

NORTH TAHOE FIRE PROTECTION DISTRICT

Board of Directors

Regular Meeting

NTPFD Station 51 Public Safety Center
222 Fairway Drive, Tahoe City, California

Tuesday

September 24, 2019 – 4:30 p.m.

MINUTES

1. Call to Order

The meeting was called to order at 4:32 p.m. by President Baffone.

Roll Call

Attending:

Board Present

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

Staff Present

Fire Chief Schwartz

Legal Counsel Steve Gross

Division Chief Steve Simons

Division Chief Todd Conradson

Director of Finance Kim Eason

Battalion Chief Steve McNamara

Battalion Chief Al Whisler

Captain Gary Nelson

Engineer Paul Moen

Engineer Jeremiah Meadows

Engineer Scott Worl

Firefighter Erik Gustafson

Firefighter Stephanie Lockhart

PIO Erin Holland

Administrative Assistant I/Clerk of the Board Kelly McElravey

Public

Ellie Waller

Ellie Beals

Scott and Terrie Himmelman (Community members)

2. Additions to Agenda/Approval of Agenda

There were no additions or changes to the agenda. The agenda was approved as presented.

3. Pledge of Allegiance

4. Public Comment

- Thank you notes in the packet.
- Ellie Waller – TRPA is holding a working group meeting tomorrow at 1:30 p.m. at the Kings Beach Event Center. She will present regarding her support for safety inspections, limiting short-term rentals, permit requirements, and having fees go towards Fire staff. Placer needs dedicated staff so it doesn't take away from Fire staff.

5. Presentation of new AED to TCPUD.

Chief McNamara presented the new AED to Valli Murnane of the TCPUD. North Tahoe Fire and Tahoe City PUD have entered into an MOU to increase the survivability of a cardiac arrest by installing an Automated External Defibrillator (AED) at the popular Commons Beach in Downtown Tahoe City.

Valli said thank you for the partnership. The TCPUD has a list of locations that serve high volumes of traffic. Commons Beach was voted as the top priority location. She also mentioned that all TCPUD staff are AED certified.

No action necessary. Informational only.

There was no public comment. There was a Q&A session with the Board. Details are available upon request.

The public hearing began at 4:42 p.m.

6. Public Hearing on the Final Budget for FY 2019/2020 and Appropriations Limit for Fiscal Year 2019/2020.

a. Consider Final Budget for fiscal year 2019/2020.

The Fire District is required to adopt a final budget prior to October 1 of each year. The District has been operating under the spending authority of a preliminary budget since July 1. Fire Chief Schwartz and Director of Finance and Administration Kim Eason presented the final budget. This is a priority-driven budget, and everyone in the District had the opportunity to add input with justifications. This document shows how we spend the citizens' dollars and shows accountability.

There was no public comment. There was a Q&A session between Board and staff. The details are available upon request.

Public hearing closed at 4:58 p.m.

Upon motion by Director Correa, seconded by Director Ragan, the Board adopted the Final Budget in the amount of \$16,728,766 for fiscal year 2019/2020. The vote was five in favor.

<i>AYES:</i>	<i>Baffone, Correa, Doyle, Loverde, and Ragan</i>
<i>NOES:</i>	<i>None</i>
<i>ABSTAIN:</i>	<i>None</i>
<i>ABSENT:</i>	<i>None</i>

The next public hearing opened at 4:59 p.m.

b. Consider Resolution 09–2019 adopting Appropriations Limit for fiscal year 2019/2020.

California Proposition 4, the "Gann Limit" Initiative (1979) SB1342, limits the growth in appropriations made by the state and local governments. The limit in the rate of growth is the percentage increase in the cost of living and the percentage increase in the state or local government's population. The District's 2019-20 full Gann limit is \$21,411,152.15. The District has the authority to spend up to that amount. The amount of \$10,689,795 is subject to the appropriation limit established herein.

There was no public comment.

Public hearing closed at 5:02 p.m.

Upon motion by Director Doyle, seconded by Director Ragan, the Board adopted Resolution 09-2019 setting the appropriations limit for fiscal year 2019/2020. The roll call vote was five in favor:

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

7. Consider accepting the Three-Year Audit Proposal for Reappointment with McClintock Accountancy Corporation and authorizing the Fire Chief to execute annual engagement letters regarding same.

