

NORTH TAHOE FIRE PROTECTION DISTRICT

Board of Directors

Regular Meeting

NTFPD Station 51 Public Safety Center

222 Fairway Drive, Tahoe City, California

September 28, 2021 – 4:30 p.m.

MINUTES

- 1. Call to Order/Roll Call** - *The meeting was called to order at 4:31 p.m. by President Baffone.*

Roll Call

Attending:

Board Present (via GoToMeeting)

Directors Baffone, Correa, Doyle, 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

Battalion Chief Naman Beatie

Battalion Chief Scott Sedgwick

51 Captain Paul Moen

52 Captain John Perhacs (arrived 6:30 pm)

Captain Jamie Sheppard

Captain Brent Armstrong

Captain Jamye Stowell

Forest Fuels Coordinator Eric Horntvedt

PIO Erin Holland

Administrative Assistant I Blanca Lundin (gone at 5:02 pm)

Administrative Assistant I/Clerk of the Board Kelly Martin

Public (via GoToMeeting)

Caller 05

Caller 06

Caller 08

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

There were no changes, and 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 [August 24, 2021](#) and Minutes from the special emergency joint Board meeting held [August 31, 2021](#)**

No change or correction 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 August 24, 2021 and the special emergency joint Board meeting held August 31, 2021 as presented. A roll call vote was taken. The vote was four in favor:

Ayes: Directors Baffone, Correa, Doyle, Ragan

Noes: None

Abstain: None

Absent: Director Loverde

6. **Correspondence**

President Baffone recognized and commended the crew 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.

Public hearing opened at 4:40 p.m.

7. **Public hearing on the Final Budget for Fiscal Year 2021/2022 and Appropriations Limit for Fiscal Year 2021/2022**

a. **Consider Final Budget for fiscal year 2021/2022**

The Fire District is required to adopt a final budget prior to October 1 of each year. The District has been operating under the spending authority of a preliminary budget since July 1.

The District used the priority driven budget process to create the budget document presented at today's meeting. As part of this process, employees from all levels of the District participated in generating this budget. Once the draft was created, the Fire Chief and Director of Finance met with the Chief Officers to review all expenditure requests to determine which requests would be included in the final budget presented at this meeting.

District staff believes, given the information available, the budget as presented will ensure the District's ability to remain financially solvent now and into the future.

Kim gave some highlights of the budget: Revenues show a 6% increase over last year's budget. This is due to increased property tax estimates, increased strike team revenues, and an increase in grant revenue due to a newly awarded grant and amendments to existing grant budgets. The increase in the Meeks Bay contract is primarily due to retiree health premiums as two retirees from the employee unification agreement retired last fiscal year. There was very little change in expenditures from the preliminary budget. Salaries and benefits were adjusted based on updated

projections. Priority projects were added as well as an additional grant. The District is also allocating \$100,000 toward reserves.

Kim explained the definition of the “appropriations limit” or the “Gann limit” as it is sometimes referred to. It limits the amount of tax money that state and local governments can legally spend. It allows for some growth based on population and growth on personal income. We are way below our limit. The Gann limited was passed in 1979, and we have to adhere to it.

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

Public hearing closed at 4:47 pm.

- b. Consider Resolution 10-2021 adopting Appropriations Limit for fiscal year 2021/2022

Upon motion by Director Correa, seconded by Director Ragan, the Board approved the Final Budget for Fiscal Year 2021/2022 and approved Resolution 10-2021 adopting the appropriations limit for fiscal year 2021/2022. A roll call vote was taken. The vote was four in favor:

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

Public hearing open at 4:48 pm

8. [Public hearing on the Capital Facilities and Mitigation Fee Expenditure Plan for fiscal year 2021/2022](#)

- a. [2021/2022 Capital Facilities and Mitigation Fee Expenditure Plan and Annual Update to the Fire Facilities Impact Fee Study](#)

Chief Leighton explained that we implement this plan in order to obtain funds that we use for apparatus. Chief McNamara introduced and commended Blanca Lundin on her work in developing the annual plan and recognized that she has done so for the past five years. She handles this for Alpine Springs County Water District as well. Blanca said the first five pages get updated every five years. Page 11 shows the proposed new fees along with the existing fees. Last year, our residential fee was \$1.29/sf. It will be going up to \$1.40/sf based on the Construction Cost Index. The next page shows how much we collected (\$97,202 - rounded). These are unaudited numbers, and \$110,000 is dedicated annually to the Station 51 lease. It was also noted by Chief McNamara that the proposed Annual Update was shared with the Contractors Association of Truckee Tahoe staff prior to this meeting.

Public hearing closed at 5:00 pm. No public comment.

b. [Resolution 11–2021 Adopting the Capital Facilities and Mitigation Fee Expenditure Plan for the Fiscal Year 2021/2022](#)

Resolution No. 11-2021 regarding the annual update of the Plan was discussed. If the Board approves the Resolution, the Plan will go before the Placer County Board of Supervisors for approval. The Plan will go into effect 60 days after that final approval. Staff requested the Board consider adoption of the Plan and corresponding Resolution 11–2021.

