

TAHOE DOUGLAS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING

November 12, 2009

Regular Meeting

AMENDED

Those Present:

Steve Seibel

R.J. Clason

Brad Dorton

Roy Clason

Chief LeFever

Assistant Chief Ogami

Assistant Chief Mark Novak

Battalion Chief Ben Sharit

Battalion Chief Dave Hekhuis

Leo Horton

Captain Terry Hughes

Paramedic Ben Pratt

Paramedic Justin Rossi

Paramedic Fred Parson

1. Action Item: Call to order.

The meeting was called to order at 4:30 by Chairman Steve Seibel.

2. Action Item: Pledge of Allegiance.

Pledge of allegiance was led by Battalion Chief Ben Sharit.

3. Action Item: Roll call.

Trustee Frank Forvilly was absent. All other board members were present.

4. Action Item: Public comment.

There was none.

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

Items appearing on the Consent Calendar are action items generally heard without discussion and adopted with one vote for the entire calendar. Trustees or members of the public may have any consent item pulled and placed on the Administrative Agenda so that the item may be heard and receive public comment. Members of the public requesting that item(s) be pulled shall do so during the Public Comment segment at the beginning of the meeting.

Item:

- a. Approval of agenda.
- b. Approval of minutes 10-7-09.
- c. Approval of financial statements 8-31-09 & 9-30-09.

Trustee Brad Dorton moved to approve the consent calendar with the exception to item #10. He asked the board be able to go into closed session for Item #10.

Chairman Steve Seibel said this was against NRS statutes. Trustee Dorton then withdrew from making a motion.

Motion by Trustee R.J. Clason to approve the consent calendar as presented; approval of agenda 11-12-09, approval of minutes from 10-7-09 meeting, the financial statements of 8-31-09 and 9-30-09.

Trustee Roy Clason seconded the motion.

Motion carried with a vote of 4-0.

Action Item #6: Consent Items moved forward.

There were none.

Item #7: Discussion: Review of monthly expenditures.

Chief LeFever stated he included a list of this month's unusual expenditures. The checks to the employees Rick Strickley, Chris Lucas and Todd Moss were for Haz Mat Training. You will see this theme coming forward in the next three months as we try to bring forward the expenditures associated with the training costs.

George Echan - \$1,320 – This is an ongoing cost for research for a facility for Fuels.

Grant Thornton – \$25,000 – We still owe approximately \$10,000 per our contract. The audit will be presented at the December meeting. We should be getting the draft copy of the audit soon and will distribute to the board so you can review before the meeting.

Resource Concepts – \$1,042 - Associated with the Fuels Management Facility

Bear Com Wireless – We had to replace two base station radios for station 1 and station 4.

Trustee Roy Clason asked how per diem was figured.

Chief LeFever informed him it is broken down in policies and procedures we try to keep it consistent with the State and the County.

Item #8: ***Presentation: Draft proposal of revised personnel policies & procedures for review only. Final implementation planned for January 2010.***

Chief LeFever stated he provided the board with a draft of policies and procedures that we have been working on for the last nine to twelve months. These come from POOL/PACT. Staff and selected members of the Association are reviewing this document. This will bring the district up to standard. Our participation with POOL/PACT – Van and Ben are assuming the responsibilities for Human Resources. POOL/PACT has an attorney on staff and they back it up with training. The benefits we receive from POOL/PACT will not be provided if we go to another insurance company.

Action Item #9: ***Discussion and possible action: Review of POOL/PACT audit and decision on POOL/PACT remaining as TDFPD carrier.***

Chief LeFever stated that he had hoped to have the final audit from POOL/PACT available for review but has not yet received it. This will be postponed until next month's meeting. Chief LeFever wants to make sure the district is doing the right thing for the taxpayer and we are covered by a quality insurance company. He has contacted Bill Kolstad with this information and will make a copy of the audit available to him when received.

Trustee Roy Clason wished to state that he felt Bill Kolstad's approach was very unprofessional the way he brought forward his desire to handle our insurance needs. It should have been much differently.

Chairman Steve Seibel agreed it could and should have been done much differently.

Action Item #10: ***Discussion and possible action: Consider the character, alleged misconduct, professional competence or physical or mental health of Guy LeFever, Fire Chief of the Tahoe Douglas Fire Protection District.***

Chief LeFever addressed the board by saying he has provided them with documentation of email that was sent. It is the pleasure of the board as to how they will handle this. (Copy of documentation is attached).

Chairman Steve Seibel stated that the board is aware of the content.

Trustee R.J. Clason said the email that was sent was clearly inappropriate especially in the light of the fact that the Chief was using equipment or resources of the district for a personal matter. It was a moment of poor judgment which we have all had. We do not need to expand on it. This can be a teachable moment not only for the Chief but for the entire staff.

Trustee Brad Dorton said he has had discussions with the Chief and Chairman and has been assured this won't happen again. We need to take into consideration that other parties may not think it was handled appropriately. It was not a planned event, it was a mistake and the Board needs to make a decision if it is a verbal or a written reprimand.

Trustee Roy Clason said speaking for himself, there isn't anyone in this room who hasn't done something that they later regret. The Chief has shown contrition and knows his action was unacceptable. From his perspective, the Chairman has discussed this with the Chief and this should be a closed matter. He does not see any need for a verbal or written reprimand.

Chairman Steve Seibel asked if there should be some type of paper trail and that said as for the paper trail and the fact the board has looked into this issue.

Trustee R.J. Clason stated if there was some kind of criticism of the Board's handling or not handling it would have occurred prior to this meeting. Whatever action the Chairman took in handling this with the Chief, he is satisfied.

Trustee R.J. Clason said he was comfortable with this and the fact that it was on tonight's agenda and the Chief has been very forthcoming about it, clearly a record does exist. This is sufficient.

