

**TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
June 22, 2011**

**Those Present:**

Trustee RJ Clason	Captain Ralph Jones
Chairperson Brad Dorton	Engineer Bryce Cranch
Trustee Ann Grant	Engineer Steve Prather
Trustee Kevin Kjer	Engineer Brian Zabel
Trustee Steve Seibel	Forester John Pickett
Chief Guy LeFever	Mechanic Gregg Gemmet
Assistant Chief Van Ogami	Administrative Aid Carrie Nolting
Fire Marshal Mark Novak	Administrative Assistant Kate Warner
Battalion Chief Dave Hekhuis	Guest Bob Cook
Captain Tim Allison	

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

The meeting was called to order at 4:09 pm by Chairman Brad Dorton.

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

Pledge of allegiance was led by Guest Bob Cook.

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

Trustee RJ Clason, Trustee Brad Dorton, Trustee Ann Grant, Trustee Kevin Kjer and Trustee Steve Seibel were all present.

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

There was no comment.

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

Items:

- a. Approval of agenda.
- b. Approval of Minutes 05/19/11.
- c. Approval of Financial Statements 03/31/11 and 04/30/11.
- d. Job Description – Firefighter.
- e. Job Description – Fire Inspector I.
- f. Job Description – Fire Inspector II.
- g. Job Description – Battalion Chief.

- h. Personnel Policy – 2.10 Drug and Alcohol-Free Workplace – Revised June 2011.
- i. Personnel Policy – Safety Sensitive Positions.
- j. Personnel Policy - 2.20 Social Networking.
- k. MOU – Insurance Updates.

Trustee Seibel moved to approve the consent calendar items as submitted. Trustee Clason seconded the motion. No discussion. Motion carried with a vote of 5-0.

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

There were none.

Due to traffic on Kingsbury Grade, and missing speakers, the agenda proceeded with Action Item #10 and was adjusted as speakers arrived.

**10. Action Item:       Discussion and Approval of Chief Officer Contracts  
Fire Chief Guy LeFever**

Memorandums of understanding were submitted for four (4) Chief Officer positions which parallel the 4.5% salary reduction and H.S.A. employer contribution reduction to off- set insurance premiums agreed to with the Firefighters Local #2441 contract negotiations. Chief LeFever noted language changes that get the District in compliance with our agreements for getting reimbursed for strike team assignments.

Trustee Grant moved to approve the MOUs for Chiefs Hekhuis, Novak, Ogami and Sharit. Trustee Kjer second the motion. Motion carried with a vote of 5-0.

**11. Action Item:       Discussion and Approval of Fire Chief Contract  
Fire Chief Guy LeFever**

Chief LeFever clarified that formally, the Chief Officers negotiate with the Fire Chief and the Fire Chief negotiates with the Board of Trustees. The proposed MOU duplicates the 4.5% salary reduction and insurance benefit changes for the Chief Officers and the CBA employees.

Trustee Clason moved to approve the MOU for the Fire Chief as submitted. Trustee Seibel seconded the motion. No discussion. Motion carried with a vote of 5-0.

**9. Action Item:           *Ratification of the 2011-12 Collective Bargaining Agreement contract with Firefighters Local #2441***  
***Captain Ralph Jones***

Captain Jones was available for questions. Trustee Seibel commented that both sides of the negotiation team did a great job; it was a tough year and tough decisions but he appreciated everyone's cooperation and effort.

Chief LeFever added that in his 32 year career, this was the first time management had to ask for a pay reduction, but through this difficult time, the negotiating participants tried to do the best for each side. It was an education for both sides and an opportunity to communicate what each side believes and feels. He added that both sides negotiated and represented their responsibilities well; and kept the service to the community, our residents and our guests as a priority. He too applauded everyone's efforts.

Trustee Grant appreciated the Union member's support and sharing of this budgetary shortfall.

Captain Jones added that the membership voted unanimously to ratify it. Full support was noted.

Chairman Dorton noted the compromises, and was proud that the union came together with management to take care of each other and avoid lay-offs. He stressed the importance of everyone sharing the burden.

Captain Jones added that firefighters are a family and work hard to take care of each other.

TDFPD has negotiated and the Firefighters 2441 membership has ratified a new one (1) year agreement. The terms of this agreement are those discussed with the Board in prior closed labor sessions. The approved tentative agreement amending the current contract is attached.

The fiscal impact of the one (1) year agreement as required to be disclosed under NRS 288.153 are as follows:

Approximate cost of salaries and benefits for eligible positions covered under this proposed collective bargaining agreement for the one (1) year period is \$5,844,988, which is a 4.5% salary reduction, saving the Fire District \$210,632 as compared to the prior year.

Included in this amount is the a reduction in the District's contribution to the employee/retiree Health Savings Account totaling \$84,000 to partially cover the 2011 increase in insurance premium.

