

# NORTH TAHOE FIRE PROTECTION DISTRICT

Board of Directors  
Regular Meeting  
NTFPD Station 51 Public Safety Center  
222 Fairway Drive, Tahoe City, California

**Tuesday**  
**August 24, 2021 – 4:30 p.m.**

## MINUTES

- 1. Call to Order** - *The meeting was called to order at 4:31 p.m. by President Baffone.*

### **Roll Call**

#### **Attending:**

##### Board Present (via GoToMeeting)

Directors Baffone, Correa, Doyle, Loverde (4:37 pm-6 pm), and Ragan. A quorum was established.

##### Staff Present (via GoToMeeting)

Fire Chief Steve Leighton  
Legal Counsel Steve Gross  
Division Chief Alan Whisler  
Division Chief Steve McNamara  
Director of Finance and Administration Kim Eason  
Battalion Chief Naman Beatie  
Battalion Chief Sarah Lagano  
Battalion Chief Scott Sedgwick  
Captain Brent Armstrong  
Captain Jeremiah Meadows  
Captain Jamye Stowell  
Captain Jamie Sheppard  
Mechanic II/III Joe Parle  
Engineer Curtis Smith  
Firefighter/Paramedic Kate Butler  
Forest Fuels Coordinator Eric Horntvedt  
PIO Erin Holland  
Administrative Assistant I/Clerk of the Board Kelly Martin

##### Public (via GoToMeeting)

Jennifer Lemke

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

Director Loverde requested an update on the Caldor fire before he has to leave at 6 pm. There were no other 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 June 22, 2021 and special Board meeting held July 6, 2021.**

No change or correction was requested from the Board. There were no comments from the public.

*Upon motion by Director Doyle, seconded by Director Correa, the Board approved the Minutes from the Regular Board meeting held June 22, 2021 and the special Board meeting held July 6, 2021 as presented. A roll call vote was taken. The vote was four in favor:*

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

*Noes: None*

*Abstain: None*

*Absent: Director Loverde*

6. **Correspondence**

President Baffone recognized and commended the crew mentioned in the thank you note that was received since the last Board meeting. He then asked for public comment. There was no public comment.

7. [Consider Resolution 08–2021 authorizing the Board President and the Fire Chief to enter into a five-year lease purchase agreement for a 2020 Dodge 4x4 3500 ambulance](#)

Currently, we have five ambulances in service and one in reserve. The Board previously approved the lease purchase of an ambulance (M-109) in the 2020/2021 Budget but due to the COVID-19 pandemic, production was delayed. The ambulance is now available through Braun Northwest, the District's sole source ambulance provider. It is a 2020 Braun North Star Ambulance on a Ram 3500 4x4 Chassis.

The lease purchase of this ambulance was carried forward and approved in the 2021/2022 Preliminary Budget. The cost of the ambulance is \$187,156.61, which the District will be financing through Community Leasing Partners.

President Baffone asked and paused for public comment since there were 18 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 adopted Resolution 08-2021 and authorized the Board President and Fire Chief to enter into a five-year Lease Purchase Agreement for \$187,156.61 with Community Leasing Partners, as included in the budget and apparatus replacement schedule for a new ambulance (M-109). A roll call vote was taken. The vote was four in favor:*

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

*Noes: None*

*Abstain: None*

*Absent: None*

8. [Consider approving recruitment process and potential hiring of an administrative position in anticipation of upcoming retirement](#)

Finance Director Eason explained that due to the upcoming retirement of Office Manager, Shawn Crawford, who is the sole employee for Meeks Bay Fire Protection District, staff would like to request permission from the Board to approve recruitment and hiring of an additional administrative position. Meeks Bay canceled their August meeting, and due to the timing of the September and October Board meetings, we'd like to start the recruitment and hiring process before Shawn's last day, which is November 5. This will help us restructure our admin division.

This position will help absorb the duties for Meeks Bay Fire Protection District that will be placed upon North Tahoe Fire Protection District staff. The specifics of the reimbursement still need to be ironed out between the two Districts, but the existing office manager salary has been included in the Meeks Bay Fire budget. At this time, staff would like to be able to begin the recruitment process for an administrative position, but the actual hiring would not take place until the Districts have finalized the reimbursement process.

President Baffone asked and paused for public comment since there were 19 people on the virtual meeting. There was no public comment. There was a Q&A session between Board and staff.

*Upon motion by Director Ragan, seconded by Director Doyle, the Board approved recruitment and potential hiring of an administrative position after reimbursement process is finalized. A roll call vote was taken. The vote was four in favor:*

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

9. **Meeks Bay Fire and North Tahoe Fire Fiscal Impact Analysis**

Chief Leighton gave the history of the potential unification of the two Districts starting from April 5, 2014 to present. On March 3, 2021, EDC LAFCO requested Placer Co LAFCO handle consolidation. There are increased costs to Meeks Bay Fire if it decides to be a stand-alone District. In 2018, the study done by ESCI also had a fiscal impact study. Chief Leighton met with Meeks Bay Fire Board President Miller and North Tahoe Fire Board President Baffone and feels that now is the time to bring it to the full Board's attention. It is up to both Boards to give direction to staff.

Chief McNamara added this item is for informational purposes only. He is hoping that the RFP will increase the confidence of the Board about the financials as LAFCO will mandate per the Government Code.

At the June 16, 2021 regular meeting of the Meeks Bay Fire Protection District Board of Directors, a motion was unanimously passed to authorize staff to create a Request for Proposal (RFP) and disseminate same. The purpose of the RFP is to analyze the fiscal wellness of: 1) the Meeks Bay Fire Protection District and North Tahoe Fire Protection District currently, 2) the Meeks Bay Fire Protection District and North Tahoe Fire Protection District after ten years, and 3) North Tahoe Fire Protection District after potential annexation/consolidation with Meeks Bay Fire Protection District. The RFP will be used for the Plan For Services required by LAFCo to determine a need for a benefit assessment. The cost for the analysis will be included in the final budget.

