

NORTH TAHOE FIRE PROTECTION DISTRICT

Board of Directors

Regular Meeting

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

Tuesday

January 28, 2020 – 4:30 p.m.

MINUTES

1. Call to Order

The meeting was called to order at 4:35 p.m. by President Baffone.

Roll Call

Attending:

Board Present

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

Staff Present

Fire Chief Schwartz

Legal Counsel Steve Gross

Division Chief Steve Leighton

Division Chief Steve McNamara

Director of Finance Kim Eason

Battalion Chief Scott Sedgwick (arrived 5:08 p.m.)

Battalion Chief Alan Whisler (arrived 5:08 p.m.)

Captain Nikki Wagner

Engineer Brent Armstrong

Engineer Jerry Sheehan

Engineer Dustin Hollingsworth

Firefighter/EMT Josh McCurley

Firefighter/Paramedic Stephanie Lockhart

Firefighter/Paramedic Michael Sacci

Forest Fuels Coordinator Eric Horntvedt

Public Information Officer Erin Holland

Administrative Assistant I/Clerk of the Board Kelly McElravey

Public

Kendall Galka, McClintock's Accountancy

CERT Members: Hal Slear-Tahoe City, Steve Phillips-Tahoe Vista; Sue Jackson-Kings Beach, Jean Schwartz-Washoe County and Incline Village; Nilita and Dick Morton-Carnelian Bay; Fran and Renz Robinson-Tahoe Vista; Margie Lockwood-Carnelian Bay; Ava Riva-Tahoe City; Chris Stulik-Homewood; Kathy King-Sunnyside; Margaret Yee-Tahoe Vista; Dave Hammit-Tahoe Vista; Dave Zaski (Retired); Lieutenant Long; Director Doyle.

Ellie Beals

Jennifer Lemke

Justin Scacco, Sierra Sun
Supervisor Gustafson
Ron Parson
Samir Tuma, North Lake Tahoe Resort Association
Rob Kautz, Resort Association

2. Additions to Agenda/Approval of Agenda

There were no changes, and the agenda was approved as presented.

3. Pledge of Allegiance

4. Public Comment

See thank you notes included in the Board packet, including from Truckee Fire for the loaner ambulance while theirs is in the shop.

5. Presentation to celebrate the ten-year anniversary of CERT.

Chief Schwartz recognized Dave Zaski, who was on the team in 2012 when he came on as the Fire Chief. CERT was formed as a result of the Angora and Washoe Fires. Dave was the first PIO, and CEIT was instrumental in taking the burden of responding to the public's calls away from the District's staff. In 2013, CEIT became a FEMA CERT and has a partnership with PCSO, who were brought on board to join in the training for CERT. Engineer Armstrong took the lead from the beginning. There are about 50 members, and at least 30 would show up at the first notice of an emergency.

Engineer Brent Armstrong gave a presentation. CEIT began in 2009 at old Station 51. This year, the CEIT/CERT group is celebrating their 10-year anniversary. He gave a brief background of CERT, and a ceremonial signing of a certificate of recognition by the Board President. CERT members will receive individual certificates at their next meeting (which are held the second Tuesday each month). There were many members present at the meeting, and they were proudly wearing their green jackets. Also, many members of the Ladies Auxiliary are part of CERT.

Accolades and applause came from all attending the meeting. There was no additional public comment, and the Board gave a big thank you.

6. Presentation by Independent Auditors and Acceptance of the 2018-2019 Annual Audit.

Chief Schwartz thanked Kendall Galka and McClintock's Accountancy for conducting the audit again this year. Each year the District is required to have an independent audit of the annual financial statements. Kendall Galka, who is a partner at McClintock Accountancy, presented the findings, recommendations, and opinion for the 2018-2019 audit. The documents provided in the packet are true and without misstatements. There were no findings this year, which is a great achievement by the District. NTFPD's records are done on a modified accrual basis. She went through the Report to the Board of Directors. No disagreements and no significant issues were encountered.

There was a Q&A session between Board and staff. The details are available upon request.

Upon motion by Director Doyle, seconded by Director Ragan, the Board accepted the 2018-2019 annual audit as presented. The roll call vote was five in favor.

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

7. Consider appointments and vote for President, Vice President, Treasurer, and committee assignments.

Chief Schwartz reminded the Board that each January the Board elects who will serve as officers and who will be assigned to certain District committees for the year.