A new hire salary roll back will save the Fire District \$35,000 (over three years) with each new position.

Trustee Seibel moved to approve the contract as negotiated. Trustee Grant seconded the motion. No discussion. Motion carried with a vote of 5-0.

**12. Action Item:            *Discussion and Approval of Resolution 05-2011, Choice 125***  
***Cafeteria Plan Number 521***  
***Administrative Assistant Kate Warner***

Warner recommended the renewal of a five (5) year contract with Pacific Benefits iFlex, Inc. to continue to provide the TDFPD employees with a Cafeteria Plan for additional insurance coverage for dental, vision and childcare. She noted that the original contract was signed in 2007, we currently have 15 employees participating at the cost of \$150 per month, plus the \$250 renewal processing fee. Employees elect to withhold the funds, pre- tax and then have 18 months to utilize the money.

Trustee Kjer moved to approve the Resolution #05-2011, as proposed. Trustee Clason seconded the motion. No discussion. Motion carried with a vote of 5-0.

**8. Item:                    *2011/2012 "POOL" Insurance Policy Renewal***  
***Alan Reed, Warren Reed Insurance***

Reed briefly highlighted the property and causality insurance booklet that was provided. Currently the "POOL" insures 100% of the 109 eligible public entities in Nevada, excluding Washoe and Clark counties. The "POOL" provides the following:

- The "POOL" has established a stable history of membership and insurance companies. The "POOL" takes a % to self insure and lower risk.
- "POOL" financials are examined every 2 years for compliance to Association of Governmental and Risk Pools (AGRiP) standards.
- Heavily involved with the legislature and bills that could affect member businesses. Their lobbying efforts focus on communicating the impact of legislation on an organization.
- TDFPD's membership provides us access to Human Resources and legal council to reduce loss. Not a typical insurance company support function, but the members wanted it to control their risk. The "POOL" also provides grant funds back to membership to improve risk management and ultimately reduce exposure to loss. Over \$100,000 a year is available.

Bottom line for the proposed 2011-12 coverage is \$88,000, up from \$84,000 last year. The change of \$3,926 represents an increase 4.7%. The primary driver is an increase in the total insured value of buildings and vehicles up about 8%. Alan Reed noted that the "POOL" conducts special appraisals on 1/4 of the properties each year. The proposed coverage includes property, auto, medical malpractice, professional liability and board liability.

Alan Reed offered to meet with new board members with a "POOL" representative to educate them on the history of the "POOL" and address any of their questions or concerns.

Trustee Kjer moved to approve the insurance contract for 2011-12 was proposed. Trustee Seibel seconded the motion. In discussion, Chief LeFever noted that Chief Sharit sits on a subcommittee for the "POOL" and the District actively utilizes the HR services. Motion carried with a vote of 5-0.

**7. Presentation:            *Acknowledgement of Type I Engine Purchase Project Team*  
*Chief Guy LeFever***

Chief Hekhuis acknowledged that the new Type 1 engine project began over a year ago with Engineer Bryce Cranch and Mechanic Gregg Gemmet, Chief Van Ogami and himself. The commitment of the employees went well beyond the normal day-to-day job requirements. They thoughtfully sought feedback from the employees; and they created a list of changes from the current engines; they had numerous meetings and phone calls with the vendor, and inspected at the factory in Louisiana on two occasions. They customized the engine to meet our needs and they brought it in ahead of schedule and under budget. Mechanic Gemmet said that everyone seems to be happy with the changes. Chief Hekhuis thanked Engineer Cranch and Mechanic Gemmet for their dedication and commitment to this project and noted that this engine will serve our community for the next 20 years.

Trustee Clason inquired as to the insurance, which is effective now, but paid for in new fiscal year. He also asked the project team if they were happy with the vendor and the product. Team responded that they had worked with this vendor before; they have an excellent product and a good support team.

Chief Ogami noted that timing was also a factor as the new emission standards would have added additional cost, but their timeline got the process going ahead of the requirement deadline.

**13. Action Item:            *Discussion and Approval of Resolution 06-2011, 2010-11 Budget*  
*Augmentation Fire Safe Community*  
*Chief Guy LeFever***

Chief LeFever noted that this is a housekeeping item typical for the end of the budget year. With our Zephyr Crew in Arizona for 19 days it made it necessary to augment the final numbers.

Under revenues: Contracts were reduced by \$150,000; and Other Income was increased by \$326,000; Beginning Fund Balance Unreserved was increased by \$137,000. Net change \$313,907.

Under expenses: Salaries and wages were increased by \$313,907.

Chairman Dorton inquired about the contract period 2010-11, is it calendar year or fiscal year. Chief LeFever clarified it is fiscal year and this is still a new process and it is difficult to get accurate numbers to budget, we are building our history. More time on fires means less time on contract work for the Zephyr Crew. Chief LeFever noted that when revenues increase the related expenditures increase as well.

