

NORTH TAHOE FIRE PROTECTION DISTRICT

Board of Directors
Regular Meeting
NTFPD Station 51 Public Safety Center
222 Fairway Drive, Tahoe City, California

**Tuesday
December 7, 2021 – 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, Doyle, Loverde (arrived 4:37 p.m.), and Ragan. A quorum was established.

Staff Present (via GoToMeeting)

Fire Chief Steve Leighton
Legal Counsel Steve Gross
Division Chief Alan Whisler
Division Chief Steve McNamara
Director of Finance and Administration Kim Eason
Fire Marshal Brent Armstrong
Battalion Chief Scott Sedgwick
Battalion Chief Naman Beatie
Battalion Chief Sarah Lagano
Captain Nikki Wagner
Captain Jamie Sheppard (via Fire Engine 4:39 p.m.)
Engineer Michael Sacci
Forest Fuels Coordinator Eric Horntvedt
PIO Erin Holland
Administrative Assistant I/Clerk of the Board Kelly Martin

Public (via GoToMeeting)

Michelle McIntyre, Placer County LAFCO

- 2. Additions to Agenda/Approval of Agenda**

The agenda was approved as presented. 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 October 26, 2021

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 October 26, 2021. 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*

6. Correspondence

President Baffone recognized the letter from Truckee Fire Chief Bill Seline in support of NTF getting the grant award from the Airport District. He also recognized Inspector Ramon Manzano, who was mentioned in the thank you note that was received since the last Board meeting. He then asked for public comment. There was no Board or public comment.

7. Consider Resolution 19-2021 Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency issued March 4, 2020, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of North Tahoe Fire Protection District for the Period December 7, 2021-January 6, 2022 Pursuant to Brown Act Provisions

This is a housekeeping item. Resolution 19-2021 is necessary in order for the District to conduct remote teleconference meetings.

Chief Leighton recognized that the Board is anxious to go back to in-person meetings, and a decision will be made for the January meeting during the second or third week of January. No resolution will be necessary in January if the meeting is in person, but COVID protocols will be enforced, i.e., masks, social distancing.

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

Upon motion by Director Ragan, seconded by Director Baffone, the Board approved Resolution 19-2021 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 December 7, 2021-January 6, 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. Consider Resolution No. 20-2021 updating authorized check signers

The District's current policy requires two signatures on all checks. With the changes at the Fire Marshal position and the retirement of Chief McNamara, staff requests the Board adopt Resolution No. 20-2021 to update and designate the appropriate check signers at Plumas Bank.

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 Resolution 20-2021 updating the authorized check signers to add Fire Marshal Brent Armstrong and to delete Division Chief Steve McNamara. 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*

9. Consider Resolution 21-2021 regarding setting fees for cost recovery of Fire & Life Safety activities

Staff presented Resolution 21- 2021 to add additional categories of cost recovery fees and adjust some of the amounts based on the time required to complete certain tasks performed by the Prevention staff.

Fire Marshal Armstrong stated the main change is updating the current \$140 hourly rate to \$144, which is based off of Director Eason's staff's breakdown of Prevention staff rates and the District Administrative Rate. If adopted, the new rate would be effective January 1, 2022.

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

Upon motion by Director Doyle, seconded by Director Correa, the Board approved Resolution 21-2021 updating the Schedule of Fees for Cost Recovery. 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. Consider Resolutions related to the Local Area Formation Commission (LAFCO):

- a. Resolution 22-2021 regarding request to amend and update the sphere of influence of NTFPD; and

Chief McNamara explained that Resolution 22-2021 is requesting amending and updating the sphere of influence of the NTFPD to meet the requirements set forth in GC section 56425(g) and support, but not mandate, potential and future change(s) of organization request(s) to LAFCO.

He explained that this is a planning document and doesn't change tax revenue or jurisdictional authority. It does set up the District for the LAFCO application being discussed in the next agenda item. The map exhibits provided show the current area as well as the proposed area (i.e., adding Meeks Bay, approximately 100 acres for the Homewood Resort project, and the Alpine Meadows area). The sphere of influence map is required to be reviewed and updated every five years by LAFCO and the Government Code

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

Upon motion by Director Correa, seconded by Director Loverde, the Board approved Resolution 22-2021 amending and updating the sphere of influence of the NTFPD. 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

b. [Resolution 23-2021 regarding the consideration of reorganization of Meeks Bay Fire Protection District \(MBFPD\) into NTFPD](#)

This resolution would allow staff to submit an application to Placer LAFCO for reorganization of MBFPD into the NTFPD, which aligns with the actions of the MBFPD Board of Directors at their October 27, 2021 meeting and the findings of the ESCI Study.

