

**North Tahoe Fire Protection District
Special Meeting of the Board of Directors
Wednesday, December 5, 2018
NTFPD Station 51 Public Safety Center
222 Fairway Drive, Tahoe City, CA**

MINUTES

1. Call to Order

The meeting was called to order at 4:36 p.m. by President Potts.

2. Roll Call

Attending:

Board Present

Directors Potts, Baffone, Correa, Loverde (out 6:32 pm), 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
Public Information Officer Erin Holland
(Acting) Forest Fuels Coordinator Eric Horntvedt
Administrative Assistant I Blanca Lundin
Fire Prevention Officer Casey Ransdell
District Clerk Kelly McElravey
Facilities Coordinator Tim Schrader
Legal Counsel Steve Gross

Public

Pat Davidson, CA-TT
Heidi Doyle, Board Member Elect
Mike Lee, General Contractor
Victor Irzyk, Goodwin Consulting (via telephone)
Brad Altman, Altman Consulting Engineers
Unknown Community Member 1
Unknown Community Member 2
Judy Friedman
Marianne Potts

3. Pledge of Allegiance

4. Public Comment

- Thank you notes from Thank you notes: 1) from a community member regarding Casey Ransdell for her good customer service regarding the plan review process; 2) from Truckee Meadows Fire thanking NTF for support during multi-company live fire training. (Battalion Chief Whisler, Engineer Meadows, Engineer Perhaps, Engineer Rust, Engineer Braziel, and Firefighter Frey); 3) from various regional fire chiefs thanking Chief Simons for his dedication and hard work with the Lake Tahoe Regional Fire Chiefs Association and coordination of resources for the Camp Fire in Paradise, California; and 4) from the Sierra House elementary school in South Lake Tahoe for saving their school. (Captain Nelson, Engineer Moen, Firefighter Smith, and Firefighter Soloski).
- Brad Altman, Engineer – Discussed three items: 1) communication issues with Prevention - untimely phone calls, missed meetings. Blanca is always level-headed and pleasant to deal with; 2) public-private partnership of the Code regarding fire flows – TCPUD is slowly absorbing water companies, but currently the permit fee for hydrant flow is \$75,000 that goes into a fund. Is it possible to have that purpose more clearly defined? Clients don't mind paying, but they want to make sure the fire boat will be there; 3) Plan review and process – Is it possible to streamline to a single submittal possible instead of missing items, etc. Return visits to fire department costs weeks of building time. He requests set hours to talk to someone at the counter. (4 min.)
- Chief Schwartz pinned the five-year service badge to Director Baffone. Congratulations!
- Chief Schwartz introduced Tim Schrader, our new Facilities Coordinator. Welcome!
- Chief Schwartz introduced Heidi Doyle as the newly-elected Board member. Welcome!

The public hearing began at 4:44 p.m.

5. Public Hearing on the Capital Facilities and Mitigation Fee Expenditure Plan for fiscal year 2018/2019.

2018/2019 Capital Facilities and Mitigation Fee Expenditure Plan and Five-Year Update to the Fire Facilities Impact Fee Study.

Resolution 12–2018 Adopting the Capital Facilities and Mitigation Fee Expenditure Plan for the Fiscal Year 2018/2019.

Chief Schwartz summarized why we do the study and what it means. A small portion of fees are used to pay down debt for Station 51. Other fees we receive do not pay for Prevention staff. Fees are cost recovery only. The “November 2 Plan” was rejected based on the percentage of assumed population growth. South Placer Fire uses a plan that is not based on the population and uses a different methodology. The new December plan was completely re-done using the different methodology. The new plan comes back proposing basically the same fee as the November 2 Plan.

Blanca spoke about the Capital Facilities and Mitigation Expenditure Plan she prepared, which is updated annually. Page 11 shows year-to-date fees collected and what they were used for. This year we added the five year estimated figures, which will be updated annually. FY 17/18 shows square

footage. For fiscal years 2016/17, 2017/18, and currently, we have collected mitigation fees for residential. We have not collected mitigation fees for commercial projects.

Chief Conradson spoke to address how we are trying to simplify the process. The November 2 report showed seven categories that supported increased fees. The December report is simplified and is now in two reports. Table 7 shows how simple the new calculation is. Both studies validate each other. How do we want to calculate it in the future? All fees will be the same whether a commercial or residential project is being reviewed. He will be meeting with Pat at CA-TT to educate members. He requests that we approve the plans and get the fees published as soon as possible.

Director Loverde asked: What is South Placer's fee? Answer: \$.82 If we took 21,000,000 square feet and divide that into the fire facilities cost, it shows the majority of the new square footage never paid a fee. This was because they were built before the mitigation plan was implemented, but they have paid incrementally since plan implementation via property tax.

Chief Schwartz requested the Board adopt the plans now so the process doesn't continue into the building season.

Pat, from CA-TT, spoke. Thank you to the Board for reconsidering the November 7 plan, but it doesn't take the population growth into consideration. It does not look at future facilities nor future buildout projections. The South Placer Fire plan doesn't compare to North Tahoe. South Placer includes their future stations and buildout. It doesn't estimate what percentage of new build-out would cover buildings. Monday's workshop was good. She requested the Board delay its vote to January 16 so a public workshop could be held. CA-TT will handle public announcements/notices/press releases. The one month delay won't affect our revenue because it is the winter season. She asked if the District is collecting for projects under 500 square feet? She summarized with the following: 1) Adopt the capital expenditure plan for the *annual* update; 2) Agree to delay a vote on the fees until the January 16 Board meeting; and 3) Co-host the workshop in our EOC on January 16 at 4 p.m.

