

TAHOE DOUGLAS FIRE PREVENTION DISTRICT
BOARD OF TRUSTEES MEETING
June 26, 2013

Those Present:

Chairperson Ann Grant
Trustee Greg Felton
Trustee Kevin Kjer
Trustee Larry Schussel
Trustee Steve Seibel
Mike McCormick, Legal Counsel
Fire Chief Ben Sharit
Assistant Chief Mark Novak
Battalion Chief Tim Allison
Battalion Chief Jim Hardison

Captain Rich Nalder
FF/P Andy Isenberg
FF/P Will Morgan
Fire Marshal Eric Guevin
Administrative Assistant Kate Warner
Administrative Aide Carrie Nolting
Supervisor Keegan Schafer
Alan Reed, Warren Reed Insurance
Doug Smith, POOL/PACT

1. Call to Order

Meeting was called to order at 3:06 pm.

2. Pledge of Allegiance.

Pledge of allegiance was led by Chief Sharit.

3. Roll Call

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

4. Approval of Agenda

Chairperson Grant announced that Item #16 was pulled from the agenda. Trustee Seibel motioned to approve the agenda as amended. Trustee Kjer seconded the motion. No discussion. Motion approved 5-0.

5. Public Comment.

None.

6. Approval of the Consent Calendar.

Items:

- a. Minutes 05/16/13
- b. Financial Statements 03/31/13, 04/30/13
- c. Monthly Expenditures
- d. Sustainable Community Contract Renewal
- e. Job Description – Fire Inspector - Revised

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

7. For Possible Action: Consent items moved forward

None.

8. For Possible Action: Discussion and possible approval of renewal proposal from Nevada Public Agency Insurance Pool (POOL) and approval for payment from FY 2013-14 funds

Doug Smith (Pool/PACT), Alan Reed (Warren Reed)

Reed leadoff the presentation giving the Trustees some history on the POOL and stating that there are 112 public entities in POOL, approx. 96% of public entities that are eligible are now members.

Reed noted that two agencies have joined the POOL in the past 12 months. Trustee Felton asked if there had been any agencies that have withdrawn from the POOL and there have been a few over the years, and when it does happen it is mostly due to the larger entities like the City of Reno & Clark County opting to become self insured.

Property and Casualty

Reed presented an overview of the 2013-14 renewal package at the proposed annual cost of \$76,400. This is a decrease from prior year of approximately \$6600 for a few reasons: loss control, leadership, training and risk prevention.

New coverage for 2013-14: Cyber Security Liability in the amount of \$2,000,000. With the onset of some significant claims regarding cyber usage, the POOL saw the need to develop this type of coverage. It was cautioned that any loss of computer equipment or breach of security which could compromise confidential information should be reported to the POOL immediately. They have resources to assist in mitigating the issue.

Reed reviewed how the premium is calculated which is a combination of total POOL experience which has shown a marked reduction in claims since 2002 and the severity, the dollars paid out of the POOL in claims, which has been low and stable. Exceptional years were noted as 2001 – Wells Earthquake & 2007 – Fernley Flood. Property specific factors are the payroll, total insured value (buildings and contents) and autos. It was noted that TDFPD payroll has decreased over

the past two years, insured values and autos have been stable. The final factor is the TDFPD claims history.

The premium is written on a combination of the POOL and the agency experience factors. There are over 5000 locations and over a billion dollars in assets insured by the POOL in NV. Current inventory lists were provided in the packet for TDFPD vehicles, equipment and buildings/contents. There is no charge for any new equipment being added after the renewal date. There is a \$5000 deductible for each new purchase item added.

Trustee Felton asked about the POOL net assets of \$75,000,000, which are owned by the participating members. Smith said that theoretically the asset value could be returned to the member if requested; records and premiums have been kept. It has never been done, and the direction of the POOL BOD is to grow the assets and reduce the POOL's dependence on the market. The equity asset provides financial strength for negotiating in the carrier market and helps level out premiums for the members.

Workers Compensation

The TDFPD Workers Comp. 2013-14 expense increase held at 3.5%, while the industry averaged 7-8% increases. TDFPD has seen a Modification Factor reduction from 1.04 to .98 which is a direct result of the safety focus at the fire district. Trustee Felton asked for information on regional mod factors which were .82 to 1.25. Average is 1.00.

Public Comment – none.

