

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
May 16, 2013

Those Present:

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| Chairperson Ann Grant | Battalion Chief Dave Hekhuis |
| Trustee Greg Felton | Fire Marshal Eric Guevin |
| Trustee Kevin Kjer | Captain Bryce Cranch |
| Trustee Steve Seibel | Engineer Fred Parson |
| Mike McCormick, Legal Counsel | Fire Inspector Sylvia Lee |
| Fire Chief Ben Sharit | Administrative Assistant Kate Warner |
| Assistant Chief Mark Novak | Administrative Aide Carrie Nolting |
| Battalion Chief Tim Allison | |
| Battalion Chief Jim Hardison | |

1. Call to Order

Meeting was called to order at 3:00 pm.

2. Pledge of Allegiance.

Pledge of allegiance was led by Trustee Felton.

3. Roll Call

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

4. Approval of Agenda

Chairperson Grant announced that Item #12 has been pulled.

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

5. Public Comment.

None.

6. Approval of the Consent Calendar.

Items:

- a. Approval of Minutes 04/24/13
- b. Financial Statements 02/28/13
- c. Monthly Expenditures

Trustee Kjer motioned to approve the Consent Calendar items as presented. Trustee Seibel seconded the motion. Motion approved 4-0.

7. For Possible Action: Consent items moved forward

None.

8. For Possible Action: Discussion and possible adoption of an Interlocal contract with the Nevada Division of Forestry in the amount of \$120,000 for two years for the NDF Wildfire Protection Program
Fire Chief Ben Sharit

Chief Harvey and a Staff Auditor from NDF were present. Chairperson Grant asked about P2 #7 and it was clarified as a “cost of \$60,000 a year for a two year period with no add-ons”.

Trustee Kjer asked about the \$60,000 and how it was calculated as our district is quite small. Chief Harvey said they conducted a risk assessment of the entire state and all 17 counties – fuel types, history, population distribution, resistance of control, likely hood of cost share agreements, cost off set potential, and fuels reduction efforts in the area. County by county basis; Douglas County was one county at \$150,000, and then it was broken down. Incline Village and TDFPD are in the same risk pool. Zephyr Crew was taken into consideration. Formulas did not work.

Trustee Felton noted that small equipment damage is covered – and asked what about large equipment? Attachment A - P2. If a fire engine is not insured, and it is directly attributed to the fire, it would be covered. Non-expendable must be directly attributed to the fire, not wear and tear which is customary.

Trustee Felton also referenced Attachment A - P 3 Excluded: Resources demobilized before the end of the mutual aid period. It was clarified that there is no cost for a mutual aid resource that goes home. If it is mutual aid to TD and it is mutual aid to NDF through their agreement with TD. When the resources roll into billable status (after the 24 hrs), the expense would be covered.

Escaped prescribed burns were also clarified to be TDFPD burns – NDF will not cover that cost. Standard practice for the fire service is “if you own it, you pay for it”. This is consistent across all master agreements.

Chairperson Grant asked if an insured fire engine was caught in the fire would the TDFPD insurance deductible be covered. Chief Harvey confirmed deductibles would be covered if attributed to the fire.

McCormick stated that there were several minor clean up issues on the agreement. For the sake of time, he requested that if the Trustees are in agreement to approved, it would be with the understanding that these clean ups would be handled on a final version for the Fire Chief and Chairperson to sign at a later date.

Public Comment – none.

Trustee Felton motioned to approve the contract as submitted pending corrections with the final to be approved by the Fire Chief and Chairperson. Motion was seconded by Trustee Kjer. Motion approved 4-0.

9. For Possible Action: Public hearing and possible adoption of the 2013-14 Final Budget
Fire Chief Ben Sharit

It was clarified that this was the time for public comment.
Public Comment – none.

No discussion.

Trustee Seibel motioned that the Board approve the 2013-14 Final Budget. Trustee Felton seconded the motion. Motion approved 4-0.

10. For Possible Action: Discussion and possible adoption of Resolution #06-2013 to amend
Fire District Fees for Service rate schedule effective June 1, 2013
Battalion Chief Tim Allison

Chief Allison recommended raising the mileage fee from \$23.00 to \$24.00 and medications from \$100.00 to \$150.00 based on a rate survey. National backorder on medications and new packaging for single use items have increased the medication costs. It was reported that the shortage of medications is largely due to the profit margin for the manufacturers.

Public Comment – none.

Trustee Kjer motioned that the Board adopts the resolution as presented. Trustee Felton seconded the motion. Motion approved 4-0.

