

**NORTH TAHOE FIRE PROTECTION DISTRICT**

Board of Directors

Regular Meeting

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

**Tuesday**

**October 26, 2021 – 4:30 p.m.**

**MINUTES**

1. **Call to Order** - *The meeting was called to order at 4:38 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 Steve Leighton

Legal Counsel Steve Gross

Division Chief Alan Whisler

Division Chief Steve McNamara

Director of Finance and Administration Kim Eason

Fire Marshal Brent Armstrong

Battalion Chief Scott Sedgwick

Battalion Chief Naman Beatie

Battalion Chief Sarah Lagano

51 Captain Nikki Wagner

52 Captain Jamie Sheppard

Captain Paul Moen

Firefighter Paramedic Chris Bartow

Forest Fuels Coordinator Eric Horntvedt

PIO Erin Holland

Inspector Ramon Manzano

Inspector Sarah Gley

Administrative Assistant I/Clerk of the Board Kelly Martin

Public (via GoToMeeting)

Michelle McIntyre, Placer County LAFCo

Shawn Crawford

Jason

7 Unidentified Callers

Korie Kromydas (arrived 5:14 p.m.)

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

The Clerk requested the speaker's title be corrected in Item 8, but since it was correctly listed on the published agenda, no changes were necessary. 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 September 28, 2021**

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

*Upon motion by Director Correa, seconded by Director Loverde, the Board approved the Minutes from the Regular Board meeting held September 28, 2021. A roll call vote was taken. The vote was four in favor:*

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

**6. Correspondence**

President Baffone recognized Stephanie Lockhart as well as commending the entire crew mentioned in the thank you notes that were received since the last Board meeting. He then asked for public comment. There was no Board or public comment.

**7. Consider Resolution 15-2021 regarding the inspection of certain occupancies required to perform annual inspections in such occupancies pursuant to sections 13146.2 and 13146.3 of the California Health and Safety Code**

Chief McNamara introduced Inspector Sarah Gley, who manages all of the R1 and R2 inspections. He reminded the Board of SB 1205 - the "Ghost Ship" bill, which refers to the December 2, 2016 fire in a warehouse in Oakland, CA where 36 people died and therefore modified the H&S Code 13146, as H&S Code section 13146.4. The bill was imposed in September 2018 and requires the Fire Marshal to report on the District's compliance on annual inspection activities for mandatory inspections of schools and hotels. Inspector Gley reported on the number of inspections that were completed.

There is no funding for this program. Schools were not allowed to be inspected in 2020 due to COVID, but they will begin again October 1 and expect to be 100% compliant next year. We are 0% compliant with school inspections due to COVID and 90% compliant for the hotel/motel category.

Chief McNamara thanked the engine companies for their assistance with the initial inspections of these buildings. Inspector Gley then follows up to ensure any noncompliant issues were brought into compliance.

There was a discussion between Board and staff. There was no public comment.

*Upon motion by Director Correa, seconded by Director Baffone, the Board adopted Resolution 15-2021 and accept the report as presented. The roll call vote was five in favor.*

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

**8. Update by Inspector Manzano regarding Placer County short-term rental inspections**

Chief McNamara introduced Inspector Ramon Manzano who completed the short-term rental inspections. 180 inspections completed, 140 compliant, 40 noncompliant. Project 300 next year due to the timeframe to complete by march 2023. EDC inspections 108 completed, 97 compliant, 9 noncompliant. 150 inspections projected for next year. Potential issues: homeowners waiting until deadline to submit permit applications.

This item was informational only, and no action was required by the Board. President Baffone asked and paused for public comment since there were 20 people on the virtual meeting. There was no public comment or Board comment.

