

# NORTH TAHOE FIRE PROTECTION DISTRICT

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

**Tuesday**  
**June 22, 2021 – 4:30 p.m.**

## MINUTES

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 (arrived 4:47 p.m.), Doyle, Loverde (arrived 4:35 p.m.), and Ragan. A quorum was established.

##### Staff Present (via GoToMeeting)

Fire Chief Steve Leighton  
Division Chief Alan Whisler  
Legal Counsel Steve Gross  
Division Chief Steve McNamara  
Director of Finance and Administration Kim Eason  
Battalion Chief Naman Beatie  
Captain Jamie Sheppard (arrived 5:14 pm)  
Forest Fuels Coordinator Eric Horntvedt (arrived 4:55 pm)  
PIO Erin Holland  
Administrative Assistant I/Clerk of the Board Kelly Martin

##### Public (via GoToMeeting)

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** – There was no public comment.

5. **Approval of Minutes from the regular Board meeting held May 25, 2021.**

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

*Upon motion by Director Ragan, seconded by Director Loverde, the Board approved the Minutes from the Regular Board meeting held May 25, 2021 with the change to remove*

*Director Eason from the Roll Call attendance list. A roll call vote was taken. The vote was three in favor:*

*Ayes: Directors Baffone, Doyle, Ragan  
Noes: None  
Abstain: None  
Absent: Directors Correa and 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. Preliminary Budget for Fiscal Year 2021/2022**

Chief Leighton introduced this item and expressed his appreciation to the finance team for putting together the preliminary budget presented. The final budget will be reviewed at the public hearing during the September 26 Board meeting. He then turned it over to Director Eason who explained that this preliminary budget allows spending authority until it is tried up in September. It doesn't reflect the actual insurance rates for next year because we don't have them yet. We budgeted to pay CalPERS UAL in full this year to save \$45,000. We do not receive the revenue numbers from the County until September so we used a 3.0% estimate increase for Property Taxes. The Special Tax was estimated using a 3.3% increase due to the per parcel cap per fiscal year, the Fire Suppression Assessment was estimated using a 3.0% increase due to the maximum percentage increase allowed per year, and the CFD Mello-Roos (Ladder Truck O&M) was estimated using a 2.0% increase based on occupancy type caps per fiscal year.

President Baffone asked and paused for public comment since there were 16 people on the virtual meeting. There was no public comment. There was a Q&A session between Board and staff.

*Upon motion by Director Correa, seconded by Director Baffone, the Board adopted the Preliminary Budget for the General Fund for Fiscal Year 2021–2022 as presented in the amount of \$17,856,130. A roll call vote was taken. The vote was four in favor:*

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

## **8. Annual Signature Authorization verification to Placer County**

Chief Leighton explained that Placer County requires us to provide this form to them by June 30 annually even if there are no changes. The changes this year are due to Chief Schwartz retiring and adding Chief Leighton as Fire Chief.

President Baffone asked and paused for public comment since there were 16 people on the virtual meeting. There was no public comment. There was a Q&A session between Board and staff.

*Upon motion by Director Doyle, seconded by Director Correa, the Board authorized the Fire Chief, Board President, and Director of Finance and Administration to sign the annual signature authorization verification. A roll call vote was taken. The vote was four in favor:*

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

**9. Resolution 07-2021 authorizing check signers (Plumas Bank)**

Kim explained that the District currently uses Plumas Bank as its financial institution in conjunction with the Placer County Treasury. The District's current policy requires two signatures on all checks. With the changes at the Fire Chief and Division Chief positions, staff requests adoption of the attached Resolution No. 07-2021 to update and designate the appropriate check signers.

There was no public comment or Board (15 online).

*Upon motion by Director Doyle, seconded by Director Loverde, the Board adopted Resolution 07-2021 authorizing the updated check signers. The roll call vote was four in favor.*

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

**10. Update regarding ambulance service along the Highway 89 corridor (Olympic Valley service area)**

At the May 2020 Board meeting, the Directors requested updates regarding Northstar and Olympic Valley Fire potentially providing ambulance service. Chief Leighton reminded the Directors that in September 2020, Northstar did an internal report and determined it was not cost effective to provide ambulance service now, but they would reconsider in five years. In January 2021, this issue resurfaced with Olympic Valley Fire when Chief Leighton became Fire Chief. OVF wants to continue pursuing discussions. The Eastern Placer County Joint Powers Agreement Fire Chiefs (Northstar Fire, North Lake Tahoe Fire, Olympic Valley Fire, Truckee Fire, Meeks Bay Fire, and North Tahoe Fire) determined it was necessary to do a regional ambulance study to evaluate the residual impacts to the region's emergency services if Olympic Valley implemented patient transport services. On May 17, the final Request For Proposal was sent out to five vendors, with three responding. Two bids are being considered (one at \$59,000 and the other at \$38,000). There are three agencies (Olympic Valley Fire, Truckee Fire, and

North Tahoe Fire) who would share the cost of the study, the amount of which would not exceed \$15,000 per agency. Staff is seeking direction from the Board as to how to move forward with this.

