

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
December 17, 2014

Those Present:

Chairman Kevin Kjer
Vice Chairman Larry Schussel
Trustee Greg Felton
Trustee Ann Grant
Trustee Steve Seibel
Newly Elected Trustee Bill Kirschner
Fire Chief Ben Sharit
Legal Counsel Mike McCormick
Assistant Chief Mark Novak

Battalion Chief Richard Nalder
Captain Bryce Cranch
Fire Marshal Eric Guevin
Fire Inspector Todd Stroup
Office Manager Kate Warner
Accounting Specialist Carrie Nolting
Administrative Assistant Casey O'Neill
Guest Speaker Wayne Omel

1. Call to Order.

Meeting was called to order at 4:00 pm.

2. Pledge of Allegiance.

Pledge of allegiance was led by Trustee Grant.

3. Roll Call.

Chairman Kjer, Vice Chairman Schussel, Trustee Felton, Trustee Grant and Trustee Seibel were present. A quorum was present.

4. Approval of Agenda.

Housekeeping: Removing item number 8 from the agenda for the approval of the annual audit for FY 2013-14.

Trustee Felton motioned to approve the agenda removing item number 8. Trustee Seibel seconded the motion. No discussion. Motion approved 5-0.

5. Public Comment.

Trustee Grant thanked TDFPD and Assistant Chief Novak for the flowers sent after her surgery.

6. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 11/19/14
- b. Monthly Expenditures
- c. Financials 08/30/14

Trustee Felton carried forward Item a. Vice Chairman Schussel motioned to approve the Consent Calendar Items b and c. Trustee Grant seconded the motion. Motion approved 5-0.

7. For Possible Action: Consent items moved forward.

Trustee Felton clarified that items 10 and 12 from the BOT meeting minutes held on November 19, 2014 referenced a fiscal impact figure for salary increases of fiscal year 2014-15 being annual figures for future years; it was clarified in the meeting that for the current fiscal year 2014-15, it should only have an increase of 7/12's of the year. Trustee Felton motioned to adopt the amended minutes as submitted. Vice Chairman Schussel seconded the motion. Motion approved 5-0.

8. Presentation: Investment Report/Recommendations

Wayne Omel, Financial Advisor – Edward Jones

Omel highlighted a few of the key points in the Investment Report/Recommendation packet; the current money market funds of \$1,138,811.93 ; retirement plan with special district post retirement trust and the money market balance (\$9,235); and the falling oil prices in the stock market.

Omel reviewed the short term interest rates from this past year. Most analysts predicted that the rates would eventually start rising after QV2, ending in October with the quantitative easing. This prediction in fact happened and the market ended up handling it fairly well. Currently, the Federal Reserve wants to leave interest rates alone, remaining patient without naming an official starting date. The forecast is that they will begin raising interest rates by a quarter of a point at a time in the second half of 2015 in order to see how the market absorbs this and to avoid causing a recession.

It is prudent to use CD's as the instrument over the shorter term (three - nine months at a time). CD's are liquid and providing the option to get out early if needed. If interest rates go up after purchasing a CD, there can be a market value adjustment without penalty.

Chief Sharit stated that he was comfortable considering CDs for short term investments.

Trustee Felton asked what the incremental interest rate TDFPD would acquire from committing to a longer term CD, versus how much the interest rate may be adjusted (presuming getting a higher rate committing to a longer term).

Omel confirmed that yes; you would get a higher rate for committing to the longer term CD. Edward Jones works with over 50 banks throughout the country. Currently, Omel sees that short term rates are at .50%; however, if you go out eight - nine months at a time, some banks are only offering .40% due to uncertainties in the market. If a motion is made today, the fire chief and financial advisor will strategically invest; looking at the rates for three - nine months at time, instead of all at once. It is difficult to tell what exactly will happen, but will inform the fire chief immediately if the interest rates look as though they are going to rise.

Looking at the second half of 2015, if job numbers and companies' profits come in better than expected, Omel would not be surprised if they started sooner than the second half of the year, raising a quarter of a point at time just to see how the market reacts to it. This creates some nervousness because bonds do compete with stocks. If interest rates go up too much, too fast, eventually it will affect the stock market. Some people ask why take the risk on stocks, when you can get a 5-6% return in bonds and then the mean on the ten year treasury is 6.2 %. When interest rates go up again, it will have a better balance with a different allocation model of heavier buying of bonds.

No action taken.

- 9. For Possible Action: Discussion and possible approval to reinstate the Board Trustee stipend to 2011 levels from \$270.00 to \$300.00 per meeting effective 01/01/2015.**
Fire Chief Ben Sharit

Vice Chairman Schussel recommended this action item due to the union and non-union employees' recent board approval of salary increases.

Chief Sharit reminded the board that in 2008 (actually 2011) everyone (employees and trustees) took a pay deduction due to the recession. The board was the first group to take a deduction of 10%, which is the current stipend amount of \$270.00. This was prior to all other employees taking a deduction of 4.5%. Chief Sharit supports this action item.

Trustee Felton added that board stipends for Kingsbury General Improvement District (K.G.I.D.) and the school district were higher than the proposed increase for the TDFPD board.

Trustee Grant motioned to approve the action. Trustee Seibel seconded the motion. No discussion. Motion approved 5-0.

10. For Possible Action: Discussion and possible approval of the 2015 Board of Trustees Meeting Calendar
Fire Chief Ben Sharit

Chief Sharit reminded the board that the meetings are typically held the fourth Wednesday of each month at 3:00 pm, with the exception of November and December meetings as these are a week early due to the holidays.