Trustee Brad Dorton wanted the record to reflect the Chief has written a letter of apology to the recipient of the email.

Trustee Roy Clason said the Chief has performance and his demeanor and decorum in the six years he has been on the board have been beyond reproach. This holds him in good standing when there is a little slippage like this one.

Chief LeFever stated he has expressed his concern with the inappropriateness of the email.

Chairman Steve Seibel said the issue is over.

Action Item #11: Presentation: Fire Chief's report of previous month's activities.

Special recognition: Captain Kirk Thompson for 30 years of service, Assistant Chief Mark Novak and Battalion Chief Dave Hekhuis 19 years of service, Mechanic Gregg Gemmet 11 years of service.

Ladder 1

Ladder 1 has been sent back to Nebraska for repairs. There has been an ongoing problem since we took delivery of it. We utilized a retired engineer, Mike Warne to drive it back. We compensated him \$1,800 and flew him home. We are hoping the repairs will be made and our mechanic, Gregg, can pick it up on his way back from vacation back east.

Trustee Roy Clason asked if the manufacturer will be reimbursing us.

Chief LeFever told him it was at our cost. It was an alignment problem.

Battalion Chief Dave Hekhuis said it was a manufacturing defect. They are paying for the fix but we have to pay to get it there.

Trustee R.J. asked how many years of life remain on Ladder 1.

Chief LeFever told him approximately 40 years.

Type III Brush Engine Capital Purchase Cancelled

The Type III has been cancelled. The company that we were purchasing from was bought out by an east coast company. The reason we originally went with this company was because it was a west coast based company which would have provided convenience for warranty and maintenance issues. We will now start over from ground zero and bring this back to the board in six to nine months.

Trustee Dorton asked if this would be reviewed by the Strategic Plan Committee.

He was told yes.

Fuels Management

The Lake Tahoe Restoration Act Reauthorization Act of 2009 was introduced and is available if the board wants to review it. There is a priority area of concern which states we must move in the direction of enforcement if we have dedicated funding for inspection of defensible space regulations. This department is going to have to move in this direction if we expect to get in the front of the line for funding of this program. FYI you will see this in the next twelve months.

Trustee R.J. Clason said the enforcement is a good thing as it will make our area safe. We need to give the public advance education and outreach. There will be more lively meetings during the enforcement period and ongoing.

Trustee R.J. Clason told the Chief he wanted to point out an article in the Tahoe Tribune regarding a fire sprinkler fire.

SNPLMA Funding

We are in round 11 of the funding. Kudos to our Forester John Pickett and the work he has been doing. Tahoe Douglas is number two. There are multiple streams of revenue potential and FEMA grants out there and they are working diligently toward this. The 2010 funding will likely be a year long process.

Investments

Chief LeFever wished to make a correction. The \$200,000 invested was in CD's, not step up bonds. We still have \$400,000 of the amount authorized by the board to invest. Wayne Omel is waiting for the interest rates to go up a bit before investing. We sent an \$800,000 ad valorem check to Edward Jones. This is to repay the account for money borrowed.

Trustee Roy Clason then asked if the Chief has repaid the \$700,000.

Chief LeFever told him that he has.

Legal issues:

There are no legal issues to report.

Trustee Roy Clason asked about the progress on the new Fuels Facility.

The sewer plant denied our request and we have entered into discussion with another landowner. The initial contact has been made and we are waiting to see if it is an option.

POOL/PACT we are the only fire district on the committee. They actually came to us and asked us to provide an individual to sit on the board. Battalion Chief Ben Sharit accepted those duties.

There were a total of 104 alarms for the month of September

Trustee R.J. Clason asked if Mont Bleu has taken corrective action due to the faulty smoke detector alarm.

Assistant Chief Novak said he had them test the smoke alarm system; 30% of them failed. They are in the process of replacing them now.

Battalion Chief Sharit stated that we had a code 3 transport to Carson Tahoe that we used the new 12-lead monitor. The patient came by a few days later to find the paramedics and thank them. This 12-lead monitor was the direct result of the donation by Harrah's of \$97,000. We are the only fire district currently with this level of service in our area.

Additional Items

- Homeland Security awarded us another grant for \$230,876.
- \$116,000 reimbursement is still outstanding from the last grant.
- Normal ambulance month. We are at 64% collection rate. This is thanks to the paramedics getting the proper information on transport.
- CTX – have included the last ten years of revenue. We are short of this year's budget.
- The Legislature may reconvene. This causes concerns. If they leave the CTX as it is right now we will be alright. If they opt to change it, we will be sliding backwards.
- We will be doing a lot of burning in the Glenbrook area (over 300 piles). There will be an overnight shift.

Chairman Steve Seibel asked if we have been getting a lot of calls about the smoke in the area.

Chief Novak said we have received a few and the smoke is due to the fires in the Western Sierras.

Trustee R.J. Clason asked about the signs being left up over night.

Assistant Chief Novak informed him this is common practice. It is a National Standard to post 24-hour in advance.

Action Item #12: Set date for next meeting possible agenda items.

Possible agenda Items:

- Auditors report – Grant Thornton
- Request for Bid for three auditing firms. Approval of next year's auditor.
- POOL/PACT audit. Decision to continue using POOL/PACT as our carrier.

Motion by Trustee Roy Clason for the next meeting to be held on December 2, 2009.

Motion seconded by Trustee Brad Dorton.

Motion carried with a vote of 4-0.

Action Item #13: Adjourn.

Motion by Trustee Roy Clason to adjourn.

Motion seconded by Trustee R.J. Clason.

The motion carried with a vote of 4-0.

The meeting was adjourned at 5:17 p.m.

This meeting was recorded on audio tape.