

1                                   **NORTH LAKE TAHOE FIRE PROTECTION DISTRICT**  
2                                   **BOARD OF DIRECTORS MEETING MINUTES**

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4                                   **APRIL 13, 2016**

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6   **LOCATION:** 863 Tanager, Incline Village, Nevada.

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8   **MEETING CALLED TO ORDER:** Chair Herron called the meeting to order at  
9 9:00 a.m.

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11   **ROLL CALL OF THE NORTH LAKE TAHOE FIRE PROTECTION BOARD OF**  
12   **DIRECTORS:** Upon roll call, the following Board Members were present  
13 Susan Herron, Chair; Jeff Warner, Vice-Chairman, Dennis Perry, Secretary-  
14 Treasurer; Dale Smith, Director; Paul Zahler, Director; and Elizabeth Erdelyi,  
15 Secretary.

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17   **GUESTS PRESENT:** Sharon Cary, Business Manager NLTFPD; Ryan  
18 Sommers, Interim Fire Chief NLTFPD; Vicki Baumann, NLTFPD; Mark Regan,  
19 NLTFPD; Geno Menchetti, NLTFPD; Denise Bremer, Resident of Incline  
20 Village; Jim Costalupes, Resident; Jeff Sambrano, NLTFPD; and Steve  
21 Higley, NLTFPD.

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23   **APPROVAL OF AGENDA:** Chair Herron asked if anyone had any changes to  
24 the agenda. Chair Herron asked that new business item 1 be removed from  
25 the agenda and asked for any other changes. No other changes were  
26 requested. Chair Herron approved the agenda as revised.

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28   **NRS 241.020 RE: PUBLIC COMMENT: This is a Time for the Public to**  
29   **Comment on any Matter, Whether or Not it is Included on the**  
30   **Agenda of this Meeting.** Interim Chief Sommers introduced the new  
31 Administrative Assistant, Liz Erdelyi, to the Board of Directors. Chair Herron,  
32 on behalf of the board, wanted to thank Vicki for her years of service to the  
33 district and wished her luck on her new endeavors.

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35   **CONSENT AGENDA**

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37   **APPROVAL OF MINUTES OF THE MARCH 16, 2016 BOARD OF**  
38   **DIRECTORS MEETING.**

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40   **APPROVAL OF ACCOUNTS PAYABLE REPORT FOR MARCH 2016.**

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42   **APPROVAL OF THE MONTHLY MANAGEMENT REPORT FOR MARCH**  
43   **2016.**

44 Chair Herron asked if there were any changes to be made to the consent  
45 agenda. No changes were requested. Chair Herron stated that the consent  
46 agenda would be approved with no changes.

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**NEW BUSINESS:**

**1. Discussion of and possible action to establish a date for a Public Hearing regarding Resolution Number 16-01 Ordinance Setting Services Fees for Fire & Safety Activities.**

Removed from agenda.

**2. Review and Discussion of the Fiscal Year 2016 – 2017 Preliminary Budget**

Business Manager Cary reviewed the budget items summary page. The proposed tax rate for the District is .6291 for this current year. This tax rate has not changed for the last 3 years and is lower than the State's proposed tax rate of .6530.

The estimated revenue for Fuels Reimbursements has dropped from FY15-16 to FY16-17 and is the biggest reason for the change in expected revenue for the District. The percent change is -18.36%. Total projected revenues for FY16-17 are \$14,260,791.

Total expenses estimated for FY16-17 are \$15,518,109. The District is planning not to fill 3 positions currently available. The increase in expenses from FY15-16 to FY16-17 is mainly for the cost to add 3 additional staff positions including the IT Trainee, Mechanic Trainee and Fire Inspector. The reason for the two trainee positions is that the current employees will be retiring soon and to have a successorship program in place to ensure a smooth transition.

Chair Herron asked whether these positions would be effective July 1, 2016. Interim Chief Sommers responded that in their planning, both he and Business Manager Cary budgeted these positions to begin in FY16-17. Business Manager Cary reviewed the changes to page 9 for Fire Prevention, which included the addition of a Fire Inspector. The Fire Inspector position has been vacant for some time but due to increasing work load and demand on the Assistant Fire Marshall/Battalion Chief with new construction, permits, inspections and remodeling in the Incline Village area, she and Interim Chief Sommers are requesting to reinstate the Fire Inspector position, which is an authorization request for the Board to consider.

