

NORTH TAHOE FIRE PROTECTION DISTRICT

Board of Directors

Regular Meeting

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

Tuesday

August 23, 2022 – 4:30 p.m.

MINUTES

1. **Call to Order/Roll Call - Call** - *The meeting was called to order at 4:33 p.m. by President Baffone.*

Roll Call

Attending:

Board Present (via GoToMeeting)

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

Staff Present (via GoToMeeting)

Fire Chief Steve Leighton

Legal Counsel Steve Gross

Division Chief Alan Whisler

Director of Finance and Administration Kim Eason

Fire Marshal Brent Armstrong

Battalion Chief Scott Sedgwick

Battalion Chief Naman Beatie

Battalion Chief Sarah Lagano

Captain Jamie Sheppard

Public Information Officer Erin Holland

Forest Fuels Manager April Shackelford

Administrative Assistant II Melissa Daniels

Public (via GoToMeeting)

Ellie Beals

Amy Engle

Louie Feilding, MBF Director

Vanessa Lieberman, Placer County Executive's Office

Michelle McIntyre, Placer LAFCO

Randy Parr, AP Triton

Ron Parson

Erica Sanchez, El Dorado LAFCO

Melissa Vazquez Swank, AP Triton

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

Chief Leighton asked the Board to move agenda Item 9 due to time constraints of the presenters. The Board approved moving agenda item 9 to be discussed after Public Comment. There was no public comment

3. **Pledge of Allegiance**

4. **Public Comment** - Louie Fielding, Meeks Bay Fire Board Member, spoke letting the Board know that he is interested the discussion of the future planning with Meeks Bay Fire and the Placer LAFCO presentation with AP Triton.

5. **[Consider Resolution 17-2022 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 of August 23 – September 27, 2022, Pursuant to Brown Act Provisions](#)**

This is a housekeeping item. Resolution 17-2022 is necessary in order for the District to conduct remote teleconference meetings. This resolution will allow the September meeting to be held virtually, if necessary.

President Baffone asked and paused for public comment. Public comment was given by Resident Ron Parson, who asked the Board to consider making future Board meetings hybrid.

Chief Leighton explained that currently we do not have the technology to set up both an in-person and remote meeting at Station 51, which is where the North Tahoe Fire Board meetings are held. However, we are looking at some options to be able to make the Board meetings hybrid.

There was a Q&A session between Board and staff.

Upon motion by Director Baffone, seconded by Director Ragan, the Board approved Resolution 17-2022 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 August 23-September 27, 2022 Pursuant to Brown Act Provisions. A roll call vote was taken. The vote was four in favor:

Ayes: Directors Baffone, Correa, Doyle, and Ragan

Noes: None

Abstain: None

Absent: Director Loverde

6. **[Approval of Minutes from the regular Board meeting held June 28, 2022 and from the special meeting held July 18, 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 Correa, seconded by Director Doyle, the Board approved the Minutes from the Regular Board meeting held June 28, 2022 and from the special meeting held July 18, 2022. A roll call vote was taken. The vote was three in favor.

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

7. Correspondence

President Baffone went over the thank you notes received since the last Board meeting. He thanked everyone for their hard work and dedication.

The Board commented that they are very pleased that the District are leaders in our community. There was no public comment.

8. Consider adopting the revised Conflict of Interest Code

Chief Leighton presented on housekeeping this item. We received a letter from Placer County indicating we need to revise our Conflict of Interest Code to: 1) comply to the Fair Political Commission's code; and 2) add/delete appropriate titles. Board Clerk was removed and Fire Marshal was added to North Tahoe Fire's Conflict of Interest code.

Counsel commented that the adopted amended Conflict of Interest Code will not be effective until the Placer County Board of Supervisors approves it.

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 Correa, and seconded by Director Ragan to adopt the proposed change to the Conflict of Interest Code and authorize President Baffone to sign the document; and authorize Fire Chief Steve Leighton to sign the 2022 Local Agency Biennial Notice indicating the appropriate amendments be made. The vote was four in favor.

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

9. Future planning with Meeks Bay Fire – LAFCO presentation with AP Triton

In December of 2021, both North Tahoe Fire Protection District Board and Meeks Bay Fire Protection Board adopted Resolutions requesting that Placer LAFCO initiate a reorganization, which consists of an annexation of Meeks Bay Fire into North Tahoe Fire and the dissolution Meeks Bay Fire. As part of the application for Placer LAFCO, they needed a current financial analysis which AP Triton was commissioned to do by Placer LAFCO.

