

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
June 25, 2024 – 3:30 p.m.

MINUTES

1. **Call to Order** - *The meeting was called to order at 3:31 p.m. by President Baffone.*

Roll Call

Attending:

Board Present

Directors Baffone, Doyle, Loverde, and Ragan (left at 4:53 p.m.). A quorum was established.

Staff Present

Fire Chief Steve Leighton

Division Chief Alan Whisler (arrived at 4:00 p.m.)

Division Chief Brent Armstrong

Director of Finance and Administration Kim Eason

Battalion Chief Scott Sedgwick

Battalion Chief Jamie Sheppard

Captain Paul Moen (arrived at 4:11 p.m.)

Forest Fuels Manager April Shackelford

Administrative Assistant II/Clerk of the Board Melissa Daniels

Defensible Space Inspector Michael Haran (left at 3:35 p.m.)

Defensible Space Inspector Killian Fay (left at 3:35 p.m.)

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** – Forest Fuels Manager April Shackelford introduced this year's newest Seasonal Defensible Space Inspectors Michael Haran and Killian Fay to the Board.

5. **Approval of Minutes from the special Board meeting held April 30, 2024**

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

Upon motion by Director Ragan, seconded by Director Doyle, the Board approved the Minutes from the special Board meeting held April 30, 2024. A roll call vote was taken. The vote was three in favor:

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

6. **Correspondence** – There was no correspondence.

The public hearing opened at 3:38 p.m.

7. **Public Hearing to consider Resolution 06-2024 approving the negotiated transfer of General Fund ATI to North Tahoe Fire Protection District upon completion of the Dissolution of the Meeks Bay Fire Protection District and Annexation by the North Tahoe Fire Protection District**

Chief Leighton presented this item to the Board. On May 14, 2024, the El Dorado County’s Board of Supervisors adopted a resolution approving the negotiated transfer of General Fund Annual Tax Increment (ATI) to the North Tahoe Fire Protection District upon completion of the dissolution of the Meeks Bay Fire Protection District and annexation by the North Tahoe Fire Protection District. El Dorado County staff requested the North Tahoe Fire Board of Directors adopt the same resolution as a step in the annexation process.

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

The public hearing closed at 3:43 p.m.

Upon motion by Director Ragan, seconded by Director Baffone, the Board adopted Resolution 06-2024 approving the negotiated transfer of General Fund ATI to the North Tahoe Fire Protection District upon completion of the dissolution of the Meeks Bay Fire Protection District and annexation by the North Tahoe Fire Protection District. A roll call vote was taken. The vote was three in favor:

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

8. [Consider Resolution 07-2024 accepting the Agency Funding Agreement from the Truckee-Tahoe Airport District to fully fund the River Road Buffer Zone Fuels Reduction Project in the amount of \\$400,000](#)

Chief Leighton presented this item to the Board. North Tahoe Fire Protection District was approached by the Tahoe-Truckee Airport District (TTAD) regarding the use of TTAD funding to support regional fuels reduction projects. NTFPD met with the TTAD and regional fire districts to discuss shovel ready-projects. A funding agreement for \$400,000 has been presented to reduce fuels on 51.7 acres of shovel ready land owned by the US Forest Service (USFS) along the Hwy 89 corridor between Tahoe City and Alpine Meadows Road.

The US Forest Service has a National Environmental Protection Act (NEPA) Decision Memo in place covering the removal of hazard trees, reduction of wildfire risk, and complementary defensible space actions on selected federal lands within 200' of habitable structures. This project would reduce fuels on six to nine of these 200' buffer zones adjacent to Hwy 89 and 64-Acre Park in Tahoe City. The project will be known as the River Road Fuels Reduction Project and has an 18-month period of performance. This project will directly support ingress/egress along the Hwy 89 Corridor in locations deemed to be of highest need based on recent project priority modeling. The project would further support the partnership between NTFPD and the TTAD. Funding from the TTAD has been repeatedly reliable in providing resources and equipment to support NTFPD. The successful execution of this project will likely lead to future funding for fuels reduction work from the TTAD and may prove to be a more reliable and consistent source of funding to support this need in future years. The project would also allow for a stronger partnership between NTFPD and the USFS Lake Tahoe Basin Management Unit (LTBMU). An ability to utilize TTAD funding to reduce fuels where it is most beneficial to support ingress/egress, safety, and community assets would be tremendously advantageous to NTFPD and the majority of this property is managed by the USFS LTBMU. NTFPD has reviewed the Agency Funding Agreement and is seeking approval from the Fire Board to enter into this agreement.

