

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
April 20, 2016

Those Present:

Chairman Greg Felton
Vice Chairman Bill Kirschner
Trustee Kevin Kjer
Trustee Larry Schussel
Trustee Steve Seibel
Fire Chief Ben Sharit
Legal Counsel Jason Guinasso
Fire Marshal Eric Guevin
Fire Inspector Todd Stroup
Battalion Chief Jim Antti
Battalion Chief Todd Moss

Battalion Chief Rich Nalder
Forester John Pickett
Crew Supervisor Keegan Schafer
Assistant Foreman Mike Monaghan
Office Manager Kate Warner
Accounting Specialist Carrie Nolting
Administrative Assistant Casey O'Neill
Guest Ann Grant
Guest Gary Midkiff
Guest Sloan Gordon
Guest Maggie Scagliotti

1. Call to Order

Meeting was called to order at 2:32 p.m.

2. Pledge of Allegiance.

Pledge of allegiance was led by former trustee and guest Ann Grant.

3. Roll Call

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

4. Approval of the Agenda

Vice Chairman Kirschner motioned to approve the agenda. Trustee Kjer seconded the motion. Motion approved 5-0.

5. Public Comment

Gary Midkiff of Midkiff and Associates commented on the lack of fire flows affecting the residents between Cave Rock and Uppaway Estates. This fire flow issue has come up in relation to several construction projects administered by Midkiff and Associates for homeowners to remodel, rebuild or build new homes in this area. However, the lack of fire flows in the area is

an issue for all homeowners, not solely for those with new construction projects. There is no economically viable way to build a new water system in this area because the homes are largely spread apart and there is no access road to a possible water line that could be built. After meeting with TDFPD Fire Prevention staff, it was agreed that there is a serious need to have a qualified fire system engineer evaluate any options to address the issue. One possible option could be to place a fire boat on the lake similar to what Fallen Leaf Lake Fire Department recently purchased to alleviate their water flow issues. Additionally, some of the homeowners in this area are willing to fund this effort, but would also expect the fire district to contribute and participate in the evaluation. In conclusion, Midkiff is hoping to work with the fire district in order to come up with a viable solution by engaging a fire engineer and urged the board to place this item on the next meeting's agenda.

Sloan Gordon of Gordon Consulting also commented on the fire flow issues, representing several property owners that are being affected by this as well. Currently, there are six clients between Midkiff, Basin Strategies and Gordon's that are dealing with the requirement to design an individual water system and water pump. Bids to create a brand new water system for a lake front property are coming in at about \$100,000 and close to \$500,000 for properties further from the lake. This is not only expensive, but creates a significant problem in trying to maintain these water systems over time. Gordon foresees many more properties having to deal with this in the future and believes it would be unfair to sell a property with the known fire flow issues. He would like to see everyone work together to come up with a global solution for all parcels that may be affected by lack of fire flows in the future.

In working with those six property owners they have come up with about \$300,000 to go toward some type of a project, such as a fire boat or fire trailer with a super pump. Gordon understands that some of these systems may not be foolproof, but right now there are zero solutions and must tackle the problem in some way or another. If no solution is made, the owners will have to make their own water system that the fire district would have to maintain. Gordon concluded that they will be engaging a fire engineer over the next few weeks and will present those solutions to the board if put on the agenda as an action item for the next board meeting.

Vice Chairman Kirschner asked if any of these properties have fire sprinklers installed.

Legal Counsel Guinasso reminded the board that this issue cannot be discussed further in public comment due to Open Meeting Law. It can be discussed once it is presented as an action item on the agenda.

Maggie Scagliotti commented as a homeowner currently involved with these issues and is here to reiterate the point made by Midkiff and Gordon. She can work out a solution to protect her own property, but is concerned about the others in her neighborhood as a resident of the larger Lake Tahoe Basin. If there is a window of time now to come up with a solution that serves the entire community then she will support it. She asked for the board to consider an option that will serve this community as a whole.

6. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 02/16/16 & 02/26/16
- b. Monthly Expenditures
- c. Goals and Objectives – 3rd Quarter Update

Trustee Seibel motioned to approve the Consent Calendar items as presented. Vice Chairman Kirschner seconded the motion. Motion approved 5-0.