Randy Parr from AP Triton presented the findings from the financial analysis. There was a Q&A session between the Board, Staff, and Mr. Parr. There were concerns from the Board regarding Meeks Bay Fire's deficit spending, the \$2,300,000 Unfunded Accrued Liabilities (UAL), loosing \$76,000 in special taxes, increase in Board expenses and facilities and apparatus replacement.

Michelle McIntyre from Placer LAFCO presented on the LAFCO process for the reorganization of Meek's Bay Fire and North Tahoe Fire and the timeline for this process. Both North Tahoe Fire and Meeks Bay Fire Boards will have the ability to decide how the future combined Board will look like and they will submit that decision to LAFCO. Also, during this process the Boards together will have the opportunity to change district boundaries and make the Board positions at large if that is what is decided. There was a Q&A session between the Board, Staff, and Michelle.

The Fire Chief's point of view is that we are better together. He wants both Boards to feel comfortable with the process and that they know what is going on. This is another step to move forward.

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 Ragan, the Board approved the AP Triton Financial Analysis Update commissioned by Placer LAFCO noting that North Tahoe Fire's financial projections are based on worst case scenario and the District plans to operate as is shown in the historical data. The vote was four in favor.

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

North Tahoe Board is concerned with Meeks Bay Fire's Unfunded Accrued Liabilities (UAL), deficit spending, and facilities and apparatus replacement. The Meeks Bay reserve account is not substantial enough to cover any of these issues.

Upon motion by Director Baffone, seconded by Director Ragan, the Board authorized North Tahoe Fire Staff to continue on pursuing the Placer LACFO process for annexation of Meeks Bay Fire into North Tahoe Fire Pending the successful negotiations, regarding the previously stated items, between Placer Count and El Dorado County to the North Tahoe Fire Boards' satisfaction. The vote was four in favor.

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

10. [Consider approving renewal of four-year agreement with McClintock Accountancy for annual audit](#)

Chief Leighton presented this housekeeping item. Each year the District is required to conduct an annual audit using independent auditors to assure funds are being managed in accordance with generally accepted auditing standards. Our previous contract for this service was with McClintock Accountancy Corporation and expired after completion of the 2020/2021 audit. The District needs to enter into a new agreement to begin working on the 2021/2022 annual audit, as well as to finalize the terms and conditions for the next few years. The District has requested a four-year term from McClintock Accountancy Corporation for independent accounting services.

Finance Director, Kim Eason, considers McClintock Accountancy Corporation to have a good business relationship with the District. We do get solicited by other companies to conduct the annual audits, but we still decide to continue to work with McClintock Accountancy Corporation. The law requires that the lead audit partner change after six consecutive years, which is why this renewal with McClintock Accountancy Corporation is a four-year extension. After this the District will have to switch primaries.

The Fire Chief and Board thanked Kim for all her hard work.

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 Correa, the Board accepted the four-year Audit Proposal for Reappointment with McClintock Accountancy Corporation and authorized the Fire Chief to execute annual engagement letters regarding same. The vote was four in favor.

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

11. **Consider Resolution 18-2022 accepting the Tahoe Truckee Community Foundation Grant in an amount of \$175,000**

Chief Leighton spoke on the item. The Tahoe Truckee Community Foundation Board of Directors has awarded North Tahoe Fire Protection District the Defensible Space Workforce Development Project valued at \$175,000. The grant award will go towards extending the Seasonal Defensible Space Inspector positions year-round, residential green waste pickup, defensible space program support, and fuel reduction project support.

The Fire Chief thanked Fire Marshal Armstrong, PIO Holland, and Forest Fuels Manager Shackelford for finding this grant. In his conversations with the Tahoe Truckee Community Foundation Board, he wants to prove that this grant is worthwhile to the community and to the organization, and that it should be a continued option for the District.

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 approved Resolution 18-2022 and accepted the Tahoe Truckee Community Foundation Grant

an the amount of \$175,000. The vote was four in favor.

