

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
May 24, 2022 – 4:30 p.m.

MINUTES

1. **Call to Order** - *The meeting was called to order at 4:35 p.m. by President Baffone.*

Roll Call

Attending:

Board Present

Directors Baffone, Doyle, and Ragan. A quorum was established.

Staff Present

Fire Chief Steve Leighton
Legal Counsel Steve Gross
Director of Finance and Administration Kim Eason
Fire Marshal Brent Armstrong
Battalion Chief Scott Sedgwick
Captain John Farrell
Captain Jeremiah Meadows
Engineer Rhett Stemmler
Firefighter/Paramedic Andrew Doe
Firefighter/Paramedic Jarrett LaShure
Firefighter/Paramedic Sergio Preciado
Public Information Officer Erin Holland
Facilities Coordinator Bjorn Beckman
Forest Fuels Manager April Shackelford
Defensible Space Inspector Julio Gonzalez
Administrative Assistant II/Clerk of the Board Kelly Martin
Administrative Assistant II Melissa Daniels

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. Administer oaths of office to new employees

Chief Leighton administered the oath of office to new employees Beckman, Daniels, Doe, Gonzalez, LaShure, Preciado, and Shackelford. The employees then signed their oaths.

There was no public comment. The Board welcomed the new employees.

6. Consider Resolution 13-2022 Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Governor Newsom’s Executive Order N-29-20 issued March 4, 2020, and Re-Authorizing Remote Teleconference Meetings of the Legislative Bodies of North Tahoe Fire Protection District for the Period May 24 Through June 22, 2022 Pursuant To Brown Act Provisions

This is a housekeeping item. Resolution 13-2022 is necessary in order for the District to conduct remote teleconference meetings. Even though the May meeting is in person, this resolution will allow the June 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. President Baffone stated that meetings will be held in person from now on unless the pandemic spikes and is a safety concern in the future.

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 13-2022 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 May 24-June 22, 2022 Pursuant to Brown Act Provisions. A roll call vote was taken. The vote was three in favor:

Ayes: Directors Baffone, Doyle, and Ragan

Noes: None

Abstain: None

Absent: Correa and Loverde

7. Approval of Minutes from the regular Board meeting held April 26, 2022

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

Upon motion by Director Doyle, seconded by Director Ragan, the Board approved the Minutes from the Regular Board meeting held April 26, 2022. The vote was three in favor.

8. Correspondence

No correspondence from the public was received since the April Board meeting. There was no comment from the public or from the Board.

9. Future Planning with Meeks Bay Fire

Chief Leighton sent the Board the MSR prior to the meeting for review. We're still waiting for the fiscal impact study from AP Triton. Placer LAFCO saw a tentative rough draft of the impact analysis, so the final should be coming soon. Once we get the final documents, we'll decide what amount, if any, we need to ask El Dorado County for as far as additional funding. Then, we'll be ready to hold joint meetings with MBF. He and Director Eason will meet with Placer County LAFCO to make sure all is complete and agreeable with both Districts.

Chief Leighton said the final document will be sent to the Board, and Director Eason stated it would be a public document.

This item was for informational purposes. No Board action was required, but there was a discussion between Board and staff. The Board thanked Chief Leighton and Finance Director Eason for their ongoing efforts. There was no public comment.

10. Update regarding ambulance service along the Highway 89 corridor

Chief Leighton indicated to the Board that there was no additional progress with the AP Triton ambulance study regarding ambulance service along the Highway 89 corridor. He didn't approve the initial first rough draft report because it stated that our response time was six minutes, and our actual response times are within the required national standards. S-SV representatives were at Station 51 today, and they stated we have acceptable response times. Attorney Gross stressed the importance of challenging the report because it's important to get the facts right.

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

11. Consider declaring Vehicle Nos. M-60 and M-77 as surplus, disposing in a manner deemed appropriate by the District, including the use of consignment dealers' lots, and/or auctions

Chief Leighton reported that these vehicles are at the end of their useful life, and he requested declaring Vehicle Nos. M-60 (1999 Ford F-250 Utility with 176,000 miles) and M-77 (1977 International Type 2/3 Engine), as surplus and to dispose of them in a manner deemed appropriate by the District, including the use of consignment dealers' lots and/or auctions.

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

Upon motion by Director Ragan, seconded by Director Baffone, the Board declared Vehicle Nos. M-60 and M-77 as surplus and authorized disposal of those vehicles in a manner deemed appropriate by the District, including the use of consignment dealers' lots and/or auctions. The vote was three in favor.

12. Consider Resolution 14-2022 supporting North Tahoe Fire Protection District's application for agency partnership funds from the Tahoe Truckee Airport District to purchase three (3) automatic chest compression devices in the amount of \$58,735

Chief Leighton said we want to supply our staff with the best equipment possible. The District is looking to expand its EMS program with technology that allows our Paramedics to provide the best prehospital cardiac care to our constituents. Each Automatic Chest Compression device provides uninterrupted high-quality, high-performance chest compressions to victims of cardiac arrest to achieve life-saving circulation, which frees up the firefighter/paramedic to perform other life-saving interventions at the same time, providing cardiac arrest patients with the greatest chance for survival by ensuring minimal interruption in chest compressions, and the most efficient scene operations possible.

