

NORTH TAHOE FIRE PROTECTION DISTRICT

Board of Directors

Regular Meeting

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

Tuesday

November 5, 2019 – 4:30 p.m.

MINUTES

1. Call to Order

The meeting was called to order at 4:36 p.m. by President Baffone.

Roll Call

Attending:

Board Present

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

Staff Present

Fire Chief Schwartz

Legal Counsel Steve Gross

Division Chief Steve Simons

Division Chief Todd Conradson

Division Chief Steve Leighton

Division Chief Steve McNamara

Director of Finance Kim Eason

Battalion Chief Scott Sedgwick

Battalion Chief Greg Smith

Battalion Chief Alan Whisler

Captain Dan Gomez

Engineer Jeremiah Meadows

Firefighter Stephanie Lockhart

Public Information Officer Erin Holland

Administrative Assistant I/Clerk of the Board Kelly McElravey

Public

None

2. Additions to Agenda/Approval of Agenda

There were no additions or changes to the agenda. The agenda was approved as presented.

3. Pledge of Allegiance

4. Public Comment

- Thank you notes in the packet.

5. Public hearing regarding Ordinance 04-2019 Amendments to the 2019 Fire Code as approved by Placer County Board of Supervisors.

Chief Schwartz said the Board approved Resolution 11-2019 of Findings and Fact at the September 24, 2019 Board meeting. Chief McNamara told the Board that there were only two changes to the Ordinance since the first reading. Page 5, the definition of “Driveway” was deleted, and on page 9, the subsection 507.5.1 requiring water supplies to be 150 feet from structures was deleted.

The public hearing was opened at 4:45 p.m. No public attended, and no public comment received regarding this topic. The public hearing was closed at 4:45 p.m.

There was a Q&A session with the Board. Details are available upon request.

Upon motion by Director Correa, seconded by Director Ragan, the Board adopted Ordinance 04-2019. The roll call vote was four in favor.

*AYES: Baffone, Correa, Doyle, and Ragan
NOES: None
ABSTAIN: None
ABSENT: Director Loverde*

6. Consider Resolution 12-2019 regarding required annual inspections of certain occupancies pursuant to sections 13146.2 and 13146.3 of the California Health and Safety Code.

Chief McNamara explained that SB 1205 (otherwise known as the “Ghost Ship” bill, which refers to the December 2, 2016 fire in a warehouse in Oakland, CA where 36 people died) modified the H&S Code 13146, as H&S Code section 13146.4. It is a new law that was passed which requires the Fire Marshal to report on the District’s compliance on annual inspection activities for mandatory inspections. This bill was imposed in September 2018. We conducted many inspections on R1s and R2s. There is no funding for this program. We are 44% compliant with school inspections and 65% compliant for the hotel/motel category.

There was no public comment. There was a Q&A session between Board and staff. The details are available upon request.

Upon motion by Director Doyle, seconded by Director Correa, the Board adopted Resolution 12-2019 and accept the report as presented. The roll call vote was four in favor.

*AYES: Baffone, Correa, Doyle, and Ragan
NOES: None
ABSTAIN: None
ABSENT: Director Loverde*

7. Consider Resolution 13-2019 regarding updating the authorized check signers.

Kim explained that the District currently uses Plumas Bank as its financial institution. The District's current policy requires two signatures on all checks. With the addition of Heidi Doyle as Treasurer, Division Chief Leighton, Division Chief McNamara and the departure of Division

Chief Simons and Division Chief Conradson, staff requests adoption of the attached Resolution No. 13-2019 to update and designate the appropriate check signers.

There was no public. There was a Q&A session between Board and staff. The details are available upon request.

Upon motion by Director Correa, seconded by Director Ragan, the Board adopted Resolution 13-2019. The roll call vote was four in favor.

*AYES: Baffone, Correa, Doyle, and Ragan
NOES: None
ABSTAIN: None
ABSENT: Director Loverde*

8. Consider Resolutions in Appreciation of 2019 retirees (Captain Jeff Goldstone, Captain Russ Martin, Division Chief-Fire Marshal Todd Conradson, and Division Chief-Operations Steve Simons.