Ayes: Directors Baffone, Correa, Doyle, and Ragan

Noes: None

Abstain: None

Absent: Director Loverde

12. **Consider authorizing the Fire Chief or his assignee to enter into the MOU with Placer County on behalf of the District regarding short-term rental life-safety and defensible space inspections**

Fire Marshal Armstrong presented this item. This proposed Memorandum of Understanding (MOU) between North Tahoe Fire Protection District and the County of Placer is intended to memorialize the respective roles in the enforcement of Life-Safety Inspections and Defensible Space Inspections of Short-Term Vacation Rentals (short-term rentals) in Placer County. The District has been completing the Life-Safety Inspections of short-term rentals since June of 2020. The County would like to memorialize the District’s involvement in the Life- Safety inspection process with the attached MOU.

The Placer County Board of Supervisors approved a MOU for consideration by the North Tahoe Fire Protection District Board of Directors to ensure protection of the health and safety of residents, visitors, and to protect the environment. The MOU provides permit procedures and establishes standards for short-term rentals in the unincorporated area of eastern Placer County (above 5,000 feet above sea level in elevation). Short-term rentals owners shall allow Fire District staff or other Fire District-approved designees to conduct a life-safety inspection prior to permit application, annually for privately managed short-term rentals and once every three (3) years for professionally managed short-term rentals, or upon request by the Fire District. The life-safety inspection is to ensure the rental complies with Placer County Code, Chapter 9, Article 9.42, Section 9.42.080, subsection (L).

The process moving forward is for an applicant to go file for a short-term rental with Placer County, they will need to show proof of a passing life-safety and defensible space inspection for that property. With that means the District will manage the Cost Recovery Fee Schedule for those inspections, and will no longer be going through Placer County.

For the people who rent their residents out to the public without the proper inspections and get caught or receive complaints, they will get reported to the Placer County Code Enforcement Officials. Placer County Code Enforcement Officials have an avenue to issue fines for these properties, and these fine amounts have been increased. Placer County also has Bots built to track people who are going behind the scene to rent out their property.

President Baffone asked and paused for public comment. There was public comment given by Resident Ron Parson who stated that there are a lot of problems with this ordinance, and that the Board should expect to see changes to it on the future. Resident Parson is going to meet with Placer County to change the definition of professionally managed and consolidated.

The recommendations were re-worded per Council’s guidance to read as follows: “Approve the MOU with Placer County in substantially the form attached here to with such changes as are approved by the Fire Chief and District Council.”

There was a Q&A session between Board and staff.

Upon motion by Director Correa, seconded by Director Baffone the Board approve the MOU with Placer County in substantially the form attached here to with such changes as are approved by the Fire Chief and District Council. A roll call vote was taken. The vote was three in favor:

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

13. **Consider approving and authorizing the Fire Chief to enter into a contract with Mountain Valley Roofing LLC. for the Station 53 roof repair in the amount of \$48,656.50**

As a result of the significant 2021/2022 winter storms and an aging roof assembly on the North Tahoe Fire Station 53, water was able to infiltrate under the original roof covering and into the station. It is apparent that the original gravel roof has reached the end of its service life. The transition between the low slope of the bay addition to main building roofline has deteriorated, seams have failed, and the exposed membrane or cap sheet is causing various roof leaks on the interior of the building. Heavy winds and significant Sierra weather extremes have compromised the integrity of the roof assembly.

Chief Leighton explained that the District went through a bidding process for the replacement of the roof at Station 53, as per our policy. The company that was the lowest bid was Mountain Valley Roofing, LLC. When we did the Request for Proposal, we made it clear we wanted a 24-gage roof, not a 26-gage roof. Right before this Board meeting, staff realized that the bid that Mountain Valley Roofing, LLC sent in was for a 26-gage roof. While in the meeting, we were able to get in contact with Mountain Valley Roofing, LLC to ensure that we are going to get a 24-gage standing seam roof, and that they will honor the contracted price.

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 authorized the Fire Chief to enter into an agreement with Mountain Valley Roofing LLC. on behalf of the District. With the changes to the contract that state that it is going to be a 24-gage standing seam roof, and that they are going to take out the wording of “this is not a prevailing wage project” in the amended contract. The vote was three in favor.

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

14. **Consider authorizing the Fire Chief or his designee to enter into a contract for software services for Incident Response, Operations, and Prevention with Locality**

[Media \(First Due\) to provide multiple software services not to exceed \\$22,000 as referenced in the preliminary North Tahoe Fire Protection District fiscal year 2022/2023 budget](#)

Battalion Chief Sarah Lagano presented this item. North Tahoe Fire Protection District currently utilizes multiple software platforms for district operations which include incident response, scheduling, inspections, permitting and pre plans.

