

NORTH TAHOE FIRE PROTECTION DISTRICT

Board of Directors

Regular Meeting

NTFPD Station 51 Public Safety Center
222 Fairway Drive, Tahoe City, California

Tuesday

September 22, 2020 – 4:30 p.m.

MINUTES

NOTE: This meeting was held virtually as permitted by the Governor's Executive Order regarding COVID-19.

1. Call to Order

The meeting was called to order at 4:30 p.m. by President Baffone.

Roll Call

Attending:

Board Present (via GoToMeeting)

Directors Baffone, Correa, Doyle, Loverde (arrived 5:21 p.m.), and Ragan. A quorum was established.

Staff Present (via GoToMeeting)

Fire Chief Schwartz

Legal Counsel Steve Gross

Division Chief Steve Leighton

Division Chief Steve McNamara

Director of Finance and Administration Kim Eason

Battalion Chief Alan Whisler

Battalion Chief Sarah Lagano

Battalion Chief Scott Sedgwick

Station 52

Station 61

PIO Erin Holland

Forest Fuels Coordinator Eric Horntvedt

Mechanic Joe Parle

Facilities Coordinator Tim Schrader

Firefighter/Paramedic Julien Lecorps

Administrative Assistant I/Clerk of the Board Kelly McElravey

Public (via GoToMeeting)

Ellie Beals

Jennifer Lemke

Erin Casey, Placer County

2. Additions to Agenda/Approval of Agenda

There were no changes, and the agenda was approved as presented. No public comment.

3. Pledge of Allegiance

4. Public Comment

President Baffone asked and paused for public comment. There was none.

5. Correspondence

President Baffone went over the thank you notes received since the last Board meeting. He then asked for public comment. There was no public comment or Board comment.

Public hearing opened at 4:36 p.m.

6. Public hearing on the Final Budget for Fiscal Year 2020/2021 and Appropriations Limit for Fiscal Year 2020/2021

The Fire District is required to adopt a final budget prior to October 1 of each year. The District has been operating under the spending authority of a preliminary budget since July 1.

The District used the Priority Driven Budget Process to create the budget document presented at today’s meeting. As part of this process, employees from all levels of the District have participated in generating this budget. Once a draft was created, the Fire Chief and Director of Finance met with the Chief Officers to review all expenditure requests and determine those requests that would be included in the budget presented at the meeting.

a. Consider Final Budget for fiscal year 2020/2021

Director of Finance Kim Eason explained a few items: the District had enough funds to transfer to the retiree trust; revenues came in \$84,000 higher than estimated in the preliminary budget; expenditures included 19.5 firefighters, adjustment for Assistant Chief position; by paying the CalPERS UAL in full the District saved just over \$38,000; and our liability insurance went down approximately \$23,000 because we changed carriers.

President Baffone asked and paused for public comment since there were 15 people on the virtual meeting. There was no public comment or Board comments.

b. Consider Resolution 09-2020 adopting Appropriations Limit for fiscal year 2020/2021

Upon motion by Director Ragan, seconded by Director Doyle, the Board approved the Final Budget for Fiscal Year 2020/2021 and approved Resolution 09-2020 adopting the Appropriations Limit for fiscal year 2020/2021. A roll call vote was taken. The vote was four in favor:

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

7. Public Hearing on the Capital Facilities and Mitigation Fee Expenditure Plan for fiscal year 2020/2021

- a. 2020/2021 Capital Facilities and Mitigation Fee Expenditure Plan and Annual Update to the Fire Facilities Impact Fee Study

Chief McNamara commended Blanca Lundin on her work in developing the annual plan and recognized that she has done so for the past few years. Last year, our residential fee was \$1.26/sf. It will be going up to \$1.29/sf based on Construction Cost Index.

As a condition of collecting mitigation fees on projects that generate new service demands, the District must maintain a current Capital Facilities and Mitigation Fee Plan. The document, updated annually with five-year budget projections and a current fee schedule, is adopted first by the District's Board of Director's and then by the Placer County Board of Supervisors. This was completed in FY 2018/2019.

The annual update to the Plan was discussed. Mitigation fees are adjusted annually to accommodate the impact of development (growth) on fire protection services within the District. The District adjusts mitigation fees based on the percent change in construction costs as defined in the Construction Cost Index (CCI) published by the *Engineering News-Record*. The need for the District to adjust mitigation fees annually was approved by the Placer County Board of Supervisors and recommended in the Fire Facilities Mitigation Fee Study.

Public comment: Email from Pat Davison from CA-TT was posted online. No other public comment. There was a Q&A with the Board.

