

**NORTH TAHOE FIRE PROTECTION DISTRICT**

Board of Directors

Regular Meeting

NTPD Station 51 Public Safety Center

222 Fairway Drive, Tahoe City, California

**Tuesday**

**June 23, 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 4:32 p.m. by President Baffone.*

**Roll Call**

**Attending:**

Board Present (via GoToMeeting)

Directors Baffone, 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 Scott Sedgwick

PIO Erin Holland

Forest Fuels Coordinator Eric Horntvedt

Administrative Assistant I/Clerk of the Board Kelly McElravey

Public (via GoToMeeting)

Ellie Beals

Jennifer Lemke

**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 14 people on the virtual meeting at 4:48 p.m. There was no public comment.

#### 5. Correspondence

- Thank you from Sheryll B to B Shift Crew who assisted her on June 7 (BC Whisler, Captain Armstrong, Engineer Farrell, FF/Par Bartow, Lecorps and Wager)
- Thank you note from Chief Riley (SV Fire) for Engineer Farrell's participation in their promotional process for Engineer rank

President Baffone asked and paused for public comment since there were 14 people on the virtual meeting. There was no public comment or Board comment.

#### 6. Consider the Preliminary Budget for Fiscal Year 2020–2021.

Chief Schwartz said that this is a continuation budget based on the 2019/2020 budget. We do not receive the revenue numbers from the County until September so we used a 3.8% estimate increase for Property Taxes and used the April CPI (1.1%) to calculate the increase for the Special Tax, Fire Suppression Assessment, and Ladder CFD. If approved, this preliminary budget gives spending authority to staff for the next three months until the actual budget is approved in September. Director Eason confirmed that.

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.

*Upon motion by Director Doyle, seconded by Director Ragan, the Board adopted the Preliminary Budget for the General Fund for Fiscal Year 2020–2021 as presented. A roll call vote was taken. The vote was four in favor:*

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

#### 7. Annual Signature Authorization verification to Placer County

President Baffone explained that this is a housekeeping item that we handle each June even if there are no changes. It is required by the County.

*Upon motion by Director Ragan, seconded by Director Loverde, the Board authorized the Fire Chief, Board President, and Director of Finance and Administration to sign the annual signature authorization verification. A roll call vote was taken. The vote was four in favor:*

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

**8. Monthly Update regarding ambulance service changes along the 89 and 267 corridors (Squaw Valley and Northstar service areas)**

Chief Schwartz reported that not much has happened since last month. He met with Chief Riley and went over some of the obstacles and also focused on opportunities for Squaw Valley. He received correspondence from the General Manager at Northstar, which indicated they were going forward with pursuing an ambulance service program. Chief Leighton mentioned that he did not have an update from ASCWD because they moved their Board meeting from today to June 30, 2020.

President Baffone asked and paused for public comment since there were 14 people on the virtual meeting. There was no public comment or Board comments.

**9. Authorize the Board President and Fire Chief to execute a side letter with the Association regarding temporary upgrade pay (Article X: Working Out of Classification)**

Chief Schwartz credited Kim with handling this matter. CalPERS felt we needed to further define our WOC pay definition to include the specific pay types. We were able to correct this finding with a side letter. This does not change anything with the way employees are paid.

*Upon motion by Director Ragan, seconded by Director Baffone, the Board approved the side letter regarding temporary upgrade pay to amend Article X: Working Out of Classification in the 2015-2018 and 2018-2023 Memorandums of Understanding with Represented Employees and authorized the Fire Chief, Board President, and Director of Finance and Administration to sign the side letter. A roll call vote was taken. The vote was four in favor:*

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

President Baffone asked and paused for public comment since there were 14 people on the virtual meeting. There was no public comment or Board comments.

**10. Consider resolution 08-2020 to approve the Department of Forestry and Fire Protection Agreement #2CA04971 three-year Cooperative Fire Protection Agreement for Dispatch Services from July 1, 2020 to June 30, 2023**

Chief Schwartz explained that we do these contracts every three years. They are estimated, and usually overestimated. No increase because North Lake Tahoe Fire is sharing the costs. For

them to participate, Grass Valley Dispatch will bill us, and then we will bill NLTFPD for their share. They will pay their estimate quarterly. Our actual expenses are not increasing for this year. The Department of Forestry and Fire Protection (CAL FIRE) provides emergency services and administrative support services. The Cooperative Fire Protection Agreement expires on June 30, 2020. We would like to continue to maintain a Cooperative Fire Protection Agreement with CAL FIRE as authorized by Government Code Section 20811 and Public Resources Code Section 4142 without any interruption of services.

*Upon motion by Director Doyle, seconded by Director Ragan, the Board approved Resolution No. 08-2020 and authorized the Fire Chief to execute the Department of Forestry and Fire Protection Agreement #2CA04971 for Dispatch Services from July 1, 2020 to June 30, 2023. A roll call vote was taken. The vote was four in favor:*

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

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

**11. Consider amending NTFPD Rules and Regulations to incorporate a revised job specification for Assistant Chief.**

Chief Schwartz reported that the job specifications being presented tonight have been reviewed and approved by labor attorney Dan Coyle. When updating our Position Specification, we have been moving the certification and training requirements into Lexipol Policy. Many of the training requirements are set by the State Fire Marshals Training Division and need more regular updating. He explained that it is more efficient to change at the policy level rather than the R&Rs. The Assistant Chief job specifications had not been updated since before 2011 and needed to be revised in order to be consistent with the District's other position specifications. At its May 26, 2020 regular meeting the Board approved moving forward with the Fire Chief's Succession Plan B, its specific timelines and steps, including updating the Assistant Chief position.

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

*Upon motion by Director Ragan, seconded by Director Loverde, the Board approved amending the NTFPD Rules and Regulations to incorporate a revised job specification for Assistant Chief. A roll call vote was taken. The vote was four in favor:*

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

## **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 mentioned that the Board checks will be cut tomorrow and will be mailed later this week. If any Board member would like to pick up their check, they should let Kelly know.

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 June 23, 2020, account detail, purchases journal, breakdown of CalCard purchases, and the payroll report for May 2020 as presented. A roll call vote was taken. The vote was four in favor:*

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

## **13. Staff Reports**

- 13.1 Fire Chief
- 13.2 Operations Chief
- 13.3 Fire & Life Safety / Forest Fuels / PIO
- 13.4 Emergency Medical Services
- 13.5 Safety & Logistics / Facilities
- 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 May 26, 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 May 26, 2020. A roll call vote was taken. The vote was four in favor:*

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

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

- *July 13, 2020 – Candidate filing begins (Trustee Areas 1, 3, and 5 (Directors Baffone, Correa, and Loverde, respectively))*
- *July 28, 2020 – regular Board meeting*
- *August 7, 2020 – Close of regular candidate filing period*
- *August 25, 2020 – regular Board meeting*

**16. Board Comments/Information Items**

Director Doyle requested an agenda item be added to next month's agenda to discuss NTFFPD's plan to increase minorities as part of our workforce in light of the BLM movement. President Baffone agreed to add that item to the July 28, 2020 agenda:

**17. Adjournment.** *The meeting was adjourned at 6:36 p.m.*