

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING

April 7, 2010  
*Regular Meeting*

Those Present:

Steve Seibel	Captain Tim Allison
R.J. Clason	Engineer Steve Prather
Brad Dorton	Engineer Ralph Jones
Roy Clason	ZC Supervisor Keegan Schafer
Frank Forvilly	ZC Foreman TC
Chief LeFever	FF/P Matt Brown
Assistant Chief Ogami	Ryan Allison, ZC Member
Battalion Chief Dave Hekhuis	Mike Bradford, Board Candidate
Battalion Chief Ben Sharit	Ann Grant, Board Candidate
Battalion Chief Dennis McLaughlin	
Inspector Leo Horton	
Captain Jim Antti	John Pickett, Forester/Guest Speaker

**1. Action Item: Call to order.**

The meeting was called to order at 4:30 by Chairman Roy Clason.

**2. Action Item: Pledge of Allegiance.**

Pledge of allegiance was led by Captain Tim Allison.

**3. Action Item: Roll call.**

Chairman Roy Clason, Trustee Steve Seibel, Trustee Frank Forvilly and Trustee Brad Dorton were present.

**4. Action Item: Public comment.**

There was none.

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

Items:

- a. Approval of agenda.
- b. Approval of minutes 03/03/2010.
- c. Approval of financial statements 02/28/2010.

Trustee Seibel moved to approve the consent calendar items. Trustee Clason seconded the motion.

Motion carried with a vote of 5-0.

**Action Item #6:        *Consent Items moved forward.***

There were none.

**Presentation #7:    *2010 Fuels Management Planning Process*  
*John Pickett, Forester Consultant***

John Pickett presented the Fuels Management Planning Process for this season, the Board has heard of the results of the Zephyr Crew and John wanted to share the history of Fuels Management which is focused on the protection of life and property. Fuels Management efforts greatly improve the fire fighters efforts.

Challenges: Long term funding  
                  Overlapping regulations  
                  Limited season – May to October  
                  Public opinion  
                  Special interests

Doing the right thing, in the right way, for the right reasons is key to maintaining public support. Funding requires the districts around the lake to work as one which created the Tahoe Fire and Fuels Team (TFFT) and Multi Agency Committee (MAC) ensures that a project on one end of the lake doesn't negatively affect the funding for a project on the other side of the lake. Over site on projects is managed by an Incident Commander through a central website. All agencies have access to all projects.

This year 250 acres are planned for fuels reduction in our District. Each year, completed reports go to our Senators, who control the funding, for review. They work with a vegetation management plan which identifies where, when and how; soils, wild life, hydrology and archeology are also reviewed and signed off. Costs are also managed by project, so we can show cost per acre now.

John reviewed the different types of fuels removal, the various costs and the reasons why they opt for each.

John also reviewed the results, actual fires where the flames were stopped at the treated areas. Fuel Management works.

Grant writing is handled in the off-season. FEMA has \$1,000,000 in funding available but it has been pushed off until next year due to a budget over site on their end. National Fire Plan funds will be looked at down the road. Lake Tahoe Restoration Act, is before Congress right now. If passed, it must be then put into a funding act. This is a competitive act, but we are posed and in good position for it.

**Item #8:                    Discussion: Review of monthly expenditures.**

Chief LeFever explained the following expenditures:

**Nevada Johns** – purchase of one unit, with a plan for two eventually. Cost analysis shows that the cost will be covered in 2-3 yrs this will eliminate rental expense.

**UPS** – \$ 637.00. We received a bill going back to May of last year, have requested an audit and back up from the owner.

**Edgewood** – \$4000. Promotion and Recognition Luncheon, one of our largest in years due to the high number of retirements.

**Innovative Networks** – \$3482.00. Purchased 2 computers for new staff members. Using current equipment to replace older units.

