

**NORTH TAHOE FIRE PROTECTION DISTRICT**

Board of Directors

Regular Meeting

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

**Tuesday**

**April 28, 2020 – 4:30 p.m.**

**MINUTES**

NOTE: This meeting was held virtually via GoToMeeting as permitted by the Governor's Executive Order regarding COVID-19.

**1. Call to Order**

*The meeting was called to order at 4:33 p.m. by President Baffone.*

**Roll Call**

**Attending:**

Board Present (via GoToMeeting)

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

Staff Present (via GoToMeeting)

Fire Chief Schwartz (Station 51)

Legal Counsel Steve Gross

Division Chief Steve Leighton (Station 51)

Division Chief Steve McNamara (Station 51)

Director of Finance and Administration Kim Eason (Station 51)

Battalion Chief Alan Whisler (Station 51)

Battalion Chief Scott Sedgwick

Battalion Chief Sarah Lagano (Station 51)

Captain Jamye Stowell (Station 51)

Mechanic II/III Joe Parle

Facilities Coordinator Tim Schrader

Forest Fuels Coordinator Eric Horntvedt (Station 51)

Administrative Assistant I/Clerk of the Board Kelly McElravey (Station 51)

Public (via GoToMeeting)

Ellie Beals

Jennifer Lemke

**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**

There was no public comment.

**5. Correspondence**

- Letter to House and Senate representatives regarding the economic impact of COVID-19 on local government services and employees

There was no public or Board comment.

**6. Consider casting ballot for four expiring positions on the Fire Agencies Self Insurance System (FASIS) Board of Directors.**

Every year we vote for alternating candidates for the FASIS Board. FASIS is a member-driven joint powers authority designed to be a viable alternative to the commercial insurance market. FASIS currently consists of approximately two hundred fire and community services districts. We are members and utilize their worker's comp insurance coverage (Athens Administrators is our worker's comp administrator).

An election is to be held to fill four positions on the FASIS Board of Directors that will expire on June 30, 2020. Each position's new term will be from July 1, 2020 through June 30, 2023. FASIS staff prepared and mailed a ballot to each member, with ballots due back to FASIS by May 8, 2020.

Ellie Beals and Jennifer Lemke researched the candidates listed below for the Meeks Bay Fire Board. It was determined that they voted for all, except Mark Heine.

Candidates:

- \*American Canyon Fire Protection District – Mr. Glen Weeks, Fire Chief
- \*Southern Marin Fire Protection District – Mr. Tom Perazzo, Director
- \*Sonoma County Fire District – Mr. Mark Heine, Fire Chief
- \*Cloverdale Fire Protection District – Ms. Carol Giovanatto, Board President
- South Placer Fire District – Mr. Gary Grenfell, Director

\*Incumbent

*Upon motion by Director Doyle, seconded by Director Ragan, the Board cast their votes for four expiring positions on the FASIS Board of Directors as follows: Mr. Glen Weeks, American Canyon Fire Protection District, Mr. Tom Perazzo, Southern Marin Fire Protection District, Ms. Carol Giovanatto, Cloverdale Fire Protection District, Mr. Gary Grenfell (South Placer Fire Protection District). A roll call vote was taken. The vote was five in favor:*

*Ayes: Director Baffone, Director Correa, Director Doyle, Director Loverde, Director Ragan*

*Noes: None*

*Abstain: None*

*Absent: None*

**7. Report from Legal Counsel regarding his research of the process and timeline of having Board members elected at large rather than by Trustee Area.**

At the regular meeting held on March 24, 2020, direction was given by the Board to Legal Counsel to research the process and timeline of having Board members elected at large rather than by Trustee Area. The Board requested this item be added to the agenda for the April 28, 2020 Board meeting.

Legal Counsel Steve Gross summarized his memorandum. If the Board decides to change the type of voting, it would need to pass a resolution to add it to the ballot and submit it to the Placer County Elections office by July 1. Secondly, more districts are moving away from at large to division per the Voting Rights Act of 2001. He recommends keeping the voting as by division.

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

Mr. Gross confirmed with the Board that no action is required to be taken if they accept the memorandum as presented and do not want to change the way Directors are elected. The Board agreed to accept the memorandum as presented and maintain the way Directors are elected.