Upon motion by Director Ragan, seconded by Director Doyle, the Board approved the 2021/2022 Capital Facilities and Mitigation Fee Expenditure Plan and Annual Update to the Fire Facilities Impact Fee Study and approved Resolution 11–2021 Adopting the Capital Facilities and Mitigation Fee Expenditure Plan for the Fiscal Year 2021/2022. A roll call vote was taken. The vote was four in favor:

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

9. [Consider Resolution 12-2021 accepting the FEMA FY 2020 Fire Prevention and Safety \(FP&S\) Grant award](#)

Chief Leighton congratulated Forest Fuels Coordinator Horntvedt and PIO Holland for applying for this grant.

Pursuant to the FY2020 Fire Prevention and Safety (FP&S) grant award letter (Award No. EMW-2020-FP-00452), North Tahoe Fire Protection District will contract a formal Community Risk Assessment (CRA) which would inform the closely phased development of a Community Risk Reduction Plan (CRRP) and Standard of Cover (SOC) update from 2018 as one comprehensive Risk Assessment planning project. The CRA will provide valuable data and insights, as well as identify and measure all risks impacting our community and service area. Furthermore, the CRA would help to identify the root causes of risk, the severity/ extent, and the CRRP would identify a process and methods to prioritize mitigation actions to reduce or eliminate community risks to the extent feasible. The ultimate goal is to utilize the formal CRA, CRRP, and SOC to inform and identify District and community programs and capabilities appropriate to mitigate the identified risks and prevent adverse risk events and to plan for and ensure North Tahoe Fire has adequate staffing and resources to prevent or respond to adverse risk events.

As a result of this, staff we are asking the Board to adopt Resolution 12-2021, accepting the federal award amount of \$122,021.43 as listed in FEMA FY2020 Fire Prevention and Safety (FP&S) grant award (Award No. EMW-2020-FP-00452).

In order to receive the grant award, the District must agree to match five percent of the total award as a non-federal cost-share amount of \$6,101.07.

President Baffone asked and paused for public comment since there were 17 people on the virtual meeting. There was no public comment. There was a Q&A session between Board and staff.

Upon motion by Director Ragan, seconded by Director Correa, the Board adopted Resolution 12-2021 and authorized the Fire Chief or his designee to accept the FEMA FY2020 Fire Prevention and Safety (FP&S) grant award amount of \$122,021.43 (Award No. EMW-2020-FP-00452) and authorized the District to match five percent of the total award as a non-federal cost-share amount of \$6,101.07. A roll call vote was taken. The vote was four in favor:

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

10. Comparison of Property Taxes of North Tahoe Fire Protection District and Meeks Bay Fire Protection District

Division Chief/Fire Marshal Steve McNamara gave an update on the comparison of property taxes received by North Tahoe Fire and Meeks Bay Fire as requested by Directors Loverde and Correa at a previous meeting.

Property taxes are incredibly complicated. He explained that if just the breakdown of areas is considered, it does not give a clear picture. Chief McNamara provided copies of two separate tax bills from Placer County and El Dorado County.

No action was required as this was informational only. There was no public comment. There was a Q&A session between Board and staff.

11. Meeks Bay Fire and North Tahoe Fire fiscal impact analysis

Chief Leighton introduced this item and indicated that it ties in to Item 10, above. The purpose of the RFP is to analyze the fiscal wellness of: 1) the Meeks Bay Fire Protection District and North Tahoe Fire Protection District currently, 2) the Meeks Bay Fire Protection District and North Tahoe Fire Protection District after ten years, and 3) North Tahoe Fire Protection District after potential annexation/consolidation. The RFP will be used for the Plan For Services required by LAFCO for a potential annexation/consolidation.

Three RFPs were received, and the cost ranged from \$30,000-\$60,000. At the joint board meeting on April 15, 2019 Board meeting, ESCI did a presentation. Meeks Bay Fire did not have a quorum, so no action was taken. At the NTF Board meeting on April 17, 2019, the North Tahoe Fire Board approved moving forward. The Meeks Bay Fire Board did not take action at their April 24, 2019 meeting.

North Tahoe Fire paid \$35,027.66 (83%) and MBF paid \$7,174.34 (17%) of the Fire Performance Review and Examination of Alternative Governance Models prepared by ESCI. At the Meeks Bay Fire Board meeting tomorrow, it is expected they will take action on the four

different options. The North Tahoe Fire Board agreed that a new study was not necessary in order to go through the LAFCO process and that the ESCI should be adequate.

In addition, NTFPD paid for the full Standards of Coverage and Deployment Plan \$18,500 (100%). The total amounts paid by NTFPD for the entire ESCI project was \$53,527.66 and MBF paid \$7,174.34.

