

NORTH TAHOE FIRE PROTECTION DISTRICT

Regular Meeting of the Board of Directors

Tahoe City, California

Via GoToMeeting

Tuesday

February 22, 2022 – 4:30 p.m.

MINUTES

1. **Call to Order** - *The meeting was called to order at 4:32 p.m. by President Baffone.*

Roll Call

Attending:

Board Present (via GoToMeeting)

Directors Baffone, Correa (arrived 4:36), Doyle, Loverde (arrived 4:38), and Ragan.
A quorum was established.

Staff Present (via GoToMeeting)

Fire Chief Steve Leighton
Legal Counsel Steve Gross
Division Chief Alan Whisler
Director of Finance and Administration Kim Eason
Fire Marshal Brent Armstrong
Battalion Chief Scott Sedgwick
Battalion Chief Naman Beatie
Battalion Chief Sarah Lagano
Captain Jamye Stowell
Station 67 crew
Public Information Officer Erin Holland
Administrative Assistant I/Clerk of the Board Kelly Martin

Public (via GoToMeeting)

Ellie Beals

2. **Additions to Agenda/Approval of Agenda**
It was moved by Director Doyle and seconded by Director Ragan to approve the agenda as presented. The motion passed unanimously.

There was no public comment.

3. **Pledge of Allegiance**
4. **Public Comment** – There was no public comment.

5. [Approval of Minutes from the regular Board meeting held January 25, 2022](#)

No change was requested from the Board. There was no comment from the public.

Upon motion by Director Ragan, seconded by Director Correa, the Board approved the Minutes from the Regular Board meeting held January 25, 2022. A roll call vote was taken. The vote was four in favor:

*Ayes: Directors Baffone, Correa, Doyle, and Ragan
Noes: None
Abstain: Director Loverde
Absent: None*

6. [Correspondence](#)

President Baffone recognized the crew who received thank you notes from the public:

- C-Shift - Engineer Frey & Firefighter Kerfoot from Greg W. for helping his wife after a ski accident; and
- A-Shift - Captain Nelson & Engineer Gilley from Heidi D. [not Doyle] for helping her friend who needed oxygen

The Board and Fire Chief commended the crew on an outstanding job. Chief Leighton also mentioned that he talked directly with Greg W., who is a retired Fire Chief in San Diego. Greg was very complimentary of our crews and stated that he's never seen better service in his career.

Director Doyle commented that we provide "big town" service in a rural community, which is very commendable.

There was no comment from the public.

7. [Consider Resolution 06-2022 proclaiming a local emergency, ratifying the proclamation of a state of emergency issued March 4, 2020, and re-authorizing remote teleconference meetings of the legislative bodies of North Tahoe Fire Protection District for the period February 22-March 23, 2022 pursuant to Brown Act Provisions](#)

This is a housekeeping item. Resolution 06-2022 is necessary in order for the District to conduct remote teleconference meetings. Next month, we will re-ratify again because the meeting will be within 30 days of today.

There was a discussion between the Board, staff, and legal counsel regarding the possibility of hybrid meetings. Chief Leighton said we are not equipped to do a hybrid/combined meeting, and the cost to get us equipped is pretty high. Legal Counsel Gross explained that even before COVID, Board members could attend an in-person meeting via teleconference. The remote Director would have to make sure to give the remote location to the Board Clerk prior to 72 hours of posting so the remote address can be listed on the agenda. He/she would need to post a notice wherever they are attending from and allow the public to access the meeting. Steve Gross

also explained that **the Board would need a quorum attending within the District's boundaries.**

Finance Director Eason said there was a proposal submitted this year to equip us for hybrid meetings. The minimum cost was \$25,000. It didn't make it through the priority budget process this year.

There was no public comment. There was a Q&A session between Board and staff.

Upon motion by Director Ragan, seconded by Director Loverde, the Board approved Resolution 06-2022 Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency issued on March 4, 2020, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of North Tahoe Fire Protection District for the Period February 22-March 23, 2022 Pursuant to Brown Act Provisions. A roll call vote was taken. The vote was five in favor:

*Ayes: Directors Baffone, Correa, Doyle, Loverde, and Ragan
Noes: None
Abstain: None
Absent: None*

8. Future Planning with Meeks Bay Fire

Chief Leighton updated the Board regarding the progress of the LAFCO process. While the hope was to submit the LAFCO application on March 1, the fiscal analysis will most likely not be completed by then. This is the part of the application that could have been done by an outside consultant, but it was approved to do it in-house. It involves submitting the North Tahoe Fire budget and audit, the Meeks Bay Fire budget and audit, and combining both to make one budget. Before submitting the application, he and Kim want to make sure they understand what the numbers say. The Chief and Kim met with Sue Hennike at El Dorado County regarding the different tax rates of El Dorado County and Placer County. For example, if homeowners in the Meeks Bay Fire District are paying \$240 per parcel, and homeowners in the North Tahoe Fire District are paying \$220 per parcel, there's a \$20 difference. Would that mean that NTF residents pay the additional \$20 or vice versa? Either way, we need to know what the impact will be.

Finance Director Kim Eason added that they are trying to figure out the conflicting information regarding taxes. If there is deficit spending, adding more costs is difficult. By attrition, there could be savings in three to five years. She wants to get the budget correct before submitting the application, while Michelle McIntyre from Placer LAFCO researches the answers.