**Barton Hospital** – \$30,927. Annual physicals; averages \$620.00 per person.

**MES Arizona** - \$1286.60. Wildland Safety Gear to start the 2010 fire season.

**Champion Floors** - \$790, rather than replacing the entire stairs to repair cracked edges which were a safety hazard, the front edges were capped. Saving \$3000 and extending the life of the stairs 2-3 yrs.

**Creative Imprinted** - \$621.00 for public education/elementary school supplies.

**GSA** - \$4092.71 Zephyr Crew equipment.

**In Your Face Signs** – Zephyr Crew road signs (6) as per the Board recommendation to inform public of prescribed burn areas.

Trustee Clason asked if there was redundancy with the Tahoe Fire and the Zephyr Crew websites, as the ZC site is listed on the Crew's road signs. Chief LeFever responded that they are both linked to each other and the ZC site is a quick pick for information on daily burning locations. The Tahoe Fire site has it as well, but you need to know your way around it to find it fast, there is a lot of information on TFire.com. Fire Prevention site allows forms to be printed and is interactive for the user.

**Action Item #9:            GASB 45 Post Employment Benefit requirements, Retirement Benefits Investment Board, and the Public Agency Retires Trust.**

Chief LeFever reviewed GASB 45 which was initially approved in 2008, based on the conditions at the time. The District followed up with some changes to insurance plan and updated the report in 2009. Last year, our Auditors took issue with our revised actuary. The actuary required achieving a 4-8% return on our investment, but our investments are restricted with the fire district. The auditor's opinion was that the Actuary group's recommendations of a 4% - 8% return are not achievable with the district investment restrictions. The audit process was stopped as they would not sanction our Actuary as complaint w/ GASB 45. At this point, Staff has began to research other Districts to see what options were available to us. The district have a Trust 6-7 years ago, but it was dissolved. The proposal we will review, creates a new irrevocable trust, with *PART Trustees* managing the fund.

RBI has a wider range of investment options, and its goal is to generate an 8% return.

Chief LeFever will ask representatives from PART and RBI to attend future board meetings so we can get accurate answers to our questions.

A plan must be in place by the end of June in a form that our auditors will approve. Going forward, it will need to approve every 2 years.

Chairperson Clason addressed the audience and explained that POOL/PAC provides HR services and they recommend the investment NV PERS Program. GASB 45 is the requirement that shows how the money is to be invested.

Trustee Siebel asked if this Trustee Board has already been established, and it has not.

This is not a unique issue; any small governmental agency will have to us a similar program if they want to pre-fund their post-retirement benefits.

GASB 45 2010 report came out today (04/07/10), however, the normal process is for us to review it internally, then place a conference call with the firm and go through it, before it is distributed.

Each Board member has a packet reviewing the historical information on GASB 45 Prefunding in Nevada, Washoe County's experience, GASB 45 January 2009 report, Formation of Public Agency Retiree Trust (PART), Retirement Benefits Investment Board (RBIB). This information will be background for future recommendations/discussion. Chief LeFever requested that the Board Members review the information packet and eMail him with their questions and concerns; he will forward those to the agency representatives in advance of them coming to our next meeting.

***Presentation #10: Ambulance 45, rechassis update and funding modification request for an additional \$10,000 for the planned refurbish of an ambulance.***

B/C Dave Hekhuis reviewed the history of Ambulance M0102, which was purchased new in 2002, with an expected life of 5years/100K miles and we have 8 years on it. Refurbishing the units saves the District 30-33K each unit as compared new equipment. Basically the box is removed, the chassis is completely replaced and the box is remounted. Process takes about 4 months. He requested an additional \$10,000 be approved over the \$90,000 budget amount, due to an emissions issues and possible unknowns.

Trustee Clason moved the additional funds be approved as requested. Trustee Dorton seconded the motion. The motion carried with a vote of 5-0.

