

**NORTH TAHOE FIRE PROTECTION DISTRICT**

Board of Directors

Regular Meeting

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

**Tuesday**

**December 1, 2020 – 4:30 p.m.**

**MINUTES**

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

**1. Call to Order**

*The meeting was called to order at 4:32 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

Legal Counsel Steve Gross

Assistant Chief Steve Leighton

Division Chief Steve McNamara

Director of Finance and Administration Kim Eason

Battalion Chief Alan Whisler

Battalion Chief Scott Sedgwick

Forest Fuels Coordinator Eric Horntvedt

Public Information Officer Erin Holland

Station 51 – no names associated with this ID

Mechanic II/III Joe Parle

Administrative Assistant I/Clerk of the Board Kelly McElravey

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. No public comment.

**3. Pledge of Allegiance**

**4. Public Comment**

President Baffone asked and paused for public comment. There was none.

**5. Correspondence**

President Baffone went over the thank you notes received since the last Board meeting. He then asked for public comment. There was no public comment or Board comment.

**6. Introduce and waive the full reading of Ordinance 01-2021 regarding NTFPD setting fees for cost recovery of Fire & Life Safety activities**

Division Chief McNamara introduced Ordinance 01- 2021, which is being presented to add additional categories and adjust some of the amounts based on the time required to complete certain tasks. He said we’re not increasing any fees, but we are adding a few items, including a service fee. 99% of payments received is via credit card. With the help of Steve Gross, Kelly, and Shawn Crawford, we won’t have to have the restrictive process of the ordinance when we raise the fees in the future. We can do that via resolution. He recommends reading the title and waiving a full reading of Ordinance 01-2021. A public hearing and vote will occur at the January 26, 2021 meeting. We provided a copy of the Ordinance to CA-TT, and it will be in the newspaper. No changes are anticipated.

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 Loverde, seconded by Director Ragan, the Board approved Ordinance 01-2021 as presented and waived the full reading of the ordinance. A roll call vote was taken. The vote was five in favor:*

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

**7. Monthly Update regarding ambulance service along the 89 and 267 corridors**

At the regular meeting held on May 26, 2020, the Board requested a monthly update regarding ambulance service along the 89 and 267 corridors. Chief Leighton provided an update. Northstar’s recommendation is to continue to have Truckee Fire and North Tahoe Fire provide ambulance transport services. They will repeat their study within five years to see if changes justify a different decision. They will also be setting aside \$50,000-\$75,000 to offset the initial costs if things change. At a meeting with the Eastern JPA Chiefs at Station 51 on November 5, Olympic Valley Fire Chief Riley stated that no further action will be taken until an ambulance study is conducted. We have kept this on the agenda for several months and will be monitoring the situation if things change.

Fire Chief acknowledged Chief Seline and Mike Geary (GM for SV) and Chief Riley. Great conversation. Best for the whole public, not just the valley. Pivotal moment. Partnership with Truckee was instrumental in coming to a cooperative agreement. Also educated Placer County and LAFCO. Thanked counsel for that as well. Not unprepared in case it arises in the future. Everybody agrees with the process.

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.

## **8. Finance Report**

- 8.1 Purchases Journal
- 8.2 Breakdown of CalCard purchases
- 8.3 Gross payroll totals
- 8.4 Account Detail Report

## **Administrative Report**

October was once again a busy month in the Administrative Division. We began the 2019/2020 year-end audit with McClintock Accountancy. We are in the final stages of the 2016/2017 Ground Emergency Medical Transportation (GEMT) audit, and we are continuing to work on the 2017/2018 GEMT audit. All of this did not stop the Admin team from participating in a UTV training with Operations. Director Eason thanked Assistant Chief Leighton, Battalion Chief Whisler, Captain Beatie, Engineer Hollingsworth, Firefighter Bartow, and Firefighter Hansen for a fun and safe training.

Director Eason then presented the financial reports. IGT 2017/2018 completed final calculations and no additional funding required. She anticipates the same result next year.

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

*Upon motion by Director Ragan, seconded by Director Loverde, the Board approved the finance report dated December 1, 2020, purchases journal for October, breakdown of CalCard purchases for September, and the payroll report for September 2020, and the account detail for October, as presented. A roll call vote was taken. The vote was five in favor:*

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

## **12. Staff Reports**

- 12.1 Fire Chief
- 12.2 Assistant Chief
- 12.2 Fire & Life Safety / Forest Fuels / PIO / Facilities
- 12.3 Emergency Medical Services
- 12.4 Safety & Logistics
- 12.5 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.

**13. Approval of Minutes from the regular Board meeting held November 3, 2020.**

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

*Upon motion by Director Loverde, seconded by Director Ragan, the Board approved the Minutes from the Regular Board meeting held November 3, 2020. A roll call vote was taken. The vote was five in favor:*

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

*Noes: None*

*Abstain: None*

*Absent: None*

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

- a. December 31, 2020 – AB1234 Ethics Certs should be renewed by this date (Baffone, Loverde, Ragan)
- b. January 26, 2021 - regular Board meeting

**16. Board Comments/Information Items.**

President Baffone asked for any additions to the agenda next month. There were none.

Chief Schwartz reminded all that on January 15, 2021, Chief Leighton will be resuming his 90 days responsibilities for the District. Chief Schwartz will be on vacation, and he will be in the audience, but during January, February, and March, Chief Leighton will perform the Fire Chief's duties, including leading the Board meetings with President Baffone. When Chief Schwartz returns from vacation, he will begin wrapping up his duties for the year. Rules and Regulations, Section 31 says:

**31. Management Personnel** - Any employee having been granted the authority to exercise all of the following; (1) independent judgment, (2) initiate recall, (3) assign personnel functions or responsibilities, (4) discipline other employees and (5) assume the duties of the Fire Chief when required.

The Fire Chief designates the Assistant Chief to handle his duties while he is on extended leave. A resolution will be presented next month for the Board's consideration to grant the Assistant Chief authority to carry out those duties, including signing grants. If necessary, the Fire Chief will authorize Kelly to apply his electronic signature. He and Chief Leighton meet every Thursday to discuss transitioning duties. Chief Schwartz intends to send a letter to the Board members acknowledging the transition.

While the Fire Chief is out, the chain of command will be to send emails directly to the Assistant Chief. If something needs to be brought to Chief Schwartz's attention, he should be copied. Otherwise, Chief Leighton will notify Chief Schwartz if he needs direction/clarification on a particular issue.

**17. Adjournment.** *The meeting was adjourned at 6:07 p.m.*