

**NORTH TAHOE FIRE PROTECTION DISTRICT**

Board of Directors

Regular Meeting

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

**Tuesday**

**November 8, 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, Loverde (arrived 4:36 p.m.), and Ragan. 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 Naman Beatie

Captain Jamie Sheppard

Captain Jayme Stowell

Public Information Officer Erin Holland

Forest Fuels Manager April Shackelford

Administrative Assistant II/Clerk of the Board Melissa Daniels

Public (via GoToMeeting)

Station 52

Randy Parr, AP Triton

Clay Steward, AP Triton

Tim Maybee, AP Triton

Kurt Latipow, AP Triton

Michelle McIntyre, Placer LAFCO

Jacqui Braver, JMA Ventures, LLC

Chip Wilkins, Remy Moose Manley, LLP

Amy Engle, Placer LAFCO

Peter Bryan

Ron Parson

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

The agenda was approved by the Board after the approval of changing the date on agenda item 5 from December 13, 2022 to December 8, 2022. There was no public comment

**3. Pledge of Allegiance**

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

**5. Consider Resolution 25-2022 Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Governor Newsom’s Executive Order N-29-20 issued March 4, 2020, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of North Tahoe Fire Protection District for the Period November 8-December 8, 2022 Pursuant To Brown Act Provisions**

This is a housekeeping item. Resolution 25-2022 is necessary in order for the District to conduct remote teleconference meetings. Next month, we will ratify again because the meeting will not be within 30 days of this meeting.

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 Loverde, the Board approved Resolution 25-2022 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 November 8-December 8, 2022 Pursuant to Brown Act Provisions. A roll call vote was taken. The vote was five in favor:*

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

**6. Approval of Minutes from the regular Board meeting held September 27, 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 Ragan, seconded by Director Loverde, the Board approved the Minutes from the Regular Board meeting held on September 27, 2022. A roll call vote was taken. The vote was five in favor.*

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

7. **Correspondence**

President Baffone went over the received thank you notes from the public since the last Board meeting.

8. **Consider accepting the AP Triton Regional Ambulance Study regarding ambulance service along the Highway 89 corridor**

Chief Leighton introduced Kurt Latipow, Clay Steward, Tim Maybee, and Randy Parr from AP Triton who gave a presentation to the Board regarding the Regional Ambulance Study that was commissioned by the Eastern Placer County Joint Power Authority, consisting of North Tahoe Fire, Truckee Fire, and Olympic Valley Fire. After the presentation by AP Triton, Chief Leighton asked Michelle McIntyre to explain to the Board the Placer LAFCO process that Olympic Valley Fire would need to follow in order for their district to put an ambulance into service.

Chief Leighton added that in one of the slides it showed that North Tahoe Fire has seven ambulances in the system, actually there are twelve ambulances. North Tahoe Fire has five, Truckee Fire has four, and North Lake Tahoe Fire has three that are all part of our system. In addition, each agency had the ability to put additional ambulances in service at any one time. This means that the system could staff up to fifteen ambulances if necessary.

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 accepted the AP Triton Regional Ambulance. The vote was five in favor.*

*Ayes: Directors Baffone, Correa, Doyle, Loverde, and Ragan*

*Noes: None*

*Abstain: None*

*Absent: None*

9. **Consider accepting the Homewood Mountain Resort fiscal impact update prepared by BAE Urban Economics (“BAE”)**

Fire Marshal Armstrong presented this item stating that this item was brought to the Board at the last meeting. Matt Kowta from BAE provided a presentation and explanation of what the fiscal impact update covered. There were some questions that needed to be answered before the Board would accept the fiscal impact document. In the course from the last Board meeting to now, Mr. Kowta and Fire Marshal Armstrong cleaned up the report, and the final draft is being presented today to be accepted. The largest changes that were made are the highlighted sections starting from the bottom of page five to the top of page seven, which are the summary notes to table seven explaining what table seven is capturing.

Fire Marshal Armstrong wanted to bring to the Board’s attention is that the overall document was brought forth as an informative document to help navigate discussions to execute a

development agreement between the proposed development of Homewood Mountain Resorts (“HMR”) in the Homewood area. This document provides us with an outline of the forecasted revenues, costs, and operations that go into where we currently are and what is proposed by the development. After the last Board meeting, JMA sent over questions at the end of October regarding the fiscal impact document. These questions were vetted by BAE who provided explanations and supporting language in the report presented today. All of the information North Tahoe Fire is providing in the document is current and defensible.

