

NORTH TAHOE FIRE PROTECTION DISTRICT

Board of Directors

Regular Meeting

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

Tuesday

June 28, 2022 – 4:30 p.m.

MINUTES

- 1. Call to Order/Roll Call** - *The meeting was called to order at 4:33 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

Division Chief Alan Whisler (arrived 5:50pm - left 6:00pm)

Director of Finance and Administration Kim Eason

Fire Marshal Brent Armstrong

Battalion Chief Scott Sedgwick

Battalion Chief Sarah Lagano

Public Information Officer Erin Holland

Forest Fuels Manager April Shackelford

Administrative Assistant II/Clerk of the Board Kelly Martin

Administrative Assistant II Melissa Daniels

Public

Rick Stevens, Candidate for LAFCO Board (gone at 4:45pm)

- 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** – Rick Stevens who is currently on the TTAD Board, addressed the Board. In May 2021 he ran for LAFCO Board and finished second to the president of LAFCO. He's currently the alternate on that Board. He's been part of the discussions for the MBF and NTF consolidation. He is working on getting votes, and he currently believes he has ten votes. 19 votes are needed to validate the ballot. He talked with Director Ragan, and he understands it is the NTF Board's recommendation to vote

for Director Ragan. He'd rather the Board vote for Director Ragan rather than not vote, so the ballot can be closer to being valid. He supports our District. He thanked the Board for allowing him to speak.

5. **Consider Resolution 15-2022 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 Authorizing Remote Teleconference Meetings of the Legislative Bodies of North Tahoe Fire Protection District for the Period June 28 Through July 27, 2022 Pursuant To Brown Act Provisions**

This is a housekeeping item. Resolution 15-2022 is necessary in order for the District to conduct remote teleconference meetings. Even though the June meeting is in person, this resolution will allow the July meeting to be held virtually, if necessary.

President Baffone asked and paused for public comment. 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 Resolution 15-2022 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 June 28-July 27, 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: Directors Correa and Loverde

6. **Approval of Minutes from the regular Board meeting held May 24, 2022**

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

Upon motion by Director Baffone, seconded by Director Doyle, the Board approved the Minutes from the Regular Board meeting held May 24, 2022. A roll call vote was taken. The vote was three in favor.

7. **Correspondence**

President Baffone recognized the crew who received thank you notes from the public:

- A-Shift – Captain Sheppard, Engineer Frey, and Firefighter/Paramedics Peters and LaShure from Nora for helping her after her bike accident; and
- CERT and Prevention crew for their participation in the Protect Tahoe event.

8. Preliminary Budget for Fiscal Year 2022/2023

Director Eason explained that this preliminary budget allows spending authority until it is tried up at a public hearing at the Board meeting on September 27. We do not receive the revenue numbers from the County until September, so we used a 3.8% estimate increase for Property Taxes. The Special Tax was estimated using a 3.2% 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. Salaries and benefits continue to make up the majority of the expenditures for 2022-2023. These calculations include the CalPERS Unfunded Accrued Liability (UAL) increases as well as an estimate of benefit increases.

She added that the budget includes a fluctuation in grant revenues as well as a 6% increase in salaries based on the April Consumer Price Index (CPI) – San Francisco/Oakland/San Jose-U (All Urban Consumers) of 5%, + 1% per the 2018-2023 MOU between NTPFA and NTFPD.

The budget includes the Station 54 modification again in this fiscal year because it was not able to be completed in 2021-2022, as well as the Station 53 roof repair.

Increased diesel and gas and may go up in the final budget, as well as PERS.

President Baffone asked and paused for public comment. 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 adopted the Preliminary Budget for the General Fund for Fiscal Year 2022–2023 as presented in the amount of \$18,931,868. The vote was three in favor.

9. Annual Signature Authorization Verification to Placer County

Chief Leighton explained that Placer County requires us to provide this form to them annually even if there are no changes. There were no changes made from fiscal year 2021/2022 to 2022/2023.

President Baffone asked and paused for public comment. 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 authorized the Fire Chief, Board President, and Director of Finance and Administration to sign the annual signature authorization verification. The vote was three in favor.

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 is still concerned that the report is inaccurate. The study will determine if there is an impact to the District if we add an ambulance in Olympic Valley. No revised draft has been received.

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

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

President Baffone noted that we heard from Rick Stevens at the beginning of the meeting. Placer LAFCO requests the Board vote for one candidate. The winning candidate shall assume the regular special district seat for the term ending May 2026. Placer LAFCO requests that ballots be returned to them no later than 5:00 p.m. on Friday, July 8, 2022.

Legal counsel Steve Gross stated that alternates for the LAFCO Board are appointed by the LAFCO Board.