President Baffone asked and paused for public comment since there were 17 people on the virtual meeting. There was no public comment. There was a Q&A session between Board and staff.

12. [Consider Resolution 13-2021 Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Governor Newsom’s Executive Order N-29-20 issued March 4, 2020, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of North Tahoe Fire Protection District for the Period September 28, 2021-October 28, 2021 Pursuant to Brown Act Provisions](#)

Chief Leighton asked counsel if we still need to do this. Legal Counsel Steve Gross explained that AB361 allows the District to continue to conduct meetings via teleconference but only during times when there is a proclamation issued by the Governor covering our area. It doesn’t give us the automatic ability to conduct meetings telephonically. The law requires that certain findings are required to show that there is a necessity to utilize these proceedings as set forth in the resolution circulated by CSDA.

The law is very specific and says that we have to adopt findings through a resolution and re-authorize them every 30 days thereafter. If we want to continue, we can adopt now or at October meeting, and then we’ll have a subsequent resolution at the October meeting.

Upon motion by Director Ragan, seconded by Director Baffone, the Board adopted Resolution 13-2021 Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Governor Newsom’s Executive Order N-29-20 issued March 4, 2020, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of North Tahoe Fire Protection District for the Period September 28, 2021-October 28, 2021 Pursuant to Brown Act Provisions. A roll call vote was taken. The vote was four in favor:

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

13. [Finance Report](#)
13.1 [Purchases Journal](#)
13.2 [Breakdown of CalCard purchases](#)
13.3 [Gross payroll totals](#)
13.4 [Account Detail Report](#)

Director Eason explained that this is two months' worth of reports - July and August. In July and August, we are still working in the prior fiscal year, so numbers may look skewed. The Account Detail report is based on the preliminary budget which is different than the final budget that was voted on tonight.

She noted that July and August remained incredibly busy months for the Administrative Division. In addition to handling the day-to-day business of the District, we have also been preparing for the 2020/2021 audit and finalizing the 2021/2022 budget. July and August are also the months that the direct charges must be submitted to the County in order for them to be placed on the property tax rolls for the 2021/2022 fiscal year. NTFPD submits this information for the Fire Suppression Assessment, Special Tax and CFD Mello-Roos. We have been contacted by the Department of Health Care Services (DHCS) regarding the 2017/2018 Ground Emergency Medical Transportation (GEMT) Audit. The exit interview is scheduled for September 30, 2021. The audit is expected to be finalized and final determinations made by the end of 2021.

President Baffone asked and paused for public comment since there were 17 people on the virtual meeting. There was no public comment. There was a Q&A session between Board and staff.

Upon motion by Director Ragan, seconded by Director Correa, the Board approved the finance report dated September 28, 2021 and the supporting Items 13.1-13.4, as presented. A roll call vote was taken. The vote was four in favor:

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

14. Staff Reports

- 14.1 [Fire Chief – Video](#)
- 14.2 [Division Chief - Operations /Training](#)
- 14.3 [Division Chief - Fire & Life Safety / Forest Fuels / PIO](#)
- 14.4 [A Shift Battalion Chief - Emergency Medical Services](#)
- 14.5 [B Shift Battalion Chief - Safety](#)
- 14.6 [C Shift Battalion Chief - IT](#)

Staff reports were reviewed and no action was taken.

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

15. Next Board Meeting and Other Important Dates

President Baffone noted that the November should be cancelled because we will hold the meeting on October 26 and there would only be a week in between meetings. If approved, the next two meetings will be held as follows:

- *October 26, 2021 – regular Board meeting*
- *December 7, 2021 – regular Board meeting*

Upon motion by Director Correa, seconded by Director Baffone, the Board voted to cancel the November 2, 2021 regular Board meeting. A roll call vote was taken. The vote was three in favor:

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

16. Board Comments/Information Items

Item to add to the October 26, 2021 Board agenda: Consider accepting the Performance Review and Examination of Alternative Governance Models study provided by ESCI in 2018. There was no additional Board comment or additional item to add to the October 26 agenda.

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

The Board, executive staff, and legal counsel went into closed session at 7:00 p.m.

- 17. CLOSED SESSION - Pursuant to Government Code Section 54956.9(d)(2), Significant Exposure to Litigation, One Case**

Closed session ended at 7:18 p.m. and the open session was re-opened. No action was taken in closed session.

- 18. Consider adoption of Resolution No. 14-2021, Resolution of the Board of Directors of the North Tahoe Protection District Pursuant to Government Code Section 21156**

Upon motion by Director Doyle, seconded by Director Correa, the Board approved Resolution 14-2021 pursuant to Government Code Section 21156. A roll call vote was taken. The vote was four in favor:

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

- 19. Adjournment. The meeting was adjourned at 7:20 p.m.**