Another issue that must be determined is what the Board makeup will be. Placer LAFCO will determine the makeup based on the desires of the districts. Directors on the NTF Board receive different benefits than those on the MBF Board. Also, the number of directors on the consolidated board needs to be determined. Nine is too many. Five is ideal. Seven may be the number for the interim board. Placer LAFCO would have to approve. They must also determine that no harm is done to either district. The Fire Chief will meet with Placer LAFCO to make sure the application has all of the required information before submitting.

This is for informational purposes. No Board action required.

There was a discussion between Board and staff. There was no public comment.

9. Request to modify the Rules and Regulations for the Administrative Assistant class specifications and Salary Schedules

Finance Director Kim Eason presented this item. The Administrative Assistant I and Administrative Assistant II job descriptions have not been updated since 2016. Over the course of time the District has grown, and these positions have adapted as needed for the District. We feel that both job descriptions need to be updated to better reflect the duties performed as well as to encompass multiple job descriptions for the same position (i.e., Administrative Assistant II). The Administrative Assistant II – Finance/Grants Compliance was created in 2017, and it has varying qualifications when compared to the original Administrative Assistant II job description. The new Administrative Assistant II job description eliminates the discrepancies and streamlines the job description. We are not adjusting the pay ranges for either position, however, we are changing the Administrative Assistant II position to be a nonexempt (hourly) position. This caused us to adjust the current pay range to have three steps instead of a salary range as previously assigned. The top and bottom steps reflect the same amounts as previously approved for the Administrative Assistant II position.

After Shawn Crawford (Meeks Bay Fire Officer Manager) retired, we reviewed both job descriptions in the hopes of posting and hiring for the vacant position. At that time, we realized that neither job description correctly reflected the duties being performed by either position as they had not been updated since 2016. These updated job descriptions correct this issue and also resolve discrepancies from previous versions. These two new job descriptions replace all old job descriptions for both the Administrative Assistant I and Administrative Assistant II positions.

There was no public comment. There was a Q&A session between Board and staff.

Upon motion by Director Ragan, seconded by Director Doyle, the Board approved amending the District's Rules and Regulations Appendix A to incorporate the updated job descriptions for the Administrative Assistant I and Administrative Assistant II job descriptions, replacing all the current Administrative Assistant I and Administrative Assistant II job descriptions, including the Administrative Assistant II – Finance/Grants Compliance job description, and adjusting the corresponding unrepresented salary schedule, Appendix B, to add Steps A-C in the Administrative Assistant II pay range. A roll call vote was taken. The vote was five in favor:

Ayes: Directors Baffone, Correa, Doyle, Loverde, and Ragan

Noes: None

Abstain: None

Absent: None

10. Finance Report

- 10.1 Purchases Journal
- 10.2 Breakdown of CalCard purchases
- 10.3 Gross payroll totals
- 10.4 Account Detail Report

Finance Director Eason stated that the Administrative Division remained busy in January. In addition to completing the 2020/2021 Audit report that was presented at the Board meeting last month, calendar year end deadlines and quarterly grant reporting, we also experienced staffing issues due to COVID. Staff did an incredible job adjusting and providing assistance wherever it was needed during this time to ensure all deadlines were met, payroll was processed, and vendor payments were issued in a timely manner for both North Tahoe Fire Protection District and Meeks Bay Fire Protection District. As a reminder, there are still a few of our Form 700 filers that have not filed. Please get your forms completed by April 1, 2022, to avoid a penalty. This can be done online on the Placer County website (<https://edisclosure.placerelections.com/>).

She pointed out that, on the CalCard statement, there is a credit due to the return of iPads so we didn't have a CalCard payment this month.

There was a discussion between the Board and staff. There was no public comment.

Upon motion by Director Ragan, seconded by Director Baffone, the Board approved the finance report dated February 22, 2022 and the supporting Items 10.1-10.4, as presented. A roll call vote was taken. The vote was five in favor:

*Ayes: Directors Baffone, Correa, Doyle, Loverde, and Ragan
Noes: None
Abstain: None
Absent: None*

11. Staff Reports

- 11.1 Fire Chief
- 11.2 Division Chief – Operations / Training
- 11.3 Fire Marshal / PIO
- 11.4 A Shift Battalion Chief - Emergency Medical Services
- 11.5 B Shift Battalion Chief - Safety
- 11.6 C Shift Battalion Chief - Logistics

Staff reports were reviewed and no action was taken.

There was no public comment. There was a Q&A session between Board and staff.

12. Next Board Meeting and Other Important Dates

- *March 22, 2022 – regular Board meeting (virtually)*
- *April 1, 2022 – deadline to file Form 700*
- *April 26, 2022 – regular Board meeting (in person if possible)*
- *May 24, 2022 – regular Board meeting (in person)*

There was no Board or public comment.

19. Board Comments/Information Items

Division Chief Whisler let the Board know that they can complete their ethics and harassment training through Target Solutions.

The District Clerk mentioned that this is an election year for Directors Doyle and Ragan.

There was no Board comment or additional item to add to the March 22, 2022 agenda. There was no public comment.

Chief Leighton said that the Meeks Bay Fire Board is interested in having joint meetings. President Baffone appreciated that and is certain that will be necessary in the future as we move forward with the LAFCO process, but it is premature to hold them now.

President Baffone also offered his appreciation to the Meeks Bay Fire Board for moving their June and September meetings after ours are completed in order to finalize the budget process for both Districts.

20. Adjournment

There being no further business to come before the Board, the meeting was adjourned by President Baffone at 5:48 p.m.