**9. [Consider Resolution 16-2021 Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency issued on March 4, 2020, and Re-Authorizing Remote Teleconference Meetings of the Legislative Bodies of North Tahoe Fire Protection District for the Period October 27, 2021-November 26, 2021 Pursuant to Brown Act Provisions](#)**

Legal Counsel Steve Gross explained that this is a *re*-authorization of the Resolution approved last month to conduct Board meetings in a virtual setting. The law is very specific and says that we have to adopt findings through a resolution and re-authorize them every 30 days thereafter. If we want to continue to hold meetings virtually, the Board should consider adopting this subsequent resolution. Since the December meeting is more than 30 days, the Board will need to adopt a resolution similar to the original one in September.

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

*Upon motion by Director Ragan, seconded by Director Correa, the Board adopted Resolution 16-2021 Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency issued March 4, 2020, and Re-Authorizing Remote Teleconference Meetings of the Legislative Bodies of North Tahoe Fire Protection District for the Period October 27, 2021-November 26, 2021 Pursuant to Brown Act Provisions. A roll call vote was taken. The vote was five in favor:*

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

**10. Consider accepting the Performance Review and Examination of Alternative Governance Models study provided by ESCI in 2018**

In 2018, Emergency Services Consulting International (“ESCI”) did a presentation of the Performance Review and Examination of Alternative Governance Models between Meeks Bay Fire and North Tahoe Fire. It was never officially accepted by this Board, so it is being brought before the Board tonight for that purpose.

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

*Upon motion by Director Ragan, seconded by Director Doyle, the Board accepted the Performance Review and Examination of Alternative Governance Models study provided by ESCI in 2018. A roll call vote was taken. The vote was four in favor:*

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

**11. Consider the motion from Meeks Bay Fire Board to work with LAFCo toward annexation with North Tahoe Fire Protection District, utilizing the 2018 ESCI study for the operations portion of the Plan For Services, and enter into an agreement with BAE Urban Economics (BAE) to prepare the financial portion of the Plan For Services, provided North Tahoe Fire is willing to share in the cost of the study to be done by BAE, with a breakdown of 70% paid by Meeks Bay Fire and 30% paid by North Tahoe Fire**

Chief Leighton explained that he added the annexation timeline to educate himself and others as to how long this topic has been discussed. At the NTFPD September 28 meeting, it was discussed but no action was taken. If both Boards want to pursue annexation, there will be costs for the LAFCo process.

At the September 29, 2021 regular meeting of the Meeks Bay Fire Protection District Board of Directors, they approved a motion to work with LAFCo toward annexation with North Tahoe Fire Protection District utilizing the 2018 ESCI study for the operations portion of the Plan for Services and enter into an agreement with BAE Urban Economics (BAE) to prepare the financial portion of the Plan for Services wherein North Tahoe Fire will share in the cost of the study to be done by BAE, with a breakdown of 70% paid by Meeks Bay Fire and 30% paid by North Tahoe Fire.

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

*Upon motion by Director Doyle, seconded by Director Ragan, the Board considered the motion from Meeks Bay Fire Board to work with LAFCo toward annexation with North Tahoe Fire Protection District, utilizing the 2018 ESCI study for the operations portion of the Plan For Services and enter into an agreement with BAE Urban Economics (BAE) to prepare the financial portion of the Plan For Services, wherein North Tahoe Fire will share in the cost of the study to be done by BAE, with a breakdown of 70% paid by Meeks Bay Fire and 30% paid by North Tahoe Fire. A roll call vote was taken. **The motion did not pass.** The vote was two in favor and three against:*

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

**12. Consider Resolution 17-2021 and accept the Firehouse Subs Public Safety Foundation Grant in an amount up to \$9,942.93**

PIO Holland explained that the Firehouse Subs Public Safety Foundation Board of Directors has awarded North Tahoe Fire Protection District the requested I.T.S. Live Fire Training Prop System & Accessories valued at up to \$9,942.93. The grant award will be used to purchase a Live Fire Training Prop System and Accessories.

The procurement process for the grant award will be determined by the Foundation, and they will contact us no later than Friday, December 3, 2021 to initiate the process. We will not make any advanced purchases to avoid jeopardizing our grant award.

