

**TAHOE DOUGLAS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
August 24, 2011**

Those Present:

Chairperson Brad Dorton

Trustee Ann Grant

Trustee Kevin Kjer

Trustee Steve Seibel

Chief Guy LeFever

Assistant Chief Van Ogami

Fire Marshal Mark Novak

Battalion Chief Dave Hekhuis

Battalion Chief Ben Sharit

Captain Rich Nalder

Fire Inspector Eric Guevin

Administrative Aid Carrie Nolting

Administrative Assistant Kate Warner

Guest Speaker Wayne Omel

Guest Bob Cook

1. Action Item: *Call to order.*

The meeting was called to order at 4:00 pm by Chairman Brad Dorton.

2. Action Item: *Pledge of Allegiance.*

Pledge of allegiance was led by B/C Dave Hekhuis.

3. Action Item: *Roll call.*

Trustee Brad Dorton, Trustee Ann Grant, Trustee Kevin Kjer and Trustee Steve Seibel were all present. Trustee RJ Clason was absent.

4. Action Item: *Public comment.*

There was no comment.

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

Items:

- a. Approval of agenda.
- b. Approval of Minutes 07/24/11 and 08/15/11.
- c. Personnel Policy – 2.26. Personal Appearance.
- d. Personnel Policy – 2.10.11 Random Drug Test – Revision.

Trustee Seibel moved to approve the consent calendar items as submitted. Trustee Kjer seconded the motion. No discussion. Motion carried with a vote of 4-0.

6. Action Item: Consent Items moved forward.

There were none.

7. Presentation: Investment Update
Wayne Omel, Investment Advisor, Edward Jones

Wayne Omel distributed account summary information, and reviewed due dates on investments. Total account value as of 08/24/11, \$4,709,275 with \$1,484,357 of that in money market investments earmarked for funding the Post Retirement Insurance Trust.

Short term cash needs were reviewed. The next Ad Valorem check is expected on 9/11/11 and Chief LeFever is anticipating that to be 1.4 or 1.5 million dollars, \$500,000 was withdrawn from the money market fund to handle the short fall this quarter, and that needs to be replaced first. Chief LeFever stated that he would be comfortable with 1 million dollars invested now with the ability to move the money at the end of this fiscal year (June 2012).

Trustee Grant moved that the Board invest up to 1 million dollars with target due dates of June 2012. Trustee Kjer seconded the motion. No discussion. Motion carried 4-0.

Wayne Omel continued with noting the opening of a new money market with \$3000, for the Post Retirement Insurance Trust, a general market update and an Edward Jones analysis of the current market turbulence.

8. Possible Action: Job Description – Fire Chief
Fire Chief Guy LeFever

The Fire Chief job description is part of the District-wide update recommended by our POOL/PACT consultants which has been underway since last year. These job description updates have had little change in essential job functions and how the positions are described in the Strategic Plan. Changes are more focused on a consistent format and suggested verbiage changes for legal protection.

Trustee Siebel moved for the approval of the Fire Chief job description. Trustee Grant seconded the motion. No discussion. Motion carried 4-0.

9. Action Item: Appoint Interim Fire Chief – Effective September 2, 2011
Fire Chief Guy LeFever

Chief LeFever expressed his confidence in A/C Van Ogami and staff to ensure a smooth operation and transition into the new Fire Chief's appointment.

Trustee Grant moved to appoint A/C Van Ogami as Interim Fire Chief – effective 09/02/11 and serving until the new fire chief is appointed. Trustee Siebel seconded the motion. No discussion. Motion carried 4-0.

10. Discussion: *Approve Consulting Agreement with Guy LeFever*

Chairperson Dorton opened the discussion; Trustee Grant expressed her support stating that it was a wonderful opportunity for the District to have access to Chief LeFever for the next two years.

Trustee Siebel agreed and added that he felt the historical and institutional knowledge Chief LeFever possesses is invaluable. Chairperson Dorton commented that Chief LeFever’s continued support of the staff with his knowledge and expertise would be very useful and the price of the contract was a bargain. Trustee Siebel felt that it benefited all parties to have the agreement in place, so that the new fire chief and staff feel they can have access to Chief LeFever.

Trustee Grant moved to accept the TDFD consulting agreement with Guy LeFever with the only compensation being continued “family” coverage until July 13, 2013. Trustee Kjer seconded the motion. No discussion. Motion carried 4-0.

11. Discussion Item: *Review Application and Written Questions for Fire Chief*

Chairperson Dorton noted that at the vote of the selection process at the last board meeting the Personal Assessment Record was not discussed, and asked Chief LeFever to explain the document and why it has been recommended to be added to the application.

Six plus, years ago the TDFD implemented a new process borrowed from Carson City Fire Department called the Personal Assessment Record (PAR). It is now ingrained in our organization as in internal resume and it gives a background as to what someone has done in this organization over their entire career along with their educational background and accomplishments. The PAR clearly demonstrates what an individual brings to the table. Sample PARs were reviewed by most of the board members, and they have been pleased with the information a PAR provides.

The culture of TDFD is such that each of the candidates for fire chief has done numerous PARs and they will be comfortable with the addition of the document to the application. Anyone can write an impressive resume, but may not demonstrate what they have done for the organization and what they can bring to the organization for the future.