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

Upon motion by Director Doyle, seconded by Director Ragan, the Board adopted Resolution 07-2024 authorizing the Fire Chief or his designee to enter into the Agency Funding Agreement from the TTAD in the amount of \$400,000 to reduce fuels on 51.7 acres of high-priority treatment areas near the Hwy 89 Corridor. A roll call vote was taken. The vote was four in favor:

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

9. [Preliminary Budget for Fiscal Year 2024-2025](#)

Director of Finance and Administration Eason explained that this preliminary budget allows spending authority until it is trued up at a public hearing at the Board meeting on September 24. We do not receive the revenue numbers from the County until September, so we used a 5.0%

estimate increase for Property Taxes. The Special Tax was estimated using a 3.0% 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 2024-2025. These calculations include the CalPERS Unfunded Accrued Liability (UAL) increases as well as an estimate of benefit increases. Once the actual benefit rates for 2024-2025 are received, these figures will be updated and reflected in the final budget. Also included in the preliminary budget is a 5.0% increase in Salaries based on the 2024-2028 MOU between NTPFA and NTFPD.

The District only included one new capital purchase in the preliminary budget, which is the purchase of a Gurney Power Load. Also included in the preliminary budget for the 2024-2025 fiscal year is the lease for the new Ambulance (M-113) which is aligned with the District's apparatus replacement plan. A \$100,000 transfer to the unrestricted reserve fund is included as well based on the preliminary budget estimates.

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

Upon motion by Director Doyle, seconded by Director Baffone, the Board adopted the Preliminary Budget for the General Fund for Fiscal Year 2024–2025 as presented in the amount of \$21,805,728. A roll call vote was taken. The vote was four in favor:

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

10. [Annual Signature Authorization Verification to Placer County](#)

This is a housekeeping item. Director of Finance and Administration Eason 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 2023-2024 to 2024-2025.

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

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. A roll call vote was taken. The vote was four in favor:

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

11. Consider Resolution 08-2024 authorizing the Board President and the Fire Chief to enter into a Five-Year Lease Purchase Agreement for one (1) ambulance remounted on new chassis (M-113)

Director of Finance and Administration Eason presented this item to the Board. Following the District’s apparatus replacement schedule, the lease payment for the 2024 Braun Northwest ambulance remounted on a new chassis was included in the 2024/25 preliminary budget that was presented and approved at today’s board meeting. The cost of the new 2024 Braun Northwest ambulance is \$200,813.83, which the District will be financing through Community Leasing Partners.

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

Upon motion by Director Ragan, seconded by Director Loverde, the Board adopted Resolution 08-2024 authorizing the Board President and the Fire Chief to enter into a Five-Year Lease Purchase Agreement for one (1) ambulance remounted on new chassis (M-113). A roll call vote was taken. The vote was four in favor:

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

12. Consider authorizing an unbudgeted capital purchase request for PFAS Free Structural Turnouts not to exceed \$90,000

Captain Paul Moen presented this item to the Board. The Fire Service locally and across the nation has been jolted by the research and discovery of PFAS, polyfluoroalkyl substances, chemicals being used in Structural Firefighter Turnouts. These PFAS chemicals, also referred to as “forever chemicals”, are linked to many types of cancer and other serious related health effects that include the metabolism, circulatory, digestive, endocrine, immune, neurological, and reproductive systems. Cancer is a leading cause of death among firefighters. North Tahoe Fire considers the health and wellness of our personnel to be paramount and a top priority. With the recent research and discoveries, the Fire District has been trying to get all line staff into PFAS-free turnouts. Unfortunately, so has every fire department in the nation. This has created a long backlog on turnout manufacturer’s delivery dates and stress on the supply chain. The District placed their first order for demo PFAS free turnouts in fiscal 2020/21, which did not arrive until fiscal 2022/23. The District placed a second order for 20 sets in 2022 which were also received late and not until fiscal 2023/24. With the delays in manufacturing and the delay in placing the remainder of our personnel in PFAS-free turnouts, the District placed its third order in late 2023 for 23 sets of turnouts to get the order in the queue with the manufacturer. The expectation is that they would arrive in fiscal year 2024/25 based on the previous year’s lengthy order timelines. This order would outfit the remaining line staff, minus the six Chief Officers. During this time, supply chain demand had improved, and manufacturers have been able to improve on order

delivery dates. With those improvements, the District has received the order early and must pay the manufacturer out of fiscal year 2023/24.

