

NORTH TAHOE FIRE PROTECTION DISTRICT

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

Tuesday
August 25, 2020 – 4:30 p.m.

MINUTES

NOTE: This meeting was held virtually via GoToMeeting 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, 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
Captain Nikki Wagner
Captain Jamie Sheppard
Captain Jamye Stowell
Station 52
Station 61
PIO Erin Holland
Forest Fuels Coordinator Eric Horntvedt
Mechanic Joe Parle
Facilities Coordinator Tim Schrader
Firefighter/Paramedic Stephanie Lockhart
Administrative Assistant I/Clerk of the Board Kelly McElravey

Public (via GoToMeeting)

Ellie Beals
Jennifer Lemke
Callers 4 and 5

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 since there were 16 people on the virtual meeting at 4:36 p.m. There was no public comment.

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.

6. NTFPD Diversity Plan to increase minorities as part of our workforce in light of Director Doyle's request and greater sensitivity of this issue in the community

Chief Schwartz reiterated the request by Director Doyle at the June Board meeting. He reached out to staff who took it on with delight. He then introduced Administrative Assistant I Kelly McElravey and Firefighter/Paramedic Stephanie Lockhart to present their research regarding the District's diversity and how we intend to improve. He noted that North Tahoe Fire is one of the most accepting organizations that he's worked for and is very proud to be part of an organization that is so inclusive..

President Baffone asked and paused for public comment since there were 19 people on the virtual meeting. There was no public comment. There was a Q&A session between Board and staff.

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

Chief Schwartz gave an update on this matter. Following our Public Records Act request, Squaw Valley PSD responded to our request in a prompt and comprehensive manner. Staff is still in the process of reviewing the numerous documents and hours of meetings and recordings provided. I have stayed in contact with the local chiefs on this important issue. NSPSD reports they are still completing their ambulance study. SVPSD Has included expenses of \$80,00 and salaries for three seasonal firefighters to provide ambulance service. They have not yet made application to SSV or LAFCO. I was copied on an email from Placer County LAFCO legal counsel to legal counsel for SVPSD informing SVPSD that it needed approval from SSV first and then from LAFCO in order to provide ambulance service. I'm still processing some concerning comments and characterizations of both North Tahoe Fire and myself, that were made by GM Geary and board members during their 6/30 Board meeting. I would say that after reviewing the 6/30 meeting recording that SVPSD Board Chair Dale Cox remained the voice of reason and caution which gives me hope that SVPSD will follow a path of partnership as opposed to competition. I also hope that the entire SVPSD Board will eventually see and appreciate the entire scope of how our agencies support and cooperate with each other, and it's not just Squaw providing services for free within alpine area, but its reciprocal aid including on matters such as promotional

testing, how we lend our mechanic to them without charge, provide battalion Chief s and fire engines like we did at Sundays structure fire in Squaw Valley, and choose to continued partnership over competition. Competition does not lead to better emergency services and partners don't intentionally harm their partners for their own gain. We will continue to stay engaged with this important matter, keeping you informed as it progresses.

President Baffone asked and paused for public comment since there were 20 people on the virtual meeting. There was no public comment. There was a Q&A session between Board and staff.

8. Consider approving the amended Unrepresented Salary Scales regarding the salary range for Assistant Chief

Chief Schwartz recommends the proposed new salary range for an Assistant Chief. Per the Rules and Regulations, the Salary Adjustment on Promotion clause states that upon promotion from one classification to another the employee shall receive the Step A salary of that class. The salary increase shall be no less than five percent (5%) more than the prior salary within the respective tier. After staff reviewed the current salary scale, it was noted that there was not a 5% variance between the top Division Chief salary and the bottom Assistant Chief salary. The salary scale was adjusted to reflect a 5% variance between the two positions. The top salary in the Assistant Chief range was also increased 5% to keep the range proportionate.

President Baffone asked and paused for public comment since there were 21 people on the virtual meeting. There was no public comment or Board comments.

Upon motion by Director Ragan, seconded by Director Loverde, the Board approved the amended 2020 Unrepresented Salary Schedule to the 2018-2023 Memorandum of Understanding. 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*

9. Notice of Assistant Chief Applicant(s) with Q&A session

Chief Schwartz said we posted internally for 30 days, and one application received. Looking for a succession plan for the Fire Chief. He will recommend the applicant. He'll spend 90 days coaching him, and in January he would start working on the Fire Chief's behalf. April fool's day is the deadline for the board to decide if it's working. He introduced Chief Leighton as the candidate.

