

# **NORTH TAHOE FIRE PROTECTION DISTRICT**

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

**Tuesday**  
**April 26, 2022 – 4:30 p.m.**

## **MINUTES**

- 1. Call to Order** - *The meeting was called to order at 4:34 p.m. by President Baffone.*

### **Roll Call**

#### **Attending:**

##### Board Present

Directors Baffone, Correa, Doyle, Loverde (arrived 4:43 pm), and Ragan. A quorum was established.

##### Staff Present

Fire Chief Steve Leighton

Legal Counsel Steve Gross

Division Chief Alan Whisler – arrive 4:47 pm

Battalion Chief Scott Sedgwick

Public Information Officer Erin Holland

Facilities Coordinator Bjorn Beckman

Forest Fuels Manager April Shackelford

Administrative Assistant II/Clerk of the Board Kelly Martin

##### Public

None

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

The agenda was approved as presented. There was no public comment.

- 3. Pledge of Allegiance**

- 4. Public Comment** – There was no public comment.

5. [Consider Resolution 08-2022 proclaiming a local emergency, ratifying the proclamation of a state of emergency issued March 4, 2020, and authorizing remote teleconference meetings of the legislative bodies of North Tahoe Fire Protection District for the period April 26-May 25, 2022 pursuant to Brown Act provisions](#)

This is a housekeeping item. Resolution 08-2022 is necessary in order for the District to keep the option open of conducting remote teleconference meetings during the pandemic. Even though the April meeting is in person, this resolution will allow the May meeting to be held virtually, if necessary.

Chief Leighton suggested passing the resolution, which allows the Board the option to either meet virtually or in person. The decision and notification to the Board will be made two weeks before the May meeting. Attorney Gross advised the Board that no debate has taken place yet to rescind the proclamation, and the law enacted to implement the proclamation goes until January 1, 2024. The ability to hold virtual meetings like this is only in effect while the proclamation is active. If in the future we decide that we need to meet virtually again, it's a good idea to pass this resolution. Each resolution is good for 30 days.

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

*Upon motion by Director Ragan, seconded by Director Doyle, the Board approved Resolution 08-2022 Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency issued on March 4, 2020, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of North Tahoe Fire Protection District for the Period April 26-May 25, 2022 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*

6. [Approval of Minutes from the regular Board meeting held March 22, 2022](#)

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

*Upon motion by Director Correa, seconded by Director Ragan, the Board approved the Minutes from the Regular Board meeting held March 22, 2022. 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*

7. **Correspondence**

President Baffone recognized Erin Holland who received a thank you note from the American Association of University Women (AAUW) for her comprehensive presentation to their group.

Erin stated that one of the attendees has since joined the Firewise Communities.

The Board commended Erin on an outstanding job. There was no comment from the public.

**8. Consider Resolution 09–2022 requesting tax collection services**

This Resolution is presented to the Board annually to authorize direct charges be placed on the tax roll. The intent of the Resolution is to specify each party’s responsibility regarding the collection of special taxes, fees, and assessments as required by Proposition 218.

The Board of Directors is required to adopt Resolution 09–2022 in order for Placer County to collect our Special Tax and Fire Suppression Assessment. Normal fees are charged for these services.

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

*Upon motion by Director Doyle, seconded by Director Ragan, the Board adopted Resolution 09-2022 authorizing Placer County to conduct tax collection services for NTFPD by the following roll call vote:*

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

**9. Consider Resolution 10–2022 requesting Placer County to conduct election services in November 2022**

Chief Leighton explained that this is the best way to handle elections. Placer County is requested to conduct election services on behalf of the North Tahoe Fire Protection District whenever Board seats are up for election on even years. District seats #2 (Doyle) and #4 (Ragan) are scheduled for election in November 2022. This is the normal four-year cycle. No other items are scheduled on behalf of the District for the election.