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

This was an informational item only. No Board action was taken.

#### **10. OES Type 6 Engine**

Chief Whisler explained that, in 2001, we had an engine to surplus our engines for a no-cost obligation, but we had to send it out for wildfires. There's a five-year contract on this OES Type 6 engine. We don't get reimbursed for the engine, but we will get reimbursed for wages.

The State of California Office of Emergency Services (OES) oversees the auto aid agreements throughout the State of California. To help with the Auto aid, OES has a fleet of Type 1, Type 3 and Type 6 engines. To help departments out and to help the state out, OES will assign one of these engines to a department with minimal cost for the equipment. The department would be responsible for any maintenance that costs under \$100 (not \$500 as stated in the cover letter), and anything over \$100 (not \$500 as stated in the cover letter) the OES would pick up the cost. OES does not charge us to store the engine, and they allow us to use it as a back-up piece of equipment (i.e., Station 53).

The District is currently in talks with OES to use a Type 6 engine for our District. We just received the five-year contract for review, which has a 14-day no cost cancellation if it turns out we don't want it. OES understands that we are only able to send one engine out at a time, and our decision will be based on that. It is available on a first-come, first-serve basis. If it's not working out for us, they'll take it back. We will be able to send it to Station 53, but we can't send it to Reno. It is currently set up for an OES Type 6 engine with extrication tools.

Chief Leighton added that it allows us to utilize a Type 6 fire engine in our district. It is easier to maneuver in smaller spaces. We're getting the opportunity to try out for free.

President Baffone asked and paused for public comment since there were 19 people on the virtual meeting. There was no public comment. There was a Q&A session between Board and staff.

This was an informational item only. No Board action was taken.

#### **11. Approval of CALFIRE Grant**

PIO Holland presented this item. The current emergency evacuation guide is due for a "refresh". The project was previously funded by CALFIRE in 2016. At that time, the cost was \$43,000 with a \$3,000 match from District. Now we just need to refresh the packet and not start from scratch. Updates will include: adding information about Public Safety Power Shut offs, red flag warnings, etc., to update for safety purposes. CALFIRE reached out to us. We provided an invoice, and they wrote us a check. Staff is requesting Board approval to move forward with the project.

CAL FIRE has offered North Tahoe Fire grant funding to be used for updating the Emergency Preparedness and Evacuation Guide. The amount of the grant is \$8,500, and there is no requirement of matching funds from the District. The Emergency Preparedness and Evacuation Guide was last updated in 2016 with funding provided by CAL FIRE.

President Baffone asked and paused for public comment since there were 20 people on the virtual meeting. There was no public comment. There was a Q&A session between Board and staff.

*Upon motion by Director Ragan, seconded by Director Loverde, the Board authorized the Fire Chief or his designee to accept the grant from CAL FIRE and associated funds (\$8,500) and approve expenditure of funds. A roll call vote was taken. The vote was four in favor:*

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

**NOTE: The following portion of the Fire Chief’s report was moved up so Director Loverde could hear it before he had to leave for another meeting at 6 pm**

Chief Leighton updated the Board regarding the Caldor Fire.

President Baffone asked and paused for public comment since there were 20 people on the virtual meeting. There was no public comment. There was a Q&A session between Board and staff.

**12. Finance Report**

- 12.1 Purchases Journal
- 12.2 Breakdown of CalCard purchases
- 12.3 Gross payroll totals
- 12.4 Account Detail Report

June was once again a busy month for the Administrative Division. We transitioned from working on the 2021/2022 preliminary budget to working on the 2021/2022 final budget that will be presented to the Board at the September meeting. The County hopes to have revenue estimates to us in early September which doesn’t give much time before the final budget is due. We continued working on the 2020/2021 year-end procedures and preparing for the annual audit. We will continue to post revenues and expenditures in the 2020/2021 financials through September 30, 2021. After this time, we can finalize the close of the fiscal year and prepare the documents for the auditors to review. We have not received any additional updates related to the 2017/2018 Ground Emergency Medical Transportation (GEMT) Audit. We hope to hear from the Department of Health Care Services (DHCS) in the near future so we can finalize this audit. We were also notified by Braun that the ambulance that has been on back-order due to COVID-19 is finally ready for pick up. Financing for this lease was secured and the documents are being presented at the Board meeting tonight.

There was a Q&A session between Board and staff. President Baffone then asked and paused for public comment on the virtual meeting. There was no public comment. (19 online)

*Upon motion by Director Baffone, seconded by Director Ragan, the Board approved the finance report dated August 24, 2021 and the supporting Items 12.1-12.4, as presented. A roll call vote was taken. The vote was five in favor:*

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

**13. Staff Reports**

- 13.1 Fire Chief
- 13.2 Division Chief-Operations/Training
- 13.3 Division Chief-Fire & Life Safety / Forest Fuels / PIO
- 13.4 Emergency Medical Services
- 13.5 Safety & Logistics

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

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

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

- *September 28, 2021 – regular Board meeting*
- *October 26, 2021 – regular Board meeting*
- *November 2, 2021 - regular Board meeting*
- *December 7, 2021 Board meeting*

**15. Board Comments/Information Items**

There was no additional Board comment or additional items to add to the September 28 agenda. President Baffone then asked and paused for public comment since there were 19 people on the virtual meeting. There was no public comment.

**16. Adjournment.** *The meeting was adjourned by President Baffone at 6:54 p.m.*