President Baffone asked and paused for public comment. There was public comment given by Jacqui Braver from JMA Ventures, LLC. and Chip Wilkins from Remy Moose Manley, LLP.

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

*Upon motion by Director Correa, seconded by Director Ragan, the Board accepted the BAE Urban Economics Fiscal Impact Update. The vote was five in favor.*

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

**10. [Consider accepting the donation from the Gary Sinise Foundation for two LUCAS devices](#)**

Fire Chief Leighton presented this item. The Gary Sinise Foundation has donated two Lucas Devices to North Tahoe Fire Protection District. These are mechanical compression devices used during CPR which take the place of manual compressions.

These are the same model and make of the device that we demonstrated during the May 2022 Board Meeting.

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 accepted the donation from the Gary Sinise Foundation of two LUCAS devices totaling \$36,203. The vote was five in favor.*

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

**11. Consider Resolution 26-2022 authorizing the Board President to enter into a fire-year lease purchase agreement for a New Braun Ambulance**

Fire Chief Leighton presented this item. The Board previously approved the lease purchase of an ambulance (M-110) in the 2022/2023 Budget. The ambulance is available through Braun Northwest, the District's sole source ambulance provider. Original production was delayed due to COVID and delivery was not expected until 2023. This has changed and the ambulance will be ready for inspection and pick up at the beginning of December.

Chief Leighton stated that this falls in line with our Apparatus Replacement Program and the goal has been to replace the old white slant box ambulances with the red square box ambulances. This new ambulance is replacing the last white slant box ambulance in the District. Now all the ambulances we will have will now be within a couple of years old.

The cost of the ambulance is \$216,108.75, which the District will be financing through Community Leasing Partners.

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 accepted Resolution 26-2022 authorizing the Board President and the Fire Chief to enter into a five-year Lease Purchase Agreement to finance \$216,108.75 with Community Leasing Partners, as included in the budget and apparatus replacement schedule for one (1) new Braun ambulance (M-110). The vote was five in favor.*

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

**12. Consider Resolution 27-2022 regarding the inspection of certain occupancies required to perform annual inspections in such occupancies pursuant to sections 13146.2 and 13146.3 of the California Health and Safety Code**

This is an annual resolution. SB 1205 - the "Ghost Ship" bill, which refers to the December 2, 2016 fire in a warehouse in Oakland, CA where 36 people died and therefore modified the H&S Code 13146, as H&S Code section 13146.4. The bill was imposed in September 2018 and requires the Fire Marshal to report on the District's compliance on annual inspection activities for mandatory inspections of schools and hotels.

Fire Marshal Armstrong explained to the Board that the District has 100% on all inspections for the Educational E Group Occupancies. For the Residential R Group Occupancies, there is a 96% compliance rate. Fire Marshal Armstrong asked staff why is the District not at 100% for the R Group Occupancies. The answer is that when they inspected the last four occupancies it was out of the reporting period so the report was already completed. So in all actuality, the District is at 100% for inspections.

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 Loverde, seconded by Director Doyle, the Board accepted Resolution 27-2022 regarding the inspection of certain occupancies required to perform annual inspections in such occupancies pursuant to sections 13146.2 and 13146.3 of the California Health and Safety Code. The vote was four in favor.*

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

The public hearing was opened at 6:05 p.m.

**13. Consider Resolution 24-2022 Findings of Fact and Public Hearing to Adopt Ordinance 02-2022 regarding Amendments to the 2022 Fire Code**

At the September Board meeting, the Board was introduced to Resolution 24-2022 Findings of Facts supporting amendments to the 2022 California Fire Code and completed the first reading of Ordinance 02-2022 addressing the amendments of the 2022 California Fire Code. Nothing has changed in the Resolution or the Ordinance. Once approved tonight, the 2022 California Fire Code will go to the Placer County Board of Supervisors for ratification. Fire Marshal Armstrong summarized to the Board the changes to the 2022 California Fire code. He also stated that this document is a year in its making and that he has had multiple meetings with the Fire Marshals from around the Basin sitting down with them to make sure we are making the same requirements and updates together on the 2022 California Fire Code.