7. For Possible Action: Consent items moved forward

None.

8. Presentation: Discussion of the Ambulance Rate Review.
Battalion Chief Todd Moss

Chief Moss stated that the ambulance rate review must be completed annually by law. A survey has been completed of all neighboring jurisdictions, which reviews the base line rates and any add on rates for extra services, such as advanced airway, medications, EKG, etc. He noted that East Fork Fire's proposed rates have increased significantly from last year. Moss is not proposing a rate increase this year, as we had an increase last year and are in range with our neighboring agencies' rates. Moss' recommendation to the board is to keep our rates the same when it is due on the agenda as an action item next month.

Trustee Schussel asked for clarification on the current and proposed rates on the spreadsheet provided. Are the rates for EFF proposed or current?

Chief Moss stated the proposed rates are displayed as they have not been approved yet.

Chairman Felton asked about the BLS-E and BLS-NE rates having a large cost range between each agency. For example, North Lake FPD charges \$541 compared to some of the other agencies who are charging close to \$1,000 and Truckee Fire charging close to \$2,000.

Chief Moss replied that Truckee Fire includes their supplies in the base rate and the other agencies do not.

Chief Sharit added that North Lake Tahoe FPD rates are lower because they have not changed them in a long time, but it is on their agenda for review this fiscal year.

Chairman Felton asked for an explanation regarding the higher cost of medications for TDFPD compared to some of the other agencies.

Chief Moss explained that every year there are shortages on the medications ordered, with some being extremely expensive for just one dose, so must make adjustments accordingly for this. TDFPD is in the process of creating a purchase agreement between our neighboring jurisdictions in order to buy common supplies in bulk for better a price, which may in turn decrease our rates in the future.

Chairman Felton asked why TDFPD is the only agency that has *Zoll LifeBands* in the list of supplies.

Chief Moss replied that they are for the CPR machine called auto pulse. This is a service that TDFPD provides and other agencies do not as far as he knows.

Chief Sharit added that TDFPD strives to have the highest quality equipment. This particular device uses fast, effective and continuous CPR on patients, and in turn increases the chance of saving a person in cardiac arrest.

Chairman Felton commented that he is happy to see TDFPD lead in this area.

9. Presentation: Review of the FY 2016-17 Tentative Budget.
Fire Chief Ben Sharit

The tentative budget was presented to the state of Nevada last week to ensure that the district resources correlate with the expenses. The board will have the tentative budget presented at the May 25th board meeting, which acts as the public hearing of the budget.

Cover Page: The budget contains five funds requiring property tax revenues totaling \$5,662,806 projected for FY 2017. The budget contains six governmental funds with estimated expenditures of \$13,300,123 and one proprietary (ambulance) fund with expenditures of \$2,765,051.

Page 1: **Actual Prior Year (audited) ending 6/30/15, Estimated current year ending 6/30/16 and Budget year ending 6/30/17.**

In FY 2015, the actual assessed valuation was \$1,097,773,417 with a decrease in FY 2016 to \$1,089,565,376 and a projected increase totaling \$1,145,617,964 in FY 2017.

Page 2: Property Tax Rate and Revenue Reconciliation
Remains the same at 0.63815
Property Tax subject to revenue with limitations: .4981
Voter approved tax override: .14 (Ambulance = .06, Capital Items = .02, Sick Leave = .01, Fuels Reduction = .05)
Budgeted Ad Valorem revenue with Cap: \$5,662,806

Page 3: Estimated Revenues and Other Resources
6 funds total: General, Capital Projects, Sick Leave, Special Services, Health Insurance and Fire Safe Community Fund
Total: \$20,108,628

Page 4: Estimated Expenditures and Other Financing
Salaries & Wages, Employee Benefits, Services/Supplies, Capital Outlay, Contingencies and uses other than operating, Operating Transfers Out.
Total: \$20,108,628
Balanced with expenditures at about 20 million and revenues at 20 million

Page 5: Ambulance Enterprise Fund
Operating Revenues or fees for service are forecasted at \$1,120,100

Chairman Felton asked for clarification on this. The operating revenues are what we bill out and not what we expect to collect?

Chief Sharit stated, yes, these are actual numbers on what the district forecasts to bill out.

