

**NORTH TAHOE FIRE PROTECTION DISTRICT**

Board of Directors

Regular Meeting

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

**Tuesday**

**December 3, 2019 – 4:30 p.m.**

**MINUTES**

**1. Call to Order**

*The meeting was called to order at 4:34 p.m. by Vice President Ragan.*

**Roll Call**

**Attending:**

Board Present

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

Staff Present

Fire Chief Schwartz

Legal Counsel Steve Gross

Division Chief Steve Simons

Division Chief Steve Leighton

Division Chief Steve McNamara

Director of Finance Kim Eason

Battalion Chief Scott Sedgwick

Battalion Chief Alan Whisler

Captain Naman Beatie

Captain Nikki Wagner

Engineer Brent Armstrong

Engineer Rhett Stemmler

Firefighter Jordan Carter

Firefighter Michael Sacci

Fire Prevention Officer II David Rodriguez

Forest Fuels Coordinator Eric Horntvedt

Public Information Officer Erin Holland

Administrative Assistant I Blanca Lundin

Fire Prevention Officer I Talina Sky

Administrative Assistant I/Clerk of the Board Kelly McElravey

Public

Ellie Beals

Matt Homolka

Vinton Hawkins

Ellie Waller

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

Battalion Chief Sedgwick added an item as 4.a. to present an AED to Vinton Hawkins from Boatworks at Tahoe, LLC. There were no other changes, and the agenda was approved as amended.

## **3. Pledge of Allegiance**

## **4. Public Comment**

See thank you notes included in the Board packet.

**a. Presentation of AED to Vinton Hawkins, Boatworks at Tahoe, LLC.** – Moved later in the meeting when Vinton arrives. (This item was heard after Item 6 at 4:56 p.m.)

Battalion Chief Scott Sedgwick presented an AED to Vinton Hawkins of Boatworks at Tahoe, LLC to install in the Boatworks Mall. This is another example of our efforts to increase cardiac survivability in our community. Thank you to Boatworks at Tahoe, LLC for becoming a partner.

## **5. Public Hearing on the Capital Facilities and Mitigation Fee Expenditure Plan for fiscal year 2019/2020.**

Chief Schwartz reminded the Board that the District must maintain a current Capital Facilities and Mitigation Fee Plan. The Plan is revised every five years, which was last completed in FY 2018/2019 and it is then, updated annually to reflect any increases in construction costs as reflected by the Construction Cost Index (CCI). After which the District's updated fee schedule is adopted first by the District's Board of Directors and then accepted by the Placer County Board of Supervisors.

Blanca Lundin presented the updated Mitigation Fee Expenditure Plan for fiscal year 2019/2020. She discussed the fees we collected last year and the proposed fees.

Chief McNamara recommended the Board to adopt Resolution No. 18-2019 to approve the annual update of the Plan. With Board approval, the Plan will then go before the Placer County Board of Supervisors for approval. The Plan will go into effect 60 days after that final approval. He asked the Board to open a Public Hearing and consider approving the annual update of the Plan and adopting Resolution 18–2019.

The public hearing was opened at 4:44 p.m. Public comment was the email from Pat Davidson of CA-TT regarding this topic which was read into the record by the District Clerk. The email read as follows:

“Good morning Blanca – thanks again for your great work preparing the docs and answering my questions last week about the 2020 mitigation fee increase and inflationary adjustment. I have no issues or concerns with the proposal. The only suggestion I can make is that a bold or noticeable header be added to the two fee notices with the effective date for each one so someone can distinguish between the two notices at a glance. I would appreciate it if you can share this email with the Board members since I will not be the meeting tonight. I have cc'ed this to Kelly and Steve. Thanks again for your help and excellent customer service!! Pat”

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

The public hearing was closed at 4:45 p.m.

*Upon motion by Director Doyle, seconded by Director Correa, the Board adopted Resolution 18-2019 regarding Capital Facilities and Mitigation Fee Plan Annual Update for Fiscal Year 2019/2020. The roll call vote was four in favor.*

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

**6. Consider authorizing the Fire Chief or his designee to enter into the Joint Mitigation Wetlands Conservation Easement Agreement between NTFPD and TCPUD.**

Chief Simons (ret.) attended the meeting specifically to address this with the Board and see the project to completion. He explained the need to enter into the Joint Mitigation Wetlands Conservation Easement Agreement between NTFPD and TCPUD. This Agreement relates to the wetlands to the south of Station 51. He then introduced Matt Homolka of the TCPUD to discuss it further.

Matt Homolka thanked Chief Simons for his work on this project. We are awaiting agreement by the California Tahoe Conservancy to finalize. They are not comfortable with the language in the easement document, Recital B that says, “The CTC Board of Directors ... has consented to its recording.”

Chief Simons asked the Board to authorize the Fire Chief or his designee to enter into the Agreement on behalf of the District and to adopt Resolution 19-2019 accepting a Wetlands Conservation Easement from Placer County.