President Baffone asked and paused for public comment since there were 16 people on the virtual meeting. There was no public comment. There was a Q&A session between Board and staff.

*Upon motion by Director Doyle, seconded by Director Ragan, the Board approved staff to spend up to \$15,000 as cost share for a study regarding ambulance service along the Highway 89 corridor. The roll call vote was five in favor.*

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

**11. Homewood Mountain Ski Resort update**

This update and agenda item was requested by Director Loverde. Chief McNamara responded with an overall update and asked if Director Loverde had a specific question about the master plan and ski resort. Director Loverde referred to a letter to Art Chapman from NTF that listed the requirements for approving the Homewood project. He requested an update on the approved plan and settlement.

Chief McNamara said that this project has been going on for 13 years (since 2008), which has including negotiations, meetings, etc. Currently, Phase 1C of the Homewood Master Plan includes 74 residential units. NTF is reviewing their application for compliance with the Fire Code for the First Phase. Fire Chiefs, Fire Marshal, and legal counsel Steve Gross, worked through a development agreement in order to solidify the plan. In discussions regarding the draft development agreement, they are considering that as a will-serve for the project, but the development agreement doesn't mean seven residences will be built between Sacramento and Fawn Streets. Investor marketing is pending, and is expected to be approved. They also worked through fire road access issues.

Looking to the future, the development agreement, along with the Homewood Mountain Master Plan, EIR with Placer County in 2008, which then progressed to 2012, was approved. Pending lawsuits challenging the EIR and EIS arose which led to the 2015 settlement agreement and included Fire District wildland fire and evacuation components. Mitigation efforts caused NTF to work with JMA to develop a life safety report, which had a lot of mitigations in it. NTF has authority to make the project compliant with the settlement agreement provisions. Chief McNamara held a meeting with Art Chapman, David Tiernan, and other staff members and decided to continue collaboration with District staff (Fire Chief and Fire Marshal) to develop a timeline for items in the development agreement. The District wants to be logical and fair while also creating minimum risk. The development agreement solidifies the years of conversations. The bottom line is that development equals risk. The life safety report doesn't cover everything.

President Baffone asked and paused for public comment since there were 15 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

May proved to be another busy month for the Administrative Division. We continued working on the 2021/2022 preliminary budget that is being presented at the June Board meeting. We are also beginning to work on the 2020/2021 year end procedures and prepare for the annual audit. We have not received any additional requests related to the 2017/2018 Ground Emergency Medical Transportation (GEMT) Audit since the first week of May. We hope to be able to schedule the final exit interview with the auditors to close this matter in the near future. At the end of May, we received notification from the Department of Health Care Services that they determined that we were underpaid on our 2009/2010 GEMT reimbursement. We received an additional \$20,181.24. The check was not received until June 1, so it is not reflected in the reports for May that you will be reviewing at this Board meeting. These funds will instead be posted as June revenue and show on the reports prepared for the next Board meeting.

Kim said checks to the Directors will be mailed on Friday. Please let Kelly or her know if you want to stop by and pick up.

Kim mentioned that we are also receiving \$407,000 for the IGT program reimbursement.

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. (15 online)

*Upon motion by Director Ragan, seconded by Director Loverde, the Board approved the finance report dated June 22, 2021 and 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, Loverde, Ragan*  
*Noes: None*  
*Abstain: None*  
*Absent: None*

## **13. Staff Reports**

- 13.1 Fire Chief
- 13.2 Division Chief-Operations
- 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**

- July 27, 2021 Board meeting – Cancellation discussed. It was decided to leave the meeting on the calendar at this time.
- August 24, 2021 Board meeting – This will most likely be in person per President Baffone. Director Doyle mentioned that she will not be able to attend.
- September 28, 2021 Board meeting – The final budget will be voted on at a public hearing at this meeting.
- October 26, 2021 Board meeting
- November 2 Board meeting
- December 7, 2021 Board meeting

**15. Board Comments/Information Items**

President Baffone reminded the Directors who need to complete the sexual harassment training in Target Solutions to do so as soon as possible. There was no additional Board comment or additional items to add to the July 27 agenda. President Baffone then asked and paused for public comment since there were 13 people on the virtual meeting. There was no public comment.

**16. Adjournment.** *The meeting was adjourned by President Baffone at 7:21 p.m.*