

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

January 24, 2023 – 3:30 p.m.

MINUTES

1. **Call to Order** - *The meeting was called to order at 3:30 p.m. by President Baffone.*

Roll Call

Attending:

Board Present

Directors Baffone, Doyle, Loverde and Ragan (left at 4:20 p.m.). A quorum was established.

Staff Present

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 Sarah Lagano

Fleet Assistant Scott Baumgardner (left at 3:42 p.m.)

Administrative Assistant II Melissa Daniels

Public

Kendall Galka, McClintock's Accountancy (left at 4:05 p.m.)

Jamie Gignoux, McClintock's Accountancy (left at 4:05 p.m.)

Ron Parson

2. **Administer Oath of Office**

The District Clerk administered the oath of office to Board Members Doyle and Ragan. The Directors signed their oaths.

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

The agenda was approved as presented. There was no public comment.

4. **Pledge of Allegiance**

Pinning Ceremony – Years of Service

Chief Leighton lead the pinning ceremony which has been postponed due to the pandemic. He asked for Director Loverde, Director Ragan, and Fleet Assistant Scott Baumgardner (formally Firefighter/EMT/Fleet Mechanic) to come forward to receive their pins. Director Ragan received his 5-year pin, Director Loverde received his 25-year pin, and Mr. Baumgardner received his 40-year pin. Chief Leighton thanked everyone for their time and service.

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

6. **Approval of Minutes from the regular Board meeting held December 13, 2022**

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

Upon motion by Director Ragan, seconded by Director Doyle, the Board approved the Minutes from the Regular Board meeting held on December 13, 2022. The vote was four in favor.

7. **Correspondence**

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

8. **Presentation by Independent Auditors and Acceptance of the 2021-2022 Annual Audit**

Kendall Galka presented and Jaime Gignoux was the manager overseeing the audit from McClintock’s Accountancy. They conducted the annual audit report and 51-page financial statement dated as of June 30, 2022. The auditors reported an unmodified or clean opinion on the financial statements, which means the documents provided in the packet are true and without misstatements. There were no material findings this year.

There were also no audit adjustments needed. She stated that there were zero changes to the adjusting journal entries, and she appreciated the good working relationship they have with the North Tahoe Fire staff.

There were no significant deficiencies encountered. The Internal Control Report provides comments on material weaknesses or things to improve upon. The only improvements necessary are to continue developing written processes and segregation of duties.

Kendall will work with Kim to schedule a separate, more detailed presentation to the Board President and Treasurer.

Chief Leighton thanked Ms. Galka and Ms. Gignoux for coming and presenting to the Board, and congratulated Kim and her staff for working hard on getting this year’s audit together.

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

Upon motion by Director Doyle, seconded by Director Ragan, the Board accepted the 2021-2022 annual audit as presented by McClintock's Accountancy. 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

9. Consider Resolution 20-2022 regarding the future planning with Meeks Bay Fire

Chief Leighton presented this item. We have been going through this process for two years now, and it is currently in the hands of the Placer and El Dorado counties' chief negotiators. There are two staff members from each county that make up the chief negotiators who will negotiate this final process of the annexation. At the August 2022 North Tahoe Board meeting, the Board passed a resolution giving Chief Leighton the direction to provide the Placer negotiators with topics that the Board would like to be part of the negotiation process. These topics include paying off or paying down the UAL, figuring out what the tax exchange rate is, and having an apparatus and facilities maintenance budget. Interestingly, neither Placer LAFCO nor the Fire Districts are part of the negotiation process. The only thing they do is give the negotiators direction on what North Tahoe desires to happen. On December 19th, the chief negotiators from Placer and El Dorado counties had their first negotiation meeting. Based on that first meeting, it was reported that El Dorado County said that they were not aware of the UAL liability or the tax exchange, however, they have attended meetings in the past where these topics were discussed. In the spirit of cooperation, Placer County has commissioned Goodwin Consulting to conduct an additional fiscal impact analysis to verify the findings of the multiple other fiscal impact studies that were conducted over the past two years. Placer County and El Dorado County should have the results from that in the next month or two. Chief Leighton wants this process to proceed in a progressive manner and has decided it is time to start meeting with the Board of Supervisors. Next Friday he will be meeting with the new District 5 El Dorado County Supervisor Brooke Laine and the El Dorado County CEO Don Ashton as well as meeting with Supervisor Cindy Gustafson next week.