Each year the District is required to conduct an annual audit using independent auditors to assure funds are being managed in accordance with generally accepted auditing standards. Our previous contract for this service was with McClintock Accountancy Corporation and expired after completion of the 2017/2018 audit. The District needs to enter into a new agreement to begin working on the 2018/2019 annual audit, as well as to finalize the terms and conditions for the next few years. The District requested a proposal for a three-year term from McClintock Accountancy Corporation for independent accounting services. Kim stated that McClintock's has been the auditor for many years and has a lot of knowledge that she doesn't have yet. She wants to have five years' worth of knowledge before considering changing auditors. This three-year contract will bring Director Eason to that five-year period. McClintock's was the most receptive to our fee structure when they were first hired.

There was no public or Board comment.

Upon motion by Director Correa, seconded by Director Loverde, the Board accepted the three-year Audit Proposal for Reappointment with McClintock Accountancy Corporation and authorized the Fire Chief to execute annual engagement letters regarding same. The vote was five in favor.

8. Consider declaring out-of-service gasoline-powered fans as surplus.

Battalion Chief Whisler requested the Board to declare the old fans as surplus and to authorize the Fire Chief to dispose of them as he deems appropriate.

There was no public or Board comment.

Upon motion by Director Correa, seconded by Director Doyle, the Board declared the out-of-service gasoline-powered fans as surplus and authorized District staff of them in a manner deemed appropriate by the District. The vote was five in favor.

9. Consider ratifying the Certification of Collection of Charges for the County of Placer and the Certification to and Indemnification of the County of Placer related to the collection of taxes for NTFPD CFD No. 2012-1 for tax year 2019-20.

Chief Schwartz explained this item relates to collecting taxes for the District's CFD. In the future, this will be included in the usual collection procedures. Legal counsel explained that the Board previously approved allowing Placer County to collect taxes on behalf of NTFPD and these forms were brought to the District's attention after that approval. The forms needed to be signed before this meeting in order to be timely submitted. They did not present any controversial action, and legal counsel advised Chief Simons to sign and submit them to the County.

There was no public or Board comment.

Upon motion by Director Correa, seconded by Director Ragan, the Board ratified the Certification of Collection of Charges for the County of Placer and the Certification to and Indemnification of the County of Placer related to the collection of taxes for NTFPD CFD No. 2012-1 for tax year 2019-20. The vote was five in favor.

10. Consider Resolution 10-2019 Accepting the FY2018 Assistance to Firefighters Grant (AFG) award (#EMW-2018-FO-05635) Grant from FEMA for gurney power-loading systems to be installed in our Medic units in the amount of \$151,267.

Chief Schwartz explained that federal grant awards are opportunities to redirect federal tax dollars back to work for our local communities. When the District is fortunate to be successful in these applications and are offered federal dollars, we should accept them. These power-loading systems make it easier on the backs of our paramedics and could reduce the District's workers' compensation cost associated with these types of injuries. The powerload-systems work similarly to a fork lift, raising the gurney into the back of the ambulance. It takes 22 seconds to load a patient into the ambulance without manual lifting. The budget that was just approved includes the five percent matching funds. We will receive six of these gurneys. A video was shown to display how it works.

Board comments and staff responses:

- Thank you on behalf of the tax payers.
- What is the weight limit? The weight limit is 350 lbs. There is a manual back up system if necessary.

There was no public comment.

Upon motion by Director Ragan, seconded by Director Loverde, the Board adopted Resolution 10-2019 accepting the FY2018 Assistance to Firefighters Grant (AFG) award (#EMW-2018-FO-05635) from FEMA for gurney power-loading systems to be installed in our Medic units in the amount of \$151,267. The roll call vote was five in favor:

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

11. Introduction [correction: Adoption] of Resolution 11-2019 and [introduction of] Ordinance 04-2019 regarding amendments to the 2016 California Fire Code.

Chief Conradson introduced the amendments necessary to the 2016 Fire Code that will be included in the 2019 Fire Code. The first reading of Ordinance 04-2019 was completed. There will be a public hearing on this matter at the November 5, 2019 Board meeting. He requested the Board approve Resolution 11-2019 Findings of Fact.

The Ordinance will be effective as soon as Placer County ratifies it.

