

**TAHOE DOUGLAS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING**

October 13, 2010

Regular Meeting

Those Present:

Trustee Steve Seibel	Engineer Bob Child
Trustee Frank Forvilly	FF/P Kevin Green
Trustee Brad Dorton	FF/P Brad Petersen
Chairperson Roy Clason	Carrie Nolting, Administrative Aid
Chief Guy LeFever	Kate Warner, Administrative Assistant
Assistant Chief Mark Novak	Bob Cook, Guest
Battalion Chief Ben Sharit	Ann Grant, Guest
Inspector Leo Horton	Kevin Kjer, Guest
Inspector Eric Guevin	
Captain Bill Romanowitz	

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 Guest Ann Grant.

3. Action Item: Roll call.

Chairman Roy Clason, Trustee Steve Seibel, Trustee Frank Forvilly, and Trustee Brad Dorton were present. Trustee R.J. Clason was present via phone.

4. Action Item: Public comment.

No public comment.

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

Item:

- a. Approval of agenda.
- b. Approval of Minutes 9/22/2010.

Note that financial statements of 7/31/2010 & 8/30/2010 were not available for review due to our accountant's October 15 deadline for filing Individual Extensions.

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.

**Action Item #7: Re-chassis Fuels Management Chipping Truck Proposal
Assistant Chief Mark Novak**

A/C Novak presented a recommendation to re-chassis the chipping truck which was purchased used in 2007, and has reached its full service life with 115,000 miles of heavy use in our community. The re-chassis will cost \$40,000.

The chip body was purchased new that same year, will be removed and remounted for \$5000, which should extend the service life of the truck for another 10 years.

The F/Y 2011 Fire Safe Community Fund budget includes this expenditure under Capital Outlay and the expense is also included in our Strategic Plan.

Trustee RJ Clason inquired as to governmental discounts that might be available to us on this project. A/C Novak confirmed the purchase was being made thru the State Purchasing program which negotiates the price and is very competitive to the open market, and much better than we could get on our own.

Trustee Steve Seibel made a motion to approve the expenditure of up to \$45,000 for the chassis replacement and chip body re-mount for unit FP0200, in accordance with specifications approved by both parties, with payment of 100% of the invoice price upon acceptance of the vehicle by the Tahoe Douglas Fire Protection District. Motion was seconded by Trustee Brad Dorton. Motion approved by a vote of 5-0.

**Discussion #8: Discussion and possible action: Fire Chiefs performance appraisal.
Trustees Brad Dorton and R.J. Clason**

Trustee Brad Dorton and Trustee R. J. Clason gathered input from the Board members and compiled an evaluation for Chief LeFever, Trustee Dorton met and reviewed the evaluation with Chief LeFever.

Chief LeFever thanked the Board for the positive reinforcement and confirmed that the good points of communication will continue. He noted that the evaluation was very positive in nature to the staff and was much to their credit for the work they have done this past year.

Guest Ann Grant noted that she has been at the post offices meeting with residents for her candidacy for the Fire Board, and the response about the District is extremely positive.

Chairman Clason agreed that the public outreach has been extremely positive, and he thanked everyone for doing a good job.

Trustee Forvilly also noted that he recently witnessed an Ambulance response in action, and he also was very impressed with their professionalism.

Action Item #9: Review of monthly expenditures.

Chief LeFever presented explanations for the major expenditures:

KMBS Phoenix Copy machine maintenance \$306.50

Sierra Fire District Training supplies \$1200.00

TDFPD paid for an instructor to teach medical unit leader course, which was also offered to other districts and charged \$100 per to attend. We were reimbursed for \$300, so our net cost was \$900. Now that TDFPD employees are certified, this will be a revenue generator in the future.

John Pickett Forester Consultant Contract \$8,240.00

The contactor expense is high this month, but low for current month at \$6000. He asked that the Board keep this figure in mind in the future when they will be asked to review some other options.

