

**North Tahoe Fire Protection District
Regular Meeting of the Board of Directors
Wednesday, January 16, 2019
NTFPD Station 51 Public Safety Center
222 Fairway Drive, Tahoe City, CA**

MINUTES

1. Call to Order

The meeting was called to order at 4:35 p.m. by Director Baffone.

2. Roll Call

Attending:

Board Present

Directors Baffone, Doyle, Loverde (out 5:41 p.m.), and Ragan. A quorum was established.

Staff Present

Fire Chief Michael Schwartz
Division Chief Steve Simons
Division Chief Todd Conradson
Director of Finance and Administration Kim Eason
Battalion Chief Steve McNamara
Battalion Chief Alan Whisler
Captain Dan Gomez
Facilities Coordinator Tim Schrader
Forest Fuels Coordinator Eric Horntvedt
Engineer Jeremiah Meadows
Firefighter Erik Gustafson
District Clerk Kelly McElravey

Public

Pat Davidson, CA-TT
Tom Doyle

3. Pledge of Allegiance

4. Public Comment

- Various thank you notes. Chief Schwartz pointed out the letter from the Planning Services
- Pat Davidson from CA-TT thanked the Board regarding their cooperation regarding the mitigation fees. The workshop on Jan 9 was fantastic. Kudos to the staff. Re mitigation

residential dwelling units and residential additional fees. Final report didn't include the residential additions. Proposal: No local agency has a consistent approach regarding residential additions that are attached are detached. Some are not charging mitigation fees. She spoke about the proposed cost recovery fees that will be discussed Her requested changes were given to the Board Clerk along with a request to put CA-TT on the agenda to make a presentation for our consideration at **the March 20, 2019 meeting**. She mentioned the need to include the definition of a residential addition not including sprinklers. Pat will work with NT Fire staff to get the item on the agenda. Goal is to have all agencies use consistent definitions of residential units.

5. Administer Oath of Office to Board Members (Doyle and Ragan).

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

Due to the weather, the Board passed on Item 6 for now and will hear it at the end of the meeting if there's time or move it to the Feb Board meeting. No time at end of meeting. Item 6 will be heard at the February 20, 2019 Board meeting.

6. A short presentation by Chief Schwartz regarding the Camp Fire response. Chief Schwartz and staff will provide a brief overview of the Camp Fire and the District's participation.

No action taken. This was for informational purposes only.

7. Consider necessity and dates for new Board member orientation.

Chief Schwartz asked the Board to consider whether it is necessary to hold an orientation for Board members to better understand the staff positions and their duties. At least three members are interested. The District Clerk will obtain dates and schedule the orientation.

At the direction of the Board, the District Clerk will obtain dates and schedule the orientation.

8. Consider appointments and vote for President, Vice President, Treasurer, and committee assignments.

Chief Schwartz said each January the Board elects who will serve as officers and who will be assigned to certain District committees for the year.

Upon motion by Director Loverde, seconded by Director Doyle, the following officers were elected: Director Baffone to serve as President, Director Ragan to serve as Vice President, and Director Doyle was elected to service as Treasurer. The vote was four in favor.

Upon motion by Director Loverde, seconded by Director Ragan, the District's standing committees were decided as follows. The vote was four.

*Negotiations – Directors Correa and Baffone
Building/Construction – Directors Baffone, Loverde, and Ragan
Rules & Regulations – Directors Baffone and Doyle*

9. Consider Resolution 01-2019 revising the regular Board meeting schedule.

Chief Schwartz explained that setting the dates now will avoid having to set special meetings around the holidays, noting that special meetings are limited to certain restrictions.

Upon motion by Director Ragan, seconded by Director Doyle, the Board set the future dates for regular Board meetings for third Wednesday January –October and the first Wednesday in November and December. The vote was four in favor.

Upon motion by Director Ragan, seconded by Director Doyle, the Board adopted Resolution 01-2019 setting the Board meeting schedule. The roll call vote was four in favor:

*AYES: Directors Baffone, Doyle, Loverde, and Ragan
NOES: None
ABSTAIN: None
ABSENT: Director Correa*

10. Propose dates for a joint special meeting/workshop with Meeks Bay Fire Board of Directors regarding ESCI study and performance review.

Chief Schwartz explained the importance of continuing joint discussions about the potential legal unification. The Board directed the District Clerk

The Board directed staff to propose the following date to be offered to the Meeks Bay Fire Board of Directors for holding a special meeting/workshop to discuss the ESCI study and performance review: March 13.

