

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
June 27, 2023 – 3:30 p.m.

MINUTES

- 1. Call to Order** - *The meeting was called to order at 3:31 p.m. by President Baffone.*

Roll Call

Attending:

Board Present

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

Staff Present

Fire Chief Steve Leighton

Legal Counsel Steve Gross

Division Chief Alan Whisler

Division Chief Brent Armstrong

Director of Finance and Administration Kim Eason

Battalion Chief Scott Sedgwick

Battalion Chief Naman Beatie

Captain/Paramedic Scott Worl

Firefighter/Paramedic Brant Lucas

Forest Fuels Manager April Shackelford

Administrative Assistant II/PIO Erin Holland

Administrative Assistant II/Clerk of the Board Melissa Daniels

Defensible Space Inspector Manuel Valdez

Public

Pat Dillon (gone at 5:03 pm)

Andres Rickenbach (gone at 3:40 pm)

- 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

A public comment was made by Andres Rickenbach of Rickenbach Development and Construction expressing his concern regarding the inspection scheduling process and how it is all online and the human dialog is missing. Also, the wait time for inspections is months out because other people are double booking inspection slots.

5. Approval of Minutes from the regular Board meeting held May 23, 2023

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

Upon motion by Director Loverde, seconded by Director Ragan, the Board approved the Minutes from the Regular Board meeting held May 23, 2023. A roll call vote was taken. The vote was three in favor:

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

6. Correspondence

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

7. Preliminary Budget for Fiscal Year 2023-2024

Director Eason explained that this preliminary budget allows spending authority until it is tried up at a public hearing at the Board meeting on September 26. We do not receive the revenue numbers from the County until September, so we used a 5.0% estimate increase for Property Taxes. The Special Tax was estimated using a 3.1% increase due to the per parcel cap per fiscal year, the Fire Suppression Assessment was estimated using a 3.0% increase due to the maximum percentage increase allowed per year, and the CFD Mello-Roos (Ladder Truck O&M) was estimated using a 2.0% increase based on occupancy type caps per fiscal year. Salaries and benefits continue to make up the majority of the expenditures for 2023-2024. These calculations include the CalPERS Unfunded Accrued Liability (UAL) increases as well as an estimate of benefit increases.

The budget includes a 4.2% increase in salaries based on the April Consumer Price Index (CPI) – San Francisco/Oakland/San Jose-U (All Urban Consumers) The 2018-2023 MOU between NTPFA and NTFPD expires on December 31, 2023. NTPFA and NTFPD have commissioned a salary survey and will begin negotiations for a new MOU once received.

The budget includes the purchase of a Chevy Tahoe (M112) and also includes the update to the Fire Facilities Impact Fee which will be used to complete the 5-year Capital Facilities and Mitigation Fee Plan update.

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 the Preliminary Budget for the General Fund for Fiscal Year 2023–2024 as presented in the amount of \$20,207,867. A roll call vote was taken. The vote was three in favor:

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

8. Annual Signature Authorization Verification to Placer County

Kim explained that Placer County requires us to provide this form to them annually even if there are no changes. There were no changes made from fiscal year 2022-2023 to 2023-2024.

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

Upon motion by Director Ragan seconded by Director Baffone, the Board authorized the Fire Chief, Board President, and Director of Finance and Administration to sign the annual signature authorization verification. A roll call vote was taken. The vote was three in favor:

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

9. Reconsider the Board Committee Assignments

Chief Leighton presented this item. On March 28, 2023, at the Board of Directors meeting, the Board voted to keep the standing and committee assignments to remain the same. This is an opportunity for the Board to reconsider the Directors who serve on the standing and additional committees as negotiations are coming up.

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

Upon motion by Director Ragan, seconded by Director Loverde, the Board removed Director Correa and moved Director Ragan into the chair position of the Negotiation Committee, and brought Director Doyle into the Negotiation Committee. A roll call vote was taken. The vote was three in favor:

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

10. Consider approving the new contract for the Prehospital Advanced Life Support Services and Dispatch Services between the County of El Dorado and the District beginning July 1, 2023 and ending June 30, 2026

Chief Sedgwick presented this item to the Board. This new long-standing, multi-year contract to provide emergency medical and dispatch services to the West Shore of Lake Tahoe in El Dorado County had just been renegotiated and is just about the same as the previous 3-year contract. Chief Sedgwick highlighted page 23 of the contract which describes how the District will be paid by El Dorado County. The first payment method is the Special Tax and in fiscal year 2022, the District received \$180,000 from the Special Tax. The second payment method is the Wilderness Response Area, which is a flat fee of \$23,000, for safety and fire response in the zone from DL Bliss State Park all the way to Emerald Bay whether there are calls to that area, or not. The third payment method is the Ambulance Services Fee which varies from year to year. Overall, this contract generates about \$225,000 per year for ambulance services in El Dorado County.