**Action Item #11: Approval of the 2010/11 Fire Board Goals and Objectives for the Strategic Plan.**

Six to seven goals and objectives were submitted, some were already addressed on the operational side, but two significant objectives were recommended:

- Overall Goal: Continue to provide the highest quality public safety and health services the Tahoe-Douglas community utilizing taxpayer funds efficiently and effectively.
- Objective #1: Direct Staff to identify to develop a 3-year plan which addresses the structure and required by the Fuels Management Operation which includes positions which may be filled with non-safety classified employees.
- Objective #2: Develop a modified service delivery plan and a District wide comprehensive salary and benefits reduction plan in the event of a continued evaporation of revenue sources (CTX, Ad-valorem or Ambulance revenue).

Trustee Siebel moved to approve the Board Objectives as presented. Trustee Dorton seconded the motion. The motion carried with a vote of 5-0.

Chief LeFever updated the Board on Captain Allison's progress with the Strategic Plan which will be completed by April 15.

**Action Item #12: Approval of the 2010/11 Tentative Budget**

Chief LeFever presented significant changes and adjustments and fielded questions as follows:

- P1 \$67,520,000 decrease in assessed evaluations, largest drop in Chief's career  
\$400,000,000 decrease for the County as a whole  
Tax rate is the same, staffing is the same
- P2 \$1,100,000 in abatement  
Directly affects Fuels budget
- P3-5 Summary Pages  
15 Million flow through of funds
- P6 **General Fund Revenue**  
\$342,000 increase in property taxes  
\$517,000 decrease in CTX income
- P7 **Expenditures**  
Salaries and Wages flat

Services and Supplies - 911 Dispatch fees are going up 10K  
Transfer Special Service Fund last year 50K/ this year 0

Trustee Clason asked if the discrepancy in billing % had been rectified, and it was adjusted last year. Chief LeFever confirmed that current % is accurate.

P8

**Capital Projects**

Revenue is budgeted flat.

Capital Outlay for 1 - New Type 1 Engine @ \$500,000

P9

**Sick Leave**

Funds annual/retiree. This is not a post-retirement benefit. Annual incentive and separation of employment only.

\$210,000 so many retirements this year increased to \$350,000 if not spent, falls into the ending fund balance.

Deficit spending in this fund. Planned for this 15 yrs ago, will grow and replenish over time.

P10

**Special Service Fund**

This fund was used for start up for Fuels Crew, note a \$137,000 ending fund bal in 2008, and \$201,000 ending fund bal in 2009, the Fuels Program had generated revenue.

Now it is a stand alone fund again for services other than EMS and fire prevention like Ice Rescue, EOD, Hazmat. There is \$60,000 salary incentives budgeted.

Clearly separate and clarifies what each service costs for transparency. Results are flat.

P 11

**Health Ins Fund**

\$3,100,000 now, budgeted @\$3,302,600.

P12

**FSC Fire Safe Community Fund**

Assessed drop decrease in revenue by \$15,000

Decrease of \$73,000 Salary, wages and benefits

Contracts – anticipated, but there is little history right now to budget on.

Trustee Clason asked about private vs. public contracts, which it is a mix of both.

Trustee Dorton asked where does the revenue from Wild Fire crews show up? Hits Other income and in 2009, we brought in 215K. Budget is 100K, and it's all relative, so if revenue goes up, so will salaries and wages.

Guest Grant asked how far do they travel? No. NV and Cal only. Haven't been able to use the Zephyr Crew a lot on Strike Crews as they have contractual obligations and there is currently no

back team. If we could get into position to have a people out on a fire and continue our District work schedule, the ability to create revenue is quite strong.

Trustee Siebel what is the 125K capital outlay? Another vehicle for Fuels & initial infrastructure needs.

Chairperson Clason asked for an update on location a parcel. Options A & B have been identified; discussions were table with winter season. John Pickett is researching other opportunities.

**Ambulance Fund**

P 14 Significant reduction of \$277,000 in tax revenue to make that fund balance, reducing from 15 to 13 paramedics in the fund. Picking those positions up in the General Fund. No lay-offs, openings will come from attrition, but Chief expects to replace them when revenues return. There is \$275,000 to refurbish 2 AMB & EMS equipment.

