

NORTH TAHOE FIRE PROTECTION DISTRICT
Regular Meeting of the Board of Directors
Tahoe City, California
Via GoToMeeting

Tuesday
March 22, 2022 – 4:30 p.m.

MINUTES

1. **Call to Order** - *The meeting was called to order at 4:32 p.m. by President Baffone.*

Roll Call

Attending:

Board Present (via GoToMeeting)

Directors Baffone, Correa, Doyle, and Ragan. A quorum was established.
Director Loverde – absent.

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
Public Information Officer Erin Holland
Administrative Assistant I/Clerk of the Board Kelly Martin

Public (via GoToMeeting)

Ellie Beals

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 07-2022 proclaiming a local emergency, ratifying the proclamation of a state of emergency issued March 4, 2020, and re-authorizing remote teleconference meetings of the legislative bodies of North Tahoe Fire Protection District for the period March 22-April 20, 2022 pursuant to Brown Act Provisions](#)

This is a housekeeping item. Resolution 07-2022 is necessary in order for the District to conduct remote teleconference meetings. Next month, we will ratify because the meeting will not be within 30 days of today.

Chief Leighton suggested passing the resolution, which allows the Board the option to either meet virtually or in person. He and President Baffone will make the decision and notify the Board two weeks before the April meeting. Additionally, the District is not equipped to hold hybrid meetings. Meetings need to be all in person or all virtual. Until the Governor rescinds the proclamation and the Board approves virtual meetings, it is ok to attend virtually. Once the proclamation is rescinded, Board members may attend virtually if the remote location is posted on the agenda, the agenda is posted at the remote location, and a quorum is attending from within the district.

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 07-2022 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 March 22-April 20, 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*

The public hearing opened at 4:42 p.m.

6. [Public Hearing and Adoption of Proposed Ordinance No. 1-2022 Updating Director Compensation for Attendance at Meetings](#)

Finance Director Eason explained that this ordinance, if adopted, would increase the current Board compensation by 5% (from \$251.04 to \$263.59) per meeting for fiscal year 2022-2023. Any Director may elect to be compensated \$20.00 per day for each day's attendance at meetings of the Board, or for each day's service rendered as a member of the Board by request of the Board, and be provided health care coverage by the District on terms comparable to those offered full time administrative employees of the District based on health care enrollment eligibility.

If adopted, this change will go into effect July 1, 2022

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

The Public Hearing closed at 4:48 p.m.

Upon motion by Director Doyle, seconded by Director Baffone, Ordinance 1-2022 was adopted by the following roll call vote:

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

7. Approval of Minutes from the regular Board meeting held February 22, 2022

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

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

8. Correspondence

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

- C-Shift – FF/Par Taran Madison and Chris Bartow – transported an 8-year-old patient; and
- B-Shift – Captain Wagner, FF Will Marshman, and FF/Paramedic Jeff Rau – helped with smoke alarms that caller couldn't reach.

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

9. Future Planning with Meeks Bay Fire

Chief Leighton updated the Board regarding the progress of the LAFCO process, and he thanked Director Eason for her part. North Tahoe Fire is waiting for El Dorado County LAFCO to complete the Municipal Services Review (MSR). The deadline to make changes is March 28, with the potential adoption by El Dorado LAFCO on April 27. The 2018 ESCI study included the initial fiscal impact analysis. Director Eason ran preliminary numbers as part of the Plan for Services. Michelle McIntyre, the Executive officer for Placer LAFCO, reviewed the initial MSR from El Dorado County. She wasn't comfortable with what she saw in the financial part of the review. The MSR has different numbers than what is in the audited/budgeted financials. She recommended using a third party for an unbiased look and a fourth analysis of the finances between Meeks Bay Fire and North Tahoe Fire. They commissioned AP Triton to do that study. Placer LAFCO will pay for the study, which is less than \$10,000. That study will take anywhere from 60-90 days to complete. Chief Leighton thinks it is essential for us to do it this way for true transparency, but this will delay us from submitting the application. The Chief and Finance

Director Eason want to be comfortable with the numbers before submitting, and they are not there yet. Michelle McIntyre isn't comfortable yet either. They want to ensure that neither jurisdiction will be hurt in the process. There may be a point when the Chief will need to ask El Dorado County for additional funding. This additional fiscal impact study will be important for that process.