Trustee Felton motioned to approve the 2013-14 insurance renewal proposals. Trustee Kjer seconded the motion. Motion approved 5-0.

- 9. For Possible Action:** **Discussion and possible approval of Resolution #09-2013
Budget Augmentation – General Fund in the amount of \$263,983.
Fire Chief Ben Sharit**

This augmentation is for excess revenue in the General Fund, which was not known at the time the budget was written but is carrying in the current financials.

Public Comment – none.

Trustee Schussel motioned that the Board approve the resolution as proposed. Trustees Felton seconded the motion. Motion approved 5-0.

- 10. For Possible Action:** **Discussion and possible adoption of Resolution #10-2013
Budget Augmentation – Capital Projects Fund in the amount of
\$78,711.
Fire Chief Ben Sharit**

This augmentation is for excess revenue in the Capital Projects Fund, which was not known at the time the budget was written but is carrying in the current financials.

Public Comment – none.

Trustee Schussel motioned that the Board approve the resolution as proposed. Trustee Seibel seconded the motion. Motion approved 5-0.

- 11. For Possible Action:** **Discussion and possible adoption of Resolution #11-2013
Budget Augmentation – Special Services Fund in the amount of
\$70,298.**
Fire Chief Ben Sharit

This augmentation is for excess revenue in the Special Service Fund, which was not known at the time the budget was written but is carrying in the current financials. This excess is attributed to grants.

Public Comment – none.

Trustee Felton motioned that the Board approve the resolution as proposed. Trustee Kjer seconded the motion. Motion approved 5-0.

- 12. For Possible Action:** **Discussion and possible adoption of Resolution #12-2013
Budget Augmentation – Fire Safe Community Fund in the amount of
\$496,311.**
Fire Chief Ben Sharit

This augmentation is for excess revenue in the Fire Safe Community Fund which was not known at the time the budget was written but is carrying in the current financials. This excess is attributed to revenue from wildland fire assignments which are not budgeted for.

Trustee Kjer motioned that the Board approve the resolution as proposed. Trustee Seibel seconded the motion. Motion approved 5-0.

- 13. For Possible Action:** **Discussion to authorize the Fire Chief to purchase in the FY 2013-14
budget, Self Contained Breathing Apparatus (SCBA) equipment from
Municipal Emergency Supply (MES) for an amount not to exceed
\$190,000, said purchase not to occur until July 1, 2013.**
Battalion Chief Jim Hardison

Chief Hardison informed the Trustees the air packs may be the most important safety equipment item that the firefighters use. The packs currently in inventory were purchased in 1997, and are

15 years old. Every 5 years standards and packs are updated, and right now the TDFPD has three different standards in inventory. This purchase will bring all equipment up to 2007 standards and will fully equip all first out apparatus.

Attempts to provide this purchase through grant funding have not been successful. The current quote is \$158,000; new packs are compatible with current equipment as well as that of our neighboring agencies, and we have SCOTT trained technicians. The new packs will provide buddy breathing, and are CBRN compliant (chemical, biological, radiological & nuclear). Tanks are compatible as long as they have the same pressure ratings. Tanks have a 15 year service life, after 5 hydro tests they must be retired and we had over 30 bottles retired in May and June.

Public Comment – none.

Trustee Seibel motioned that the Board Trustees approve the purchase as presented. Trustee Felton seconded the motion. Motion approved 5-0.

Chief Hardison noted that FF/P Isenberg and Captain Brady; our TDFPD SCBA technicians, did all the leg work to assess the need and research the options which enabled Hardison to make an informed decision.

14. For Possible Action: Discussion to authorize the Fire Chief to purchase in the FY 2013-14 budget, Zoll X-Series Defibrillators from Zoll Medical Corporation for an amount not to exceed \$105,000, said purchase not to occur until July 1, 2013.

Battalion Chief Tim Allison

Chief Allison echoed Chief Hardison's remarks about important safety equipment for our employees, stating that a defibrillator is the most important tool besides our paramedics themselves, in treating our patients. The current equipment needs to be upgraded to new technology.

Features in the X-Series are:

- smaller, lighter
- shock, drop testing and weather conditions
- displays are high contrast to improve their use in sunlight
- alarms can be preset in default mode
- 15 second blood pressure reading
- CO2 monitoring improvements
- built in Wi-Fi and Bluetooth, and
- can be down loaded directly into software

Eng Green negotiated a price reduction from 44K to 33.5K per unit and we are taking advantage of special pricing which prompted an early purchase – scheduled in the Strategic Plan for 2015-

resulting in a price of \$91,675 for three(3) monitors. Chief Allison recommends retaining our current units; for use on our engines and most of our engine personnel are trained on defibrillator use.

