

**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**  
**April 18, 2023 – 3:30 p.m.**

**MINUTES**

- 1. Call to Order** - *The meeting was called to order at 3:32 p.m. by President Baffone.*

**Roll Call**

**Attending:**

Board Present

Directors Baffone, Correa, Doyle, Loverde, and Ragan. A quorum was established.

Staff Present

Fire Chief Steve Leighton

Legal Counsel Steve Gross via conference phone (gone at 5:18 pm)

Division Chief Alan Whisler

Director of Finance and Administration Kim Eason

Battalion Chief Sarah Lagano

Forest Fuels Manager April Shackelford

Administrative Assistant II/PIO Erin Holland

Administrative Assistant II Blanca Lundin (gone at 4:06 pm)

Administrative Assistant II/Clerk of the Board Melissa Daniels

Public

No Public

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

The District Clerk handed out an updated Resolution 07-2023 to the Board for Item #10 with the correct language. North Tahoe Fire only has services through FASIS, so FDAC EBA did not need to be included in the resolution. The agenda was approved with the updated resolution. There was no public comment.

- 3. Pledge of Allegiance**

4. **Public Comment**- Chief Whisler introduced the newest hire to the North Tahoe Fire Protection District Lateral Firefighter/Paramedic Colin Hamel. Firefighter/Paramedic Hamel addressed the Board.

5. **Approval of Minutes from the regular Board meeting held March 28, 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 March 28, 2023. 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. **Correspondence**

President Baffone went over the thank you notes received since the last Board meeting from Program Director Karen Willcuts of the North Lake Tahoe-Truckee Leadership Program and Administrative Assistant II/PIO Erin Holland. Erin gave a brief description of the North Lake Tahoe-Truckee Leadership Program workshop that NTFPD staff attended.

7. **Consider authorizing the Fire Chief or his designee to enter into a five-year lease agreement for a new Konica Minolta C450i printer/copier/scanner for Station 51**

Administrative Assistant II Blanca Lundin presented this item to the Board. The current 5-year lease for the copier located at station 51 is up for renewal. The District requested three quotes; the lowest is with the current company, Pacific Office Automation. The new lease includes a brand-new machine, and the cost of the lease will be lower in cost per month compared to our current lease.

Black & white copies will only be charged after the first 4000 pages at a cost of \$0.007 per copy, and color copies will be charged at the cost of \$0.047 per copy. We will be asking staff to practice conscious paper printing, which will not only help keep the cost down but will also help inspire staff to be more eco-friendly.

At the end of the new 5-year lease, we will be saving approximately \$14,900.

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

*Upon motion by Director Ragan, seconded by Director Loverde, the Board authorized the Fire Chief, or his designee, to enter into a Lease Agreement with Pacific Office Automation for a 60-month term, for a new Konica Minolta C450i printer/copier/scanner at Station 51 that will be included in the FY 23/24 budget. 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*

**8. Consider Resolution 05-2023 requesting the Board to rescind Resolution 04-2020, authorizing emergency spending due to COVID-19**

Chief Leighton presented this item to the Board. On February 28, 2023, California’s Governor Newsom ended the State of Emergency for conditions caused by COVID-19. As a result of this, there is no longer a need for Resolution 04-2020 authorizing the Fire Chief (or his designee) to take any action necessary and appropriate to respond to the Local Emergency including the procurement of any necessary equipment, services, and supplies, waiving the requirement in the Purchasing policy (#233) as necessary. It is now time for the Board to rescind Resolution 04-2020.