Chief Leighton thanked Chief Sedgwick for his hard work getting this contract to the finish line. The biggest change to this contract was on page 24 Article 12: Independent Contractor Liability, which Chief Leighton discussed with Attorney Steve Gross. Chief Leighton went back and forth with El Dorado County and was able to go back to the original language from the previous contract with some additions that Attorney Steve Gross, Chief Leighton, and Chief Sedgwick all agreed were ok.

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

Upon motion by Director Ragan, seconded by Director Loverde, the Board approved the new contract for the Prehospital Advanced Life Support Services and Dispatch Services between the County of El Dorado and the District beginning July 1, 2023 and ending June 30, 2026, and authorize the Board President to sign the new contract. A roll call vote was taken. The vote was three in favor:

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

11. Consider Resolution 11-2023 to approve the Department of Forestry and Fire Protection – (CAL FIRE) Agreement #2CA6311 three-year Cooperative Fire Protection Agreement for Dispatch Services beginning July 1, 2023 to June 30, 2026

Chief Leighton presented this item to the Board. The Department of Forestry and Fire Protection - (CAL FIRE) provides emergency services and administrative support services. Said Cooperative Fire Protection Agreement expires on June 30, 2026. It is desired to continue to maintain a Cooperative Fire Protection Agreement with CAL FIRE as authorized by Government Code Section 20811 and Public Resources Code Section 4142 without any interruption of services.

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 11-2023 approving Agreement #2CA6311 and authorized the Fire Chief to sign the agreement. A roll call vote was taken. The vote was four in favor:

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

12. Consider Resolution 12-2023 supporting North Tahoe Fire Protection District's application for Agency Partnership funds from the Tahoe Truckee Airport District to purchase Wildland Web Gear (\$31,221)

Chief Leighton presented this item to the Board. Truckee Tahoe Airport District ("TTAD") provides a funding program entitled Agency Partnerships to support, when funds are available, community events, programs, and projects held for the general benefit of the community.

NTFPD responds to calls for service for wildland fire as the primary fire agency from Kings Beach to Emerald Bay and out to Alpine Meadows. NTFPD provides mutual and automatic aid to the other fire districts within the TTAD boundary, which is rated as a high to very high fire hazard severity zone by Cal Fire. In 2022, during the Butterfield Fire, a 12-acre fire in Truckee near the airport that resulted in the evacuation of the Joerger Drive/Martis Valley communities, NTFPD sent a brush engine/crew to help fight the fire and protect surrounding communities. In addition to the engine, NTFPD provided one ambulance and a chief officer for coverage throughout the incident. NTFPD also provides crews for out-of-district fire assignments, including the Mosquito Fire, California's largest fire in 2022 which burned over 76,000 acres, was active for 46 days, and came within 20 miles of threatening TTAD's boundary, including the communities of Olympic Valley and Alpine Meadows.

NTFPD wishes to request \$31,221 in funds through the TTAD Agency Partnership program to purchase Wildland Web Gear. The total cost to replace our outdated 14-year-old wildland packs is \$37,465. NTFPD is matching the funding request with a donation of ten wildland packs from the North Tahoe Fire Auxiliary, who purchased direct from the manufacturer and donated the gear to NTFPD in October 2022. The donation of the ten packs provided crews with the ability to test the packs and ensure the equipment meets modern-day needs of wildland firefighting. NTFPD contributes \$5,704,159 annually for safety personnel salaries and budgets an additional \$100,000 annually specifically to upstaff during red flag/high fire weather conditions to protect the Truckee/Tahoe region from wildland fire during high-risk conditions.

This partnership would provide funding for fifty web packs to provide enhanced safety and protection to the more than 50% of Lake Tahoe's shoreline within NTFPD's service area. The partnership would replace all the outdated wildland packs with the ergonomic industry standard web gear currently utilized by the US Forest Service and Cal Fire. The gear is a sole source procurement that will be purchased direct from the manufacturer for consistency of inventory, training, and interoperability on the fire line.

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

Upon motion by Director Loverde, seconded by Director Ragan, the Board supported NTFPD's application to the Tahoe Truckee Airport District for Agency Partnership fund to purchase Wildland Web Gear, authorized the Fire Chief to sign and execute and Agreement and any authority to approve the associated purchases on behalf of the North Tahoe Fire Protection District, and adopted Resolution 12-2023. A roll call vote was taken. The vote was three in favor:

Ayes: Directors Baffone, Loverde, and Ragan

Noes: None

Abstain: None

Absent: Directors Correa and Doyle

13. Future planning with Meeks Bay Fire

Chief Leighton presented this item to the Board. Before the June 1st meeting with the key players from El Dorado County and Placer County, Chief Leighton and Kim received Goodwin Consulting's fiscal impact analysis from Placer LAFCO's Michelle McIntyre. They quickly realized that the information in the analysis was factually incorrect. What they had done was they added the \$400,000, which was given to North Tahoe Fire to buy a Type 6 Engine by El Dorado County, to every future budget as revenue but did not take the expense out. This would have thrown all the numbers off. Chief Leighton had Michelle McIntyre send it back to Placer County's newly appointed Chief Negotiator Greg Bills. Chief Leighton and Kim were able to meet with Greg Bills and Shawna Purvines prior to the June 1st meeting to discuss the issues that Director Eason had discovered in the fiscal impact analysis.