Adopting this resolution is a legal requirement. Fees will be budgeted for this expense. You may visit <https://www.placerelections.com/running-for-office.aspx> for additional information.

There was no Board comment. There was no public comment.

*Upon motion by Director Correa, seconded by Director Loverde, the Board approved Resolution 10-2022 which will allow any Placer County to conduct election services in November 2022. The vote was five in favor:*

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

**10. Placer County Local Agency Formation Commission call for nomination – special district representative**

The Placer County Local Agency Formation Commission (LAFCO) has opened the nomination period for a regular Special District representative seat to serve a four-year term, beginning no sooner than May 1, 2022, and ending May, 2026.

Nominations must be submitted in writing to Placer County LAFCO by 5:00 p.m. on Monday, May 2, 2022.

Upon the closing of the nomination period, LAFCO staff will prepare and mail a ballot to each Special District with voting instructions. Ballots will be due thirty (30) days after mailing.

Director Ragan would like to be considered for nomination.

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

*Upon motion by Director Baffone, seconded by Director Correa, the Board nominated Luke Ragan as the Special District representative from North Tahoe Fire Protection District for the ballot to serve on the Placer County Local Agency Formation Commission by the following roll call vote:*

<i>AYES:</i>	<i>Directors Baffone, Correa, Doyle, Loverde, and Ragan</i>
<i>NOES:</i>	<i>None</i>
<i>ABSENT:</i>	<i>None</i>
<i>ABSTAIN:</i>	<i>None</i>

**11. Future Planning with Meeks Bay Fire**

Chief Leighton updated the Board regarding the progress of the LAFCO process, and he thanked Director Eason, who is on vacation this week, for her participation in the process.

Nothing much has changed since last meeting. The minutes from last month were comprehensive. El Dorado County LAFCO is expected to adopt the MSR document at its meeting tomorrow night. AP Triton, who is also conducting the ambulance study, expects to complete their fiscal impact study in 60-90 days. Placer LAFCO is paying for the entire study, which will cost less than \$10,000. Lastly, Chief Leighton stated that he wants to make sure that neither district is hurt in the process, which also aligns with Placer LAFCO's goals. He also stated that staff is taking their time to make sure they acquire the needed information for the Board to make an informed decision.

Attorney Gross reminded the Board that if LAFCO looks at the fiscal analysis, and if we merge right now, they might recommend the District look at another funding source. They are protective in that they won't let the annexation happen if there are any issues; however, they won't provide a way to make a merger work.

There was no public comment.

**12. [Consider Resolution 11-2022 opposing Initiative #21-0042A1](#)**

This Resolution is being requested by California Special Districts Association (“CSDA”) and calls for special districts to oppose Initiative #21-0042A1 which limits the ability of voters and state and local governments to raise revenues for government services (the “Initiative”). Adopting this Resolution would allow us the ability to raise revenues for government services by way of election.

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

*Upon motion by Director Ragan, seconded by Director Baffone, the Board approved Resolution 11-2022 opposing Initiative #21-0042A1 which limits the ability of voters and state and local governments to raise revenues for government services. The vote was four in favor:*

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

**13. [Update regarding ambulance service along the Highway 89 corridor](#)**

Chief Leighton updated the Board regarding the AP Triton ambulance study. There has been no change since last month. An initial draft was sent to the Chiefs last week. It is about 40% complete and includes sections on current conditions and deployment analysis. We don’t have the main substance of the study, which includes the recommendations. Members of staff have reviewed and updated the portions of the study that were received so far. We want to make sure the study looks at unit utilization hours. In our initial read of the draft document, it indicated the system could be fragile at times, but there are no analytics to prove it’s fragile. AP Triton wants to meet with the Chiefs in the next week or so to discuss the study further.

Chief Whisler thanked the Board and Fire Chief for making it possible for all engines to be ALS engines. Now, there is no need to always move ambulances because an ALS engine can be used. It is very beneficial because now there is always an ALS apparatus available.

