

# 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**  
**March 28, 2023 – 3:30 p.m.**

## MINUTES

- 1. Call to Order** - *The meeting was called to order at 3:35 p.m. by President Baffone.*

### Roll Call

#### **Attending:**

##### Board Present

Directors Baffone, Doyle, Loverde (left at 7:00 pm), and Ragan. A quorum was established.

##### Staff Present

Fire Chief Steve Leighton

Legal Counsel Steve Gross

Division Chief Alan Whisler

Fire Marshal Brent Armstrong

Battalion Chief Scott Sedgwick

Battalion Chief Sarah Lagano

Captain/Paramedic Paul Moen

Public Information Officer Erin Holland (left at 6:00 p.m.)

Administrative Assistant II/Clerk of the Board Melissa Daniels

##### Public

IPSDI- John Oates, President and CEO (left at 5:55 p.m.)

IPSDI- Alex Tames, Fire Service Accreditation & GIS (left at 5:55 p.m.)

IPSDI- Kimberly Lightly, Community Risk & Wildland Firefighting (left at 5:55 p.m.)

IPSDI – Melissa Knight, COO (left at 5:55 p.m.)

- 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. **Approval of Minutes from the regular Board meeting held January 24, 2023**

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

*Upon motion by Director Ragan, seconded by Director Loverde, the Board approved the Minutes from the Regular Board meeting held January 24, 2023. 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*

6. **Correspondence**

President Baffone went over the donation and thank you notes received since the last Board meeting. Chief Whisler briefed the Board on the field save by Firefighter/Paramedic Brant Lucas whom the thank you note and the donation was in honor of along with the crew.

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

7. **Presentation by the International Public Safety Data Institute (IPSDI) on the Community Risk Assessment, Community Risk Reduction Plan, and the Standards of Cover for North Tahoe Fire Protection District**

Fire Marshal Armstrong introduced John Oates, Alex Tames, Kimberly Lightly, and Melissa Knight from International Public Safety Data Institute (IPSDI). They provided a detailed presentation on the Community Risk Assessment, Community Risk Reduction Plan, and the Standards of Cover for the North Tahoe Fire Protection District. The representatives were there to explain and answer any questions from the Board of Directors regarding the contents of the documents presented. From the District's standpoint, these are living documents that we will weigh heavily on as these are valuable pieces of information for us. It is forward-thinking, addressing risks that we may not see or do know are in place and to help build a road map to address those things.

**Community Risk Assessment**

The Community Risk Assessment (CRA) provides actionable insights into hazard and risk identification within the communities and service area of North Tahoe Fire Protection District based on data analysis to inform decision-making. These insights provide a basis to define service level benchmarks, which include fire and emergency performance, determination of apparatus needs, staffing requirements workload, and unit utilization. The analysis contained in this document will also improve the understanding of the inherent, all-hazard risk to the community within the NTFPD service area.

The varied demographics of the district require a response to emergencies in rural, suburban, and urban settings. The wide diversity of emergency incidents requires firefighters to be proficient in structural firefighting, wildland firefighting, backcountry/technical rescue, swift water rescue, hazardous materials mitigation, and emergency medical services.

#### Community Risk Reduction Plan

The Community Risk Reduction Plan (CRR) is a process to identify and prioritize local risks, followed by the integrated and strategic investment of resources to reduce their occurrence and impact. One step further, the Community Risk Reduction Plan is a document that outlines the goals, objectives, programs, and resources used to reduce the risks identified by the community risk assessment.

#### Standards of Cover

The Standard of Cover (SOC) document provides a uniform, transparent and replicable documentation of performance, assessments, and outcomes of the North Tahoe Fire Protection District. This document is formed by the analysis and findings of the CRA document. It integrates feedback from stakeholders such as the District's Directors, NTFPD membership, and community stakeholders. The purpose of this document is to provide the NTFPD with replicable structures to report meaningful feedback to their community on the district's current service capacity and progress towards attainable goals and objectives.

The Community Risk Assessment, Community Risk Reduction Plan, and Standards of Cover documents can be accessed by clicking the link on the title of item 7.

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

*Upon motion by Director Ragan, seconded by Director Doyle, to accept the Community Risk Assessment, Community Risk Reduction Plan, and the Standards of Cover for North Tahoe Fire Protection District. 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*

The Board took a five-minute recess at 5:55 p.m.

### **8. Board officer elections and committee assignments**

At the beginning of each year, the Board elects officers and decides who will serve on certain District committees for the year.

Director Baffone read a letter to the Board and the public that Director Doyle addressed to him from the last Board meeting because she was out of town, which was canceled, in regard to her consideration for the Vice President seat.