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 current slate was approved to remain: Director Baffone to serve as President, Director Ragan to serve as Vice President, and Director Doyle as Treasurer. The vote was five in favor.

Upon motion by Director Doyle, seconded by Director Correa, the District's standing and ad hoc committees were decided as follows. The vote was five in favor.

Standing Committees

Finance & Budget – Directors Baffone (Chair) and Doyle

Negotiations – Directors Correa (Chair) and Ragan

Building/Construction – Directors Loverde and Ragan (Chair)

Rules & Regulations – Directors Baffone and Doyle (Chair)

Ad Hoc Committee

Personnel to focus on succession planning for Fire Chief – Directors Baffone and Loverde (Chair)

There was no public comment or Board comment.

8. Consider authorizing the Fire Chief to execute the universal resolution CalOES 130 Designation of Applicant's Agent Resolution for Non-State Agencies for all open and future disasters up to three years following the date of approval.

President Baffone explained that the agenda item misstates that Chief Schwartz will sign the CalOES 130 form, but that is the duty of the District Clerk.

Chief Schwartz explained that the form resolution is for the Board to authorize the Fire Chief to execute the application and to file with the California Governor's Office of Emergency Service for and on behalf of the North Tahoe Fire Protection District for the purpose of obtaining federal financial assistance up to three years following the date of approval.

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 Ragan, the Board authorized the Board Clerk to sign the form and the Fire Chief to execute the application and to file with the California Governor's Office of Emergency Service for and on behalf of the North Tahoe Fire Protection District for the purpose of obtaining federal financial assistance up to three years following the date of approval. The vote was five in favor.

9. Request for Authorization to write a letter of opposition to North Lake Tahoe Resort Association regarding the formation of the Tourism Business Improvement District (TBID) Tax.

Chief Schwartz explained the reasons why he is asking the Board to authorize him to write a letter of opposition to North Lake Tahoe Resort Association regarding the formation of the Tourism Business Improvement District (TBID) Tax. The TBID will increase tourism revenue to Placer Count and The NLT Resort Association from approximately 19 to 22 Million Dollars annually. These TOT and TBID taxes fund advertising, trails, transportation and many impacts to county services, but no funds have been made available to offset the impacts to fire protection caused by the related increases caused by tourism visitations. This letter is necessary in order to bring needed attention to this important health and safety funding shortfall and the possibility of receiving any future TOT funds is greatly reduced. We know that our call volume increases proportionately to increased visitations, during these peak times our response to calls are significantly increased and services become strained. To accommodate these increased demands the Fire District expends a tremendous amount of overtime to hire back additional personnel. In the past the County staff recommended the District apply for funds through the CAP committee. We applied for three years of grants, but Master Plan documents don't allow for TOT funds to cover fire agency impacts. Going from TOT to TBID – collected from visitors. New tool is Tourism Business Improvement District (TBID) – guided by consultants at Civitas to establish this District and its point of sales assessment. This un-tax will show on invoices for lodging, restaurants, sports rental equipment, and services directed at tourists. TBID fees are already being charged at Squaw for transportation. Some of the intent in establishing the TBID is to retain more control of the money locally. Out of a potential income of \$21 million, the District will not receive any impact funding. The Fire Chief is looking out for the safety of our community by raising these issues. In total the District has received \$42,000 in TOT funds to purchase two changeable message boards. Annual direct fiscal impacts are estimated at \$300,000-\$400,000 annually to support the community with response calls.

There was public comment from Placer County Supervisor Cindy Gustafson and members of the Resort Association. There was a Q&A session between Board and staff. The details are available upon request.

Upon motion by Director Doyle, seconded by Director Ragan, the Board authorized the Chief to write and send a letter of concern to the NLTRA and Placer County regarding the formation of Tourism Business Improvement District (TBID) Tax based on the points brought up at meeting tonight. The vote was two in favor and three against. **The motion did not pass.**

After further discussion between the Board, Legal Counsel, Supervisor Gustafson, and the members of the Resort Association, a new motion was made.

Upon motion by Director Baffone, seconded by Director Loverde, the Board authorized the Chief to write and send a letter to the Resort Association and Placer County outlining the concerns discussed at the meeting tonight and request future TOT funding that will be

freed up by the formation of Tourism Business Improvement District (TBID) Tax to be released to North Tahoe Fire to reduce the costs of tourist impacts, with a copy of the letter to the Board. The vote was five in favor.