Chairman Felton added that historically the district has collected about 51% of what is billed.

Chief Sharit stated correct, and we will see this in the ambulance enterprise fund details.

Page 6: General Fund Revenues
Ad Valorem Taxes:
Actual Revenues after FY 2015 audit: \$3,105,583
Estimated current revenues forecasted in FY 2016: \$3,003,919
Tentative approved revenues for FY 2017: \$3,091,895 (increase of about \$88,000 from FY 2016)

FY 2017 CTX projections: \$4,293,814 with an increase of \$142,000 from FY 2016

FY 2017 Plan check fees: \$75,000

Other Sources of Revenue - The 2014 SAFER Retention Grant revenue is set at \$581,190 for five Firefighter/Paramedics

Page 7:

General Fund Expenditures

Salaries and Wages

FY 2016: \$3,795,859

FY 2017: \$4,367,188 (increased by about \$400,000 for new hires from the additional revenues received in the 2014 SAFER Grant)

Employee Benefits

FY 2016: \$1,654,867

FY 2017: \$1,186,100

Services and Supplies

FY 2016: \$1,186,100

FY 2017: \$1,363,037

Capital Outlay (correlates directly with the capital projects plan for firefighting purchases):

FY 2016: \$200,000

FY 2017: \$125,000

FY 2017 Total Ending Fund Balance: \$1,204,739 with \$124,000 in the reserve fund for unemployment benefits

Chairman Felton asked for a reminder on what the state requirement is for the percentage of the ending fund balance that must be kept in the reserve fund.

Chief Sharit stated the requirement by law is to have a minimum of 4% and maximum of 25% of the ending fund balance for the general fund to be used in the reserves; however, you will not be penalized if you have more and can negotiate for more in collective bargaining.

Page 8:

Capital Projects Fund – Revenues/Expenditures

FY 2017 Voter Approved Tax Override of .02 or \$172,683

Total Resources: \$690,727

Total Expenditures: 670,000 in capital outlay purchase of a Type 1 Engine and staff vehicle after building up the funds over the past few years

Page 9: Sick Leave Fund

.01 in Ad Valorem taxes for a total of \$86,342 with a slight increase of approximately \$500 from FY 2016.

Salary and Wage expenditures are determined from the amount of eligible retirements during FY 2017 for an anticipated total of \$195,000.

Page 10: Special Service Fund – Revenues/Expenditures

Includes grants, contracts, interest income and other income. Excludes property taxes.

Contracts for EOD services: \$31,000

Operating Transfers from the General Fund: \$100,000

Beginning fund balance: \$129,579

Revenues: \$131,020

Resources: \$260,599

Expenditures-Salaries and wages (covers over time for EOD calls, special rescue services, etc.): \$80,000

Chairman Felton asked which fund is used for a rescue that takes place within normal shift hours.

Chief Sharit stated that it would be paid out of the general fund. He added that most EOD services occur during over time hours and are paid out of the special service fund.

Page 10 Continued: Services and supplies: \$98,900
Capital Outlay: \$12,000
Ending Fund Balance: \$69,699

Chairman Felton asked why it does not show revenue for grants.

Chief Sharit stated that is because we do not anticipate having grant funds to spend in FY 2017. If it is determined that the district is eligible for a grant, than will augment the budget to reflect this.

Trustee Kjer left the meeting at 3:23 PM and will not be returning.

Page 11: Health Insurance Fund

Anticipated Revenues with no property taxes:

Interest Income: \$200

Transfers from General Fund: \$1,363,037

Transfers from Ambulance Enterprise: \$534,489

Transfers from Fire Safe Community Fund: \$149,458

Anticipated Expenditures for Health Insurance Cost and Retiree's Liability

Employee Benefits: \$2,922,319
Service & Supplies: \$40,000

Page 12:

Fire Safe Community Fund

.05 Voter Approved Tax Override:

FY 2017: equating to \$585,053

FY 2016: \$543,513

FY 2015: \$547,247 with an increase of about \$42,000 from FY 2015 to FY 2017

Grants:

FY 2017: \$30,000

FY 2016: \$100,000

FY 2015: \$269,416

Contracts/Strike Teams:

FY 2017: \$785,000

FY 2016: \$734,542

FY 2015: \$783,698

Total Revenue FY 2017: \$1,913,087

Page 13:

Proprietary Fund (Ambulance)

User Fees anticipate collecting in FY 2017: \$1,120,100

FY 2016: \$1,102,000

FY 2015: \$963,714 (actual number billed out)

Salaries and Wages FY 2017: \$1,232,253

Employee Benefits (PERs, Workman's Comp. etc.): \$581,498

Services and Supplies: \$361,300

Bad Debt: \$490,000

Page 14:

Proprietary Fund – Statement of Cash Flows

Fees received subtracted from the bad debt number to get actual amount of revenue received.

Page 15:

Scheduled transfers in and out.

Page 18:

Explanation of ending fund balances.

Page 19:

Lobbying expenses are zero.

Page 20: Schedule of Existing Contracts for anticipated Legal Fees, Medical Director, Accountants, Auditor, Ambulance Billing, Storage, Dept. Insurance, Health Insurance, Life Insurance, Cobra Insurance etc. are generally at a 5% increase to be safe.

Page 21: No Privatization Contracts

10. For Possible Action: **Discussion and possible action on the Capital Projects Purchase Recommendation to authorize the Fire Chief to purchase up to two (2) staff vehicles at a price not to exceed \$60,000 in the FY 2016-17 budget.**
Assistant Chief Scott Baker

Chief Baker stated that the district is requesting to purchase two staff vehicles not to exceed \$60,000 in the capital improvement budget to replace the 1998 and 2000 Ford Explorers. Both vehicles have over 120,000 fire district miles causing much wear and tear over the years. The district plans to purchase a Ford Escape in order to transport staff to and from meetings, fire scenes etc. The second vehicle will be a pick-up utility vehicle for staff to drive as well. The new vehicles will be purchased off of the state bid prices from a local dealership that will honor these prices.

Vice Chairman Kirschner motioned to approve the action item. Trustee Schussel seconded the motion. No discussion. Motion approved 4-0.

Chief Sharit recognized Inspector Stroup, Chief Antti and Chief Baker for their work throughout this process.

11. Report Item: **Review of Monthly Fire District Activities.**
Fire Chief Ben Sharit

Employee Years of Service Recognition:

March

Captain Chris Lucas	12 Years of Service
Captain Bryce Cranch	12 Years of Service
Firefighter/PM Chris Kynett	12 Years of Service
Captain Chris Peterson	11 Years of Service
Captain Brian Zabel	8 Years of Service
Engineer Nathan Johnson	6 Years of Service
Engineer Will Morgan	4 Years of Service
Engineer Ryan Sanders	3 Years of Service
Engineer Will Darr	3 Years of Service
Firefighter/PM Mark Norwood	3 Years of Service

Firefighter/PM Jesse McDonald	3 Years of Service
Firefighter/PM Chad Baker	3 Years of Service
Firefighter/PM Nick Robidart	3 Years of Service
Firefighter Ben Arrate	3Years of Service
Firefighter Juan Serrano	3 Years of Service

April

Fire Chief Ben Sharit	31 Years of Service
Crew Supervisor Keegan Schafer	8 Years of Service
Fire Marshal Eric Guevin	6 Years of Service
Accounting Specialist Carrie Nolting	6 Years of Service

Updates:

Request For Proposal (RFP) – New auditor is Eide Bailey – Most affordable rates at \$5,000 for a single audit. PRT audit to begin in May and District audit in August/September.

Wells Fargo Bank Accounts Annual Review completed on 03/22/16 - Reviewed fees and services for three district accounts (Ambulance Billing, Cafeteria Plan and Community Involvement Fund).

NV Deferred Comp. Board approved the FICA Alternative for the Zephyr Crew. Encouraged to contribute to deferred comp. and begin saving for their future. Will go into effect May 18th when seasonal crew is back on duty.

PRT RBIF deposit of 1 million completed for FY 16 with a current balance of 7 million.

One additional Firefighter/Paramedic to be hired. Recruit will attend the 16-2 Carson City Fire Academy on May 23rd.

Fair Labor Standards Act (FSLA) – staff continues to meet and review the changes affecting the district.

