

TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING

June 30, 2010

*Regular Meeting*

Those Present:

Steve Seibel

R.J. Clason

Brad Dorton

Roy Clason

Frank Forvilly

Chief Guy LeFever

Assistant Chief Mark Novak

Assistant Chief Van Ogami

Battalion Chief Ben Sharit

Inspector Leo Horton

Inspector Eric Guevin

Captain Tim Allison

Kate Warner, Administrative Assistant

Carrie Nolting, Administrative Aid

Ann Grant, Guest

Bob Cook, Guest

Bill Kolstad, Jr., Guest

Alan Reed, Guest

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

The meeting was called to order at 4:00 pm by Chairman Roy Clason.

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

Pledge of allegiance was led by Chief LeFever.

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

Chairman Roy Clason, Trustee Steve Seibel, Trustee Frank Forvilly, Trustee R.J. Clason, 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:**

Item:

- a. Approval of agenda.
- b. Approval of minutes 5/20/2010.
- c. Approval of Minutes 6/14/2010.
- d. Approval of Financial Statements 4/30/2010.
- e. Lake Tahoe Regional Fire Chief's Association Agreement.
- f. Lake Tahoe Basin Management Unit Annual Agreement – Annual Operational Plan.
- g. Zephyr Crew Foreman contact.

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

Motion carried with a vote of 5-0.

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

There were none.

Chief LeFever requested that we hold on agenda item #7 as Alan Reed, Warren Reed Insurance was delayed.

**Presentation #8: Ambulance Refurbish Presentation. Review new ambulance & update the ambulance (refurbish) replacement plan - B/C Sharit**

B/C Sharit presented a slideshow detailing the \$97,328 ambulance refurbish project featuring a new 2010 Ford chassis and a custom refurbished box. A new unit would cost approximately \$152,000, so refurbishing equipment provides substantial savings to the District. This ambulance was purchased new in 2006. He highlighted new organization, safety, security and space utilization features.

We have requested the vendor look for another 2010 chassis for the next ambulance project, as there are new emissions requirements which will be on the new chassis' which will increase the cost by \$4K and make them more expensive to maintain.

Chairman Clason asked how many times an ambulance box be refurbished? B/C Hekhuis said that they are warranted for life, so as long as it meets the needs of the paramedics they have a long life.

Trustee Dorton asked why we changed from a Chevy to a Ford. B/C Sharit said that Ford offered a better ambulance package. Trustee Dorton asked if cost was a factor. B/C Sharit said it really was not, chassis serviceability was more of an issue and the manufacturer's ambulance warranty package. He also noted that South Lake Tahoe Fire is using Fords now as well.

Congratulations to B/C Hekhuis and Paramedic Green for the success of this project.

**Presentation #9:   2009/10 Ambulance Fund – Capital Disbursement Notification**

The following statement was read into record by Chief LeFever:

Subject:               Capital Disbursement Notification  
Financial Impact:    \$97,965.00

In October 2009 the Fire Board approved \$90,000 to refurbish one of our ambulances from Braun Northwest. In April 2010, the Fire Board authorized up to an additional \$10,000 to complete the refurbish on our ambulance.

We expected to take delivery July 10, 2010 but the ambulance was completed early. We have the funds (\$100,000) budgeted in the 2010/11 budget for the expense, but due to the early delivery, we will be debiting the 2009/10 budget.

The current expenditure will reduce the ambulance fund's retained earnings balance although the balance will continue to remain positive after recording the expenditure.

Advisory only. No action required.

Chief LeFever noted that if Braun does find the 2010 chassis we are looking for, we may choose to move up the timeline on the second refurbishing project.

***Action Item 7: 2010/2011 "POOL" Insurance Policy Renewal  
Alan Reed, Warren Reed Insurance***

Chairman Clason noted the lengthy insurance workshop the Board held on June 14, 2010 and asked if anyone had a question for Alan Reed who was now present.

Guest Bill Kolstad, Jr. requested make a statement on public comment, he stated that last year, he had raised an issue to the Board regarding the POOL investments. Specifically exposure and he was told by the POOL Director that there was no exposure to subprime mortgages for this investment. He requested verification of the lack of risk, and was not satisfied with the information that was provided. His concern still exists, and urged transparency to the public as to what the POOL's investments are.

Chairperson Clason clarified that is issue would be addressed, but it was not relevant to the Action Item on the table and called for a discussion/vote. There was no further discussion.

Trustee Forvilly asked if Chief LeFever would follow up with the POOL on the previously provided information. Chief LeFever confirmed that he would.

Trustee Clason made a motion to accept the 2010/2011 "POOL" Insurance Policy Renewal. Trustee Seibel seconded the motion. Approved 4 yes and 1 abstaining vote (Dorton due to his absence at the June 14 workshop).

