

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
December 13, 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, Doyle, Loverde (arrived 4:43 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 Scott Sedgwick
Battalion Chief Sarah Lagano
Forest Fuels Manager April Shackelford
Public Information Officer Erin Holland
Facilities Coordinator Bjorn Beckman
Administrative Assistant II Melissa Daniels

Public (via GoToMeeting)

Melissa Knight, International Public Safety Data Institute (left at 5:09 p.m.)
Kimberly Lightley, International Public Safety Data Institute (left at 5:09 p.m.)
John Oats, International Public Safety Data Institute (left at 5:09 p.m.)
Ron Parson
Mike Schwartz

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 28-2022 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 December 13 2022-January 12, 2023 Pursuant to Brown Act Provisions**

This is a housekeeping item. This resolution allows the Board the option to hold meetings virtually. The law (AB 361) enacted to implement the proclamation remains in effect until January 1, 2024. The ability to hold virtual meetings like this is allowed while the March 4, 2020 COVID-19 State of Emergency proclamation is active. If, in the next 30 days the Board decides to meet in person and then the need arises to meet virtually again, it’s a good idea to pass this resolution. Each resolution is good for 30 days.

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 28-2022 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 December 13 2022-January 12, 2023 Pursuant to Brown Act Provisions. A roll call vote was taken. The vote was three in favor:

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

6. **Approval of Minutes from the regular Board meeting held November 8, 2022**

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

Upon motion by Director Doyle, seconded by Director Ragan, the Board approved the Minutes from the Regular Board meeting held November 8, 2022. The vote was three in favor.

7. **Correspondence**

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

8. Information update regarding the Community Risk Assessment

Chief Leighton introduced this item to the Board and welcomed representatives from International Public Safety Data Institute (IPSDI) John Oats, Melissa Knight, and Kimberly Lightley. For background, IPSDI enables public safety agencies to gather, organize, and translate data to actionable insights. IPSDI procures, assembles, analyzes, and reports information from data from fire, rescue, and law enforcement. The IPSDI also provides live dashboards for local public agencies to ensure usable information on operations.

The project objective is to create the Community Risk Assessment, Community Risk Reduction Plan, and the Standard of Cover update for the North Tahoe Fire Protection District (NTFPD), including the areas served within the Meeks Bay FPD and Alpine Springs Water District areas served by the North Tahoe Fire Protection District.

Ms. Knight and Ms. Lightley are currently visiting the District for their onsite visit to better understand the area served by NTFPD, including community characteristics, demographics, key stakeholder information, and local challenges. As Ms. Knight and Ms. Lightley receive this data from NTFPD and from the other stakeholders, they can incorporate that data into the final Risk Assessment and the Standards of Coverage document. They have been interviewing staff and will be taken on a tour of the District tomorrow.

Director Doyle asked if the Risk Assessment will cover evacuations and water delivery systems. Mr. Oats answered that since both of those things are considered risks they will be included in the report. Director Doyle continued to ask if IPDSI is going to provide recommendations for solutions to the risks that are identified in the reports. The answer to this question is yes. The Community Risk Reduction Plan will have strategies, methods, and ways to reduce the risks that have been identified, and the District and the Board will get to decide on a plan of action based on that. Lastly, Director Doyle asked that as they are defining the intersection of our local conditions and findings, will that be overlaid with the state and national standards to define any weaknesses. The answer is yes, they will be overlaid with multiple national consensus standards.

Fire Marshal Armstrong added that these plans and documents will help the District craft a road map to transition to a Community Risk Reduction Model and he is excited to see the Community Risk documents, which will be completed and brought to the Board for approval in February 2023. He also thanked Ms. Knight and Ms. Lightley for their part in this.

Chief Leighton thanked Mr. Oats and his team for coming and doing the presentation tonight.

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.