On June 1st, Chief Leighton, Chief Armstrong, Director Eason, North Tahoe Fire's Board President Mike Baffone, and Union President Paul Moen attended a Zoom meeting with the CAO's and staff from both El Dorado County and Placer County. The inaccuracies of the fiscal impact analysis were brought up at the meeting. El Dorado County's CAO Tiffany Schmid and Sue Hennike said that they need to bring the analysis report to their Board of Supervisors for direction.

On June 18th, Chief Leighton sent an email to Michelle McIntyre and CC'd everyone who was at the June 1st meeting asking if she had any information regarding the updated version of the fiscal impact analysis and stated that it is both Fire District's desire to keep this process moving in a positive direction. She responded back that she had not heard anything. On June 19th, Chief Leighton received an email from Placer County's Chief Negotiator Greg Bills. In his email, he stated that he has provided Goodwin Consulting with North Tahoe Fire's comments on the initial fiscal impact analysis and once El Dorado County's Board of Supervisors makes their decision, Goodwin Consulting will update the fiscal impact analysis.

At Meeks Bay Fire's May Board meeting, the Board decided that each Board member would send a letter to El Dorado County's District 5 Supervisor Brooke Laine, CAO Tiffany Schmid, and her assistant Sue Hennike regarding the need to keep the annexation process moving forward

in a timely manner and how the lack in progress on El Dorado County's part is threatening the successful completion of the annexation.

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.

14. [Presentation by retired Battalion Chief Pat Dillon regarding the project of adding an addition to Station 51 for the antique Seagrave](#)

Retired Battalion Chief Pat Dillon gave a PowerPoint presentation to the Board regarding adding an addition to Station 51 to house and display the historic 1923 antique Seagrave. He gave a brief history of the 1923 antique Seagrave. He showed the Board a picture of where the antique Seagrave is currently stored in a hangar at the Truckee Tahoe Airport. It is safe there, but Pat believes that the attachment to the community is not there with it not on display. He went on and provided several examples of what other fire stations across the country have done to display their antique equipment to give the Board an idea of what the possible addition to Station 51 could look like. He asked the Board to consider an effort to add this display area to this building in some location.

Back in 2018, Firefighter/EMT Doug Martin passed away and left the NTFA a generous donation. It was Doug's wish to build a home for the Seagrave at Station 51. Pat and the other retirees will put in the effort to research ways to obtain money to match the donation through private foundation grants and other avenues, with support from North Tahoe Fire's Board.

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.

15. [Finance Report](#)

- 15.1 [Purchases Journal](#)
- 15.2 [Breakdown of CalCard purchases](#)
- 15.3 [Gross payroll totals](#)
- 15.4 [Account Detail Report](#)

Finance and Administration Director Kim Eason presented this item. She let the Directors know that she followed up with the County about the question that was asked a couple of Board meetings ago regarding the Property Tax Fee's and the answer was it is non-negotiable. She also let the Board know that the District will be paying them for their attendance during the 2022-2023 fiscal year. She asked the Directors to let her know if they would like to pick up their checks at the station or if they wanted them mailed.

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

Upon motion by Director Baffone, seconded by Director Ragan, the Board approved the finance report dated June 27, 2023 and the supporting Items 15.1-15.4, as presented. A roll call vote was taken. The vote was three in favor:

*Ayes: Directors Baffone, Loverde, and Ragan
Noes: None*

Abstain: None
Absent: Directors Correa and Doyle

16. Staff Reports

- 16.1 [Fire Chief](#)
- 16.2 [Division Chief – Operations / Training](#)
- 16.3 [Division Chief – Fire Marshal/ Forest Fuels / PIO / Facilities](#)
- 16.4 [A Shift Battalion Chief - Emergency Medical Services](#)
- 16.5 [B Shift Battalion Chief - Safety](#)
- 16.6 [C Shift Battalion Chief - Logistics](#)

Staff reports were reviewed. There was a discussion between Board and staff. No action was taken.

17. Next Board Meeting and Other Important Dates

- *July 19, 2023 – regular Board meeting*
- *August 22, 2023 – regular Board meeting*
- *September 26, 2023 – regular Board meeting*

There was no Board or public comment.

18. Board Comments/Information Items

There were no Board comments.

19. Adjournment

There being no further business to come before the Board, the meeting was adjourned by President Baffone at 6:00 p.m.