LAFCO still has the ability to say yes or no to the consolidation and annexation with Meeks Bay Fire Protection District. If LAFCO determines that North Tahoe FPD is not going to benefit or will be hurt by this process, they can say no. The Board also has the time and opportunity to back out of the process. However, at this time, in order to keep the timeline for this process going the next step is to determine the future makeup of the legislative body, because if the Board does not determine it LAFCO will. Last week at the Meeks Bay Board meeting the Board approved the future makeup resolution unanimously. Right now, the Board has the ability to make these decisions regarding the future makeup of the legislative body.

There was a discussion regarding what the options would be for Meeks Bay Fire if the LAFCO process fell through.

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

Upon motion by Director Ragan, seconded by Director Baffone, the Board adopted Resolution 30-2022 regarding the Meeks Bay Fire Protection Board of Directors requesting the Placer Local Area Formation Commission (LAFCO) consider the makeup of the legislative body for the proposed reorganized North Tahoe Fire Protection District. A roll call vote was taken. The vote was four in favor:

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

10. Consider Resolution 01-2023 to support North Tahoe Fire Protection District's application for the State of California Department of General Service Eligibility Application for the future fleet purchases

Chief Whisler presented this item. North Tahoe Fire Protection District is looking into new ways to expand its Fleet replacement program. By utilizing this program, there is a potential to meet the needs of the District and constituents when purchasing apparatus. This application will allow us to acquire useful equipment that is excess property to the Federal Surplus Property Program for \$1.00 without having to bid. Possible items that we may use would be earth-moving equipment for snow removal and emergency backup generators for our stations. For the application process, the Federal Government stated that the District needs to get Board approval to allow us to apply to this program.

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

Upon motion by Director Loverde, seconded by Director Doyle, the Board approved Resolution 01-2023 for NTFPD's application to the State of California Department of General Service. A roll call vote was taken. The vote was three in favor:

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

11. Consider Resolution 02-2023 accepting the Southern Nevada Public Lands Management Act North Tahoe Wildland Urban Interface Fuels Reduction Project, Project NT06, Priority 18-05 (Grant Agreement No. L23AC00037-00) for the implementation of the North Tahoe Wildland Urban Interface Fuels Reduction in the amount of \$2,776,162

Fire Marshal Armstrong presented this item. This item stems from Chief McNamara and Eric Horntvedt. This is a project we took on and carried forward. In its entirety, it is the Southern Nevada Public Lands Management Act (SNPLMA). What is driving this round is that it was awarded to North Tahoe Fire, compared to being a sub-recipient. Round 16 is being dissolved by

the BLM in which we were sub-awarded. It is being dissolved in March and we need to close out all deliverables by that March deadline. We need Round 18 to be in place so that we have something to apply the continued funding and billing towards. Round 18 will be replacing Round 16. It is still going to fund a portion of the Forest Fuels Manager, PIO, and Admin positions and can potentially fund the creation of a new Forest Fuels Specialist position if the project becomes larger than expected.

This project is treating anywhere from 300 to 700 acres. Its primary focus is the Target Hazard Zones between private lands and communities at risk and to treat them as a buffer zone. This is the main focus driving this WUI component for the SNPLMA Round 18. This round is for a six-year term.