Chief Leighton introduced himself as the Division Chief of Operations for the past year. Used to have a 30-, 60-, 90-day plan. This organization is a great place to work. He'd work in any capacity. Highlighted a few things: you're only as good as your team. Certificate of leadership received just before COVID. Changed engine 61 to engine 67 – less confusing. Moved ambulances around so they get equal mileage; upgrading plan; civil unrest plan; changed quiet time with radio traffic; added 100 feet of live line for ease of operation.

It was decided that the Board meeting was not the place for a Q&A session.

Legal Counsel Steve Gross stated that the hiring of the assistant chief is within the purview of the Fire Chief and is not within the Board's authority. He offered the Board to have individual meetings with the Chief and Assistant Chief candidate.

Chief Schwartz would like to make a decision prior to October 1 (prior to the budget approval in September). If approved, then he can make a decision in October.

President Baffone asked and paused for public comment since there were 22 people on the virtual meeting. There was no public comment. No Board comments.

10. Consider ratifying the Memorandum of Understanding to lease TCPUD property adjacent to Station 54 for storage

Chief Schwartz explained that the shed we are leasing from the TCPUD is not currently being utilized. Most of our tires, etc., are stored at various buildings within the District. We'd like to use the building on the TCPUD as a central storage for tires. The building needs a roof. We are currently working under the intention of this MOU. Sean Barclay took it to his Board at the TCPUD, and we have a great partnership. The legal part was done by both agencies and a conflict of interest waiver has been signed. The Tahoe City Public Utility District (TCPUD) and North Tahoe Fire Protection District (NTFPD) have a long history of working together collaboratively in serving our community. Recently, NTFPD approached TCPUD regarding the possible use of an old TCPUD water building located at 159 Observation Drive in the Dollar point area. The building is on TCPUD property directly adjacent to the NTFPD Dollar Point fire station. NTFPD desires to use the building for additional storage for their vehicle fleet activities. TCPUD no longer utilizes the building for any of our operations or activities. The building is only suitable for storage as configured. The attached MOU, prepared by District counsel, is very basic and covers the needs of both agencies to allow for NTFPD use of the building. In exchange for the use of the building, NTFPD agrees to replace the roof of the building and maintain the property to current defensible space standards.

President Baffone asked and paused for public comment. There was no public comment or Board comments.

President Baffone asked for public comment. There was no public comment or Board comments.

Upon motion by Director Ragan, seconded by Director Loverde, the Board ratify the Memorandum of Understanding to lease TCPUD property adjacent to Station 54 for storage. 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 adopting the revised Conflict of Interest Code

Chief Schwartz presented on this item; because Lexipol puts both North Tahoe Fire and Meeks Bay Fire on the top. This separates the two Districts.

On July 13, 2020, we submitted our usual Conflict of Interest Code as is posted in our Lexipol policy binder.

On August 11, 2020, we received a letter from Placer County Counsel indicating we needed to revise our Conflict of Interest Code to: 1) comply to the Fair Political Practices Commission's code; 2) add/delete appropriate titles; and 3) remove Meeks Bay Fire from our Code.

President Baffone asked and paused for public comment since there were 20 people on the virtual meeting. There was no public comment. There was a Q&A between Board and staff.

Upon motion by Director Correa, seconded by Director Ragan, the Board authorized President Baffone to sign; Authorize Clerk of the Board Kelly McElravey to sign the Biennial Conflict-of-Interest Review statement; and • Authorize Fire Chief Michael Schwartz to sign the 2020 Local Agency Biennial Notice. 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

Kim presented her reports. There was a Q&A session between Board and staff. President Baffone asked and paused for public comment since there were 15 people on the virtual meeting. There was no public comment.

Upon motion by Director Doyle, seconded by Director Ragan, the Board approved the finance report dated August 25, 2020, account detail, purchases journal, breakdown of CalCard purchases, and the payroll report for June 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 June 23, 2020.

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

Upon motion by Director Doyle, seconded by Director Ragan, the Board approved the Minutes from the Regular Board meeting held June 23, 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. Approval of Minutes from the special Board meeting held July 23, 2020.

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

Upon motion by Director Loverde, seconded by Director Correa, the Board approved the Minutes from the special Board meeting held July 23, 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

16. Next Board Meeting and Other Important Dates.

- *September 22, 2020 – regular Board meeting*
- *October 27, 2020 – regular Board meeting*
- *November 3, 2020 – regular Board meeting*
- *December 1, 2020 – regular Board meeting*
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17. Board Comments/Information Items.

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

18. Adjournment. *The meeting was adjourned at 6:34 p.m.*