Director Baffone stated he believes that Director Doyle would be a great Vice President. With that being said, Director Baffone would like to keep the Board officer structure to stay status quo as Director Ragan and himself have been working together, putting in time and effort, over the past 16 to 18 months on the annexation with Meeks Bay Fire and JMA.

Director Doyle commented that she would like to keep her nomination in place for Vice President. She is interested in moving forward with the Meeks Bay annexation. Director Doyle stated that she knows the district, the personnel, and the logistics of the annexation and the operations that are involved with that. She has been involved with this process even before she was elected to North Tahoe Fire's Board and has the knowledge and skills in fire service as well as on the political side to really help in that service.

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

*Upon motion by Director Loverde, seconded by Director Ragan, for of the Board President, Vice President, Treasurer, and the committee assignments to stay as status quo.*

*A roll call vote was taken. The vote was three in favor:*

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

The public hearing opened at 6:06 p.m.

**9. Public Hearing and Adoption of Proposed Ordinance No. 1-2023 Updating Director Compensation for Attendance at Meetings**

Chief Leighton presented this item. The ordinance, if adopted, would increase the current Board compensation by 5% (from \$263.59 to 276.77) per meeting for fiscal year 2023-2024. Any Director may elect to be compensated \$20.00 per day for each day's attendance at meetings of the Board, or for each day's service rendered as a member of the Board by request of the Board, and be provided health care coverage by the District on terms comparable to those offered full time administrative employees of the District based on health care enrollment eligibility.

If adopted, this change will go into effect July 1, 2023

Director Doyle made a public comment that she believes that the Board members should not be getting health care through the District.

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

The public hearing closed at 6:09 p.m.

*Upon motion by Director Baffone, seconded by Director Ragan, the Board adopted Ordinance 01-2023. A roll call vote was taken. The vote was three in favor:*

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

**10. Consider Resolution 04-2023 to support North Tahoe Fire Protection District's application for the State of California Department of General Service Eligibility Application for future federal surplus program purchases for the District**

Chief Leighton presented this item. North Tahoe Fire Protection District (NTFPD) is looking into new ways to expand its business and operational needs. By utilizing this program, there is a potential to meet the needs of the District and constituents when purchasing used property. This application will allow us to acquire useful property that is excess to the Federal Surplus Property Program.

Last time this was brought to the Board, the way we wrote the board documents we were limited only to fleet purchases via the Federal Surplus Property Program. We were told to rewrite the documents and bring this item back to the Board for a vote so we would have more availability to purchase property through this program.

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

*Upon motion by Director Ragan, seconded by Director Loverde, to approve Resolution 04-2023 for North Tahoe Fire Protection District's application to the State of California Department of General Services. 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*

**11. Consider authorizing the Fire Chief to execute the universal resolution Cal OES 130 Designation of Applicant's Agent Resolution for Non-State Agencies for all open and future disasters up to three years following the date of approval**

Chief Leighton presented this housekeeping item. In 2020, the Board authorized the Fire Chief to execute the Cal OES 130 form which is a universal resolution and is effective for all open and future Disasters/Grants up to three (3) years following the date of approval. Three years have passed, and it is time to submit the application and file it with the California Governor's Office of Emergency Service. This will be used for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and

Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

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

*Upon motion by Director Loverde, seconded by Director Ragan, to designate the Fire Chief, Director of Finance & Administration, and Division Chief, as agents, to provide assurances required to the Governor's Office of Emergency Services, as required to implement the project; and further authorize the Fire Chief to execute and file Cal OES 130 with the Governor's Office of Emergency Services. 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*

**12. Consider Amending NTFPD Rules and Regulation to incorporate revised job specifications for Division Chief**

Chief Leighton presented this item. In order to maintain organizational consistency in the rank structure of North Tahoe Fire Protection District, it was suggested by District counsel to revise the Division Chief job specification to coincide with the current job duties and responsibilities.

The Division Chief job classifications specification have been rewritten to meet the job specifications for Division Chief of Operations and Division Chief of Fire Life and Safety. Each of these positions falls under the Division Chief Salary schedule.

Chief Whisler is the Division Chief of Operation and it is the district's desire for the Board to approve Fire Marshal Brent Armstrong to be reclassified to the position of Division Chief of Fire Life and Safety. Chief Leighton stated that Fire Marshal Armstrong is part of the executive staff and has met all of the qualifications to fill this role.

Chief Leighton added that he left the District the option to still hire a Fire Marshal that is non-safety/non-operational which he will leave the Salary Survey.