There are four employees who have either retired or will be retired by the end of 2019. He suggested the Board approve the four resolutions in appreciation listed below as presented:

14-2019	Captain Jeff Goldstone
15-2019	Captain Russ Martin
16-2019	Division Chief-Fire Marshal Todd Conradson
17-2019	Division Chief-Operations Steve Simons

There was no public or Board comment.

Upon motion by Director Doyle, seconded by Director Correa, the Board adopted Resolutions 14-2019 in Appreciation of Captain Jeff Goldstone; 15-2019 in Appreciation of Captain Russ Martin; 16-2019 in Appreciation of Division Chief-Fire Marshal Todd Conradson; and 17-2019 in Appreciation of Division Chief-Operations Steve Simons. The roll call vote was four in favor.

*AYES: Baffone, Correa, Doyle, and Ragan
NOES: None
ABSTAIN: None
ABSENT: Director Loverde*

9. Consider authorizing the Fire Chief or his designee to enter into on behalf of the District the five-year Land, Building, and Rooftop Lease Agreement regarding the Verizon small cell project.

Chief Smith explained that the purpose of this Agreement is to be a host location for a local micro cell facility to be installed on the roof at the northwest corner of Fire Station 52. The facility lease agreement will net annually for the District \$18,744.00. Each subsequent year, the annual revenue will increase 3% per year. At the end of the current five-year term, both parties have the option to extend the term for additional five-year periods.

There was no public. There was a Q&A session between Board and staff. The details are available upon request.

Upon motion by Director Ragan, seconded by Director Doyle, the Board authorized the Fire Chief or his designee to enter into on behalf of the District the five-year Land, Building, and Rooftop Lease Agreement regarding the Verizon small cell project. The vote was four in favor.

10. Finance Report

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

Administrative Report

September remained extremely busy for the Administrative Division. We were able to finalize the 2019/2020 Budget as well as continue to prepare for the 2018/2019 year-end Audit. Our independent auditors will be on-site November 6–8, 2019 to review our records. We are still working on the CalPERS audit and GEMT audits for 2015/2016 and 2016/2017. We anticipate receiving the draft report from CalPERS by the end of October. We have not received an updated timeframe from GEMT on when they expect to complete their review. We have been able to work through the reporting issues with the County. The interest that was due for June, July, and August was posted to our account in September but we are still working on cleaning up the Payroll Revolving Fund. The County anticipates all journal entries to be completed by the end of October.

Kim was able to recover over \$2,000 in interest from the County.

There was no public comment. There was a Q&A session with the Board. Details are available upon request.

Upon motion by Director Correa, seconded by Director Doyle, the Board approved the finance report dated November 5, 2019, account detail, purchases journal, breakdown of CalCard purchases, and the payroll report for September 2019 as presented. The vote was four in favor.

11. Staff Reports

- 11.1 Fire Chief
- 11.2 Operations Chief
- 11.3 Fire & Life Safety / Forest Fuels / PIO
- 11.4 Emergency Medical Services
- 11.5 Safety & Logistics / Facilities
- 11.6 Training & Technical Rescue

Staff reports were reviewed and no action was taken.

12. Approval of Minutes from the regular Board meeting held September 24, 2019.

Upon motion by Director Correa, seconded by Director Ragan, the Board approved the Minutes from the Regular Board meeting held September 24, 2019 after correcting them to add legal counsel to the list of attendees. The vote was four in favor.

13. Board Comments/Information Items.

- a. No paid property/liability claims in 2018-2019 per SDRMA

There were no other comments or brief information items to add to the December 3, 2019 meeting.

14. Next Board Meeting and Other Important Dates.

- *November 22 – Retirement Party for Chiefs Conradson and Simons*
- *December 3 – regular Board meeting (first Tuesday) – President Baffone will not be available. Vice President Ragan will chair the meeting.*
- *January 28, 2020 – regular Board meeting (fourth Tuesday)*

15. Adjournment. *The meeting was adjourned at 6:50 p.m.*