Driving the change is the current incident response software used by the district is no longer supported and has not been upgraded in several years. District staff has been researching options for the past two years. The First Due platform offers an integrated cloud based incident management software platform. Northstar Fire, Olympic Valley Fire, Truckee Fire and North Lake Tahoe Fire Protection Districts are also moving their incident response software to First Due. This allows responders to have a fully integrated IOS response platform that maps, shows preplans and hydrants when responding to a mutual aid incident as well as bridging a gap between first responders and local businesses /residents.

Outside of incident response, the First Due software suite will also be used by the Prevention Division for inspections and permitting, Fleet / Facilities Divisions for asset management, and by Operations for staff scheduling. Using one software platform creates a simplified user interface for our employees. The proposed contract is for \$21,330 which includes a one-time set up fee of \$1,500.

The recommendations for this item were re-worded per Council’s guidance to read as follows: “Authorize the Fire Chief or his designee to enter into a contract for software services with Locality Media, INC Technologies not to exceed \$22,000 per year in substantially the form attached here to with such changes as are approved by the Fire Chief and District Council.”

Council also recommended that Locality Media agree to a venue provision that would have any legal action be required to be filed in Placer County, CA only with an attorney’s fees provision and to add this to the contact.

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 authorized the Fire Chief or his designee to enter into a contract for software services with Locality Media, INC Technologies not to exceed \$22,000 per year in substantially the form attached here to with such changes as are approved by the Fire Chief and District Council. The vote was four in favor.

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

15. [Finance Report](#)
15.1 [Purchases Journal](#)

- 15.2 [Breakdown of CalCard purchases](#)
- 15.3 [Gross payroll totals](#)
- 15.4 [Account Detail Report](#)

Director Eason wanted to point out that June is still open for another month and a half, or at least until the end of September. We will continue putting revenue and expenses into prior year through September 30, so these numbers will change. In September, you will see the financials for July and August, which will include payments for prior year in the AP batches.

Director Eason also kindly asked the Board to cash their checks from the last fiscal year because the checks will stale-date and they will not be able to cash them.

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 Correa, the Board approved the finance report dated August 23, 2022 and the supporting Items 15.1-15.4, as presented. The vote was four in favor.

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

16. Staff Reports

- 16.1 [Fire Chief](#)
- 16.2 [Operations Chief / Training](#)
- 16.3 [Fire Marshal / PIO / Forest Fuels / Facilities](#)
- 16.4 [A Shift Battalion Chief – Emergency Medical Services](#)
- 16.5 [B Shift Battalion Chief – Safety](#)
- 16.6 [C Shift Battalion Chief – Logistics](#)

Chief Leighton wanted to bring the Boards attention to one piece of his report, which is the Lake Tahoe Regional Fire Chiefs Association and Norther Nevada Fire Chiefs letter dated May 19, 2022 with 18 Fire Chiefs signatures. This important letter means that each Fire Chief who signed the letter believes that attacking fires quickly with all available resources is the best way to conduct. It also says that if any these signatories on this list that have any type of emergency in their jurisdiction know that there are 17 other Fire Chiefs that they can call who will help send resources to them. There is intent for this to be annual.

The Board brought up the matter of the burning allowed in State Parks fire rings. Chief Leighton let the Board know that North Tahoe Fire Protection District and the office of the Fire Chief have taken a neutral stance on this topic.

Fire Marshal Armstrong updated the Board on Homewood Mountain Resorts Phase 1A.

Facilities received the permit today from Placer County to move forward with repairs to Station 55 sewage line and holding tank.

Battalion Chief Beatie and Battalion Chief Lagano updated the Board on how North Tahoe Fire responded the incident at 1610 River Road regarding the breakdown of the old bridge into the river.

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.

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

- *September 27, 2022 – regular Board meeting*
- *July 2- candidate filing*
- *November 8, 2022 – regular Board meeting*
- *December 13, 2022 – regular Board meeting*

18. **Board Comments/Information Items**

There was no Board comments or informational items.

19. **Adjournment**

There being no further business to come before the Board, the meeting was adjourned by President Baffone at 7:42 p.m.