- b. Resolution 10–2020 Adopting the Capital Facilities and Mitigation Fee Expenditure Plan for the Fiscal Year 2020/2021

Resolution No. 10-2020 regarding the annual update of the Plan was discussed. If the Board approves the Resolution, the Plan will go before the Placer County Board of Supervisors for approval. The Plan will go into effect 60 days after that final approval. Staff requested the Board consider adoption of the Plan and corresponding Resolution 10–2020 during the public hearing.

Upon motion by Director Ragan, seconded by Director Correa, the Board approved the 2020/2021 Capital Facilities and Mitigation Fee Expenditure Plan and Annual Update to the Fire Facilities Impact Fee Study and approved Resolution 10–2020 Adopting the Capital Facilities and Mitigation Fee Expenditure Plan for the Fiscal Year 2020/2021. A roll call vote was taken. The vote was four in favor:

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

The Public Hearing closed at 5:22 p.m.

8. Consider a special election for the vacant seat for Area 5

The deadline to file candidacy paperwork for the three Board seats that are up for election in November was July 13, 2020. That date has now passed and no candidates filed. Director Loverde expressed an interest in serving another term. He is currently the only qualified person who has shown an interest for the Board seat for Area 5. Director Loverde directed the Board Clerk to submit his information to the Placer County Elections office, which she did before the September 9, 2020 deadline. The Elections Office advised the Board Clerk that, because Director Loverde is the only one interested in this Board seat, the Placer County Board of Supervisors would most likely appoint him.

President Baffone asked and paused for public comment on the virtual meeting. The Clerk read a public comment received via email from Ron Parson indicating his interest to be appointed to the Area 5 Board seat. There was a Q&A with the Board.

9. Monthly Update regarding ambulance service along the 89 and 267 corridors

At the regular meeting held on May 26, 2020, the Board requested a monthly update regarding ambulance service along the 89 and 267 corridors. Chief Schwartz provided an update. In the Northstar Fire report, Chief Bailey recommended North Tahoe Fire continue providing ambulance service for their department for the next five years unless staffing justifies a different decision. They re-evaluate their report every five years. He recommended **[to the OVPSD Board???)** an annual contribution to their Capital Improvement Plan in the amount of \$50,000-\$75,000 to offset the initial costs of future ambulance service.

Chief Schwartz met a couple of weeks ago with Squaw Valley Fire Chief Allen Riley and again today with General Manager Mike Geary, Truckee Fire Chief Bill Seline, and Chief Riley to discuss the status of the Squaw Valley study. Mr. Geary apologized for public comments made at our June meeting. He delivered the message from North Tahoe Fire regarding our intention: that we believe in a systematic approach that provides the best service to all communities. North Tahoe Fire, North Lake Tahoe Fire, and Truckee Fire will continue to work together and object to a change in the system without a full study. North Tahoe Fire would support EMS services from Squaw Valley Fire if a full study confirms it would benefit the community.

President Baffone asked and paused for public comment since there were 14 people on the virtual meeting. There was no public comment. There was a Q&A session between Board and staff.

10. Consider Resolution 11-2020 allowing the waiver of fire inspection fees directly related to COVID-19

Chief McNamara gave a brief background as to the importance of this resolution. Due to COVID-19, outdoor dining has required the use of tents and heaters to provide a comfortable dining experience for customers. Placer County won't get involved with ordinance compliance unless tents are up for 180 days or more and attached to a building. This resolution is the right thing to do. How much are we going to lose? It depends on the number of tents. COVID-19 restrictions will dictate how many and for how long tents will be used.

At the April 28, 2020 regular Board meeting, the Board of Directors and staff carefully reviewed and approved Resolution #04-2020, a Resolution of the North Tahoe Fire Protection District Declaring a Local Emergency in Order to Respond to the COVID-19

Infectious Disease Outbreak. The NTFPD Board of Directors adopted this Resolution to recognize additional expenses and impacts to the District that may arise due to COVID-19.

As California Governor Executive Order N-60-20 and County Health Official Guidance is now allowing restaurants to re-open with limited outdoor seating; the use of tent, canopies, or temporary structures is anticipated to become commonplace. District staff have met with Placer County Officials, and they share this concern over future use of tent, canopies, or temporary structures at businesses as the temperatures drop and winter weather impacts the outdoor seating.