9. Consider Resolution 29-2022 establishing the time and dates for the regular meetings of the North Tahoe Fire Protection Board of Directors and further establishing its rules of procedure

Chief Leighton presented this item. The District wanted to establish the meeting schedule for the 2023 calendar year so the Board and District staff can plan time off based around the dates of the Board of Directors meetings. The District is also proposing to change the meeting start time to 3:30 p.m., which will allow for more staff members to attend the Board meetings and it will reduce the amount of overtime paid. This cost-saving effort was brought up to Chief Leighton by staff and he wanted to thank them. This change in time will also be very beneficial for the staff who have long commutes home after the Board meetings.

This resolution establishes the current regularly scheduled meetings to be set for the fourth Tuesday of each month and having the meeting time changed to 3:30 p.m., with the exception of scheduling the regular meeting for April to be on the third Tuesday of the month to accommodate staff commitments and the November and December meetings to be on the first Tuesday of each month to accommodate the holidays.

Chief Leighton believes that it is easier to set this schedule now as opposed to deciding on meeting dates on a month-to-month basis.

Director Doyle wanted to add that it is important to accommodate Board members as well as staff. President Baffone agreed with Director Doyle, however, it is important to plan ahead compared to having inconsistent Board meeting dates be the norm. He also believes that it is important to have staff like the Fire Chief or the Director of Finance be able to attend each meeting.

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

Upon motion by Director Loverde, seconded by Director Baffone, the Board approved Resolution 29-2022 establishing the time and dates for the regular meetings of the North Tahoe Fire Protection Board of Directors. A roll call vote was taken. The vote was three in favor:

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

10. [Consider approving the 2023 Salary Scales pursuant to the current Memorandum of Understanding](#)

Salary scales are required to be updated each year to match the provisions of the 2018-2023 Memorandum of Understanding. Per the advice of legal counsel, the District is bringing the salary scales separately to Board for transparency, even though they have already been approved and accounted for in the budget that was approved in September. It is also posted on the website every year.

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

Upon motion by Director Doyle, seconded by Director Baffone, the Board approved the Represented, Unrepresented, and Part-Time Pay Salary Scales pursuant to the current Memorandum of Understanding. A roll call vote was taken. The vote was three in favor:

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

11. Consider Resolution 30-2022 regarding the future planning with Meeks Bay Fire

[This item was tabled to next month.]

12. Finance Report

- 12.1 Purchases Journal
- 12.2 Breakdown of CalCard purchases
- 12.3 Gross payroll totals
- 12.4 Account Detail Report

Finance and Administration Director Kim Eason presented on this item.

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

Upon motion by Director Ragan, seconded by Director Loverde, the Board approved the finance report dated December 13, 2022 and the supporting Items 12.1-12.4, as presented. The vote was four in favor.

13. Staff Reports

- 13.1 Fire Chief
- 13.2 Division Chief – Operations / Training
- 13.3 Fire Marshal/ Forest Fuels / PIO / Facilities
- 13.4 A Shift Battalion Chief - Emergency Medical Services
- 13.5 B Shift Battalion Chief - Safety
- 13.6 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.

14. Next Board Meeting and Other Important Dates

- *January 24, 2023 – regular Board meeting*
- *February 28, 2023 – regular Board meeting*
- *March 28, 2023 – regular Board meeting*

There was a discussion between Board and staff regarding the January through March meeting dates. There was no public comment.

15. Board Comments/Information Items

Director Doyle wanted to thank District staff for supporting the CERT team by attending their holiday gathering to show their appreciation to the dedicated volunteers.

President Baffone excused the public and staff for the closed session at 6:23 p.m.

Closed session began at 6:25 p.m.

16. CLOSED SESSION ITEM:

Pursuant to Government Code Section 54956.9(d)(2), Significant Exposure to Litigation, One Case

Closed session ended at 6:42 p.m. and the open session was re-opened.

17. Report of action taken in closed session

No action was taken in closed session.

18. Consider Resolution No. 31-2022, Pursuant to Government Code Section 21156

Upon motion by Director Ragan, seconded by Director Doyle, the Board approved Resolution 31-2022 pursuant to Government Code Section 21156. 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

19. Adjournment

There being no further business to come before the Board, the meeting was adjourned by President Baffone at 6:47 p.m.