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

**14. [Finance Report](#)**

- 14.1 [Purchases Journal](#)
- 14.2 [Breakdown of CalCard purchases](#)
- 14.3 [Gross payroll totals](#)
- 14.4 [Account Detail Report](#)

Chief Leighton explained that Director Eason is on vacation this week, but she provided her reports before she left. The Chief and Director Eason specifically went over the bank register and CalCards. If the Directors have any questions, the Chief is able to provide answers.

Regarding the Administrative Division, her report states that March remained steady. The focus during this month was on the reorganization of this division and the possible hiring of an additional employee to fill the vacancy from the November retirement of Shawn Crawford, who was the last remaining employee for the Meeks Bay Fire Protection District. The position was posted as an internal and external hiring opportunity.

All of the Form 700 filers submitted their forms to Placer County before the deadline this fiscal year, which is greatly appreciated by staff.

The preliminary budget process began for 2022/2023, and she is preparing for some of the year end deadlines that are just around the corner.

Regarding the Finance Division, Director Eason's report states that in March 2022, we received a total of \$614,827 in revenue in the Plumas Account and \$165,790 in revenue in the Placer County Treasury account. As of March 31, 2022, our revenue total is \$10,692,227, which accounts for 58.8% of our 2021/2022 approved revenue budget of \$18,179,972. We will receive our next property tax allocation from the County in April, which will account for an additional 40% of our apportionment. As a comparison, in March 2021, we received a total of \$943,147 in revenue in the Plumas Account and \$191,884 in revenue in the Placer County Treasury account. As of March 31, 2021, our revenue totaled \$10,336,297, which accounted for 60.3% of our 2020/2021 approved revenue budget of \$17,149,063. The updated March 31, 2021, revenue total also included the Placer County Treasury February revenue of \$133,181 that we were unable to include in the February report due to County posting errors.

Regarding expenses, Director Eason's report states that, in March 2022, our expenses totaled \$1,080,614. Our year-to-date expenses as of March 31, 2022, total \$12,727,102, which accounts for 70.0% of our 2021/2022 approved expense budget of \$18,179,972. As a comparison, in March 2021, our monthly expenses totaled \$996,170. Our year-to-date expenses as of March 31, 2021, totaled \$12,504,995, which accounted for 72.9% of our 2020/2021 approved expense budget of \$17,149,063.

Chief Leighton stated that the amount spent for gas is still within our budget. Mechanic Parle has put in a request to increase it for next year's budget.

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

*Upon motion by Director Doyle, seconded by Director Ragan, the Board approved the finance report dated April 26, 2022 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 [Fire Marshal / 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 a discussion between Board and staff. There was no public comment.

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

- *May 24, 2022 – regular Board meeting*
- *June 28, 2022 – regular Board meeting*
- *July 18, 2022 – candidate filing period begins for Directors Doyle and Ragan*

There was no Board or public comment.

**17. Board Comments/Information Items**

Chief Leighton stated that he attended the El Dorado County Board of Supervisors meeting yesterday where North Tahoe Fire received \$403,000 in El Dorado County TOT funds purchase a rescue-type apparatus.

Several Board members stated that it was great to meet in person.

President Baffone announced the closed session would begin after the public and staff were out of the room.

**Closed session began at 6:15 p.m.**

- 18. CLOSED SESSION - Pursuant to Government Code Section 54956.9(d)(2), Significant Exposure to Litigation, One Case**

**Closed session ended at 6:49 p.m. and the open session was re-opened.**

**19. Report of action taken in closed session**

No action was taken in closed session.

**20. Consider Resolution No. 12-2022, Pursuant to Government Code Section 21156**

*Upon motion by Director Ragan, seconded by Director Doyle, the Board adopted Resolution No. 12-2022 pursuant to Government Code Section 21156. 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*

**21. Adjournment**

There being no further business to come before the Board, the meeting was adjourned by President Baffone at 6:51 p.m.