Chief LeFever also communicated to the Board that in his discussion with Trustee Clason, he felt that since the board voted on the resume, it must be required. Trustee Siebel noted that the

application now states “resume required and PAR requested”, and that he hopes all candidates will choose to submit the PARs. The PAR criteria will be outlined in the application.

Trustee Siebel reviewed the time line and asked for clarification on the decision point. It was determined that it will transpire as follows:

September 14 –Special Session	Interview-oral questions, discussion and selection
September 14-21	Contract negotiations with selected candidate
September 21 – Board Meeting	Appoint the new fire chief

There were only positive comments on oral and written questions for the fire chief candidates.

**12. Item: Review of Monthly Expenditures
Fire Chief Guy LeFever**

Chief LeFever reiterated that highlighted expenses are those outside the normal monthly spending:

- The Bio study is necessary for FEMA grant funding for our fuels program.
- TDFD has a reimbursable unemployment status, which means we do not contribute like most businesses, we are billed after the fact – claims have already been paid to our seasonal employees.

Date	Check #	Payee	Amount	Fund	Reason
07/26/2011	52647	JBR Environmental Consultants	\$1638.34	Fuels	Glenbrook & Kingsbury-FEMA bio study
08/03/2011	52666	Dept of Emp. Training & Rehab	\$7110.83	Fuels	Unemployment
08/03/2011	52669	G&R Pest Control	\$745.00	General	All stations pest control
08/09/2011	52696	Grant Thornton LLP	\$5300.00	General	Annual audit
08/09/2011	52701	LN Curtis & Sons	\$1955.40	Special services	Level B suits other equipment-partially reimbursed thru grant
08/09/2011	52707	Superior Collision Center	\$1144.67	Fuels	Damage repairs
08/18/2011	52718	Braun Northwest	\$35000.00	Enterprise	New ambulance chasis

- Audit payment is a partial payment only.
- Level B suits are for HazMat.
- Damage repairs were for damage done to a vehicle on a fire, which the fire will not cover and the amount is below our deductible.
- New ambulance chassis purchase which is scheduled in September.

Building maintenance items which we have put off now needs to be addressed to avoid damage and increased expense. On the horizon are parking lot paving and windows at Station #5.

A list of all checks written are always part of the monthly Board books, and at anytime Trustees need additional information on an expense, they should call Administrative Aid, Carrie Nolting or the Chief LeFever.

13. Discussion: *Fire Chief's report on previous month's activities.*

Service Recognition

Engineer Kevin Crebs

14 Years of Service

Alarms for July 2011

Total – 205

Chief LeFever acknowledged the thank you letters for the employee community support and participation in other fire department promotional selections.

Trustee Kjer asked about the ambulance transports as they continue to run high. Chief LeFever acknowledged that is why he is optimistic. High ambulance transports indicate tourists are here, local businesses are busy and there is a lot of activity in our District.

Trustee Grant asked if the Zephyr Crew responded to the Ray May fire as she was aware that it involved BLM, Indian lands and private property owners; and she was concerned about reimbursement. Chief LeFever confirmed that it was a BLM fire, and we have a federal agreement with the USFS that covers it. This is the business model that our hand crew was built on. It was a great opportunity for our people to gain fire experience. Eighteen Zephyr Crew members were assigned Tue – Sat.

Chairperson Dorton asked what personnel were sent to the Bain Fire (Reno). B/C Sharit responded as part of the Sierra Front Overhead Team. Fire Marshal Novak, a Type 1 and a Type 3 with 8 personnel and the Zephyr Crew also responded. The regional fire was called the Toll Fire, and then a request came in for the Bain Fire – they turned out to be the same fire.

B/C Sharit noted that while on the Bain Fire, the Zephyr Crew members were outstanding. The terrain they were working in was extremely rugged country. They outworked everyone in his division for three days. Zephyr Crew is assigned out with 18 members, and then an off mod says in District for projects and local calls. Chief LeFever noted that school is starting and the Zephyr Crew will start to decline in numbers.

Chief LeFever noted the Household Waste Program on August 20, which was started years ago with grant funds but is now supported by the District. We pay to have the items disposed of, but it is an important service we provide to our residents a couple times a year. Currently Engineer Brandon Spry coordinates the program and is doing a great job. B/C Hekhuis confirmed that we had a steady flow of residents all day. Chief LeFever stressed that the program is an important proactive project and that we would rather take something and

dispose of it than to have it dumped in our District somewhere and be dealing with a HazMat situation at a much greater expense.

14. Possible Action Item: Public Comment.

There was no comment.

15. Discussion: Confirm next regular meeting on Wednesday, September 21 @ 4:00 pm, possible agenda items.

Note the next meeting will be September 14 – Special Session @ 4pm.

Agenda items for September 21 were discussed:

- Appoint the Fire Chief
- Fire Chief residential distance

13. Action Item: Adjourn.

A motion was made by Trustee Siebel to confirm the next regular meeting as scheduled. Trustee Kjer seconded them motion. No discussion, motion carried 4-0.

The meeting was adjourned at 4:58 pm.

This meeting was recorded on audio tape.

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