President Baffone asked and paused for public comment. There was public comment given by Ron Parson.

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

The public hearing closed at 6:18 p.m.

*Upon motion by Director Ragan, seconded by Director Correa, the Board adopted Resolution 24-2022 adopting local amendments to the state Fire Code and findings of facts based on local conditions to support local amendments. The vote was five in favor.*

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

*Upon motion by Director Baffone, seconded by Director Loverde, the Board adopted Ordinance 02-2022 adopting the 2022 edition of the California Fire Code. The vote was five in favor.*

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

The public hearing was opened at 6:20 p.m.

**14. Public Hearing to Adopt Ordinance 03-2022 authorizing the schedule of Cost Recovery Fees**

Fire Marshal Armstrong reminded the Board that this Ordinance is the same as was presented last month. This is normally an update that is done through a Resolution, however, this year the District is adding a line item to the Cost Recovery Fee Form, which needs to be done through an Ordinance requiring multiple readings. At the last Board meeting, Fire Marshal Armstrong introduced this item. The Cost Recovery Fee is a way, through the Health and Safety Code, that the District is able to capture cost for services that are provided. The line item that is getting added to the Cost Recovery Fee Form, which will be put into place starting January 1, 2023, is the Short-term Rental Fire and Life Safety inspections. The fee will be collected by North Tahoe Fire.

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

The public hearing closed at 6:29 p.m.

*Upon motion by Director Doyle, seconded by Director Correa, the Board waived the second reading and adopted Ordinance 03-2022 setting fees for cost recovery of Fire & Life Safety activities. The vote was four in favor.*

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

**15. Future planning with Meeks Bay Fire**

Chief Leighton updated the Board on this item. Placer LAFCO is still waiting for both Placer County and El Dorado County to finish the Tax Transfer Agreement calculations. This process can take up to 90 days, and the counties started this process close to the date of the September Board meeting. Chief Leighton called and spoke to Michelle McIntyre from Placer LAFCO and she did not have anything new to report. We plan to keep this item on the agenda in case we do get an update, as it could happen fairly quickly. The next step would be to have a joint board meeting with Meeks Bay Fire's Board of Directors in the near future.

There was a Q&A session between Board and staff. This was an informational item only. No Board action was taken.

**16. Finance Report**

- 16.1 Purchases Journal
- 16.2 Break Down of CalCard purchases
- 16.3 Gross payroll totals
- 16.4 Account Detail Report

Finance and Administration Director Kim Eason presented on this item. She wanted to add that we did get our liability insurance contract renewed. We ended up going with the option that Hillary Erikson from ISU Insurance Services- Atwood Agency presented at the last Board meeting. Also, at the last Board meeting we were talking about the overage in the budget of \$37,000, Kim did not take into account the \$49,000 that we still owe the previous carrier. So, It looks like we will be about \$86,000 over budget, but we did put \$100,000 in reserves which will cover that overage. She does not anticipate we will spend every penny in the budget so it should not be a problem covering that overage if we do not do a budget revision mid-year.

Director Loverde left the meeting at 6:41 p.m. do to a prior engagement. The Board thanked Kim for her report.

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 finance report dated November 8, 2022 and the supporting Items 16.1-16.4, as presented. The vote was four in favor.*

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

**17. Staff Reports**

- 17.1 Fire Chief
- 17.2 Operations Chief / Training
- 17.3 Fire Marshal / PIO / Forest Fuels / 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 and no action was taken.

President Baffone asked and paused for public comment. There was no public comment. There was a brief discussion between Board and staff.



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

- *December 13, 2022 – regular Board meeting (GoToMeeting)*
- *January 24, 2023 – regular Board meeting (In person)*

**19. Board Comments/Information Items**

Director Doyle announced that on Wednesday December 7, 2022 the CERT Team is having their annual holiday event and that the Board is invited and to see what a fabulous group of volunteers we have.

Director Ragan stated that he hopes to get elected to another four year term with the District.

**20. Adjournment**

There being no further business to come before the Board, the meeting was adjourned by President Baffone at 7:14p.m.