Due to the early delivery and per Policy 231: Purchasing Policy, staff would like the North Tahoe Fire Board to authorize an unbudgeted capital purchase in fiscal year 2023/24 for the early arrival of the structural turnouts not to exceed \$90,000.

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

Upon motion by Director Ragan, seconded by Director Loverde, the Board authorized the 2023/24 unbudgeted capital purchase for 23 sets of structural turnouts not to exceed \$90,000. A roll call vote was taken. The vote was four in favor:

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

13. Consider accepting donations from NTPFA of three e-bikes and accessories

Chief Whisler presented this item to the Board. North Tahoe Professional Firefighters Association (“NTPFA”) would like to donate three e-bikes valued at \$17,675 to the North Tahoe Fire Protection District. The NTPFA has also purchased helmets, lights, sirens, tool kits, and medical bags that will also be included in the donation valued at \$4,000.

This donation will help enhance the District’s back country rescue program where we don’t have access to use the all-terrain ranger vehicle.

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

Upon motion by Director Doyle, seconded by Director Ragan, the Board accepted the donations of three LEVO e-bikes and accessories from the NTPFA. A roll call vote was taken. The vote was four in favor:

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

14. Consider authorizing an unbudgeted capital purchase request for one e-bike

Chief Whisler presented this item to the Board. District staff would like to request approval to purchase (1) LEVO e-bike in FY 23/24 to accompany the 3 LEVO e-bikes donated by NTPFA, not to exceed \$5892. Following Policy 231: Purchasing Policy, the District is required to get board approval as this is an unbudgeted capital expense. This purchase would allow for a total of

four e-bikes in the District’s arsenal to enhance the backcountry rescue program where we do not have access to use the ranger.

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

Upon motion by Director Loverde, seconded by Director Ragan, the Board authorized the 2023/24 unbudgeted capital purchase for one (1) LEVO e-bike not to exceed \$5,892. A roll call vote was taken. The vote was four in favor:

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

15. [Future planning with Meeks Bay Fire](#)

Chief Leighton presented this item to the Board. On May 14th, the El Dorado County Board of Supervisors voted and approved the adoption of four resolutions regarding the annexation, moving us one step closer to completion. This resolution was supposed to go on the agenda for the Placer County Board of Supervisors today for approval, however, the public hearing notice did not make it to the newspapers on time, so it is postponed till their July 9th meeting in Auburn. After July 9th, the next steps move to Placer LAFCo to complete. On August 14th, Placer LAFCo will hold a public hearing regarding the annexation, then 33 days after that, around September 18th, Placer LAFCo will hold a protest hearing. The protest hearing will be held somewhere in the district. The final step is when it will go back to Placer LAFCo, around October 9th, for the final determination of when the annexation will take place.

This item was for informational purposes. No Board action was required, but there was a discussion between Board and staff. There was no public comment.

16. [Finance Report](#)

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

Finance and Administration Director Kim Eason presented this item to the Board. The Board Compensation checks will be cut the week of July 8th.

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

Upon motion by Director Baffone, seconded by Director Doyle, the Board approved the finance report dated June 25, 2024 and the supporting Items 16.1-16.4, as presented. A roll call vote was taken. The vote was three in favor:

*Ayes: Directors Baffone, Doyle and Loverde
Noes: None*

Abstain: *None*
Absent: *Directors Correa and Ragan*

17. Staff Reports

- 17.1 [Fire Chief](#)
- 17.2 [Division Chief – Operations / Training](#)
- 17.3 [Division Chief – Fire Marshal/ Forest Fuels / PIO / Facilities](#)
- 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. There was a discussion between Board and staff. No action was taken.

18. Next Board Meeting and Other Important Dates

- *July 15, 2024 – candidate filing period begins (Baffone, Correa, and Loverde)*
- *July 23, 2024 – regular Board meeting - canceled*
- *August 9, 2024 – close of regular candidate filing period*
- *August 27, 2024 - regular Board meeting*
- *September 24, 2024 - regular Board meeting*

There was no Board or public comment.

19. Board Comments/Information Items

There were no Board comments.

20. Adjournment

There being no further business to come before the Board, the meeting was adjourned by President Baffone at 5:29 p.m.