

NORTH TAHOE FIRE PROTECTION DISTRICT

Board of Directors

Regular Meeting

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

Tuesday

February 23, 2021 – 4:30 p.m.

MINUTES

NOTE: This meeting was held virtually as permitted by the Governor’s Executive Order regarding COVID-19.

1. Call to Order

The meeting was called to order at 4:34 p.m. by Vice President Ragan.

Roll Call

Attending:

Board Present (via GoToMeeting)

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

Staff Present (via GoToMeeting)

Acting Fire Chief Steve Leighton

Legal Counsel Steve Gross

Division Chief/Fire Marshal Steve McNamara

Director of Finance and Administration Kim Eason

Battalion Chief Alan Whisler

Battalion Chief Scott Sedgwick

Battalion Chief Sarah Lagano

Station 54 (Shop) – Mechanic II/III Joe Parle

Forest Fuels Coordinator Eric Horntvedt

Public Information Officer Erin Holland

Inspector Ramon Manzano

Administrative Assistant I/Clerk of the Board Kelly McElravey

Public (via GoToMeeting)

Ellie Beals

2. Additions to Agenda/Approval of Agenda

There were no changes, and the agenda was approved as presented. No public comment.

Upon motion by Director Doyle, seconded by Director Correa, the Board approved the Agenda as presented. A roll call vote was taken. The vote was four in favor:

Ayes: Directors Correa, Doyle, Loverde, Ragan

Noes: None

Abstain: None

Absent: Director Baffone

3. Pledge of Allegiance

4. Public Comment – There was none.

5. Approval of Minutes from the regular Board meeting held January 26, 2021.

No changes or corrections were requested from the Board or the public.

Vice President Ragan asked and paused for public comment since there were 14 people on the virtual meeting. There was no public comment.

Upon motion by Director Correa, seconded by Director Loverde, the Board approved the Minutes from the Regular Board meeting held January 26, 2021. A roll call vote was taken. The vote was four in favor:

Ayes: Directors Correa, Doyle, Loverde, Ragan

Noes: None

Abstain: None

Absent: Director Baffone

6. Correspondence

Vice President Ragan went over the thank you notes received since the last Board meeting. Acting Chief Leighton stated that it is important to recognize our staff and the great job that they do. He makes it a point to let them know how proud he is. Director Doyle also complimented the crew and backed that up with her comment that she is proud to be part of this community. Vice President Ragan asked for public comment, but there was none.

7. Finance Report

- 7.1 Purchases Journal
- 7.2 Breakdown of CalCard purchases
- 7.3 Gross payroll totals
- 7.4 Account Detail Report

Administrative Report

January remained busy for the Administrative Division. We continued working on the 2017/2018 Ground Emergency Medical Transportation (GEMT) audit and have provided all additional documentation that was requested. We are now waiting to hear back from the auditor to schedule our exit interview which is the final step in the audit. During January we also finalized the 2019/2020 audit that was presented at the Board meeting last month. The auditors, Chief Leighton, and Kim met with President Baffone and Director Doyle to discussed the audit in more detail and answer any additional questions that they had. 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, 2021 to avoid a penalty. This can be done online on the Placer County website (<https://edisclosure.placerelections.com/>).

There was a Q&A session between Board and staff. Vice President Ragan asked and paused for public comment on the virtual meeting. There was no public comment. Director Correa commented that the reports looked great.

Upon motion by Director Doyle, seconded by Director Loverde, the Board approved the finance report dated February 23, 2021, purchases journal for January 2021, breakdown of CalCard purchases listed on the December 2020 statement, the payroll report for January 2021, and the account detail for January 2021, as presented. A roll call vote was taken. The vote was four in favor:

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

8. Staff Reports

- 8.1 Acting Fire Chief
- 8.2 Fire & Life Safety / Facilities / Forest Fuels / PIO
- 8.3 Emergency Medical Services
- 8.4 Safety & Logistics
- 8.5 Training & Technical Rescue

Staff reports were reviewed and no action was taken.

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

9. Next Board Meeting and Other Important Dates

- *March 23, 2021*
- *April 27, 2021*
- *May 25, 2021*

Vice President Ragan asked and paused for public comment since there were 14 people on the virtual meeting. Acting Fire Chief Leighton corrected the meeting dates in noting that Memorial Day Weekend is the week *following* the May 25 Board meeting. There was no public comment.

16. Board Comments/Information Items.

Vice President Ragan asked for any additional Board comments or informational items to include on the March agenda. There were no items to add, but there was a Q&A session between Board and staff regarding upcoming events/fireworks.

Vice President Ragan asked and paused for public comment since there were 14 people on the virtual meeting. There was no public comment.

17. Adjournment. *The meeting was adjourned by Vice President Ragan at 5:45 p.m.*