**8. Consider Resolution No. 04-2020 authorizing emergency spending due to COVID-19 pandemic.**

On March 4, California Governor Newsom declared a state of emergency for conditions caused by COVID-19, and on March 11, the World Health Organization declared COVID-19 a global pandemic. As a result of this, a threat to public health and safety of the north and west shores of Lake Tahoe has created conditions of extreme peril to the safety of persons and property within the District's service area, which are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of the District. In order to utilize all resources necessary to respond to the impacts of the Local Emergency.

There was a Q&A session between Board and staff.

President Baffone paused for public comment since there were 15 people on the virtual meeting. There was no public comment.

*Upon motion by Director Ragan, seconded by Director Loverde, the Board approved Resolution 04-2020 authorizing emergency spending due to COVID-19 pandemic. A roll call vote was taken. The vote was five in favor:*

*Ayes: Director Baffone, Director Correa, Director Doyle, Director Loverde, Director Ragan.*

*Noes: None*

*Abstain: None*

*Absent: None*

**9. Finance Report**

- 9.1 Purchases Journal
- 9.2 Breakdown of CalCard purchases
- 9.3 Gross payroll totals
- 9.4 Account Detail Report

## **Administrative Report**

Kim's report noted that March was a very different month for the Administrative Division. As we began dealing with the COVID-19 pandemic, our usual day to day routines were beginning to change. We closed all stations to the public and began the first of many days being inundated with information and constantly adapting to the changing environment around us. The Administrative staff has done a great job adjusting to this ever-changing situation. I want to thank the Administrative Department and all NTFPD staff for their flexibility and dependability during this time. In between the numerous FEMA, CalOES, CalPERS, etc. webinars, we also began looking into options for credit card processing for the District. We are continuing to investigate the various options and hope to make a decision in the near future.

Kim also noted that:

- We are ¾ of the way through the year with revenue and expenditures are on track
- GEMT QAF payments are not being included in the monthly billing as we were told would happen beginning in 19/20. We are being billed for the fee separately and are having to book it as an expense this fiscal year. This is why the account is over budget. The GEMT repay that was discussed last month is reflected in the revenue numbers in the Account Detail and on the Purchases Journal.
- Regarding the \$125,000 wire transfer to DHCS, Kim explained that this is the initial IGT payment, and we expect to receive the funding repayment in May.
- IGT is a 50/50 match to federal funds. We give money to the state, the state takes it to the federal government, and then more money is returned to us.

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

Director Ragan commented that Kim is doing a great job in keeping us informed. Director Doyle said it is a good sign of good bookkeeping when there are no questions.

*Upon motion by Director Correa, seconded by Director Ragan, the Board approved the finance report dated April 28, 2020, account detail, purchases journal, breakdown of CalCard purchases, and the payroll report for March 2020 as presented. A roll call vote was taken. The vote was five in favor:*

*Ayes: Director Baffone, Director Correa, Director Doyle, Director Loverde, Director Ragan.*

*Noes: None*

*Abstain: None*

*Absent: None*

## **10. Staff Reports**

10.1 Fire Chief

10.2 Operations Chief

10.3 Fire & Life Safety / Forest Fuels / PIO

10.4 Emergency Medical Services

10.5 Safety & Logistics / Facilities

10.6 Training & Technical Rescue

*Staff reports were reviewed and no action was taken.*

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

**11. Approval of Minutes from the regular Board meeting held March 24, 2020.**

No changes or corrections were requested from the Board or the public.

*Upon motion by Director Correa, seconded by Director Doyle, the Board approved the Minutes from the Regular Board meeting held March 24, 2020. A roll call vote was taken. The vote was five in favor:*

*Ayes: Director Baffone, Director Correa, Director Doyle, Director Loverde,  
Director Ragan.*

*Noes: None*

*Abstain: None*

*Absent: None*

**12. Next Board Meeting and Other Important Dates.**

- *May 26, 2020 – regular Board meeting (NOTE: This is the day after Memorial Day Weekend.)*
- *June 23, 2020 – regular Board meeting*
- *July 13, 2020 – Candidate filing begins (Trustee Areas 1, 3, and 5 (Directors Baffone, Correa, and Loverde, respectively)*
- *August 7, 2020 – Close of regular candidate filing period*

**13. Board Comments/Information Items.**

Director Doyle asked if we need to do the resolution regarding vacancies. It can be approved next month.

Chief Schwartz commented that Battalion Chief Lagano did a great job with the fire on Park Avenue.

Directors Baffone and Loverde will be meeting tomorrow with recruitment companies regarding the Fire Chief position.

There were no other comments or informational items to add to the May 26, 2020 agenda.

**14. Adjournment.** *The meeting was adjourned at 6:40 p.m.*