

NORTH TAHOE FIRE PROTECTION DISTRICT

Board of Directors

Regular Meeting

NTPFD Station 51 Public Safety Center

222 Fairway Drive, Tahoe City, California

Tuesday

March 23, 2021 – 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 4:33 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 Mike Schwartz

Acting Fire Chief Steve Leighton

Legal Counsel Steve Gross

Division Chief Steve McNamara

Director of Finance and Administration Kim Eason

Battalion Chief Alan Whisler

Battalion Chief Scott Sedgwick

Battalion Chief Sarah Lagano

Station 52 – Captain Jamie Sheppard and Firefighter Marshman

Station 53 – Captain Farrell and Engineer Boyd

Forest Fuels Coordinator Eric Horntvedt

Public Information Officer Erin Holland

Mechanic II/III Joe Parle

Administrative Assistant I/Clerk of the Board Kelly McElravey

Public (via GoToMeeting)

Ellie Beals

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** – There was no public comment.

5. Approval of Minutes from the regular Board meeting held February 23, 2021.

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

Upon motion by Director Doyle, seconded by Director Correa, the Board approved the Minutes from the Regular Board meeting held February 23, 2021. 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*

6. Correspondence

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

7. Public Hearing and Adoption of Proposed Ordinance No. 02-2021 Updating Director Compensation for Attendance at Meetings

Public Hearing Opened at 4:39 p.m.

President Baffone explained that we did not increase the compensation in 2020. Should the Board choose to adopt Ordinance 02–2021, the rate in effect for fiscal year 2021-2022 will be \$251.04, however, any director may elect to be compensated \$20.00 per day for each day’s attendance at meetings of the Board, or for each day’s service rendered as a member of the Board by request of the Board, and be provided health care coverage by the District on terms comparable to those offered full time administrative employees of the District based on health care enrollment eligibility.

If adopted, this change will go into effect July 1, 2021.

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

The Public Hearing was closed at 4:40 p.m.

Upon motion by Director Ragan, seconded by Director Loverde, Ordinance 02-2021 was adopted by the following roll call vote:

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

8. Approval of corrected minutes for December and January Board meetings to accurately reflect the financial report dates

It was recently discovered that there is a typo in the minutes for the December 1, 2020 Board meeting. In the motion for Item 8, the date for the payroll report should have been October 2020.

It was also recently discovered that there is a typo in the minutes for the January 26, 2021 Board meeting. In the motion for Item 16, the dates for the purchases journals should have December added, and for the CalCard purchase statements, the months should have been for October and November 2020.

Upon motion by Director Ragan, seconded by Director Baffone, the Board approved the corrected minutes for the December 1, 2020 and the January 26, 2021 Board meetings to accurately reflect the financial report dates. A roll call vote was taken. The vote was five in favor:

*AYES: Directors Baffone, Correa, Doyle, Loverde, and Ragan
NOES: None
ABSENT: None
ABSTAIN: 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 reported that, once again, the Administrative Division remained busy in February. We continued working on the 2017/2018 Ground Emergency Medical Transportation (GEMT) audit. The auditors needed clarification on some of the additional information they had requested, which has been provided to them. We are now waiting to hear back from the auditors to see if they have any additional questions or if we can schedule our exit interview, which is the final step in the audit. We have not yet been able to reconcile the Placer County Treasury account for February. Placer County had some posting errors that they are working to correct and they hope to have it updated by the end of March. There are still a few of our Form 700 filers that have not filed. Please get your forms completed by April 1, 2021 to avoid a penalty. This can be done online on the Placer County website (<https://edisclosure.placerelections.com/>).

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 Correa, the Board approved the finance report dated March 23, 2021 and Items 9.1-9.4, 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*

10. Staff Reports

- 10.1 Acting Fire Chief
- 10.2 Fire & Life Safety / Facilities / Forest Fuels / PIO
- 10.3 Emergency Medical Services
- 10.4 Safety & Logistics
- 10.5 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.

11. Next Board Meeting and Other Important Dates

- April 27, 2021
- May 25, 2021
- June 22, 2021

President Baffone asked and paused for public comment since there were 19 people on the virtual meeting. There was no public comment.

12. Board Comments/Information Items.

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

President Baffone asked and paused for public comment since there were 19 people on the virtual meeting. There was no public comment.

13. Appointment of Designated Representatives for Labor Negotiations with unrepresented employee - Fire Chief

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

Upon motion by Director Baffone, seconded by Director Correa, the Board appointed Director Ragan and Director Doyle to engage as designated representatives for labor negotiations with the unrepresented employee. 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*

14. CLOSED SESSION ITEMS:

Closed session began at 5:32 p.m. and ended at 6:32 p.m.

- a. PUBLIC EMPLOYEE APPOINTMENT: Fire Chief – To consider appointment of the Fire Chief. Cal. Gov. Code section 54957
- b. CONFERENCE WITH LABOR NEGOTIATORS: District Designated Representatives: Those persons designated pursuant to agenda item 13 above; Unrepresented Employee: Fire Chief. Cal. Gov. Code section 54957.6

15. Report of action taken in closed session. *No action was taken in closed session.*

16. Adjournment. *The meeting was adjourned by President Baffone at 6:33 p.m.*