

**NORTH TAHOE FIRE PROTECTION DISTRICT**

Board of Directors Regular Meeting  
NTFPD Station 51 Public Safety Center  
222 Fairway Drive, Tahoe City, California

**Wednesday  
February 20, 2019 – 4:30 p.m.**

**MINUTES**

**1. Call to Order/Roll Call**

The meeting was called to order at 4:37 p.m. by President Baffone.

**Roll Call**

**Attending:**

Board Present

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

Staff Present

Fire Chief Michael Schwartz  
Division Chief Todd Conradson  
Director of Finance and Administration Kim Eason  
Battalion Chief Greg Smith  
Battalion Chief Alan Whisler  
Captain Sarah Lagano  
PIO Erin Holland  
Forest Fuels Coordinator Eric Horntvedt  
Engineer Brent Armstrong  
Firefighter Josh McCurley  
District Clerk Kelly McElravey

Public

Bob McClintock, McClintock Accountancy  
TJ, Arbor Care

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

The Board approved amending the Agenda to add an item as 9.5 “Board officer elections” to address a potential concern of Director Doyle.

**3. Pledge of Allegiance**

#### **4. Public Comment**

Thank you notes 1) to Captains Sheppard, Hopwood, and Lagano and Firefighter Peters; 2) to Engineer Rust and Firefighter Peters; and 3) from the Cub Scouts to staff who put on the training so they could earn their first responders badge.

#### **5. Presentation by independent auditors and acceptance of the 2017–2018 Annual Audit.**

The District's auditor, Bob McClintock from McClintock's Accountancy, gave the summary of the 2017-2018 annual audit, which was prepared by his partner, Kendall Galka. He stated that the District had an unmodified (or "clean") opinion this year, with no material weaknesses. Segregation of duties was moved to other matters, which was a first for the Fire District. NTFPD accepted enough federal funds (\$750,000) to trigger a "single" audit, which was done, in addition to the regular audit. All federal requirements were in compliance. These were included in the audit report. NTFPD's financials get filed with the federal clearing house where other agencies such as the Department of Homeland Security, FEMA, BLM can review the audit. Having a clean opinion on a single audit may reduce the necessity of these agencies having to perform on-site inspections or audits to ensure everything is in compliance.

The reports presented tonight are in draft form to be reviewed and accepted by the Board before they are finalized. The statements show the financial position and were conducted under general auditing standards. The audit also assesses the control risk and accounting principles that are embedded. This year's audit has the best audit results since McClintock's has been involved.

There were only three required adjustments, which included entries for the end of the year fixed asset activity and reclassification of workers' comp due to an audit under workers' comp that came in. All of the adjustments were agreed to by management prior to tonight's Board meeting. This is a preliminary assessment. It is up to the Board to ask management for updates.

The suggestions for improvement for next year were not due to deficiencies or material weaknesses, so they can be worked on throughout the year, and all material weaknesses and significant deficiencies from the prior year were resolved. The next step for District staff would be to develop policies related to finances and financial processes.

Bob said he and Kendall are happy to come back next month if the Board has any questions or comments that need to be addressed before they finalize the audit report.

*Upon motion by Director Correa, seconded by Director Ragan, the Board accepted the 2017-2018 annual audit as presented. The vote was four in favor.*

#### **6. 4:54 p.m. – Public Hearing – Ordinance 01-2019 NTFPD Setting Fees for Cost Recovery of Fire & Life Safety Activities.**

The Public Hearing was opened at 4:54 p.m.

Division Chief Todd Conradson reiterated from last month's summary. The proposed rates are based on a calculation of using a percentage of time based on the FPO II rate. These rates

haven't been adjusted in quite awhile. In the past, CA-TT requested more frequent, smaller increases rather than fewer, larger increases, so this increase satisfies that request.

There being no public comments, the Public Hearing was closed at 4:57 p.m.

**Ordinance 01-2019 NTFPD Fire & Life Safety Cost Recovery Fee Schedule.**

*Upon motion by Director Correa, seconded by Director Ragan, Ordinance 01-2019 was adopted by the following roll call vote:*

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

**7. Updates, if any, regarding the Performance Review and Examination of Alternative Governance Models between North Tahoe Fire and Meeks Bay Fire.**

This item was included to allow Directors to continue the discussion of the alternative governance study and allow for any required action.

Chief Schwartz gave an update. There will be further discussion of the alternative governance study at the special joint Board meeting with the Meeks Bay Fire Board on April 15 at 3:30 p.m. in the EOC at Station 51. Directors Ragan and Potts attended last year's joint meeting. Management staffs from both Districts will be asking their respective Boards for approval to move forward with the reorganization process. Dawn Middleton is no longer with ESCI, and we have replaced her with a lawyer named Bill Ross who specializes in this type of process. Draft resolutions may be ready to approve at the joint meeting. Management staffs from both Districts will be meeting with executives from the El Dorado County and Placer County LAFCO staffs to determine who will handle the reorganization if approved. County supervisors have been pushing to have smaller districts merge with larger districts because of Prop 13 dollars and the AB-8 rate, as they want to get smaller districts off their books. There is no down side to reorganizing. Next steps would be for the Boards to authorize staff to complete an application and to make a recommendation related to terms and conditions of a reorganization, like proposing additional board seats, naming a Fire Chief, and so forth.