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

*Upon motion by Director Doyle, seconded by Director Ragan, the Board adopted Resolution 05-2023 rescinding Resolution 04-2020. 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*

**9. Consider Resolution 06-2023 requesting the Board to rescind Resolution 09-2021, authorizing emergency spending due to the Caldor Fire and the threats posed by the 2021-2022 Fire Season**

Chief Leighton presented this is a housekeeping item. Back in August 2021, the Caldor Fire and the threats posed by the 2021-2022 Fire Season to the District prompted the Board to pass Resolution 09-2021 invoking a Local Emergency and authorizing the Fire Chief (or his designee) to take any action necessary and appropriate to respond to the Local Emergency including the procurement of any necessary equipment, services and supplies, waiving the requirement in the Purchasing Policy (#233) as necessary. It is time for the Board to terminate the Local Emergency by rescinding Resolution 09-2021 as the 2021-2022 Fire season has passed and the threats are no longer posed to the District.

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

*Upon motion by Director Ragan, seconded by Director Baffone, the Board adopted Resolution 06-2023 rescinding Resolution 09-2021. 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*

**10. Consider Resolution 07-2023 authorizing participation in and approving the amended and restated Joint Exercise of Powers Agreement of the Fire Risk Management Services (FRMS) Joint Powers Authority**

The Fire Agencies Self Insurance System (FASIS) and Fire Districts Association of California Employment Benefits Association (FDAC EBA) will consolidate, effective July 1, 2023, as Fire Risk Management Services (FRMS). FRMS is a newly rebranded multi-line sharing program providing workers' compensation and employee benefits coverage to eligible fire districts in California.

FASIS does North Tahoe Fire's workers' compensation and the FDAC EBA provides employee benefits. North Tahoe Fire is not part of FDAC EBA as our employee benefits are through Principal for dental/vision/life and CalPERS for medical insurance.

There will be no changes for North Tahoe Fire if we participate in FRMS, but these two companies have decided to merge to offer an extended range of services.

In order to participate in FMRS, the Board needs to approve Resolution 07-2023 and authorize the Fire Chief to sign the Amended and Restated Joint Powers Agreement of the Fire Risk Management Services.

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

*Upon motion by Director Doyle, seconded by Director Ragan, the Board adopted Resolution 07-2023 and authorize the Fire Chief to sign the Amended and Restated Joint Exercise of Power Agreement of the Fire Risk Management Services Joint Powers Authority. A roll call vote was taken. The vote was four in favor:*

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

**11. Consider Resolution 08-2023 requesting Tax Collection Services**

District staff presents to the Board annually a resolution authorizing 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 adopt Resolution 08–2023 in order for Placer County to collect our Special Tax, Fire Suppression Assessment, and CFD Mello-Roos. Normal fees of one percent are charged for these services.

Director Doyle asked if there is a time and a place where the District can negotiate the one percent charge for services by Placer County because as the tax rate goes up, that one percent charge goes up as well. Fire Chief Leighton and Director of Finance and Administration Kim Eason responded that they will ask the county about this and start a conversation, but cannot guarantee anything.

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

*Upon motion by Director Ragan, seconded by Director Loverde, the Board adopted Resolution 08-2023 authorizing Placer County to conduct tax collection services for NTFPD. 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*

**12. [Consider Resolution 09-2023 accepting the Tahoe Resource Conservation District Fire Adapted Communities Lake Tahoe Basin Project Priority 18-12 \(Grant Agreement No. L23AC0025-00\) in the amount of \\$2,895,018](#)**

Fire Chief introduced this item to the Board before having Forest Fuels Coordinator April Shackelford present. He stated that this is a grant that the District received last week. The grant will fund defensible space inspections, the residential chipping program, community events, and green waste dumpsters for the next five years. April continued that she is excited to get this item to the Board. The District is just finishing up its last five-year project that funded the same efforts. The current grant monies will help to fund the positions for April, Administrative Assistant II Holland, and the seasonal Defensible Space Inspectors. This grant brings a lot of great things to the District. For example, it lets us organize Fire Wise communities, bring up more Fire Wise leaders, push toward greater compliance with defensible space, continue the chipping program, and help with a lot of partnerships for fuels reduction treatments and projects.

