardiac arrest saves mentioned in Chief Moss's report. He asked how the efforts to have AEDs distributed in the community were going.

Chief Moss stated it is going well. The cardiac arrest save at Harvey's was due to their personnel using an AED on the patient. This person was transferred to Carson Tahoe Hospital and walked out about a week later. Two additional saves were due to DCSO starting CPR immediately as they were first to respond to the calls.

#### **B-Shift Battalion Chief Rich Nalder – Facilities**

- **Station 23 Re-model:** Installing new carpets and office furniture based on ergonomic evaluations for office staff.
- **Station 23 Re-model:** Replacing kitchen counter tops and appliances and installing new carpets.
- **Health and Safety:** In midst of annual employee physicals.
- **Health and Wellness:** Evaluating all staff for proper form lifting using different exercises.
- **Turn Outs:** – Replacing all turn outs, as well as wildland protective gear. Looking to get turn out dryers as they take a long time to dry and must be washed after each use.

#### **C-Shift Battalion Chief Jim Antti – Equipment/Radios/HazMat**

- **Local Emergency Planning Committee (LEPC) Grant:** Captain Lucas Accounting Specialist Nolting and Chief Antti are members of LEPC Board and will be getting HazMat equipment for the de-contamination trailer and SCBA bottles from the grant.
- **Engineer Justin Reddig:** Currently attending a HazMat Technician course in Reno.

Chairman Felton asked Fire Marshal Guevin about his report and the State Fire Marshal's meeting at the Hard Rock. He was wondering why the State Fire Marshal would meet with the Hard Rock rather than the local district's fire marshal.

Fire Marshal Guevin answered that there is an Interlocal agreement with the State Fire Marshal due to the population of our county. TDFPD is not a stand-alone fire district and operates under the State Fire Marshal's jurisdictional authority.

Chairman Felton asked about the Harrah's/Harvey's annual fire inspection and why there were a lot of items requiring follow up.

Fire Marshal Guevin responded that they are small items requiring corrective actions due dealing with older buildings, renovations and a new facilities engineer.

Trustee Schussel asked about the requirements to install a new fire hydrant at Harvey's outdoor concert venue.

Fire Marshal Guevin stated that the new fire hydrant must be put in before the summer concerts start. Last year, prevention worked with them by allowing a temporary hose lay, but, must come up with a permanent solution this year.

**11. Discussion: Confirm next meeting, with a proposed date of Wednesday, March 23, 2016 with a start time of 2:30 p.m. and possible agenda items.**

- Review of Tentative Budget for Fiscal Year 2017.

Meeting confirmed for Wednesday, March 23, 2016 with a start time of 2:30 p.m. in the Station 23 classroom.

#### **Adjourn**

Vice Chairman Kirschner motioned that the meeting be adjourned. Trustee 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  
Board Secretary  
Tahoe Douglas Fire Protection District**