

**TAHOE DOUGLAS FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
February 21, 2012**

**Those Present:**

Chairperson Steve Seibel

Trustee Mike Bradford

Trustee Ann Grant

Trustee Kevin Kjer

Trustee Brad Dorton

Fire Chief Ben Sharit

Assistant Chief Mark Novak

Battalion Chief Dave Hekhuis

Battalion Chief Tim Allison

Battalion Chief Jim Hardison

Captain Jim Antti

Fire Marshall Eric Guevin

FF/P Andrew Isenberg

FF/P Nathan Johnson

Administrative Assistant Kate Warner

Administrative Aide Carrie Nolting

Guest Speaker Travis Lee

Guest Speaker Bob Cook

Guest Larry Schussel, Retired TDFPD Eng

Guest Gregg Felton

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

The meeting was called to order at 4:02pm by Chairman Steve Seibel.

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

Pledge of allegiance was led by Trustee Kjer.

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

Chairman Steve Seibel, Trustee Mike Bradford, Trustee Ann Grant, Trustee Kevin Kjer and Trustee Brad Dorton were all present.

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

Chairperson Seibel announced that at staff's request, we will be pulling Action Item #8 from the agenda.

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

Items:

- a. Approval of agenda.
- b. Approval of Minutes 01/25/12.
- c. Approval of Financial Statements 12/31/11.
- d. Personnel Policy – 5.6 Rates of Pay
- e. Personnel Policy – 6.4 Family and Medical Leave

f. Personnel Policy – 3.3.1 Revision

Trustee Kjer moved to approve the consent calendar items as presented. Trustee Bradford seconded the motion. No discussion. Motion carried with a vote of 5-0.

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

There were none.

**7. Discussion and Possible Action Item: Douglas County TRIAD  
Travis Lee, TRIAD Chairperson and Bob Cook,  
TRIAD Vice Chairperson/Secretary**

An overview of TRIAD was presented. The organization originated in 1985 with the national sheriffs and firefighters associations and senior advocate groups who were committed to improving the quality of life for seniors in our community.

- **Home Again Program** – to photograph seniors with Dementia and Alzheimer’s who get lost frequently.
- **Care Track System** – tracking device for senior who wander allowing them be tracked quickly and located.
- **Senior Citizen Law Enforcement Academy** – training for seniors for uniformed patrol, jail/custody procedures, gang investigations and identity theft.
- **Guardian System** – computerized call center that checks in on seniors daily who do not have any family close by to check on them.
- **Senior for a Day Program** – nominations are taken and four seniors are selected each month to receive an all-expense paid lunch and gifts.
- **The Sunshine Program** – touches homebound seniors, with birthday cards delivered at their homes, meals on wheels, and educational programs to avoid senior scams.
- **Senior I.C.E. Program** – “In Case of Emergency” is an electronic *File for Life*, to provide additional emergency contact information to first responders.
- **Senior Directory** - one stop directory for locating local business/resources in the community.
- **Senior Education Seminars** – current topics for caregivers, grief and loss and other related senior topics.
- **Senior Christmas Dinner** – for the graduates of the law enforcement programs to celebrate their accomplishments. Presents a sharing of current events revealing what was learned from the situation – wild land fires, IHOP shooting etc. and what seniors need to know.

Travis encourages TDFPD to get more involved with the TRIAD programs. Former Chief LeFever served and Chief Sharit is currently serving on TRIAD. Chief Sharit is committed to supporting TRIAD.

8. Removed from the agenda will be addressed at a future meeting.

**9. Discussion and Possible Action Item: Update Board of Trustee Goals for the Fiscal Year 2012-13**

Two new goals were added to the continuance of the three goals from last year. Motion by Trustee Grant to adopt the Board Driven objectives for 2013; seconded by Trustee Kjer. No discussion. Motion carried 5-0.

**10. Discussion and Possible Action Item: Appoint Board Representative for the 2012 Contract Negotiations**

Chief Sharit announced that he received a letter February 1, 2012 from the local 2441 to open contract negotiations. Chairperson Seibel noted that one Trustee will work with staff and represent the Board during negotiations. Others Trustees may participate as observers. Trustee Grant was nominated by Trustee Dorton. Trustee Kjer expressed interest as well. No public comment.

Motion by Trustee Dorton to nominated Trustee Grant as the primary representative and Trustee Kjer as the alternate to negotiate in her absence; seconded by Trustee Bradford. No discussion. Motion carried 5-0.

**11. Discussion and Possible Action Item: Report Item: Capital Projects Purchase Recommendation – Two (2) Staff Vehicles Battalion Chief David Hekhuis**

Major purchases are outlined in the Strategic Plan under the Capital Projects Fund/the Long Term Purchase Schedule. Budgets are done years in advance and as the purchasing time comes close quotes are updated and the pricing may vary from the budget, in this case \$20,000 less. B/C Hekhuis recommends that the two vehicles be purchased at this time through the NV State Purchasing Agreement as well as the additional equipment needed to outfit the vehicles. Quotes have come in less than the budgeted due to the State's purchasing power and design changes. One vehicle being replaced is a 1999, which can be sold to another agency; and, the current A/C's vehicle will be used by fire prevention. Re-sale options include inter-agency sales, or a sealed public bid with a minimum. Since this was specifically equipped for Incident Command, we would like to see it continue in that use. NV State is the recommended option for the chassis as compared to a 10-12% markup from an independent dealer.

