

# NORTH TAHOE FIRE PROTECTION DISTRICT

Board of Directors

Special Meeting

NTPFD Station 51 Public Safety Center  
222 Fairway Drive, Tahoe City, California

**Thursday**

**July 6, 2021 – 4:00 p.m.**

## MINUTES

1. Call to Order/Roll Call - *The meeting was called to order at 4:00 p.m. by President Baffone.*

### Roll Call

#### **Attending:**

Board Present (via GoToMeeting)

Directors Baffone, Doyle, and Ragan. A quorum was established.

Staff Present (via GoToMeeting)

Fire Chief Steve Leighton

Division Chief Alan Whisler

Legal Counsel Steve Gross

Director of Finance and Administration Kim Eason

Battalion Chief Scott Sedgwick

Captain Brent Armstrong

Administrative Assistant I/Clerk of the Board Kelly Martin

Public (via GoToMeeting)

None

2. **Pledge of Allegiance**
3. **Public Comment** – There was no public in attendance. No public comment.
4. **Consider amending the NTPFD Rules and Regulations to incorporate updated job specifications for the Fire Marshal position**

Chief Leighton explained that this position began as administrative position with Chief Alameda, but moved into a safety position with Chief Conradson and now Chief McNamara. The intent of this item is to open the position to both safety and non-safety applicants in order to get the most qualified candidates. The difference between safety and non-safety is that a safety Fire Marshal can respond on fire calls in addition to handling the responsibilities of Fire Marshal. A person hired for the non-safety position would not have any safety experience, but he or she could handle the Fire Marshal responsibilities. Chief McNamara is retiring in November, and we need to move forward with this position. Also, while preparing for a possible open test for Fire Marshal, we became aware of some job specifications that were not in compliance with the State Fire Marshal. To maximize the number of qualified applicants, we created a safety and non-safety Fire Marshal job description. Chief Whisler pointed out that job qualifications as a whole

were taken out of the non-safety position description. This allows staff to hire without having to come to the Board every time the qualifications change.

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

*Upon motion by Director Baffone, seconded by Director Doyle, the Board adopted the Amended Rules and Regulations Appendix A to incorporate the updated job specifications as presented for the Fire Marshal position. A roll call vote was taken. The vote was three in favor:*

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

**5. Consider approving the amended unrepresented salary scales regarding the salary range for Fire Marshal**

Currently, the Fire Marshal is paid in the Division Chief range (\$126,000-\$146,000). The amended salary scales presented today separate the Fire Marshal position from the Division Chief position, but both are paid in the same range. Legal Counsel Gross suggested that if the salary scales proposed today were not going to be approved, then new scales should be brought to the Board at a different meeting.

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

*Upon motion by Director Doyle, seconded by Director Baffone, the Board adopted the Amended 2021 Unrepresented Salary Schedule to the 2018-2023 Memorandum of Understanding as presented today. A roll call vote was taken. The vote was three in favor:*

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

**6. Adjournment - The meeting was adjourned by President Baffone at 4:30 p.m.**