Victor's comments: Regarding the non-residential fee -- this increased with the change in methodology. The five-year Plan shows the maximum fees to charge. The Board can choose a lower fee for those non-residential categories. On the November 2 report, the residential mitigation fee was \$1.04/sf. and commercial fee was \$.72/sf. This would be incrementally increased over three years.

Director Correa agreed that it was ok to increase fees over a couple of years.

Director Baffone agreed with the fee on November 7 report. No need for new study.

The public hearing ended at 5:22 p.m.

Upon motion by Director Correa, seconded by Director Baffone, the Board adopted the Fiscal Year 2018/2019 Capital Facilities and Mitigation Expenditure Plan by the following roll call vote. The vote was four in favor, one not in favor.

*AYES: Directors Ragan, Baffone, Potts, Correa
NOES: Loverde
ABSTAIN: None*

ABSENT: None

*Upon motion by Director Correa, seconded by Director Baffone the Board, **adopted the fees listed** in the November 7, 2018 North Tahoe Fire Protection District five-year Update of the Fire Facilities Impact Fee Study by the following roll call vote, The vote was unanimous.*

AYES: Directors Ragan, Baffone, Potts, Correa, Loverde
NOES: None
ABSTAIN: None
ABSENT: None

Upon motion by Director Correa, seconded by Director Baffone, the Board adopted Resolution 12-18.

AYES: Directors Ragan, Baffone, Potts, Correa
NOES: Loverde
ABSTAIN: None
ABSENT: None

Prevention will meet with members of the public to improve service regarding the plan review process.

6. Consider Resolution No. 13-2018 in Appreciation of Director Potts’s 25 years of service and last meeting.

Public Comment: Judy Friedman recognized Russ Potts’s many years of community service and thanked him. Russ will be greatly missed by all and personally missed by her.

Upon motion by Director Baffone, seconded by Director Ragan, the Board adopted Resolution 13-2018 by the following roll call vote. The vote was unanimous.

AYES: Directors Ragan, Baffone, Potts, Correa, Loverde
NOES: None
ABSTAIN: None
ABSENT: None

Chief Schwartz presented the framed Resolution, ax mount, 25-year badge, 27-year coin to Russ, and Russ’s signature stamp.

Russ said thank you. He said it was such a pleasure working with this professional group of people at North Tahoe Fire. Nothing has been more important to him (except his wife, of course). He is glad to have been able to give the fire department the tools to be able to do the great job that they do.

7. Consider adopting Resolution No. 14-2018 authorizing check signers due to upcoming changes in Board members.

Director Potts has been an authorized check signer for the past many years. With his departure, we need to update our signers with Plumas Bank. Two signatures are required on each check. Three sets of eyes are on each invoice and check before issued. At least one live signature and one stamped signature are required.

Upon motion by Director Correa, seconded by Director Baffone, the Board adopted Resolution 14-2018 by the following roll call vote. The vote was unanimous.

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

8. Consider Resolution No. 15-2018 authorizing use of facsimile signatures.

Director Potts has been an authorized check signer for the past many years. He has signed checks with a signature stamp. With his departure, we needed to update the signature stamp with Director Baffone's signature with Plumas Bank. Two signatures (one live signature and one stamped signature) are required on each check.

Upon motion by Director Potts, seconded by Director Correa, the Board adopted Resolution 15-2018 by the following roll call vote. The vote was unanimous.

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

9. Presentation regarding recently submitted grant applications.

For informational purposes, Chief McNamara explained the five grants listed on the cover letter and their importance to the District.

10. Consider approving the Minutes from the Special Board meeting held November 7, 2018.

Upon motion by Director Baffone, seconded by Director Ragan, the Board approved the Minutes from the special Board meeting held November 7, 2018. The vote was unanimous in favor.

11. Consider approving the Minutes from the Special Board meeting held August 20, 2018. Correction requested by Heidi Doyle to show her capacity for attendance was as a community member, not as a member of the Sierra Parks Foundation.

Upon motion by Director Ragan, seconded by Director Potts, the Board approved the Minutes from the special Board meeting held August 20, 2018 after correcting Heidi Doyle's capacity. The vote was unanimous in favor.

12. Consider surplussing Russ Potts's aging iPad.

Upon motion by Director Loverde, seconded by Director Correa, the Board approved to surplus the aging iPad used by Director Potts. The vote was unanimous in favor.

13. Finance Report

Kim reported that Placer County has not yet provided numbers for July, August, September or October due to their transition to a new accounting system. She also mentioned that we made the last payment on the loader. We also made the final payment on M-94 (2014 Dodge Ambulance), and we have one payment left on M-95 (2015 Dodge ambulance) which will be paid off next December.

Also, after this meeting, we will issue checks to the Board members for their attendance at meeting during 2018.

- 13.1 Purchases Journal
- 13.2 Breakdown of CalCard purchases
- 13.3 Gross payroll totals
- 13.4 Account Detail Report

Upon motion by Director Correa, seconded by Director Baffone, the Board approved the finance report, account detail, purchases journal, breakdown of CalCard purchases, and the payroll report for October 2018 as presented. The vote was unanimous in favor.

14. Staff Reports

- 14.1 Fire Chief
- 14.2 Operations Chief
- 14.3 Fire & Life Safety / Forest Fuels / PIO
- 14.4 Emergency Medical Services
- 14.5 Safety & Logistics
- 14.6 Training & Rescue

Staff reports were reviewed and no action was taken.

15. Adjournment. Director Potts *The meeting was adjourned at 6:56 p.m.*