Chief Whisler commented that in the fire service, most departments have a Division Chief of Fire Life and Safety and Fire Marshal Armstrong meets the qualifications for this position.

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

*Upon motion by Director Ragan, seconded by Director Loverde, to approve revised job specifications for Division Chief of Operation and Division Chief of Fire Life and Safety; to Amend the Rules and Regulations to incorporate the revised job specifications; and to Reclassify the current Fire Marshal to the title of Division Chief of Fire Life and Safety. 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*

**13. Consider reclassifying Erin Holland from Fire Prevention Officer I to Administrative Assistant II**

Chief Leighton presented this item. In order to maintain organizational consistency in the job duties and responsibilities within the district and in accordance with Section 4 of the current NTFPD Rules and Regulations. The Fire Chief shall analyze the duties and responsibilities of all positions in the classified service and shall recommend the creation or adjustment of classes or positions to the Board.

While this may be within the discretionary powers of the Fire Chief, it does relate back to the Rules and Regulations. As such, the Fire Chief is asking the board to approve the reclassification of Erin Holland from Fire Prevention Officer I to Administrative Assistant II in order to align her job duties and responsibilities with what she actually does. This admin position will be under the Division Chief of Fire Life and Safety in the organization chart.

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

*Upon motion by Director Loverde, seconded by Director Ragan, to reclassify Erin Holland from Fire Prevention Officer I to Administrative Assistant II. 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*

**14. Announcement from Placer County LAFCO for the recruitment of a Public Member and an Alternate Public Member to serve on the LAFCO Commission**

Chief Leighton commented that this item does not apply to elected officials. Staff originally thought that it did apply and that is why it was presented on the agenda. The Board decided to move on to item 15.

This item is for informational purposes. No Board action was required, but there was a discussion between Board and staff. There was no public comment.

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

Chief Leighton updated the Board on this item. Chief Leighton met with Placer County's Supervisor Cindy Gustafson on January 31<sup>st</sup> and with Eldorado County's District 5 Supervisor Brooke Laine and since retired Chief Executive Officer Don Ashton on February 3<sup>rd</sup> regarding the annexation of Meeks Bay Fire. Since these meetings, Chief Leighton has not heard anything

for two months. At the Lake Tahoe Basin Area Planning meeting Chief Leighton spoke with Placer County’s Tahoe Operations Manager Stephanie Holloway asking her for her help in regard to the lack of communication over the past two months regarding the annexation. She told Chief Leighton that they are waiting for the results of the fiscal impact analysis from Goodwin Consulting showing El Dorado County that they are deficit spending. On Monday, Ms. Holloway called Chief Leighton with Placer County’s Chief Negotiator Shawna Purvines on the other line. She stated that Goodwin Consulting is 30% done with the fiscal impact analysis and to give them until the end of April to get the final report.

Chief Leighton also met with Placer County’s Michelle McIntyre and next week he will be meeting with El Dorado County’s Tiffany Schmid and Sue Hennike.

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.

**16. [Finance Report](#)**

- 16.1 [Purchases Journal](#)
- 16.2 [Breakdown of CalCard purchases](#)
- 16.3 [Gross payroll totals](#)
- 16.4 [Account Detail Report](#)

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

*Upon motion by Director Ragan, seconded by Director Baffone, the Board approved the finance report dated March 28, 2023 and the supporting Items 16.1-16.4, as presented. A roll call vote was taken. The vote was three in favor:*

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

**17. [Staff Reports](#)**

- 15.1 [Fire Chief](#)
- 15.2 [Division Chief – Operations / Training](#)
- 15.3 [Fire Marshal / Forest Fuels / PIO / Facilities](#)
- 15.4 [A Shift Battalion Chief - Emergency Medical Services](#)
- 15.5 [B Shift Battalion Chief - Safety](#)
- 15.6 [C Shift Battalion Chief - Logistics](#)

Staff reports were reviewed and no action was taken.

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

**18. [Next Board Meeting and Other Important Dates](#)**

- *April 18, 2023 – regular Board meeting*
- *May 23, 2023 – regular Board meeting*



➤ *June 27, 2023 – regular Board meeting*

There was no Board or public comment.

**19. Board Comments/Information Items**

**20. CLOSED SESSION ITEM:**

Pursuant to Government Code Section 54956.9(d)(2), Significant Exposure to Litigation, 11 Cases

**21. Report of action taken in closed session**

The Board took action to unanimously approve a motion to reject the claim of Gloria R. Pierrot-Dyer. No reportable action on the other 10 claims.

**22. Adjournment**

There being no further business to come before the Board, the meeting was adjourned by President Baffone at 7:26 p.m.