

NORTH TAHOE FIRE PROTECTION DISTRICT

Board of Directors

Regular Meeting

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

Tuesday

May 25, 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 4:32 p.m. by President Baffone.*

Roll Call

Attending:

Board Present (via GoToMeeting)

Directors Baffone, Correa, Doyle, Loverde (here 4:34), and Ragan. A quorum was established.

Staff Present (via GoToMeeting)

Fire Chief Steve Leighton
Legal Counsel Steve Gross
Division Chief Steve McNamara
Director of Finance and Administration Kim Eason
Battalion Chief Alan Whisler
Captain Brent Armstrong
Captain Naman Beatie
Firefighter/Paramedic Jeff Rau
Firefighter/EMT Josh McCurley
PIO Erin Holland
Administrative Assistant I/Clerk of the Board Kelly Martin

Public (via GoToMeeting)

None

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

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

- 3. Pledge of Allegiance**

- 4. Public Comment** – There was no public comment.

- 5. Approval of Minutes from the regular Board meeting held April 27, 2021.**

One change requested by District Clerk to remove Finance Director Kim Eason from the list of attendees. No other changes or corrections were requested from the Board. There were no comments from the public.

Upon motion by Director Ragan, seconded by Director Correa, the Board approved the Minutes from the Regular Board meeting held April 27, 2021 with the change to remove Director Eason from the Roll Call attendance list. A roll call vote was taken. The vote was five in favor:

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

6. Correspondence

President Baffone recognized and commended the crew mentioned in the thank you note that was received since the last Board meeting. He then asked for public comment. There was no public comment.

Director Doyle commended the admin staff who support the safety crews.

7. Consider Resolution 06–2021 requesting tax collection services

Finance Director Eason presented the annual resolution to the Board requesting authorization for direct charges to be placed on the tax roll. The intent of the resolution is to specify each party's responsibility regarding the collection of special taxes, fees and assessments as required by Proposition 218.

The Board of Directors is required to annually adopt a resolution in order for Placer County to collect our Special Tax and Fire Suppression Assessment. Normal fees as defined in Item 6 of the resolution will be charged for these services.

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 Resolution 06-2021 authorizing Placer County to conduct tax collection services for NTFPD by the following roll call vote:

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

8. Approve amended unrepresented salary scales regarding the salary range for Fire Chief

Finance Director Eason explained that this amended list of salary scales captures the range for the Fire Chief that was approved at the last Board meeting. With the recent changes at the Fire Chief level, the unrepresented salary scale needed to be updated to correctly reflect the negotiated contract provisions.

There was a Q&A session between Board and staff. President Baffone then 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 Ragan, the Board approved the amended 2021 Unrepresented Salary Schedule to the 2018-2023 Memorandum of Understanding regarding the salary range for Fire Chief. A roll call vote was taken. The vote was five in favor:

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

9. Promotion/special consideration for permanent appointment

Chief Leighton spoke and was encouraged by this item because it's to discuss a promotion from within. Promotional procedures are contained in the District's Rules and Regulations (Sections 6 Hiring and Promotions, Section 7 Examinations, and Section 10 Appointments). These three sections, together, provide the Fire Chief the processes and procedures to complete promotional examination and appoint personnel to vacant positions as appropriate. It is the practice of North Tahoe Fire Protection District to utilize fair, transparent, and validated testing to sort and rank personnel eligible for promotions. Personnel are qualified for promotions utilizing Position Task Books. Position Task Books contain minimum qualifications as set forth by federal, state, local jurisdictions as well as industry standards and best practices. Examples include California State Fire Marshal's Office, National Wildfire Cooperators Group, National Fire Academy, National Fire Protection Association, and International Fire Services Accreditations Congress (IFSAC). Additionally, Position Task Books contain experiential requirements to ensure that personnel have the necessary knowledge, skills, abilities, and personal characteristics to be successful in that position.

Currently, the District has one rank to be filled: Division Chief. Battalion Chief Alan Whisler applied for the position in an open competitive process, meets all qualifications, and was the only District employee to apply for the position.

SPECIAL CIRCUMSTANCES

The Fire Chief may, with concurrence of the Board of Directors, make a finding that deviating from Sections 6 and 7 for special circumstances may be in the best interest of the District. In this event, the Fire Chief may hire an individual without the need to comply with the above process.

Under no circumstances, may the Fire Chief appoint an individual who lacks the minimum qualifications for the position.

Conclusion/Findings

Due to the special circumstances related to recent retirement and promotions, the Appointee:

- Applied for the position in an open competitive process;
- Meets all qualifications; and
- Was the only District employee to apply for the position.

There are no current promotional eligibility lists for the positions, and the District has not identified any additional qualified personnel interest in testing for these positions.

There was a Q&A session between Board and staff. President Baffone then asked and paused for public comment since there were 14 people on the virtual meeting. There was no public comment.

Upon motion by Director Ragan, seconded by Director Baffone, the Board concurred with the Fire Chief's finding and recommendation and approved the permanent appointment of Battalion Chief Alan Whisler as Division Chief on this 25th Day of May 2021 and approved his promotional appointment date will be June 5, 2021. A roll call vote was taken. The vote was five in favor:

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

This promotion will leave a Battalion Chief position open. Captain Beatie who has completed his Battalion Chief task book will take a temporary appointment as Battalion Chief.

10. Finance Report

- 10.1 Purchases Journal
- 10.2 Breakdown of CalCard purchases
- 10.3 Gross payroll totals
- 10.4 Account Detail Report

Kim presented her reports.

Administrative Report

The Administrative Division is preparing for its busiest time of the year. We are in the process of preparing the 2021/2022 preliminary budget to present at the June Board meeting. Thank you to everyone for completing your budget worksheets. The third quarter grant reporting was complete by Administrative Assistant Wood and Forest Fuels Coordinator Horntvedt. We also began the Intergovernmental Transfer (IGT) process for this fiscal year and the wire was sent to DHCS the beginning of April. This expenditure shows on the Account Detail in the IGT Admin Fee account (001-8161-030). The repayment should be received by the end of May/beginning of June. Once this is received, the expenditure is reversed and the additional revenue received will be realized at that time. There was an additional fee assessed by the County for administrative and tax

collection fees in the amount of \$9,602.44. This expenditure is shown in the SB-2557 & Tax Collection Fee account (001-8221-000). We reached out to the Placer Co. for an explanation and were told that it was discovered that a share of the Tax Collector's costs was not include in the original total. They had to recalculate the total costs and charge each agency their proportional share. The County posted the correction in April to offset against the April tax payments and apportionments.

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

Upon motion by Director Ragan, seconded by Director Doyle, the Board approved the finance report dated May 25, 2021 and Items 10.1-10.4, as presented. A roll call vote was taken. The vote was five in favor:

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

11. Staff Reports

- 11.1 Fire Chief
- 11.2 Fire & Life Safety / Forest Fuels / PIO
- 11.3 Emergency Medical Services
- 11.4 Safety & Logistics
- 11.5 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.

12. Next Board Meeting and Other Important Dates

- June 2, 2021 – Change-of-Command ceremony
- June 22, 2021 – Board meeting
- July 27, 2021 – Board meeting

13. Board Comments/Information Items.

There was no Board comment or additional items to add to the June agenda. President Baffone then asked and paused for public comment since there were 13 people on the virtual meeting. There was no public comment.

14. Adjournment. *The meeting was adjourned by President Baffone at 5:56 p.m.*