***Action Item 10: GASB 45 Update & Implementation – "Pay As You Go" Plan  
B/C Sharit***

B/C Sharit presented the following recommendation, due to the benefit of prefunding, as identified in the GASB 45 report, that the District adopts an OPEB funding policy of "Pay As

You Go” as illustrated on page 10 column 1 of the report. The District is on target to meet the annual obligation of \$1,406,483 to fund our retiree health obligation for fiscal year 2010.

Trustee Siebel moved that the proposal be approved as recommended. Trustee Forvilly seconded the motion. The motion was approved with 4 yes and 1 abstaining vote (Dorton abstained because he is a retiree/beneficiary of the program).

***Action Item #11: Approval of a new cell phone policy for staff which includes a stipend for reimbursement.***

Chief LeFever reminded the Board that he had requested a 3 month monitoring period with staff cell phones. The discontinuation of company cell phones has resulted in a savings of approximately \$1000 per month. He has completed research with other governmental agencies and recommends that the plan implemented by Douglas County, provided by Assistant D.A. Mike McCormick be adopted.

He also clarified his expectation of Chief Officers are to be available by phone 24/7 with access to data files to be able to deal with issues while off site. With such a small staff, we do not have the luxury of scheduling for every situation. The purpose of the policy is to reimburse the employee for business calls made on their personal phones.

Trustee Dorton stated that on Item IV, the policy is to be reviewed every 5 years and feels that technology and pricing is changing so quickly that the timeframe may not be appropriate. Chairperson Clason recommended that verbiage be changed to “as needed”.

Trustee Siebel asked if the staff was comfortable with the tiers. Chief LeFever stated that there had been staff input several times on the policy and there has been a wide range of feedback, but he recommends we keep it simple and adopt the Douglas County plan.

Trustee Dorton sought clarification that this was the same tier system that Douglas County Sheriff uses. Chief LeFever confirmed that.

Trustee Forvilly asked how many staff phones were affected by this policy. Chief LeFever quantified there were 8 staff members affected by the policy.

Trustee Dorton made a motion to accept the cell phone policy as recommended with a change to Item IV, after discussion it was restated “review after first 6 months, and as needed after that.”

Trustee Forvilly requested an update in 6 months to the Board.

Motion as passed 5-0.

**Action Item #12: Resolution 01-2010 Budget Augmentation General Fund - \$241,705**

Chief LeFever stated that these augmentations are exceptions to our budgeting process which are a reflection of the tough economy.

Resolution to argument the 2009-10 budget of TDFPD to cover Strike Team revenue (\$217,000) and Beginning Fund Balance of (\$24,705) for a total \$241,000 to be applied to the General Fund.

Trustee Siebel made a motion to approve Resolution 01-2010. Trustee Dorton seconded. Approved 5-0.

**Action Item #13: Resolution 02-2010 To Transfer General Fund Budget Appropriations between General Fund Accounts**

Chief LeFever stated that inter fund transfers are allowed, and this resolution transfers funds to salaries & wages (\$100,000) and Capital outlay (\$15,000) from Services and Supplies (\$115,000). The increase in salaries and wages was due to strike teams and the additional funds in capital outlay.

Trustee Dorton asked why we were under budget \$115,000. Chief LeFever stated that there were no major changes, other than that staff was asked to monitor expenses. We are in our third year of budget control, and we are watching it, but we have to budget for these items just in case. Several repairs and maintenance issues that were budgeted for did not come to fruition.

Trustee Dorton made a motion to approve Resolution 02-2010. Trustee Clason seconded the motion. The motion carried with a vote of 5-0.

Chief LeFever noted that the General Fund Budget will still be over spent by 40-50K and this will be an item on our audit. It will also be necessary for him to send all documentation to the State of NV Taxation Department with a letter of explanation to Penny Hampton.

Trustee RJ Clason asked if the large number of retirees (10) this fiscal year had an impact. Chief LeFever confirmed yes in vacation payouts, and that expense hits the General Fund. The budget number was his best estimate at the time, but more retirements occurred than expected. Longevity Surveys have been distributed to all current staff to attempt to anticipate future retirements.

Trustee Dorton asked if there would be an opportunity to make this up. Chief LeFever said yes.

**Action Item #14: Resolution 03-2010 Budget Augmentation Special Services Fund - \$241,935.**

Augmentation #3, Special Services fund is to apply additional funds from grant money (\$153,000) and beginning fund balance (\$88,935) expenditures totaling \$241,935. This is due to

EOD project which was unable to close from one budget year to the next. Documentation was provided to support.

Trustee Seibel made a motion to approve Resolution 03-2010. Trustee Clason seconded the motion. The motion carried with a vote of 5-0.

***Presentation #15: Resolution 04-2010 Budget Augmentation Sick Leave Fund -\$139,510***

Augmentation #4, Sick Leave Fund is to apply an additional \$139,510. Budgeted \$300,000, but overspent by \$50,000 due to additional retiree payouts. Ten retirees in this fiscal year cashed in unused sick leave. The next budget has been increased to 350K, in anticipation of 8-12 retirees again in the current fiscal year.