There was no public comment.

**8. Consider updated job descriptions for Fire Mechanic II/III, Fire Prevention Officer I, and Fire Prevention Officer II and amend the Rules and Regulations.**

Chief Schwartz said this is in preparation for future job promotions. These descriptions are part of the Rules and Regulations, which is under the Board control.

Chief Whisler explained that the training provisions needed to be updated to allow for promotions.

The Promotions and Career Tracks policies in Lexipol are awaiting approval until after the job descriptions are approved. He can provide copies of the policies, which currently include Firefighter, Engineer, Captain, Battalion Chief, and Division Chief. They do not include, Fire Mechanic II/III or Prevention Officers I and II. With approval of the updated job descriptions, the titles, promotion, and testing descriptions will match.

These changes are agile enough to stay with state classifications. Mechanic I will be changed later. This allows the training requirements to be updated without having to come to the Board every month if there are changes.

The Fire Mechanic II/III, Fire Prevention Officer I, and Fire Prevention Officer II job specifications have not been updated in many years and require revisions to mirror the job classifications and to be in compliance with the State Fire Marshal.

There was no public comment.

*Upon motion by Director Doyle, seconded by Director Ragan, the Board approved the updated job descriptions for Fire Mechanic II/III, FPO I and FPO II to amend the Rules and Regulations. The vote was four in favor.*

**9. Approval of Minutes from the regular Board meeting held January 16, 2019.**

*Upon motion by Director Ragan, seconded by Director Doyle, the Board approved the Minutes from the regular Board meeting held January 16, 2019. The vote was four in favor.*

**9.5 Review Board Officer Elections from January meeting.**

At the January meeting, Director Doyle was nominated and voted in as Treasurer. Director Doyle is uncomfortable in the Treasurer position because she is new. She requested consent to step down as Treasurer. Chief Schwartz explained that there is not a specific job description or list of additional duties for the Board Treasurer position because we have enough staff to handle finances, and we don't need to have the Treasurer interact daily. He welcomed Director Doyle to interact with staff on finances as she sees fit. The position of Treasurer is a state requirement. After Chief Schwartz clarified the position, Director Doyle rescinded her request and agreed to retain the title of Treasurer. She requested that future, non-verbal motions (i.e., finger pointing) be re-stated.

The positions will stand as voted on at the January 16, 2019 meeting. No new motion is necessary.

**10. Finance Report**

- 10.1 Purchases Journal
- 10.2 Breakdown of CalCard purchases (\$500 charge is for supplies)
- 10.3 Gross payroll totals
- 10.4 Account Detail Report

Director of Finances Kim Eason explained that she has not yet received final numbers from Placer County. She also reminded the Board members to file their Form 700 by the April 2 deadline to avoid a financial penalty.

She also stated that we closed a FEMA recovery grant, and we received a \$.42 check.

Director Doyle requested a comparison showing month-to-month figures for previous and current year income and expenses. Kim explained that there are often times when different money comes in at different times of the year, but she will include a graph next month to show the comparison. Chief Schwartz explained that Placer County pays us four times a year which may throw off the comparison graph. He also stated that reimbursement for Strike Team expenses is slow, but they are usually received over time.

*Upon motion by Director Correa, seconded by Director Ragan, the Board approved the finance report dated February 20, 2019, account detail, purchases journal, breakdown of CalCard purchases, and the payroll report for January 2019 as presented. The vote was four in favor.*

**11. Staff Reports**

- 11.1 Fire Chief
- 11.2 Operations Chief
- 11.3 Fire & Life Safety / Forest Fuels / PIO
- 11.4 Emergency Medical Services
- 11.5 Safety & Logistics / Facilities
- 11.6 Training & Rescue

*Staff reports were reviewed and no action was taken.*

**12. Information Items – This may consist of any, or all, of the following Committee Reports, Communications/Announcements received, Directors’ comments, or legal comments.**

**A. Presentation by Chief Schwartz and staff of a brief overview of the Camp Fire and the District’s participation.**

Chief Schwartz provided a brief overview of the Camp Fire and the District’s participation. Sending two strike teams cost us \$930,000. We have received approximately \$470,000 of that, and we expect to be reimbursed the remaining amount over time. The Chief fielded questions and gave easy-to-understand explanations.

**13. Next Board Meeting and Other Important Dates**

- *Regular Board Meeting: March 20, 2019*
- *Special Board Meeting: April 15, 2019*
- *Regular Board Meeting: April 17, 2019*
- *Annual Awards Ceremony: May 3, 2019*

**14. Adjournment. The meeting was adjourned at 6:47 p.m.**