Two big changes: 1) Water table effecting the hydrants. Our code used to double the amount of fire flow. We've decided to use the State Fire Code which is a reduced amount because it is impossible to meet those rates. 2) Table B is not in the North Tahoe Fire Code because it is already in the State Fire Code. FPOs are allowed to enforce the Fire Codes. Some misdemeanors are reduced to infractions. We can fine for violations (some up to \$500/day or up to six months in jail).

There was no public comment.

There was a Q&A session with the Board. Details are available upon request.

Regarding the Resolution, Chief Conradson pointed out the Findings of Fact on page 2. Chief Schwartz said Chief Conradson did a good job with making our code consistent with El Dorado County and other nearby districts.

Upon motion by Director Correa, seconded by Director Doyle, the Board approved the Resolution 11-2019 Findings of Fact and to move forward with the Ordinance as presented. The roll call vote was five in favor:

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

12. Consider accepting the Navien Tankless Water Heater that Western Nevada Supply donated for the Station 53 remodel project.

Chief Schwartz said the owners of Western Nevada Supply are known for giving back to their community. He recommended the Board accept their generosity and send a thank you note from the Board and staff. As part of the Station 53 remodel project, the decision was made to replace the water heater with an on-demand tankless natural gas water heater. We ordered a Navien model NPE-240S water heater unit from Western Nevada Supply on the recommendation of our plumbing contractor Martis Valley Plumbing. Upon delivery of the unit, our Facilities Coordinator Tim Schrader was informed that the unit was being donated by Western Nevada Supply. The unit retails for approximately \$1,600.

Upon motion by Director Ragan, seconded by Director Correa, the Board accepted the Navien Tankless Water Heater that Western Nevada Supply donated for the Station 53 remodel project and send a letter of appreciation. The vote was five in favor.

There was no public comment. The Board was appreciative of the donation.

13. Finance Report

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

Kim said the report covers two months and multiple fiscal years. The A/P register is a combination of last year's and the current year's expenses. The District experienced heavy expenditures and low revenues. We live off the reserves during this time of year. Like last year, she is having a problem with the County sending reports, so June, July, and August are not reconciled. She hasn't closed the books for 2018/2019 yet because of multiple audits.

Administrative Report

July and August have been incredibly busy months for the Administrative Division. Not only are we preparing for the 2018/2019 audit, finalizing the 2019/2020 budget and dealing with the day to day business of the District, but we also have been undergoing a CalPERS audit and GEMT audits for 2015/2016 and 2016/2017. We are in the final stages of the CalPERS audit as well as the GEMT audit for 2015/2016. We are still working on the GEMT audit for 2016/2017. We have been able to work through the majority of the issues with our financial software, Cougar Mountain. The remaining matters have to do with report templates and a few other items that only affect us on the back end. Since the County payroll transition in July, we have run into problems with the new reports for reconciliations and payroll that they are providing. We have not yet been able to reconcile June, July or August for the Placer County Treasury account. We are working with the County on this and hope to have this resolved in the next week so we can continue working on the 2018/2019 audit. If this cannot be remedied soon, we may have to postpone the audit. At this time, we are still planning to proceed as scheduled and have the 2018/2019 audit presented at the January 2020 Board meeting.

There was no public comment. There was a Q&A session with the Board. Details are available upon request.

Upon motion by Director Loverde, seconded by Director Doyle, the Board approved the finance report dated September 24, 2019, account detail, purchases journal, breakdown of CalCard purchases, and the payroll report for July and August 2019 as presented. The vote was five 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 / Facilities
- 14.6 Training & Technical Rescue

Staff reports were reviewed and no action was taken.

15. Approval of Minutes from the regular Board meeting held August 6, 2019.

Upon motion by Director Correa, seconded by Director Ragan, the Board approved the Minutes from the Regular Board meeting held August 6, 2019. The vote was five in favor.

16. Board Comments/Information Items.

There were no comments or brief information items to add to the November 5, 2019 meeting.

17. Next Board Meeting and Other Important Dates.

- *No meeting in October*
- *November 5 (first Tuesday)*
- *December 3 (first Tuesday)*
- *January 28, 2020 (fourth Tuesday)*

18. Adjournment. *The meeting was adjourned at 7:07 p.m.*