President Baffone asked and paused for public comment. There was no public comment. There was a brief discussion between Board and staff.

Upon motion by Director Doyle, seconded by Director Baffone, the Board authorized the Board President to validate the ballot voting for Luke Ragan as the best candidate to serve as the special district representative seat on the Placer Local Agency Formation Commission. The vote was three in favor.

12. Consider Resolution 16-2022 appointment of Melissa Daniels to the Office of District Clerk replacing Kelly Martin

Due to the retirement of Administrative Assistant II Kelly Martin, the District hired Administrative Assistant II Melissa Daniels to fill her position.

As a result of this change, we are asking the Board to adopt Resolution 16-2022, appointing Administrative Assistant II Melissa Daniels to the office of District Clerk replacing Kelly Martin.

President Baffone asked and paused for public comment. There was no public comment. The Board thanked Kelly for her service and welcomed Melissa.

Upon motion by Director Ragan, seconded by Director Baffone, the Board appointed Melissa Daniels to the office of District Clerk, the Board adopted Resolution 16-2022. A roll call vote was taken. The vote was three in favor.

13. Consider accepting the donation of ten Mystery Ranch Packs from the North Tahoe Fire Ladies' Auxiliary

Chief Sedgwick showed the Board an older version of the wildland fire pack that the crews are currently using which allow the firefighters to carry a fire shelter, water, a radio, and other essential items they may need while out on the fire line. He explained the new packs will be more comfortable and allow them to carry gear to last them for a 12-to-16-hour day. The plan is to start replacing the old packs next budget year. The goal is to have 50 packs available for wildland fire season. The North Tahoe Fire Ladies' Auxiliary would like to donate the first ten of these packs to the District with the funds they raised during SnowFest 2022.

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

Upon motion by Director Doyle, seconded by Director Baffone, the Board accepted the donation from the North Tahoe Fire Ladies' Auxiliary of ten Mystery Ranch Packs. The estimated value of the sacks is \$3,800 (\$335/pack plus tax and shipping). The vote was three in favor.

14. Finance Report

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

May proved to be another busy month for the Administrative Division. We continued working on the 2022/2023 preliminary budget that is being presented at the June Board meeting. We are also beginning to work on the 2021/2022 year end procedures and prepare for the annual audit.

Director Eason let the Board know that the District will be paying them for their attendance during the 2021-2022 fiscal year. She asked the Directors to let her know if they would like to pick up their checks at the station or if they wanted them mailed.

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

Upon motion by Director Ragan, seconded by Director Baffone, the Board approved the finance report dated June 28, 2022 and the supporting Items 14.1-14.4, as presented. The vote was three in favor.

15. Staff Reports

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

Chief Leighton added to his report that AP Triton is also conducting the fiscal impact study regarding the potential annexation of Meeks Bay Fire. We now have the third draft. AP Triton gave five recommendations regarding how best to manage the finances once and annexation occurs. He stated that he and Finance Director Eason Kim are meeting with AP Triton again in the middle of July to finalized the fourth and last draft. They plan to bring the final draft to both Boards in August and Placer County LAFCO and AP Triton will attend both Board meetings.

Chief Whisler added to his report that starting July 1, the District is increasing staffing to 14 on Fridays, Saturdays, and Sundays through September 4, 2022.

Fire Marshal Armstrong added to his report that there are 2600 STRs in our District. He also stated that the District, Sheriff's office, and CHP are all upstaffing for the Fourth of July crowds.

The Public Information Officer reported that we are going to have a live or virtual chat with the Fire Chief and Fire Marshal that will be open to the leaders of the local HOAs. In conjunction with the workshop with the HOAs, Erin is going to send out the annual newsletter with a survey for the community to answer questions based on their needs.

Chief Lagano gave a demonstration of how the new program called First Due will benefit the District. First Due will replace Incident View, which we currently use and is being discontinued. Prevention is currently also using First Due and has benefited from the efficiency of the program. She showed how the program provides amazing details and information on structures. Other local fire departments are also switching to Fire Due in late Fall.

Staff reports were reviewed and no action was taken.

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

16. Next Board Meeting and Other Important Dates

- *July 18, 2022 – candidate filing period begins (Doyle & Ragan)*
- *July 26, 2022 – regular Board meeting*
- *August 12, 2022 – close of regular candidate filing period*
- *August 23, 2022 – regular Board meeting*
- *September 27, 2022 – regular Board meeting*
- *October 25, 2022 – regular Board meeting moved to November 8, 2022*
- *December 6, 2022 – regular Board meeting moved to December 13, 2022*

17. Board Comments/Information Items

18. Adjournment

There being no further business to come before the Board, the meeting was adjourned by President Baffone at 6:44 p.m.