Security Solutions Int. Training and Grant Reimbursed \$12,600.00

The expense is for training for two TDFPD EOD personnel in Israel in November. It is reimbursable from grants - budget neutral, and will credit towards their annual training requirements. EOD Leader Antti will be present at November meeting to update the Board on this training.

Emerald Physical Therapy Recruit Ortho Evaluations \$450.00

New hires (3) orthopedic evaluations.

Meals on Wheels Donation in lieu of flowers \$250.00

In memory of TDFPD's former in-house accountant, Margaret Tregaskis.

No. NV Children's Cancer Foundation

Donation in lieu of flowers \$250.00

In memory of TDFPD's accountant, Bill Johnson's father. The Fire District and the Union have chosen the No. Nevada Children's Cancer Foundation for our charity this year.

Catherine Aisner Recruit Evaluations \$1,920.00
New hires (3) psychological evaluations.

George Echan Dept. Legal Review – Ruvo Gate \$2510.40
The expense if for legal review of a proposed gate in Glenbrook. Chief LeFever is expecting the cost to double before the project is complete. He views this as a cost of doing business, not an expense to be passed back to the resident.

Kevin Green Per-diem – Ambulance Delivery \$386.75
FF/P Green has been transporting the ambulances scheduled for re-chassis to the vendor in Washington State.

Simplex Grinnell Station Annual Service – Sprinklers \$2047.00
Just like home owners, TDFPD has to maintain our sprinklers. Expense is for all four stations.

Discussion #12: *Fire Chief's report on previous month's activities.*

Service Recognition

Engineer Greg Peterson	25 Years of Service
Engineer Bob Child	25 Years of Service
Captain Tim Allison	15 Years of Service
Firefighter/Medic Fred Parson	15 Years of Service

Investments

Another \$200,000 was invested today bringing the total to \$1,200,000 invested in ladder CDs with a 3% return which is very good for the market. These will mature in 2011, with the intent to cover our GASB 45 prefunding. Chief Brown, Incline Fire has not committed to GASB as of yet, Chief continues to prompt them into action.

Financially, the District is holding our own. We did receive our last CTX check which was average, however, Chief LeFever was anticipating it to be \$20,000-30,000 more. Our hiring decisions were based on optimism. Captain Curt Fields retired early this month, Inspector Horton's last day is the end of the month, and a couple other individuals are on the horizon to retire.

Alarms of September 2010

Total – 120.

Ambulance Report

Chief LeFever distributed new Ambulance charts for the last 4 years which compare by month the transports, billing and revenue. Chief Sharit created these charts, and will continue to present the current information in this format. It is a much clearer presentation of the trends.

Trustee Dorton asked for clarification on the lag time between transports and revenue. Chief LeFever verified that January transports may not show up until March as revenue, but that is consistent year to year.

Attachments:

- September Alarm Report
- Ambulance Billing/Revenue/Transports Analysis

Chief LeFever drew attention to the flyers for the Last Call on 10/27/10 for Captain Fields and Inspector Horton.

Novak report...Chief LeFever noted that effective January 1, 2011 the plan intake will reside at Station #3. The current process has plans dropped off at the Douglas County Building, sent to East Fork Fire and then picked up by TDFPD personnel for review here. This change is to provide better service to our District, and more direct communication with our residents on their projects.

Action Item #11: *Confirm next meeting, November 17, 2010, @ 4:00 pm, possible agenda items.*

Board Meeting dates were clarified for the remainder of the calendar year as:

3rd Wednesday, December 15

A motion was made by Trustee Clason to schedule the next meeting on November 17. Motion seconded by Trustee Seibel. The motion carried with a vote of 5-0.

Action Item #12: *Adjourn.*

A motion was made by Trustee Seibel to adjourn, and seconded by Trustee Dorton. The motion carried with a vote of 5-0.

The meeting was adjourned at 4:26 p.m.

This meeting was recorded on audio tape.

**Kate Warner
Administrative Assistant
Tahoe Douglas Fire Protection District**