Chief Leighton thanked PIO Holland for coordinating with TTAD regarding the application and this resolution. Chief Sedgwick said we received a device to try out. He then introduced Captain Farrell, Engineer Stemmler, Firefighter/Paramedics Bartow and Preciado who demonstrated how the device works.

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 Resolution 14-2022 supporting North Tahoe Fire Protection District's application for agency partnership funds from the Tahoe Truckee Airport District to purchase three automatic chest compression devices (\$58,735). A roll call vote was taken. The vote was three in favor:

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

13. Consider voting for one candidate for the special district representative seat on the Placer Local Agency Formation Commission (LAFCO)

This item was postponed to the June meeting.

14. Consider Amended Resolution No. 10-2022 requesting Placer County to conduct election services on November 8, 2022

Resolution 10–2022 was approved at the April 26, 2022 Board meeting. This Resolution calls for Placer County to conduct election services on behalf of the North Tahoe Fire Protection District. District seats #2 (Doyle) and #4 (Ragan). This is the normal four-year cycle. Pursuant to Placer County Elections, the date of this year election is November 8, 2022. Attached is Amended Resolution 10-2022 to indicate the correct date of election. No other changes were necessary.

There was no public or Board comment.

Upon motion by Director Ragan, seconded by Director Doyle, the Board approved Amended Resolution 10-2022 to correct the date of the November 2022 election. A roll call vote was taken. The vote was three in favor:

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

15. [Consider request to purchase a tire machine and balancer from existing budgeted funds](#)

Chief Leighton reiterated that we need to provide the best equipment to our staff. Currently, we need to send the vehicles out for seasonal tire changes. Per Purchasing Policy 231, staff is requesting permission from the Board to purchase a tire machine and balancer using existing budgeted funds from the Apparatus Maintenance Budget. This will allow for efficient use of our mechanic's time by eliminating trips to other areas outside the District to complete the work.

Cost for this equipment is approximately \$13,000.

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

Upon motion by Director Doyle, seconded by Director Baffone, the Board approved staff to purchase a tire machine and balancer using existing budgeted funds from the Apparatus Maintenance Budget. The vote was three in favor.

16. [Finance Report](#)
16.1 [Purchases Journal](#)
16.2 [Breakdown of CalCard purchases](#)
16.3 [Gross payroll totals](#)
16.4 [Account Detail Report](#)

Director Eason introduced Melissa Daniels to the Board and let them know she is going to replace Kelly who is retiring.

Additional information from Director Eason's report regarding the Administrative Division was that April was an exciting month. After a recruitment and assessment process for the Administrative II position, a conditional offer of employment was made and accepted by Melissa Daniels. Melissa is a Tahoe local that was raised in this community. Her first day was May 9, 2022. We continued working on the reorganization of the Administrative Division and are happy to announce that Blanca Lundin and Kelly Martin were promoted to Administrative II positions. This will allow us to redistribute tasks for a more balanced workflow for the entire Administrative Department. The 2022/2023 preliminary budget remained a focus during the month. We also submitted all third quarter grant reporting, the State Controller's 2021 Government Compensation report, and continued to prepare for fiscal year end. There was a discussion between the Board and staff. There was no public comment.

Upon motion by Director Ragan, seconded by Director Doyle, the Board approved the finance report dated May 24, 2022 and the supporting Items 16.1-16.4, as presented. The vote was three in favor.

17. Staff Reports

- 17.1 [Fire Chief](#)
- 17.2 [Division Chief – Operations / Training](#)
- 17.3 [Fire Marshal/ PIO / Forest Fuels](#)
- 17.4 [A Shift Battalion Chief - Emergency Medical Services](#)
- 17.5 [B Shift Battalion Chief - Safety](#)
- 17.6 [C Shift Battalion Chief - Logistics](#)

Staff reports were reviewed and no action was taken.

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

18. [Next Board Meeting and Other Important Dates](#)

- *June 28, 2022 – regular Board meeting*
- *July 18, 2022 – candidate filing period begins for Directors Doyle and Ragan*
- *July 26, 2022 – regular Board meeting*

There was a discussion between Board and staff regarding the October and November meeting dates. There was no public comment.

19. Board Comments/Information Items

There was no Board comments or informational items, except to postpone Item 13 to the June agenda and adding the surplus of M-1504 to the June Meeks Bay Fire Board agenda.

President Baffone excused the public and staff for the closed session at 6:42 p.m.

Closed session began at 6:45 p.m.

20. CLOSED SESSION ITEMS:

- a. PUBLIC EMPLOYMENT: FIRE CHIEF - Board of Directors will meet with the Fire Chief and discuss the process for the annual evaluation of the Fire Chief, a public employee. Cal. Gov. Code 54957(b) and Cal. Gov. Code sec. 54957.5(e).

Closed session ended at 7:11 p.m. and the open session was re-opened.

21. Report of action taken in closed session

No action was taken in closed session.

22. Adjournment

There being no further business to come before the Board, the meeting was adjourned by President Baffone at 7:15 p.m.