May 20 will be the next Budget Review.

Trustee Forvilly asked if Chief LeFever expected any other surprises? Asked if the County was locked in? Yes. State locked in? Yes. Chief is cautiously optimistic.

Trustee Forvilly made a motion to approve the 2010/2011 Tentative Budget. Trustee Clason seconded the motion. The motion carried with a vote of 5-0.

***Presentation #13: Fire Chief's Report of previous month's Activities***

Employee Service Recognition:

Engineer Jeff Peterson	25 years
B/C Ben Sharit	25 years
Captain Jim Hardison	20 years

Retirements Continue:

Last Call for Battalion Chief Dennis McLaughlin (31 years of service) – April 22, 2010 @ 4:00 pm Station #3.

Last Call for Engineer Glen Sanders (34 years of service), Engineer Larry Schussel (30 years of service) and Captain Scott Stice (25 years of service) – May 19, 2010.

Open positions in going into July. Anticipated this. Ten people in the retirement party in May and eight more retirements expected in next fiscal year. Challenges us everyday. Will fill as revenue allows.

Engineer Steve Prather and Captain Rich Nalder acted as instructors for our latest Academy, which is a new format for us. By doing the Academy ourselves, we basically put everything on hold for 4 weeks while we train them on the TDFD way. Both instructors were acknowledged.

Alarms for March: Total alarms – 128/7 fires, which provided us with training opportunities in other districts.

Trustee Clason requested a breakdown for the monthly report, one was provided, and we will provide breakdown in the future on fires.

Ambulance Account: A continues to produce a strong 63% 12 month collection rate, and has augmented the loss of revenue elsewhere in the budget. Chief LeFever gave credit to B/C Sharit and our paramedics were acknowledged for more accurate patient information which is strengthening our collection rate.

Investments: There is \$2,000,000 making virtually no interest, will see this number floating up, keeping liquid for the possible transfer.

Operations:

Trustee Clason question regarding Chief Novak’s report and his TRPA involvement...questioned if TRPA has authority to enforce mass transit/tardiness policy? Executive Director of TRPA has recently restated her/the agency’s commitment. Appreciates our involvement on the planning process to avoid handicapping our ability to do our job.

Trustee Siebel asked if we have gotten much pushback on the progress we have made in the past 2 years. Chief LeFever clarified that yes, there was feedback, but not from TRPA.

Trustee Forvilly asked Consultant Pickett how his projects were going ... John responded that Mike Vollmar is our TRPA contract, he is well-respected in the community, great communication happening between agencies. He is a great resource for us. New people from the outside continue to be challenges, but we just have to restate.

Chairperson Roy Clason ”green” issues? California more impacted than Nevada, but we are staying apprised of the issues.

Sierra Club wants to help foster defensible space and has requested that Forester Pickett present the 2010/11 Fuels Management Planning Process to them at their June meeting.

These interests understand that losing communities does not prosper their cause, so they are getting on board.

Fuels: City of SLT has picked up one of our Fuels Crew members as a firefighter. Chief LeFever expressed pride in the TDFD reputation in the community, our people are will trained and they represent us well.

Supervisor Schafer is now EMT certified. Working towards that with other upper level management team members on the Zephyr Crew.

***Action Item #15: Set date for next meeting possible agenda items.***



Trustee Forvilly moved that the next meeting be moved to Thursday, May 20, 2010 due to the budgeting process. Trustee Clason second the motion. Motion passed unanimously.

Trustee Forvilly moved that the meeting go to Closed Session. Trustee Dorton second the motion. Motion passed unanimously.

Chairperson Clason moved to a closed session at 6:43pm.

Trustee Seibel moved that the meeting be returned to Open Session. Trustee Dorton seconded the motion. Motion passed unanimously.

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

Motion by Trustee Clason to adjourn.

Motion seconded by Trustee Seibel.

The motion carried with a vote of 5-0.

The meeting was adjourned at 7:00 p.m.

This meeting was recorded on audio tape.