Chief Leighton added that for full transparency on this item, District staff is still working on some minor details in the agreement that may need some slight revisions, but he is asking the Board to adopt Resolution 09-2023 to give him the ability to sign the agreement once the amendments have been made.

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

*Upon motion by Director Loverde, seconded by Director Ragan, the Board accepted the grant award of \$2,895,018, authorized the Fire Chief to enter into (on behalf of the North Tahoe Fire Protection District) any agreement and amendments regarding the Tahoe*

*Resource Conservation District's Grant Pass-through Agreement L23AC00025-00, and adopted Resolution 09-2023. 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*

**13. Consider increasing the contract with LEHR for the buildup of a Command Vehicle (M-111)**

Chief Whisler presented this item to the Board. During the adoption of the budget, the Board authorized the purchase of a new command vehicle.

District staff participated in an apparatus committee that has spent countless hours designing, reviewing, and refining the command vehicle; including talking with manufacturers, inspecting command vehicles, and talking with other Fire Departments who have purchased similar pieces of apparatus.

Our findings indicate that the vehicle production requires additional funds. Not only inflation in the past year, but the cost of the vehicle upfit which entails emergency lights, radios, and command modules; the District is asking the Board to approve the increase request of \$18,000 for the budgeted command vehicle.

The new command vehicle (M-111) will be for the Fire Chief and the current vehicle that the Fire Chief is operating will go to the Prevention staff.

Chief Whisler added that in the future, the District is going to purchase pickup trucks for command vehicles, however, the District purchased a Chevy Tahoe for the command vehicle for the Fire Chief. This is because the vehicle for the Fire Chief does not only need the command aspect for his vehicle, but it needs to have space to carry passengers when he attends meetings and public functions around the Basin and down the hill in Auburn and Sacramento. This vehicle is also a 4X4 and has better ground clearance for winter conditions.

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

*Upon motion by Director Ragan, seconded by Director Doyle, the Board authorized the Fire Chief to enter into an Agreement with LEHR for the buildup of the command vehicle in the amount not to exceed \$18,000. 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*

**14. Consider casting a ballot for three expiring positions on the Fire Agencies Self Insurance System (FASIS) Board of Directors**

Every year we vote for alternating candidates for the FASIS Board. FASIS is a member-driven joint powers authority designed to be a viable alternative to the commercial insurance market. FASIS currently consists of approximately two hundred fire and community services districts. We are members and utilize their workers' comp insurance coverage (Athens Administrators is our workers' comp administrator).

An election is to be held to fill three positions on the FASIS Board of Directors that will expire on June 30, 2023. Each position's new term will be from July 1, 2023 through June 30, 2026. FASIS staff prepared and mailed a ballot to each member, with ballots due back to FASIS by April 28, 2023.

Candidates

\*Sean Grinnell, Sonoma County Fire District

\*Tom Perrazzo, Southern Marin Fire District

\*Carol Pignoni, Cloverdale Fire Protection District

\*Incumbent

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

*Upon motion by Director Loverde, seconded by Director Baffone, the Board cast their votes for three expiring positions on the FASIS Board of Directors as follows: Mr. Sean Grinnell of Sonoma County Fire District, Tom Perrazzo of Southern Marin Fire District, and Carol Pignoni of Cloverdale Fire Protection District. 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*

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

Chief Leighton presented this item to the Board. Since Chief Leighton's meeting with Eldorado County's District 5 Supervisor Brooke Laine on February 3<sup>rd</sup>, Chief Leighton had not heard anything for two months from El Dorado County regarding where we are in the process of the negotiations. Chief Leighton called El Dorado County's Deputy Chief Administrative Officer Sue Hennike and asked to have an emergency meeting to discuss the annexation. He, Chief Armstrong, and Director of Finance Kim Eason went to South Lake Tahoe on April 6<sup>th</sup> to meet with Sue Hennike and Tiffany Schmid who is the new Interim CAO. In that meeting, Chief Leighton expressed his concern that he has not heard anything for two months and that El Dorado County may be stalling the process. He was assured that they were not stalling the process and they are waiting for the fiscal impact analysis from Goodwin Consulting to be completed. Chief Leighton requested that El Dorado County contact Placer County and set up a

meeting with himself, Chief Armstrong, Kim, and all the negotiators as soon as possible. The next day Supervisor Hennike sent an email out with several possible meeting dates. Placer County responded back to the email that they are only available to meet on June 1, 2023, so there is a meeting scheduled for that day.