Trustee Bradford moved that the TDFPD proceed with purchase recommendation. Seconded by Trustee Grant. No discussion. Motion carried 5-0.

**12. Report Item:           Review of Monthly Expenditures  
Chief Ben Sharit**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Fund</b>	<b>Reason</b>
1/25/2012	53321	Floppys	\$1332.99	General	VPN Station 24, allows us to link Station 24 to 23 + service contract renewal
01/25/2012	53323	G-man Ltd	\$3250.00	Special Services	EOD equipment-reimbursed thru grant funds
01/25/2012	53334	PLIC-SBD Grand Island	\$8855.85	Health Insurance	Vision, Dental, Life, AD&D (Principal)
02/02/2012	53355	Cathleen Allison	\$150.00	General	Public Ed/PR photo shoot and article on Ridge Tahoe training
02/02/2012	53357	File of Life Foundation	\$298.28	General	Public Ed/PR to support TRIAD to be distributed to seniors in our district
02/02/2012	53359	FF/P Fred Parson	\$48.98	General	Reimbursement vehicle maintenance
02/07/2012	53391	North Lake Tahoe Fire District	\$392.00	Enterprise	CPR Re-certs
02/07/2012	53396	Superior Collision Center	\$2535.20	General	Damage Washoe Fire + addt'l body repair (some reimbursable by the fire).
02/15/2012	53411	Douglas County 911	\$106,905.00	General & Enterprise	Annual radio & 911 dispatch user fees, comparable to prior year's expense.
02/15/2012	53421	Les Schwab	\$1599.00	Enterprise	M0511 tires (6) for ambulance

**13. Report Item:           Fire Chief's report on previous month's activities.  
Chief Ben Sharit**

**Employee Years of Service Recognition:**

Administrative Assistant Kate Warner

**2 Years of Service**

## Updates:

1. **Promotions** – Eric Guevin, was promoted to Fire Marshal, he has done a great job as the Acting Fire Marshal for 4 months.
2. **Nevada Fire Safe Council Update** – OIG report is in and FSC has until the end of the month to respond to their findings.
3. **February 15, 2012 Nevada Department of Taxation Revenue Projections**
  - FY13 - projected CTX \$15,096 decrease as compared to FY12. Currently CTX is flat with the projections.
  - Ad Valorem, pre-abatement numbers are anticipated to increase \$100,000. Proforma revenue projections come out on March 25, 2012.
4. **Announcement to Hire Firefighters/Paramedics** – a job posting will go out Thursday 03/02/12 for two days, looking to hire for three positions now (2-3) and more (2-3) in late spring in conjunction with other regional agencies. There is a need to space out new hires, to ensure proper orientation and training with their Field Training Officers (FTO), the organization cannot support bringing on 5-6 new employees at once.
5. **Board Trustee Caution** – Chief Sharit has been attending other agency board meetings to get informed on issues and procedures, and to increase the TDFPD presence in the community. From these observations, he cautioned the Trustees not to send out a “mass emails” to the other Trustees and to be careful not to “Reply All” on Trustee emails. (Either could be perceived as a violation of NV State open meeting laws.)
6. Chief Sharit acknowledged Fire Marshal Guevin’s recent appointment by Governor Sandoval to the State of Nevada Fire Board.

**Financial Summary** – no additional comment.

## Attachments

01/22/12 Lake Tahoe News – Ridge-Heavenly gondola  
01/24/12 Reno Gazette Journal – Washoe fire Captain Child and FF/P Petersen in photos  
01/25-26/12 Tahoe Daily Tribune – Spooner Shuttle bus/TDFPD response  
01/26/12 Thank You – GWHS students, Aubrey Felton and Denny Par, TD Rotary exchange student  
01/31/12 Lahontan Valley News – NV PERS earnings  
02/07/12 Lake Tahoe News – AFM Guevin – article  
02/12/12 The Record- Courier – TRIAD annual compact signing ceremony – Chief Sharit in photo  
02/13/12 Thank you - Northern NV Children’s Cancer Foundation  
02/15/12 Thank You – Resident Tamara Kahl

**16. Possible Action Item: Public Comment.**

Motion to move to closed session made by Trustee Bradford. Seconded by Trustee Dorton. No discussion. Motion carried 5-0.

Motion to move to open session made by Trustee Bradford. Seconded by Trustee Dorton. No discussion

**17. Discussion: Confirm next regular meeting on Wednesday, March 21, 2012 @ 4:00 pm, possible agenda items**

Possible agenda items: Tentative Budget

Comment: Trustee Bradford expressed his concern over the local population bearing the expense for tourists who come into our District, act irresponsibly and then create situations drawing down our law enforcement and emergency responder resources. Perhaps it is a topic to be discussed at the Gaming Alliance.

**16. Action Item: Adjourn.**

A motion was made by Trustee Bradford to adjourn the meeting. Trustee Grant seconded the motion. No discussion, motion carried 5-0.

The meeting was adjourned at 5:20pm.

This meeting was recorded on audio tape.

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