Trustee Grant moved to approve the Resolution #06-2011, to augment the Fire Safe Community Fund as presented. Trustee Clason seconded the motion. No discussion. Motion carried with a vote of 5-0.

**14. Discussion:            Discussion and Approval of Resolution 07-2011, 2010-11 Budget Augmentation Special Services Fund  
Chief Guy LeFever**

Chief LeFever said that this augmentation is necessary due to an EOD grant for \$177,993 that was awarded during the year. Items are purchased and reimbursed from the grants through this fund, which clearly documents the transactions. TDFPD is required to purchase the items and then submit reimbursement requests quarterly. Grants exceeding \$500,000 require a separate audit annually.

Trustee Clason asked what was purchased with this money. Chief Hekhuis said miscellaneous EOD equipment and radios.

Trustee Clason moved to approve the Resolution #07-2011, to augment the Special Services Fund as presented. Trustee Seibel seconded the motion. No discussion. Motion carried with a vote of 5-0.

**15. Item:                    Review of Monthly Expenditures**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Fund</b>	<b>Reason</b>
05/18/2011	52414	Jordan Oakes	\$83.00	General	Reimburse for Dr. visit-return to work
05/25/2011	52430	Ahura Scientific	\$85,500.00	Special Serv.	Mass Spectrometer-EOD Grant
05/25/2011	52442	Maupin, Cox & Legoy	\$3003.25	Health Insurance	Legal work-trust
05/25/2011	52452	U.S. Postal Service	\$1009.18	Fuels	Newsletter
06/02/2011	52458	Douglas County 911	\$52,256.00	General & Enterprise	911 User fee

06/02/2011	52454 & 06/08/2011 52474	Alpine Metals	\$114.88 & \$1027.00	Fuels	Posts for Interpretive Signs
06/08/2011	52482	Jim Antti	\$124.02	Special Serv.	EOD lunch
06/08/2011	52501	Will Clark	\$12.00	Fuels	Reimburse bank charge-payroll ck issue
06/15/2011	52507	General Service Administration	\$3325.98	Fuels	Crew safety equipment
06/15/2011	52511	Kingsbury Automotive	\$1794.57	Fuels	Repair to Exhaust system on crew vehicle
06/15/2011	52515	PRS, Inc	\$6936.00	General	Rope Rescue class

- Mass Spectrometer - infrared to test an item without touching it. High tech chemical identification and protect safety of personnel.
- Douglas County 911 – pay it twice a year.

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

**Service Recognition**

Captain Jim Antti	19 Years of Service
Captain Chuck Salerno	19 years of Service
Captain Todd Moss	13 years of Service

**Alarms for April 2011**

Total – 102

**Investments**

Purchased three (3) \$200,000 short term CDs. July – September the cash flow is tight, until the next CTX check approximately September 11 -12. Chief LeFever stated that he is very comfortable with the long term cash flow. Focus for the next 3 months will be on staffing.

Ambulance transports are showing recovery, and corresponding collections are increasing as well. Legislature is closed without any serious changes, and Chief LeFever is financially optimistic.

Trustee Clason inquired about the three (3) fires noted on Chief Ogami's report, which were a South Lake Tahoe structure fire and the Forest Service controlled burn, out of control.

Trustee Seibel asked if the Zephyr Crew permanent facility was still moving ahead. Forester Pickett noted that the land capability study has been submitted to TRPA, using existing LIDAR information which should save the District some survey expenses.

Chairman Dorton acknowledged information in Chief Novak's report on the newsletter, the BBQ hosted during Wildfire Awareness Week and water safety program conducted for ZCES. Chief Novak also announced that the Fire Safe Community chapter leaders and other members of the community were invited to attend the Summit.

Chairman Dorton also acknowledged the training programs conducted this past month rope rescue training, Driver Operator 1A and SCUBA dive rescue recertification.

**17. Discussion:            Confirm next meeting, Wednesday, July27 @ 4:00 pm, possible agenda items.**

Agenda items were discussed:

- Mike McCormick, Douglas County District Attorney's Office to present on open meeting law and code of ethics.

A motion was made by Trustee Clason to confirm the next meeting as scheduled. Trustee Seibel seconded them motion. No discussion, motion carried 5-0.

Chief LeFever presented a retirement photo to Chairman Dorton and the meeting briefly paused as Dorton did the honors of hanging it on our TDFPD Retiree Wall.

**Action Item #15:        Adjourn.**

A motion was made by Trustee Kjer to adjourn, and seconded by Trustee Seibel. No discussion, motion carried 5-0.

The meeting was adjourned at 5:16 pm.

This meeting was recorded on audio tape and appeared to be working properly, however in preparing these minutes it was discovered that the tapes were blank.

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