Trustee Forvilly made a motion to approve Resolution 04 -2010. Trustee Siebel seconded the motion. The motion carried with a vote of 5-0.

***Action Item #16: Review of Monthly Expenditures***

<b>Innovative Network</b>	Computer Tech Services	\$1856.50
Provided by employee Roger Stockton/Jared Stockton (son)		
<b>US Postal Service</b>	Spring Newsletter	\$1064.65
<b>Nevada Johns</b>	Porta Potty Rental/storage units	\$1904.00
2 months rental.		
<b>Rickmore Risk</b>	Actuary Report (2)	\$6250.00
Noted that we now have reports to cover our “Pay as you go” and our prepay options.		
<b>John Watson</b>	Medical Director	\$3000.00
Qtrly payment.		
<b>UNR Studies</b>	Paramedic Training	\$1,666.00
Two former Zephyr Crew members.		
<b>Braun Northwest</b>	Ambulance Refurbish	\$97,965.00
<b>Life Assist</b>	Airway Manikin(2)	\$2,582.80
<b>Darren Vega</b>	Employee Advance	\$246.42
This was actually a paycheck, the accounting software notes this as advance, but the District does not give advances. Zephyr Crew member’s ACH failed, and was replaced with a physical check.		

**Discussion #17: Fire Chief's report on previous month's activities.**

**Service Recognition**

Captain Jim Antti	18 years
Captain Chuck Salerno	18 years
Captain Todd Moss	12 years

**Alarms of May 2010**

Total - 87

**Ambulance Report**

Shows a continuation of the downward trend on calls, there is concern that this is resulting in a decrease in revenue, down 100 calls YTD @ \$1000 each.

Trustee Clason asked if there was an opportunity to make that up with hospital to hospital transports. Chief LeFever said that yes that is available, but difficult for us to commit to with such a small staff, overtime would be required which may not justify. Chief LeFever requested comment from Inspector Horton who is familiar with Lake Valley's program. He stated that they do run it successfully, but with part-time staff/ambulance drivers.

**Investments**

Balance on money market account \$2,500,000 with .01% interest. Need to be investing in CDs, and given the direction with "Pay as You Go", he'd like to see us move in the direction of 6-9, 6-12 month ladder investments. There is a healthy breakout of funds, again keeping easy liquidation available

**Correspondence**

Reviewed as follows:

To Governor Gibbons	Concerning the biomass plant closure in Carson City.
From Governor Gibbons	Plant is too small to cover operation expenses, have tried to sell it. Cannot find a way to keep it open.
State of NV Taxation	Confirmation of the final budget.

Miscellaneous thank yous.

**Fuels Management**

Trustee Clason expressed concern regarding limitations which could be placed on burning. Fire Chief Novak stated that there is an effort underway to create one air basin which would require NV to follow CA air quality regulations. He confirmed that the regional fire chiefs were staying apprised of the situation and will continue to monitor it in the future. Trustee Clason acknowledged the consistent, informative reports Chief Novak has been providing on community issues.

Trustee Dorton requested clarification on the differences between NV and CA regulations. Fire Chief Novak stated that the entire nation runs with the Federal regulations, except CA which has

adopted their own more stringent policies. Bottom line, they have half the available burn days that NV does which greatly reduces your opportunities when we have to take weather and other things into consideration before we burn.

Chairperson Clason asked if other agency burning has muddied the waters for us? Fire Chief Novak noted that some agencies follow different burn prescriptions to try and control costs, and not everyone is burning thoughtfully.

Chairperson Clason asked if all of those agencies are involved in developing the master plan. Fire Chief Novak noted that in the past they were not, but due to public concern, there is now more participation.

Trustee Siebel asked if the TRPA staff was accepting our plan. It was noted by Fire Chief Novak that some TRPA staff members were headed in a different direction, were subjective and were not applying science to their decisions. This was challenged and there have been staffing changes. Currently there is mixed support.

Chief Novak noted a correction in the Fuels Report, Page - Item #2; the Open House Sunday, July 11 is at Station #4.

Trustee Dorton complimented Fire Chief Novak and A/C Ogami on their reports, noting that he appreciated the categories and breakdowns – very readable.

***Action Item #18: Confirm next meeting, July 21, 2010, @ 4:00 - shifting to 3rd Wednesday of each month, possible agenda items.***

Wayne Omel will be asked to attend next meeting to discuss investments.  
Motion by Trustee Clason to confirm next meeting date/time as stated. Motion seconded by Trustee Seibel. The motion carried with a vote of 5-0.

***Action Item #19: Adjourn.***

Motion by Trustee Seibel to adjourn. Motion seconded by Trustee Clason.  
The motion carried with a vote of 5-0.

The meeting was adjourned at 5:10 p.m.

This meeting was recorded on audio tape.

Kate Warner  
Administrative Assistant  
Tahoe Douglas Fire Protection District