More than 70% of the funds raised for the Firehouse Subs Public Safety Foundation come from the generosity of Firehouse Subs guests and the restaurant brand.

President Baffone asked and paused for public comment since there were 18 people on the virtual meeting. There was no public comment or Board comment.

*Upon motion by Director Ragan, seconded by Director Loverde, the Board adopted Resolution 17-2021 and accepted the Firehouse Subs Public Safety Foundation Grant in an amount up to \$9,942.93. A roll call vote was taken. The vote was five in favor:*

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

**13. Consider Resolution 18-2021 in appreciation of Fire Chief Emeritus Michael Schwartz**

Upon retirement of an employee, it is customary to adopt a resolution in appreciation of that employee. Fire Chief Emeritus Michael Schwartz is officially retiring effective October 31, 2021 and attached is the Resolution in that regard.

There was a discussion between Board and staff. President Baffone then asked and paused for public comment since there were 18 people on the virtual meeting. There was no public comment.

*Upon motion by Director Correa, seconded by Director Ragan, the Board adopted Resolution 18-2021 in appreciation of Fire Chief Emeritus Michael Schwartz. A roll call vote was taken. The vote was five in favor:*

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

**14. Finance Report**

- 14.1 Purchases Journal
- 14.2 Breakdown of CalCard purchases
- 14.3 Gross payroll totals
- 14.4 Account Detail Report

Director Eason reported that September remained extremely busy for the Administrative Division. We were able to finalize the 2021/2022 Budget as well as continue to prepare for the 2020/2021 year-end Audit. Our independent auditors will begin the audit the week of October 25, 2021, and will be on-site the week of November 1, 2021, to review our records. We also continued working on the Ground Emergency Medical Transportation (GEMT) audit for fiscal year 2017/2018. Our exit interview was held on September 30, 2021. We did not agree with some of the adjustments that were being proposed and supplied supporting documentation. Some of the adjustments are being reversed. We hope to receive the final audit documents by the end of October or early November. This was the final report that was submitted to GEMT under the previous reporting guidelines. Until they finalize the new program details, we will not have any additional audits pertaining to GEMT.

Director Eason thanked the administrative staff for their hard work and dedication to ensuring a smooth transition of duties upon Shawn Crawford's retirement. Everyone is already busy and now we will have to begin submitting two payrolls, two accounts payable batches, and we are in the middle of the audit. She anticipates that we will be putting a substantial amount into reserves this year based on the preliminary numbers but will have a better idea of this total at the December Board meeting. She expects to present the 2020/2021 audit report at the January Board meeting.

There was a discussion between the Board and staff. President Baffone then asked and paused for public comment since there were 18 people on the virtual meeting. There was no public comment.

*Upon motion by Director Ragan, seconded by Director Baffone, the Board approved the finance report dated October 26, 2021 and the supporting Items 14.1-14.4, as presented. A roll call vote was taken. The vote was five in favor:*

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

**15. Staff Reports**

- 15.1 [Fire Chief](#)
- 15.2 [Division Chief - Operations/Training](#)
- 15.3 [Division Chief - Fire & Life Safety / Forest Fuels / PIO](#)
- 15.4 [A Shift Battalion Chief - Emergency Medical Services](#)
- 15.5 [B Shift Battalion Chief – Safety](#)
- 15.6 [C Shift Battalion Chief - 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.

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

- *December 7, 2021 – regular Board meeting*
- *January 25, 2022 – regular Board meeting*
- *February 22, 2022 – regular Board meeting*

There was no Board comment.

President Baffone then asked and paused for public comment since there were 20 people on the virtual meeting. There was no public comment.

**16. Board Comments/Information Items**

There was no Board comment or additional item to add to the December 7 agenda.

President Baffone then asked and paused for public comment since there were 21 people on the virtual meeting. There was no public comment.

**17. Adjournment.** *The meeting was adjourned at 7:10 p.m.*