Trustee Felton asked about additional training. Zoll will send a trainer to cover that particular piece of equipment and how it is different from what our paramedics are currently using.

Defibrillators are depreciated in 6-7 years, similar to computers where technology is always upgrading the product.

Trustee Schussel made a motion that the Board Trustees approve the purchase as presented. Trustee Kjer seconded the motion. Motion approved 5-0.

- 15. For Possible Action:** **Discussion and possible approval of the lease with Lake Tahoe Community College for Type I Engine for \$1.00 for the continued use of the fire academy.**
Chief Ben Sharit

A Reserve Type I Seagrave 1986 engine has been leased to LTCC for several years. Storage of the new Type 3 engine has left TDFPD without inside storage for the reserve engine. LTCC has indoor storage at the airport, where the fire academy trains. TDFPD will still have access to the engine, like during the Angora Fire when the training engine was returned to TDFPD and used in district while our other engines were on the fire. The lease is beneficial to both parties.

Trustee Felton asked for clarification on the following:

- a. The fire district is responsible for annual maintenance, at what cost? The district mechanic is already doing preventative maintenance on the equipment, which would continue. The only additional cost is on parts that may be needed.
- b. P7.1 Lessee's Maintenance Responsibility states "Lessee (LTCC) to keep engine in good condition and working order..."
P12 Use of Fire Engine by Lessor states "Lessee (LTCC) shall not liable for the condition of the Fire Engine or anyway warrant the Fire Engine's suitability for use in such a crisis or emergency." He feels that these two points may be in conflict and need to be clarified.

Chief explained that the latter would be if the engine was locked up and TDFPD could not access it and something in district burned down, LTCC would not be liable.

McCormick stated that the intent is that TDFPD is responsible for the annual maintenance and confirmed that the language could be clarified.

Public Comment – none.

Trustee Felton made a motion that the Board Trustees approve the lease, with the understanding that Chief Sharit and Legal Council will adjust wording on the above mentioned items to clarify intent.

- 16. For Possible Action:** **Ratification of the Collective Bargaining Agreement with Local #2441 International Association of Firefighters – Tahoe Douglas.**
Chief Ben Sharit

This item was pulled from the agenda.

- 17. Report Item:** **Review of Monthly Fire District Activity**
Fire Chief Ben Sharit

Employee Years of Service Recognition:

Chief Jim Antti	21 Years of Service
Captain Chuck Salerno	21 Years of Service
Captain Todd Moss	15 Years of Service

Trustee Felton commented that having been present at the fire station for various meetings; he is impressed and proud of the team at TDFPD and specifically of how quickly the crews respond to tones.

Updates:

None.

Financial Summary:

Money Market is at \$1,475,202, 4-CDs at \$200K each, one due to mature in July.

Attachments:

Numerous thank you notes, acknowledgements and articles were noted.

Acknowledgements:

- Chairperson Grant complimented FM Guevin on a successful kick-off for Wildfire Awareness Week. It was an excellent public event.
- Chairperson Grant complimented Chief Hardison on the HazMat drill and his efforts to keep the Trustees who attended informed as to what was happening and why. She also noted the EOD demonstration.
- Chief Sharit acknowledged Foreman Keelin for his presentation at a Reno elementary school which Keelin thought was for 1 class and turned out to be for 7 classes and near 200 students.

- Trustee Felton acknowledged that though over 200 firefighters responded to the King Fire, TD was the first to arrive, quickly sized up the situation and ordered appropriate resources.

18. Report Item: Legal Counsel Report
Mike McCormick, TDFPD Legal Counsel

No report.

17. Confirmed a time change for the next meeting, Wednesday, July 24, 2013 @ 3:00 pm; possible agenda items.

There were no suggested agenda items noted.

Trustee Seibel moved to adjourn the meeting. Trustee Kjer seconded the motion. Meeting was adjourned.

This meeting was recorded on audio tape.

Closed Session: Per NRS 288.220, collective bargaining discussions

Kate Warner
Administrative Assistant
Tahoe Douglas Fire

APPROVED