Chief Leighton reported that this agenda item is a result of the action taken by the Meeks Bay Fire Board at their October 27, 2021 meeting as follows: 1) determine that MBFPD has a zero sphere of influence; 2) replace El Dorado LAFCO with Placer LAFCO for any potential reorganization process and application; and 3) accept the ESCI study with updated financial information. The El Dorado LAFCO Draft Municipal Services Review needs to be completed before LAFCO can move forward with a potential reorganization process in partnership with Placer LAFCO. This is anticipated to be completed in April of 2022.

Chief McNamara reported that this is the first step for a reorganization of MBFPD into NTFPD. The application will come later. A more definite timeline will be presented at the January Board meeting. This decision doesn't eliminate the ability to remove NTF from the process, but is a move towards reorganization. Future steps would include annexing MBFPD into NTFPD and a concurrent dissolution of MBFPD. This same resolution will be considered by the MBFPD Board at their meeting tomorrow.

Michelle McIntyre from Placer LAFCO said zero sphere is a local policy from El Dorado LAFCO. MBFPD must adopt a zero sphere. Then Placer LAFCO will take

over with the reorganization process including public hearings and protest hearings, if necessary

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

Upon motion by Director Correa, seconded by Director Ragan, the Board approved Resolution 23-2021 authorizing staff to submit an application to Placer LAFCO for reorganization of MBFPD into the NTFPD. A roll call vote was taken. The vote was four in favor:

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

11. [Consider Resolution 24-2021 regarding accept the Truckee Tahoe Airport District Public Agency Partnership Grant in the amount of \\$90,905](#)

This grant provides funding for Zoll equipment and AEDs which will allow us to place the best AEDs onto our backcountry rescue apparatus as well as our Brush Engines.

Chief Leighton thanked PIO Holland for seeing this project through and also Chief Sedgwick for providing the information. When we opened up more fire engines for ALS, we needed more monitors. The AFG and Eastern JFPA grants we applied for were turned down. The priority budget process showed Zoll monitors and AEDs were in the top ten priorities. The Truckee Tahoe Airport Grant was applied for, and we were selected to purchase the equipment for our apparatus. It is a big win for the District and all involved.

PIO Holland expressed her appreciation for everyone's support in gathering information.

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

Upon motion by Director Ragan, seconded by Director Baffone, the Board approved Resolution 24-2021 accepting the \$90,905 grant award from the Truckee Tahoe Airport District to purchase Zoll equipment and AEDs. 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*

12. [Finance Report](#)

- 12.1 [Purchases Journal](#)
- 12.2 [Breakdown of CalCard purchases](#)
- 12.3 [Gross payroll totals](#)
- 12.4 [Account Detail Report](#)

October proved to be another busy month for the Administrative Division. We were able to complete the year-end close and get all of the documents uploaded for the auditors to begin the 2020/2021 audit. We completed our on-site audit review the first week of November and we are now waiting on the draft report to proceed. We hope to present the final 2020/2021 Audit report to the Board in January 2022. We received the final audit adjustments for the 2017/2018 Ground Emergency Medical Transportation (GEMT) audit. We were successful in getting some of the findings reversed but we will still have to repay some of the funds. We are awaiting the invoice from DHCS with the final total and then we will be able to close out the 2017/2018 GEMT audit. This is an early reminder that all Form 700 filers must submit their Form 700 for 2021 by April 1, 2022. All required filers will be receiving an email from the Placer County system in January with additional information and specifics on how to file.

Director Kim pointed out the CalCard report didn't reflect a payment because we received a \$16,000 credit so no payment shows. The Account Details report shows a wire to DHCS. It also shows some old accounts which will be removed after the audit.

There was a discussion between the Board and staff. President Baffone then asked and paused for public comment since there were 20 people on the virtual meeting. There was no public comment.

Upon motion by Director Doyle, seconded by Director Ragan, the Board approved the finance report dated December 7, 2021 and the supporting Items 12.1-12.4, 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*

13. Staff Reports

- 13.1 [Fire Chief](#)
- 13.2 [Division Chief - Operations/Training](#)
- 13.3 [Fire & Life Safety-Fire Marshal / Forest Fuels / PIO](#)
- 13.4 [A Shift Battalion Chief - Emergency Medical Services](#)
- 13.5 [B Shift Battalion Chief – Safety](#)
- 13.6 [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.

14. Next Board Meeting and Other Important Dates

- *January 25, 2022 – regular Board meeting*
- *February 22, 2022 – regular Board meeting*
- *March 22, 2022 – regular Board meeting*

There was no Board comment.

President Baffone then asked and paused for public comment since there were 18 people on the virtual meeting. There was no public comment.

15. Board Comments/Information Items

There was no Board comment or additional item to add to the January 25, 2022 agenda. President Baffone then asked and paused for public comment since there were 18 people on the virtual meeting. There was no public comment.

16. Adjournment. *The meeting was adjourned at 6:05 p.m.*