11. For Possible Action: Discussion and possible adoption of Resolution #07-2013 to amend Fire District Fees for Service rate schedule effective June 1, 2013
Assistant Chief Mark Novak

Chief Novak stated that the rate structure was implemented in 2005, and updated in 2011 to reflect the addition of the Zephyr Crew. The fees are structured off other agreements with other agencies for consistency. This amendment primarily notes updates in those fees; Attachment M: New for administrative fees which are modest but aid in covering our expenses; and Appendix 1: adds additional personnel and equipment not previously listed.

Trustee Felton noted that a wildfire administrative fee is charged in addition to our costs. He inquired as to why we do not do the same with investigation/arson fees. Chief Novak has reviewed the NRS and needs to do additional research to see if that is permissible. Trustee Felton suggested that the administrative cost (14%) would apply to both, if it is permissible.

He also asked about Attachment L: Hand Crew Response. Why there is price for a “crew” as opposed to a position (like a firefighter on Appendix 1). Chief Novak noted that our practice is that if less than an 18 member crew is used, it would be prorated. Industry standard is to bill the full crew, verse 18 individual pay rates with and without OT and stand by pay for up to 14 days.

Attachment L: correction noted as \$590.00 per hour.

Public Comment – none.

Trustee Felton motioned that the Board adopt the resolution as submitted with the provision to add the arson Administration fee if allowed by NRS. Trustee Seibel seconded the motion. Motion approved 4-0.

12. Pulled from the agenda.

13. For Possible Action: Discussion and possible adoption of Resolution #08-2013 to adopt May 25 to June 2, 2013 as Lake Tahoe Wildfire Awareness Week
Fire Chief Ben Sharit

Chairperson Grant attended the Douglas County Commissioners meeting and announced that the Commissioners proclaimed Wildfire Awareness Week.

Chief Sharit read the proclamation as follows:
Proclamation No. 2013P-030 (see attachment).
May 25 to June 2, 2013 as Lake Tahoe Basin Wildfire Awareness Week.
“Get Defensive: Reduce the fuels, reduce the risk.”

Public Comment – none.

FM Guevin announced that TDFPD is hosting the kick-off event at 8am-12noon on May 25th at Mont Bleu with guest speakers – Lieutenant Governor and State Fire Marshal, pancake breakfast, and demonstrations with Rifle Peak and Zephyr Crew. Hot air balloon rides will allow the public to observe the fire scars in the basin. Chairperson Grant and Chief Sharit acknowledged FM Guevin’s efforts with this project.

Trustee Kjer motioned that the Board adopt the resolution as presented. Trustee Felton seconded the motion. Motion approved 4-0.

Note: Captain Antti responded to a call. Moved on to item #15

15. Report Item: Review of Monthly Fire District Activity
Fire Chief Ben Sharit

Employee Years of Service Recognition:

FF/P Brad Petersen

6 Years of Service

Petersen was hired as FF and sponsored in paramedic school. He has recently led the logo change for the uniforms.

Promotions: Effective May 06 – Kevin Green and Fred Parson promoted to Engineer. Justin Rossi and Brandon Spry promoted to Captain.

Recruits: Effective May 06 – all assumed their shift assignments.

Updates

- Academy Graduation – 4/26/13, twelve recruits graduated. Captain Cranch served as lead instructor and did an outstanding job.
- Engine 24 – Effective May-6 in service at Station #24. It was noted that a PR release is being prepared, and it will likely be a surprise to the residents of our district that the engine had not been staffed. A credit to our personnel who stepped up and answered the call and met the service levels with less resources.

Trustee Felton – attended one of the live burn exercises at the academy, acknowledged that Captain Cranch, among others, immediately approached him to welcome him. Also, he found the academy recruits to be very enthusiastic and a positive addition to our ranks.

- Forester Pickett - volunteered to present to the Rotary to cover for another speaker on an hour notice and represented TDFPD well.

Financial Summary

Chief Sharit noted that all the Step-Up Bonds have matured, and that \$1M was transferred to the Post-Retirement Trust as per BOT direction. Future investments will be held off until late summer.

Captain Antti returned from the call.

- 14. Presentation: Overview of Fire District – Explosive Ordinance Disposal (EOD)**
Fire Chief Ben Sharit

The Fire District overview topics continued with a power point presentation of the EOD by TDFPD Captain/EOD Commander Antti.

- 16. Report Item: Legal Counsel Report**
Mike McCormick, TDFPD Legal Counsel

No report.

- 17. Discussion on time change for next meeting, Wednesday, June 26, 2013 @ 3:00 pm; possible agenda items.**

Suggested agenda items:

- POOL/PACT Insurance Renewal
- Budget Augmentation
- SCBA proposal

Adjourn

Trustee Kjer moved to adjourn the meeting. Trustee Seibel seconded the motion. Meeting was adjourned at 5:30pm.

Closed Session: Per NRS 288.220, collective bargaining discussions

This meeting was recorded on audio tape.

Kate Warner
Administrative Assistant
Tahoe Douglas Fire