Director Perry asked for clarification on the difference between the beginning and ending fund balances. Business Manager Cary explained that the main difference is the unfilled positions that the District is not planning on filling during the FY16-17.

Director Perry inquired about the District's remaining fund balance and what we are required to have. Business Manager Cary explained that on page 23, under the 5 Year Plan tab, the District is required to keep 4% of our operating expenses from the previous year, which is \$607,000. This is what

1 we are required by NRS to have as an ending fund balance. Currently, our  
2 ending fund balance is \$4,325,669. Business Manager Cary explained that it  
3 is beneficial to keep a healthy ending fund balance in case the District  
4 needed to re-pay tax payers, again. Legal Counsel Menchetti advised that it  
5 is beneficial to the District to keep a healthy fund balance because there is  
6 still ongoing taxpayer litigation.

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8 Director Smith requested more information and the status on the District's  
9 unfunded liability and retiree medical expenses. Business Manager Cary  
10 addressed the concerns and informed the board that the District has about  
11 \$500,000 to contribute to the Retiree Benefits Investment Fund for fiscal  
12 2015-2016 and there is an additional contribution of \$225,000 in the FY16-  
13 17 budget. By the end of FY16-17, there will be \$750,000 that will go  
14 towards our 11 million dollar unfunded liability.

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16 Business Manager Cary then reviewed the Operating Requests located on  
17 page 14 of the budget binder. The following items were discussed;

- 18 1. EMS/Ambulance Fund: Medical Supplies have increased year over year  
19 consistently because of technology and usage. For FY16-17, \$15,500 is  
20 being requested to cover the increasing costs.
- 21 2. Admin: IT Trainee/ Facilities and Professional Services is budgeted as  
22 \$111,824, with \$10,000 dedicated to Milliman Actuarial Study/GASB  
23 45 and the remaining \$101,824 for the new position in IT, training and  
24 facility needs.
- 25 3. Operations & Supplies: Total for these requests is \$51,000 and  
26 includes updates to Stations 11 & 12 and maintenance at 219 East  
27 Enterprise. The District will collect bids before proceeding with any  
28 proposed work.
- 29 4. Prevention: Re-instate and hire for the Fire Inspector position and ½ of  
30 a software maintenance contract, which totals \$135,962.
- 31 5. Fleet: Hire for the Mechanic 1 Trainee position, which would total  
32 \$86,549.

33 The total general fund amount from the Operations Requests made on Page  
34 14 would be \$327,142. This includes the changes and additions listed above,  
35 as well as PPE, Equipment Supplies, and Rescue Operational requests.

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37 Business Manager Cary then directed the Board's attention to Capital  
38 Projects on page 16. The current requests for FY16-17 under Capital Projects  
39 include the following;

- 40 1. Buildings & Improvements: \$7,600 for a Fire Suppression system in  
41 Station 11 server room, \$18,223 for Controlled medications storage  
42 and tracking system and \$75,000 for a required remodel of Station 13  
43 to bring the building up to code.
- 44 2. Vehicles: \$60,000 for two new ambulance lease costs, \$115,000 for  
45 the replacement of (2) old utility vehicles and an additional fuels  
46 management utility vehicle.

1           3. Equipment: \$20,000 for (3) new thermal imaging cameras that will  
2           help suppression efforts in structure fires. The District's current ones  
3           are outdated and have not been replaced for many years.

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5 Business Manager Cary informed that the Board that the official Budget  
6 Approval Meeting will be on May 18, 2016. The Board thanked the staff and  
7 administration for their efforts in putting together the budget binders and  
8 additional information for the meeting.

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10 **OLD BUSINESS:** None.

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12 **REPORTS:** None.

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14 **NRS 241.020 RE: PUBLIC COMMENT. This is a time for the public to**  
15 **comment on any matter, whether or not it is Included on the agenda**  
16 **of this meeting.**

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18 Counsel Menchetti thanked the District for their assistance during his  
19 medical emergency cases several weeks prior. He commented that the staff  
20 and professionalism that he encountered was much appreciated. Business  
21 Manager Cary wanted to formally thank Vicki Baumann for all her hard work  
22 and years of service and that she would be missed.

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23 **Meeting Adjournment.** Chair Herron adjourned the meeting at 10:11 a.m.

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Elizabeth Erdelyi, Secretary

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Susan Herron, Chair