The 2019 Fire & Life Safety Cost Recovery Schedule that is currently being used allows for a permit and inspection fee to be imposed for all tent, canopies, or temporary structures within our District. Staff is requesting the Board of Directors consider directing staff to waive all inspection and permit fees related to any tent, canopies, or temporary structures that are directly related to COVID-19 restrictions. Staff’s intention is to help assist local businesses as a result of COVID-19 through the waiving of these fees.

President Baffone asked and paused for public comment on the virtual meeting. There was no public comment. There was a Q&A session between Board and staff.

Upon motion by Director Doyle, seconded by Director Ragan, the Board approved Resolution 11-2020 allowing the waiver of fire inspection fees directly related to COVID-19. A roll call vote was taken. The vote was five in favor:

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

11. Consider authorizing the Fire Chief or his assignee to enter into the MOU with Placer County on behalf of the District regarding short-term rental life-safety inspections

Chief McNamara explained that the District has been completing the Life-Safety Inspections of Short-Term Vacation Rentals since June. The proposed Memorandum of Understanding (MOU) between North Tahoe Fire Protection District and the County of Placer is intended to memorialize the respective roles in the enforcement of Life-Safety Inspections of Short-Term Vacation Rentals (STRs) in Placer County. The County would like to memorialize the District’s involvement in the Life-Safety inspection process with the proposed MOU, which has been developed by District Counsel, Staff, and County Officials.

The Placer County Board of Supervisors approved an MOU for consideration by the North Tahoe Fire Protection District Board of Directors to ensure protection of the health and safety of residents and guests and to protect the environment. The MOU provides permit procedures and establishes standards for short-term rentals in the unincorporated area of eastern Placer County (above 5,000 feet above sea level in elevation). The MOU establishes a “Life-Safety Inspection” of Short-Term Rentals agreement between each District and the County if so desired by the

District. STR owners shall allow Fire District staff to conduct a life-safety inspection once every three (3) years for personally managed and five (5) years for professionally managed STRs, and upon request by the Fire District, to ensure the rental complies with Placer County Code, Chapter 9, Article 9.42, Section 9.42.040, subsection (L).

President Baffone asked and paused for public comment on the virtual meeting. There was no public or Board comment.

Upon motion by Director Ragan, seconded by Director Loverde, authorized the Fire Chief or his assignee to enter into the MOU with Placer County on behalf of the District regarding short-term rental life-safety inspections. A roll call vote was taken. The vote was five in favor:

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

12. Finance Report

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

Administrative Report

Director Eason presented the financial reports. There was a Q&A session between Board and staff. President Baffone asked and paused for public comment on the virtual meeting. There was no public comment. There was a Q&A between Board and staff.

Upon motion by Director Doyle, seconded by Director Ragan, the Board approved the finance report dated September 2, 2020, account detail for July and August, purchases journal for July and August, breakdown of CalCard purchases for June and July, and the payroll report for July and August 2020 as presented. A roll call vote was taken. The vote was five in favor:

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

13. Staff Reports

- 13.1 Fire Chief
- 13.2 Operations Chief
- 13.3 Fire & Life Safety / Forest Fuels / PIO / Facilities
- 13.4 Emergency Medical Services
- 13.5 Safety & Logistics
- 13.6 Training & Technical Rescue

Staff reports were reviewed and no action was taken.

There was no public comment. There was a Q&A session between Board and staff.

14. Approval of Minutes from the regular Board meeting held August 25, 2020.

No changes or corrections were requested from the Board or the public.

Upon motion by Director Correa, seconded by Director Ragan, the Board approved the Minutes from the Regular Board meeting held August 25, 2020. A roll call vote was taken. The vote was five in favor:

Ayes: Directors Baffone, Correa, Doyle, Loverde, Ragan

Noes: None

Abstain: None

Absent: None

15. Next Board Meeting and Other Important Dates

- a. October 27 regular Board meeting initially cancelled, but cancellation was rescinded after the discussion during closed session.
- b. November 3 regular Board meeting
- c. December 1 regular Board meeting

16. Board Comments/Information Items.

President Baffone asked for any additions to the agenda next month. There were none.

The Board, executive staff, and legal counsel went into closed session at 7:10 p.m.

CLOSED SESSION:

- a. PUBLIC EMPLOYMENT: FIRE CHIEF - To consider terms of employment agreement for renewal of employment of the Fire Chief, a public employee, for an additional term. Cal. Gov. Code § 54957(b) and Cal. Gov. Code § 54957.6.

Closed session ended at 7:59 p.m. and the open session was re-opened. No action was taken in closed session. The next regular meeting will be held on October 27, 2020.

18. Adjournment. *The meeting was adjourned at 8:00 p.m.*