

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
Special Session
April 1, 2013

Those Present:

Chairperson Ann Grant
Trustee Greg Felton
Trustee Larry Schussel
Trustee Steve Seibel

Fire Chief Ben Sharit
Legal Consultant Mike McCormick
Captain Ralph Jones
Administrative Aide Carrie Nolting

1. Call to Order

Meeting was called to order at 3:18pm.

2. Pledge of Allegiance.

Pledge of allegiance was led by Trustee Seibel.

3. Roll Call

Chairman Grant, Trustee Felton, Trustee Schussel, and Trustee Seibel were present.
Trustee Kjer was absent.

4. Approval of Agenda

Trustee Seibel motioned to approve the agenda as presented. Trustee Felton seconded the motion. No discussion. Motion approved 4-0.

5. Public Comment.

None.

6. For Possible Action: Discussion and possible adoption of the 2013-14 Tentative Budget Fire Chief Ben Sharit

Chief Sharit emailed budget on March 29th to trustees; changes will be noted as follows:

Cover Property tax valuation: \$5,468,497-Proforma number from March 25th; 6 governmental funds estimated expenditures of: \$11,696,390; ambulance fund expenditures: \$2,294,375.

Table of Contents Removed 32A that form no longer exists in budget

- Page 1 Assessed valuation and tax rate are correct. Trustee Felton questioned the head count of 50 for year end, felt it should say 62 (adding the SAFER hires). Chief Sharit clarified that the State advised him to use a head count of 50 for the temporary budget for this year end as this is what we filed with the state for this year's budget (2012-13). Head count will be 62 for FY 2014 tentative budget.
- Page 2 Tax rate changed slightly; Ad Valorem/Proforma changed to \$5,468,497. Trustee Felton asked why assessed valuation had not changed although it had been expected it to. Chief Sharit clarified that it changes in proforma but not in the assessed valuation on this form. Proforma includes any changes in valuation.
- Page 3 Ad Valorem shortfall of \$100,000.
- Page 4 Removed \$125K out of contingency - \$60K will be used to cover the Ad Valorem shortfall and \$65K moved for NDF program. Capital purchases of a staff vehicle, station patrol and a lightweight brush engine (Type 6) – reduced from \$230 to \$180K.
- Chairperson Grant questioned the removal of the contingency fund; Chief Sharit explained that was set aside for the possibility of expenses with a wildland fire. There is now an option to utilize a new NDF Wildland Fire Protection program that has been signed by the Governor. TDFPD is expecting a presentation in April or May on this program; so he moved the \$125K to services and supplies to cover the enrollment into this program (approx. \$60K/yr per district) and the balance moved to cover shortfall for the year. The NDF program offers an opportunity for agencies to buy into the service and if the district has a wildfire NDF would cover cost of fire as well as provide tactical support. This is a similar to an “insurance program” so that the cost of a wildfire would not sit solely on the district to cover.
- Page 5 Ambulance Enterprise Fund - Trimmed out \$40K out of the employee benefits in the Ambulance Fund (one open position).
- Page 6 General Fund Revenues-number is as of now, can and will change prior to final budget. There was discussion on the SAFER grant number and how it was derived; based on wages and benefits of SAFER hires. At the time of application we did not know what NVPERS and health insurance were going to cost us so there will be some expenditure of district funds to cover the differences in costs for the SAFER hires.

- Page 7 General Fund Expenditures-Since the last discussion the SCBA grant request has been declined, therefore, those expenses (air packs and bottles) have been added to capital outlay along with some computer expenses that are outlined in the Strategic Plan.
- Page 8 Capital Projects Fund-\$180K for expenditures; budgeting an expected ending fund balance of \$127K; this fund builds up over time. Trustee Felton requested more detail in the budget with regards to capital purchases planned. Chief Sharit explained that this is a State of Nevada document that does not allow for detail. The comprehensive budget will give more details.
- Page 9 Sick Leave Fund-Ad Valorem was adjusted. Estimated: \$290K based on the possibility of 6-7 employees becoming eligible to retire.
- Page 13 Ambulance Enterprise Fund: Ad Valorem adjusted slightly; bad debt was increased to \$345K. Ambulance fees are currently being analyzed and compared to outside agencies to see if we need to adjust our fees this spring.
- Page 14 Ambulance Enterprise Fund - added a \$200K purchase for heart monitors to replace outdated equipment which was purchased 6 years ago.
- Page 31 Existing contracts: Trustee Felton asked why Fisher & Phillips and Maupin, Cox & Legoy were listed as attorneys when we have retained legal counsel with Michael McCormick. The office of Maupin, Cox & Legoy was utilized to set up the Post-Retirement Trust, and the office of Fisher & Phillips has been used to address sensitive human resources and labor issues; they are listed in case we need their specific expertise in the future.

Checklist pages of the budget will be completed by the accountant verifying that we have completed all the items. He will notify us if we have not as well as the State agency that reviews the budget will let us know if we need to modify/adjust anything.

Updated budget worksheet was handed out; discussion and clarification of numbers used in worksheet.

Trustee Felton motioned to adopt the Fiscal Year 2013-14 Tentative Budget as submitted; the motion was seconded by Trustee Schussel. No discussion. No public comment. Approved 4-0.

7. Discussion: Next regular meeting, Wednesday, April 24, 2013 @ 4:00 pm; possible agenda items.

Possible agenda items:

- Continuation of Fire District Overview with Local #2441

Adjourn.

Trustee Seibel motioned to adjourn the meeting. Trustee Felton seconded the motion. No discussion. Motion approved 4-0.

The meeting was adjourned at 4:00 pm.

This meeting was recorded on audio tape.

Carrie Nolting
Administrative Aide
Tahoe Douglas Fire

Approved