Finance Director Eason added that they have learned a few things that they didn't know in the beginning. For instance, ERAF revenue is not a possibility, property taxes might change, and there may be a change in how the ambulances operate to name a few. These things will make a difference. A third party will show the true numbers. The numbers are leaning more towards deficit spending than originally anticipated, but they are still working out details with El Dorado County. Also, since we would be a bi-county district, some things we thought were possible are not now, like the contract with El Dorado County for ambulance transports may become void and North Tahoe Fire would not get the \$50/parcel that it is getting now. Lastly, Director Eason said there will be savings through attrition, but she needs to figure out what the bottom-line number will be and how to make up those dollars in the short term.

Chief Leighton spoke about the potential makeup of the interim Board. Meeks Bay Fire just appointed a new director, so now they have four. LAFCO will make the final decision regarding the Board makeup. Michelle McIntyre indicated to him that neither agency should be hurt by the process. Chief Leighton is meeting with President Miller and President Baffone on March 29 regarding this. He suggests having a seven-person Board for a couple of years and transition into a five-person Board. A Board with nine members is too large.

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 work in making this happen. There was no public comment.

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

Chief Leighton explained that AP Triton is handling the ambulance study. This is the same consultant who is handling the fiscal impact study for the LAFCO matter. He received the first part of the draft report, which is about 25 percent complete and is already 80 pages long. He thanked Captain Meadows for helping him make edit to the first 80 pages. The Chief is coordinating with Kurt Latipow, who is in charge of the project at AP Triton. He will make the requested administrative changes.

Battalion Chiefs Beatie and Sedgwick also reviewed the first part of the draft, and they think it's a positive report so far.

Chief Leighton said that everything in the study will be verified and not taken at face value. One of his concerns is that he wants to make sure that we don't add additional ambulances into the system that will reduce another agency's ability to provide service. Although our system is not always busy, it can be at times; however, our District is not overwhelmed compared to an ambulance company in a larger city.

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

- 11. [Finance Report](#)
 - 11.1 [Purchases Journal](#)
 - 11.2 [Breakdown of CalCard purchases](#)
 - 11.3 [Gross payroll totals](#)
 - 11.4 [Account Detail Report](#)

Director Eason reported that February remained busy for the Administrative Division. Much of the month was devoted to working on the LAFCO application and the possible reorganization of North Tahoe Fire Protection District and Meeks Bay Fire Protection District. Chief Leighton, Chief Whisler, Fire Marshal Armstrong, and Director Eason met with and had multiple conference calls with Placer County LAFCO. Chief Leighton and Director Eason also had a meeting and follow up calls with El Dorado County to ask some clarifying questions related to MBFPD.

On February 9, 2022, Governor Newsom signed SB 114, reinstating COVID-19 supplemental paid sick leave for qualifying employees of employers with 26 or more employees. The obligation to pay COVID-19 supplemental paid sick leave did not begin until February 19, 2022; however, the law applies retroactively to January 1, 2022 and remains in effect until September 30, 2022. As a reminder, there are still a few of our Form 700 filers that have not filed. Please get your forms completed by April 1, 2022, to avoid a penalty. This can be done online on the Placer County website (<https://edisclosure.placerelections.com/>).

Director Eason also mentioned that this month we had a CalCard credit from the prior month for the return of computer equipment that offset the current month's payment.

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

Upon motion by Director Baffone, seconded by Director Ragan, the Board approved the finance report dated March 22, 2022 and the supporting Items 11.1-11.4, as presented. 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

- 12. **Staff Reports**
 - 12.1 [Fire Chief](#)
 - 12.2 [Division Chief – Operations / Training](#)
 - 12.3 [Fire Marshal / PIO](#)
 - 12.4 [A Shift Battalion Chief - Emergency Medical Services](#)
 - 12.5 [B Shift Battalion Chief - Safety](#)
 - 12.6 [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.

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

- *April 1, 2022 – deadline to file Form 700*
- *April 26, 2022 – regular Board meeting (possibly in person)*
- *May 24, 2022 – regular Board meeting (possibly in person)*
- *June 28, 2022 – regular Board meeting (possibly in person)*
- *July 18, 2022 – candidate filing period begins for Directors Doyle and Ragan*

There was no Board or public comment.

13. **Board Comments/Information Items**

President Baffone reminded the Board members to complete their ethics and harassment training and reminded the Form 700 filers to file their forms by April 1.

Chief Leighton announced that Placer LAFCO is taking nominations from Special Districts to be a Commissioner on the LAFCO Board and asked if any Board members were interested.

Director Ragan is considering running. If he does, Chief Leighton will give him the information, and the Board can vote on it next month. Attorney Steve Gross confirmed that it would be not a conflict of interest if Director Ragan served on both Boards.

14. **Adjournment**

There being no further business to come before the Board, the meeting was adjourned by President Baffone at 6:18 p.m.