Break: Out at 7:20 p.m.; In at 7:24 p.m.

10. Request to Modify Rules and Regulations for an Inspector Class Specifications and respective Salary Schedule

Chief McNamara reminded the Board that at the December 2019 Board meeting the Board approved an additional over hire of a Fire Prevention Officer I to support the vacation home rental inspection program. After careful consideration, Staff is recommending that an Inspector position be considered in place of the approved Fire Prevention Officer I because a fire inspector doesn't need the same qualifications as a FPO I. Adding an Inspector to the Prevention Division would more appropriately represent the position's responsibilities and allow the District to staff additional inspectors as service demands dictate and with adequate budget support.

Adjusting the Salary range to reflect a competitive current labor market compensation range will allow the District to recruit and retain highly qualified personnel.

There was no public comment. There was no comment from the Board.

Upon motion by Director Baffone, seconded by Director Loverde, the Board authorized the addition of an Inspector position to the District's Rules and Regulations Appendix A and adjusting the corresponding wage, Appendix B Unrepresented Salary Schedule, Hourly, Bi- Weekly, and Annually. The vote was five in favor.

11. Finance Report

- 11.1 Purchases Journal
- 11.2 Breakdown of CalCard purchases
- 11.3 Gross payroll totals
- 11.4 Account Detail Report

Administrative Report

Kim's report noted that the Administrative Division remained busy in November and December. We continued working on the 2018/2019 audit that is being presented at the January Board meeting. We still have not received the final report from CalPERS regarding Temporary Upgrade Pay and no update has been given on when it will be released. We did receive the final report for the 2015/2016 GEMT audit and will be receiving a little additional revenue (approximately \$881). We have not received any updates on the 2016/2017 GEMT audit at this time. The initial reporting issues with the County have all been resolved but we have had a few issues with reconciliations in November & December. We have been able to work through these matters and anticipate all corrections being posted to our account by the end of January. The District is in the process of looking into the Station 51 financing and possibly restructuring the original loan parameters with the help of our current lessor. Finally, Kim reminded all Form 700 filers that their forms must be completed by April 1, 2020 to avoid a penalty. This can be done online on the Placer County website (<https://edisclosure.placerelections.com/>).

There was no public comment. There was no comment from the Board.

Upon motion by Director Correa, seconded by Director Loverde, the Board approved the finance report dated January 28, 2020, account detail, purchases journal, breakdown of CalCard purchases, and the payroll report for November and December 2019 as presented. The vote was five in favor.

12. Staff Reports

- 12.1 Fire Chief
- 12.2 Operations Chief
- 12.3 Fire & Life Safety / Forest Fuels / PIO
- 12.4 Emergency Medical Services
- 12.5 Safety & Logistics / Facilities
- 12.6 Training & Technical Rescue

Staff reports were reviewed and no action was taken.

12. Approval of Minutes from the regular Board meeting held December 3, 2019.

Upon motion by Director Correa, seconded by Director Doyle, the Board approved the Minutes from the Regular Board meeting held December 3, 2019. The vote was five in favor.

13. Board Comments/Information Items.

There were no comments or informational items to add to the February 25, 2020 agenda.

14. Next Board Meeting and Other Important Dates.

- *February 25, 2020*
- *March 24, 2020*
- *April 28, 2020*
- *May 1, 2020 at the North Tahoe Event Center, Kings Beach*

15. Board Comments/Information Items.

- a. Board education opportunities – See Kelly for the booklet from CSDA. Each Board member was given a registration form.
- b. Power gurney demo and NarcBox demo before the Closed Session Item – Only the power gurney demo was presented because of the lateness of the meeting.

There was a short break from 8:18-8:23 p.m. for the power gurney demo.

Closed session began at 8:25 p.m.

16. CLOSED SESSION ITEM:

- c. PUBLIC EMPLOYMENT: FIRE CHIEF - Board of Directors will meet with the Fire Chief and discuss the process for the annual evaluation of the Fire Chief, a public employee. Cal. Gov. Code 54957(b) and Cal. Gov. Code sec. 54957.5(e).

Closed session ended at 8:48 p.m. No action was taken.

17. Adjournment. *The meeting was adjourned at 8:48 p.m.*