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 Correa, seconded by Director Loverde, the Board adopted Resolution 19-2019 and authorized the Fire Chief or his designee to enter into the Joint Mitigation Wetlands Conservation Easement Agreement between NTFPD and TCPUD. The roll call vote was four in favor.*

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

**7. Consider authorizing the Fire Chief to over hire one Fire Prevention Officer I position.**

Chief McNamara advised the Board that due to the passage of Ordinance 5990-B, which amends Placer County Code Chapter 9 to add Article 9.42 regarding short-term vacation rentals, the District will be providing fire and life safety inspections of all short-term rental properties in the District with District-approved cost recovery. The District has been involved with County staff in the development of this program along with Northstar, Squaw Valley, and Truckee Fire. The expedited nature of this ordinance development with both Placer County and Fire District staff is duly noted and indicative of a high level of cooperation and support.

As a result of the need to provide fire and life safety inspections to an anticipated 2600 to 2800 inspections over three years, District staff is requesting approval to hire one additional Fire Prevention Officer I for the balance of the 2019/2020 budget year. This will allow the District to address the unanticipated and long-term impact to the Fire and Life Safety Division. Chief Schwartz and Staff believe this is a prudent move to help to address this new impact. If approved, the Fire Prevention Officer I would likely be hired by March 1, 2020 allowing training and short-term rental inspection process development to be completed by March 30, 2020.

*The hiring of an additional Fire Prevention Officer I will have little to no impact on this year's budget due to the cost recovery described in attached Exhibit 1. The reflective increase in salaries will be included in the FY 19/20 Budget Revision process. This position is specifically for DSI and VHR inspections.*

Chief McNamara talked about the CO poisoning incident in a short-term rental that happened on Thanksgiving. This short-term rental property was owned by an investment company. There is an investigation in progress with Placer County. He proposes reviewing the applications with Placer County and do spot inspections on the properties used for this purpose.

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 approved the Fire Chief to over hire one Fire Prevention Officer I position for the period of February 1, 2020 through June 30, 2020 and authorized the Fire Chief to over hire as described. The vote was four in favor.*

**8. Division Chiefs'/Director of Finance & Administration's vacation time equity.**

Chief Schwartz explained that, in the course of recruiting executive officers Division Chief Steve Leighton and Director of Finance and Administration Kim Eason at different times, their established vacation leave banks and accrual rates vary considerably. It is in the best interest of the District to have personnel serving at the same level to have parity in their benefits. While this may be within the discretionary powers of the Fire Chief, it does relate back to the Rules and Regulations. As such, Chief Schwartz asked the Board to approve his recommended actions.

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 Correa, seconded by Director Doyle, the Board approved adding seven days of accrued vacation leave to Division Chief Leighton's accrual and changing Director Eason's vacation accrual rate to 120 hours per year. The vote was four in favor.*

**9. Consider accepting the donation of an 18-foot 1958 Chris Craft wooden boat with a value of \$35,000 from Lawrence Reardon.**

Chief Schwartz explained that the District was contacted by Mr. Reardon's son to accept our donation of an 18-foot 1958 wooden Chris Craft boat with a value of \$35,000 from his father, Lawrence Reardon, as a tax write-off for them. Chief Leighton and PIO Holland coordinated this effort with the Reardons.

Chief Leighton spoke regarding his interaction with the General Manager of Sierra Boat Company. Sierra Boat Company has agreed to store the boat, repair the engine, sell it, and split the proceeds in the District's favor.

Chief Schwartz asked the Board to accept this donation to the District and authorize him or his designee to send a letter to Lawrence Reardon thanking him for the generous donation to that effect. The proceeds from the sale of this antique boat will be entered into the Fire Boat Public Private Partnership Fund.

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 Correa, seconded by Director Loverde, the Board accepted the donation of an 18-foot 1958 wooden Chris Craft boat from Lawrence Reardon, authorized the Chief or his designee to send a letter to Lawrence Reardon thanking him for the generous donation, and authorized the proceeds from the sale of this antique boat to be entered into the Fire Boat Public Private Partnership Fund. 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**

Director of Finance and Administration Kim Eason explained that October proved to be another busy month for the Administrative Division. We were able to wrap up our on-site review for the 2018/2019 year-end Audit. We are now waiting on the draft report to proceed and hope to present the final report to the Board in January 2020. We received a draft report of the CalPERS audit regarding Temporary Upgrade Pay. CalPERS did have a finding regarding our calculation of Temporary Upgrade Pay. The District disagreed with this finding and submitted an official response to CalPERS with our stance. We will not know if the finding is reversed until we receive the final report. At this time, CalPERS has not given us a timeframe on when we can expect the final report to be issued. We are still working on the GEMT audits for 2015/2016 & 2016/2017. We still have not received any updates from GEMT on when they expect to complete

their review. The reporting issues with the County seem to have all been rectified. We plan to do a final audit in November once we receive the monthly reports from Placer County.

We will get an additional amount than originally expected per the GEMT auditors.

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

*Upon motion by Director Doyle, seconded by Director Loverde, the Board approved the finance report dated December 3, 2019, account detail, purchases journal, breakdown of CalCard purchases, and the payroll report for October 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 November 5, 2019.**

*Upon motion by Director Doyle, seconded by Director Correa, the Board approved the Minutes from the Regular Board meeting held November 5, 2019. The vote was three in favor; one abstained.*

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

There were no comments or informational items to add to the January 28, 2020 agenda.

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

- January 28, 2020 – regular Board meeting (fourth Tuesday)
- February 25, 2020
- March 24, 2020
- April 28, 2020
- May 1, 2020 at the North Tahoe Event Center, Kings Beach

**15. Adjournment.** *The meeting was adjourned at 6:37 p.m.*