Vice Chairman Schussel proposed to move January's meeting to Wednesday, January 21, 2015 instead of January 28 because he will be out of town the following week.

Trustee Felton motioned to approve the action item as presented with the exception of moving January's meeting one week early. Vice Chairman Schussel seconded the motion. No discussion. Motion approved 5-0.

11. Report Item: Review of the Monthly Fire District Activities. No action will be taken.
Fire Chief Ben Sharit

Employee Years of Service Recognition:

Not applicable for this month, however, Chief Sharit recognized all TDFPD employees, including fire crews and board members.

Updates:

NV Division of Forestry Wildfire Protection Plan – Meeting held on December 10th reviewing the last 18 months of the wildfire protection plan (total 2 year plan). The rate will not increase from current rate of \$60,000 per year. Received a report that several agencies throughout the state of Nevada utilize the wildfire protection plan; including East Fork Fire Protection District, who recovered over 1 million dollars of their costs from the Bison Fire from the state within their first year. Confirmed that the funds and revenues from the memberships of this program in 14 different counties throughout Nevada were used directly for the hiring of personnel and the purchasing of equipment for wildfire protection. The renewal of the contract is coming up for the period of July 1, 2015-June 30, 2017. The proposed agreement will most likely be on January or February's agenda. Will have legal counsel and a representative from NDF review this plan. Targeting to have the agreement approved by March 2015 before the end of this fiscal year (June 30, 2015).

Fire Academy Graduation 14-2 December 19, 2015 – Located at the Sand Harbor room in Harrah's Casino. Total of 9 graduates from Carson City Fire, North Tahoe Fire, North Lake Tahoe Fire and TDFPD. FF/P Chris Wade is graduating from TDFPD, Captain Bryce Cranch is the main recruit training officer for TDFPD and Trustee Grant will be there to administer the oath for the firefighter swearing in ceremony.

Firefighters Burn Institute – Boating event held every year in Tahoe for children’s burn camp. Received a plaque from the Institute recognizing support from TDFPD.

TDFPD Kid’s Christmas Party – Held on December 13th at Zephyr Cove Elementary. Great turnout and great to see new generation of Tahoe Douglas kids enjoying this annual holiday event.

Financial Summary – Advalorem check deposited into Edward Jones account to replace the \$1,000,000 transfer to the RBIF.

Attachments:

Congratulated Trustee Grant on her appointment to the Fire Adapted Communities coalition.

State Fire Assistance Grant – This is referring to a collaboration formed about a year ago between the regional fire chiefs and state foresters of Nevada and California. The regional chiefs were looking for new potential sources of funding because at the time they were limited. State Fire Assistance Grant will be coming out soon and TDFPD would take our list of priorities and identify projects fit to utilize these funds.

Chief Novak recognized our fire crews and their hard work in response to recent activities within this past week: Crews assisted South Tahoe with three different structure fires, last Friday during the high wind event, there were about twenty two calls before afternoon and provided a lot of community service throughout the day, including the Zephyr Crew. Also, responded to an attic fire in an unoccupied residence in Skyland-great job to the crew for moving fast and suppressing the fire as quickly as possible.

Trustee Felton asked about the recent **Elevator Rescue** and why it took two hours to complete: Chief Novak stated that the crews are trained in elevator rescue, however, the elevator companies are not willing to complete rescue training on their systems due to liability reasons. The fire crews only go out to a rescue if there’s a potential lifesaving issue in the elevator, otherwise will have to wait for elevator technician to respond. Therefore, they could have been waiting for the tech. to respond or they could have had difficulties getting into the elevator.

Business Inspections - Began Dec. 1st with a new program called Compliance Engine, which is a third party system that assists in tracking fire systems to ensure they are being inspected and serviced in proper intervals.

Barton Festival Tree of Lights – Trustee Felton asked if we can provide better briefing on what makes a tree compliant for future entries. Fire Marshal Guevin explained that there is a meeting hosted by Barton at the beginning of January that the Fire Marshal and Fire Inspector attend; at this meeting/training Barton invites people who decorate the trees and brief on fire rated trees, what products work well on the trees and how to spray treatment on decorations to make them fire safe. They also hold another meeting in the Fall to test out the products and

make sure they are fire safe; unless a tree is really bad, we can generally pass most trees, e.g. a tree with paper and velvet products.

Blood Drives 2015 - Trustee Felton thanked Office Manager Warner for setting up the blood drive schedule for 2015. Chief Sharit also recognized Trustee Felton and his work in getting the blood drives up and running for the TDFPD.

Recognized Zephyr Crew and assistance with the engine companies during the high wind event.

Now have twenty-one certified **Confined Space Rescue Technicians** in the district.

January 2nd Retirement Party for Captain Bob Child and Engineer Greg Peterson - 4pm in the classroom at Station 23.

12. Discussion: **Special Board Meeting on December 30th - Will be held in the classroom at Station 23 to approve the 2013-14 Grant Thornton audit. All Trustees can attend except Trustee Seibel.**

Confirm next regular meeting on Wednesday, January 21, 2015 with a start time of 3:00 PM and possible agenda items.

The next regular meeting confirmed for Wednesday, January 21, 2015 at Station 23 in the classroom at 3:00pm.

Suggested agenda items:

- Edward Jones investments
- Board elections
- Recognition of Trustee Grant for service to the district
- Swearing in of new board member Bill Kirschner

Adjourn

Trustee Felton motioned that the meeting be adjourned. Vice Chairman Schussel seconded the motion. Motion approved 5-0.

This meeting was recorded on audio tape.

Casey O'Neill
BOT Secretary
Tahoe Douglas Fire Protection District