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

Upon motion by Director Doyle, seconded by Director Loverde, the Board accepted the grant award of \$2,776,162, authorized the Fire Chief to enter into (on behalf of the North Tahoe Fire Protection District) any agreement and amendments regarding the Southern Nevada Public Lands Management Act Grant Agreement L23AC00037-00, and adopted Resolution 02-2023. A roll call vote was taken. The vote was three in favor:

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

12. Consider Resolution 03-2023 approving the adoption of CalPERS 457 Plan

Kim presented this item to the Board. At the request of Local 3729, Captain Curtis Smith began researching 457 plan options 1 year ago. The request was based on a desire from the group for more investment options than what is currently available with the Empower plan offered by the District. After researching several plans from different vendors it was found that the CalPERS plan offers the widest array of investment options, and some of the lowest basis point fees in the industry. CalPERS also offers loan options that allow the investor to borrow against their 457 funds for things like first-time home purchases as well as other qualifying events. The CalPERS plan offers self-directed investment with an extensive portfolio of index and mutual funds, as well as Target Retirement date plans that are managed to optimize the investment time frame based on the planned year of retirement. The CalPERS plan will be offered to all district employees. Employees will have the option to use CalPERS, and/or the current Empower plan, both are optional at the discretion of the employee. The District will incur no cost. Local 3729 is paying for the interface with Placer County which will prevent further workload on the Administrative staff. Local 3729 sees this as a positive development for both the district and the employee. An enhanced benefit package for current and future employees with no cost to the district. As part of the adoption process for the CalPERS 457 Plan, it is required that the Board execute a resolution in order to move forward to the next step in acquiring this plan.

Upon motion by Director Baffone, seconded by Director Loverde, the Board approved Resolution 03-2023 approving the adoption of CalPERS 457 Plan. A roll call vote was taken. The vote was three in favor:

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

13. Finance Report

- 13.1 [Purchases Journal](#)
- 13.2 [Breakdown of CalCard purchases](#)
- 13.3 [Gross payroll totals](#)
- 13.4 [Account Detail Report](#)

Finance and Administration Director Kim Eason wanted to follow up on CSDA membership and how our fees were determined from the last board meeting. The fees are based on the budget amount. CSDA has a fee schedule and anything above \$5,000,001 is at the top of that schedule, which is the \$8,810. If we are over five million, we will be topped out for the memberships.

Director Eason also reminded the Board to file their Form 700.

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

Upon motion by Director Doyle, seconded by Director Loverde, the Board approved the finance report dated January 24, 2023 and the supporting Items 13.1-13.4, as presented. The vote was three in favor.

14. Staff Reports

- 14.1 [Fire Chief](#)
- 14.2 [Division Chief – Operations / Training](#)
- 14.3 [Fire Marshal/ Forest Fuels / PIO / Facilities](#)
- 14.4 [A Shift Battalion Chief - Emergency Medical Services](#)
- 14.5 [B Shift Battalion Chief - Safety](#)
- 14.6 [C Shift Battalion Chief - Logistics](#)

Under the Facilities Board report, there was a discussion regarding fixing Station 51's heating and cooling system. Steve Gross added that if there is a component of a project to repair or replace the HVAC system that results in energy conservation then it may qualify for an energy conservation contract or project for which the District would not have to go to bid. The District might have to do some other things, such as having a public hearing, but there are provisions of the California Government Code about energy conservation contracts and projects that alleviate the obligation to bid those.

Staff reports were reviewed and no action was taken.

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

15. Next Board Meeting and Other Important Dates

- *February 28, 2023 – regular Board meeting*
- *March 28, 2023 – regular Board meeting*
- *April 18, 2023 – regular Board meeting*

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

16. Board Comments/Information Item

Board Officer elections and Committee assignments to be agenzized at the February Board meeting.

The Board took a five minute recess to attend a live fire training demonstration by the Station 51 crew.

17. Adjournment

There being no further business to come before the Board, the meeting was adjourned by President Baffone at 5:30 p.m.