On April 12th, Placer County LAFCO had their general meeting, which Placer County's District 5 Supervisor Cindy Gustafson is part of. Michelle McIntyre presented her 2023/24 budget as well as her work plan to her Board of Directors. In her work plan, there are about 20 different projects that she wants to accomplish next year, and our annexation is the number one project on that list that they want to complete. After that meeting, Chief Leighton got a call from Supervisor Gustafson after seeing him on the meeting. She asked him if everything was going ok because there was a discussion regarding the annexation, and Placer LAFCO made it seem like everything was on the right track. He responded by saying that it is not going ok as both Districts wanted to get this done by July 1st and he has had no contact nor involvement in the process. Supervisor Gustafson assured Chief Leighton that she will try to get the meeting scheduled earlier than June 1, 2023.

On a 100% scale of the LAFCO process for annexation, the District has completed 100% of the 45% that we can do. The 10% negotiation process in the middle of the scale is where we are currently stuck in and we do not have control over this. The last 45% of the process is something the Districts can control with Michelle McIntyre's guidance.

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](#)

Finance and Administration Director Kim Eason presented this item. She thanked the Board for completing their 700 forms on time. The budget process has started and staff has turned in their budget worksheets so she will have the preliminary budget ready for the June meeting.

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

*Upon motion by Director Doyle, seconded by Director Baffone, the Board approved the finance report dated April 18, 2023 and the supporting Items 16.1-16.4, as presented. 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*



## 17. Staff Reports

- 17.1 [Fire Chief](#)
- 17.2 [Division Chief – Operations / Training](#)
- 17.3 [Division Chief – Fire Marshal/ Forest Fuels / PIO / 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. There was a discussion between Board and staff. No action was taken.

A public comment was made by Director Doyle. She shared with that she is so grateful for the staff of North Tahoe Fire Protection District who helped with an emergency at her home while she was on vacation. She cannot say enough about the professionalism, the care District staff took of her property, and the follow through. She is indebted and wanted to publicly say thank you.

Chief Leighton asked for Director Correa to stand and come forward. Chief Leighton presented Director Correa with his 25-year pin symbolizing his 25 years of service with the North Tahoe Fire Protection District.

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

- *May 23, 2023 – regular Board meeting*
- *June 27, 2022 – regular Board meeting*
- *July 25, 2022 – regular Board meeting*

There was no Board or public comment.

## 19. [Board Comments/Information Items](#)

President Baffone excused the public and staff for the closed session at 5:40 p.m.

Closed session began at 5:40 p.m.

## 20. [CLOSED SESSION ITEMS:](#)

- a. PUBLIC EMPLOYMENT: FIRE CHIEF - Board of Directors will meet with the Fire Chief and discuss the process for the annual evaluation of the Fire Chief, a public employee. Cal. Gov. Code 54957(b) and Cal. Gov. Code sec. 54957.5(e).

Closed session ended at 6:17 p.m. with no reportable action. President Baffone resumed the open session. The action taken in open session are as stated in the motion for Item 21.

## 21. Consider taking action on the agreement with Chief Leighton that was discussed in closed session

*Upon motion by Director Ragan, seconded by Director Baffone, the Board approved the agreement with Chief Leighton. The vote was five in favor:*

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

**22. Adjournment**

There being no further business to come before the Board, the meeting was adjourned by President Baffone at 6:20 p.m.