11. Consider transferring \$300,000 from reserves for the Station 53 remodel.

Chief Schwartz pointed out the letter from the Union President regarding the poor living and working conditions of Station 53. They have not notified OSHA, but they want to stress the urgency of doing the necessary repairs.

Chief Simons spoke about past repairs, but no major renovation on the building has been done since it was built in 1957. He described the remodel items that he would like see addressed in this first phase: stairway, second bedroom, second bathroom, multi-purpose room, and plumbing/electrical/fire sprinkler issues.

We have approximately \$7 million in reserves, but we will know more after the audit. The \$300,000 for the first phase for living quarters will allow us to get quotes and contracts for subs now for the upcoming building season.

The Board would like to ensure local subcontractors are used for this project.

Upon motion by Director Loverde, seconded by Director Baffone, the Board approved transferring \$300,000 from reserves to remodel Station 53, so long as the Construction Committee is apprised all along the way. The vote was four in favor

12. Introduction of Ordinance 01-2019 regarding NTFPD setting fees for cost recovery of Fire & Life Safety activities.

Chief Conradson explained the need of increasing costs that can be recovered because the value of the time applied to the projects has increased. It is necessary to increase the hourly rate from \$80 to \$140. The process was reviewed by legal counsel. An “expedited” fee was added in the wake of the concerns from the building community. This is based on personnel performing duties at 150% of regular rate. The Board raised concerns to make sure that if we offer the expedite process, then we need to be sure to have staff on hand to handle, including outside services. Chief Conradson explained that the plan review positions are grant funded, but the third-party plan reviewers should help keep plans moving better than last year.

No action taken. This is for informational purposes only. A public hearing and vote will occur at the February 20, 2019 meeting.

13. Consider authorizing the Fire Chief or his designee to place an order for a new ambulance to lease/purchase in Fiscal Year 2019/2020.

Chief Schwartz explained that this order will allow us to stay on schedule with the apparatus replacement schedule that was previously approved by the Board. By purchasing in October, it keeps the costs down. No payment due now, but it needs to be ordered now in order to purchase it next fiscal year.

Chief Simons mentioned that we were out of sync with the replacement plan last year. We didn’t purchase an ambulance in the last fiscal year.

Upon motion by Director Ragan, seconded by Director Doyle, the Board authorized the Fire Chief or his designee to order a new ambulance to lease/purchase in FY 2019/2020 for an amount not to exceed \$175,000. The vote was three in favor.

14. Minutes from the Special Board meeting held December 5, 2018.

Upon motion by Director Ragan, seconded by Director Doyle, the Board approved the Minutes from the Special Board meeting held December 5, 2018. The vote was three in favor.

15. Consider declaring aging hydraulic extrication tools as surplus.

Chief Simons thanked the Board for allow us to participate in the regional grants. We received a grant in an approximate amount of \$250,000, shared with Truckee and Northstar, to purchase new equipment. The old equipment wouldn’t cut through newer vehicles.

Upon motion by Director Ragan, seconded by Director Doyle, the Board: (1) declared the inventory of out-of-service hydraulic extrication tools as surplus; and (2)

authorized the Fire Chief to dispose of the out-of-service hydraulic surplus extrication tools as deemed appropriate. The vote was three in favor

16. Consider Resolution 02-2019 in Appreciation of Rick Schnoor for his 30+ years of service.

Chief Schwartz identified Rick Schnoor as an original here. He was also a deputy with the Sheriff's office. Most recently, he helped beef up the Prevention department before he resigned.

Upon motion by Director Ragan, seconded by Director Baffone, the Board adopted Resolution 02-2019 in Appreciation of Rick Schnoor. The roll call vote was four in favor:

*AYES: Directors Baffone, Doyle, and Ragan
NOES: None
ABSTAIN: None
ABSENT: Directors Correa and Loverde*

17. Finance Report

- 17.1 Purchases Journal
- 17.2 Breakdown of CalCard purchases
- 17.3 Gross payroll totals
- 17.4 Account Detail Report

Upon motion by Director Baffone, seconded by Director Ragan, the Board approved the finance report dated January 16, 2019, account detail, purchases journal, breakdown of CalCard purchases, and the payroll report for December 2018 as presented. The vote was three in favor.

18. Staff Reports

- 18.1 Fire Chief
- 18.2 Operations Chief
- 18.3 Fire & Life Safety / Forest Fuels / PIO
- 18.4 Emergency Medical Services
- 18.5 Safety & Logistics
- 18.6 Training & Rescue

Staff reports were reviewed and no action was taken.

19. Adjournment. *The meeting was adjourned at 6:25 p.m.*