Chief Sharit introduced new Firefighter/Paramedic Scott Vizussi from B-Shift.

Firefighter/Paramedic Vizussi introduced himself and thanked the trustees for having him. He is twenty-five years old, previously worked as a paramedic with the goal of becoming firefighter.

Chief Sharit acknowledged Chief Nalder for his work overseeing the Station 24 project remodel, and for the Station 24 crew who did much of the work themselves.

Also, acknowledged the Zephyr Fire Crew for their help with moving office furniture during the Station 23 carpet and desk installation.

Crew Supervisor Keegan Schafer acknowledged Mike Monaghan for his promotion to Assistant Foreman. Monaghan has been with the crew since its inception eight years ago after graduating from the LTCC Fire Academy. He promoted to Squad Leader in 2012 and officially to Assistant Foreman last week. He is a valuable asset to training and operations for the crew and serves as lead and assistant lead with in house trainings. Recently, he raised \$5,000 for the Wildland Firefighter Foundation with the annual softball tournament hosted by the Zephyr Crew.

Attachments:

Tahoe Douglas Rotary Community Hero Award went to Captain Cranch. Captain Cranch chose to donate the money from the Rotary to the Zephyr Cove Elementary School playground.

12. Report Item: Review of Fire District Division Reports.

Assistant Chief Scott Baker:

- Recognized Chief Antti for administering Nevada Threat Analysis Center (NTAC) class.
- EMS – transports have been steady compared to last year.
- Crews are busy with training before fire season starts.
- Lake Shore Mobile Home Park has allowed crews and EOD to do hands on training.
- EOD sweeps and medical stand-bys coming up for the spring and summer months.
- Board Goal-Developing future leaders: Re-enacted training needs assessment by going through task books one by one and looking at accomplishments and needs for each employee. Assigning collateral duties to new personnel so have the opportunity to learn other aspects of the department. Each captain (12) to start developing a monthly training topic and started a leadership e-mail group to inform each other of valuable readings and resources.

Ann Grant thanked TDFPD and Firefighter/Paramedic Pettit for training CERT team on CPR and First Aid. She received excellent feedback from all who have taken her class.

Chief Sharit presented Chief Baker with his helmet shield.

Chief Baker also acknowledged Inspector Stroup for volunteering to administer the Fire extinguisher training for the CERT team coming up as well.

Fire Prevention - Fire Marshal Eric Guevin:

- Acknowledged Inspector Stroup for completing annual inspections at Harrah's and Harvey's. Smoke detectors were the main issue, but have come up with a mitigation plan.
- Acknowledge Battalion Chiefs and crews for completing business inspections. At about 97% compliant. District iPads were used for the first time to complete these inspections and seemed to work out well.
- Curbside Defensible Space Inspections: continue with community outreach and education on defensible space through this program.

- Nine concerts scheduled for July. Harvey's is breaking ground to place hydrants outside of the concert venue.

Fuel's Division – Forester John Pickett:

- **No grant assistance available** for creation of defensible space this year. Working on getting this in place for next season. Standard programs will still be offered: Compost Your Combustibles, Curbside Chipping, Community Work Days, free Defensible space evaluations.
- Fire Adapted Communities Meeting on May 12th (South Shore-LTCC) and May 19th (North Shore). Taking a social network perspective to recruit leaders and members.
- Zephyr Crew: 23 returning crew members plus 7 new. Coming on board May 18th.
- Continue to pile burn on Forest Service lots over the next couple of weeks.

Chief Sharit added that the trustees are invited to attend the EOD demonstration tomorrow at the shooting range in the valley.

13. Discussion: Confirm next meeting, with a proposed date of Wednesday, May 25, 2016 with a start time of 2:30 p.m. and possible agenda items.

- Water Supply Systems
- Tentative and Final Budget
- Second Reading Ambulance Rates

Meeting confirmed for Wednesday, May 25, 2016 with a start time of 2:30 p.m. in the Station 23 classroom.

Adjourn

Vice Chairman Kirschner motioned that the meeting be adjourned. Trustee Seibel seconded the motion. Motion approved 4-0.

Closed Session: Not needed at this meeting.

This meeting was recorded on audio tape.

**Casey O'Neill
Board Secretary
Tahoe Douglas Fire Protection District**