

# **NORTH TAHOE FIRE PROTECTION DISTRICT**

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

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

## **MINUTES**

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

The meeting was called to order at 4:34 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 Steve McNamara  
Battalion Chief Alan Whisler  
Steve Gross, Legal Counsel  
Captain Jeff Goldstone  
Engineer John Farrell  
Firefighter Ashley Turnbeaugh  
Firefighter Dave Telfer  
Firefighter Jason Boyd  
Firefighter Jerry Sheehan  
District Clerk Kelly McElravey

##### **Public**

Doug Clyde, Project Consultant,  
Pat Davidson, CATT  
Chris Nelson, Alpine Sierra Subdivision  
Wyatt Ogilvy, Ogilvy Design  
Pat Souza, CA-TT's local Government Affairs Committee

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

The Board approved the Agenda as is. There was no public comment.

### **3. Pledge of Allegiance**

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

Thank you notes from: 1) from Butte County Fire to Camp Fire Strike Team (Chiefs Schwartz and Simons, BC Whisler, Captains Sheppard, Hopwood, and Sedgwick, Engineers Farrell and Hollingsworth, and Firefighters Gilley, Marshman, Rau, Stemmler; 2) Project Mana; and 3) the students from Buena High School in Ventura.

Ellie Waller sent a letter supporting mitigation fees for all square footage in reference to Agenda Item 6.

Pat Souza, CA-TT, spoke on behalf of the local government affairs committee regarding the water delivery system. Some projects have required an updated water line. They'd like to create an environment for clients so they will know what costs will be associated with extending water lines or alternative means prior to paying for the design. He reviewed the public records regarding hydrant projects and would like to bring suggestions to the Board in the near future for a new Ordinance.

Wyatt Ogilvy, Ogilvy Design, spoke as a representative of engineers and contractors. He recognizes that many older projects are not up to current compliance. It takes a lot of time and professional fees to make them compliant.

#### **5. Presentation by Chris Nelson regarding proposed Alpine Sierra Subdivision. (10-20 minutes)**

Chief Schwartz introduced Chris Nelson (managing member and co-owner of the property for potential new subdivision in Alpine Meadows) and Doug Clyde (consultant) who have worked with the District for the past five plus years on developing a new subdivision in Alpine Meadows.

Chris and Doug's presentation covered the details of the project, including the specific location, number of homes, evacuation plan, and defensible space plan. They covered in detail many of the requirements for the Fire District that will need to be addressed before the subdivision is built (i.e., hydrants, setbacks, road widths, egress, public alert system, shelter, forestry agreement, and a new fire engine, which the project would purchase). The fire engine would be a four-wheel drive Type 1 pumper truck with a 750-gallon water tank because of the low water pressure in that area.

On January 10, 2019, Placer County Planning Commission recommended approval of the project. It will go to a final vote on April 23.

There was no public comment.

There was a question and answer session with the Board regarding EMS, fire safety, and the evacuation plan.

#### **6. Presentation by Pat Davidson, CA-TT regarding mitigation and affordable, achievable employee housing fees. (10 minutes)**

Pat Davidson, Government Affairs Manager of CA-TT, spoke regarding the affordable housing proposal and mitigation. She demonstrated how the proposal is set up. There are currently two buckets – one for unrestricted building and one for restricted building. Currently, there are 12,000 residents/commuters living in substandard housing. She proposed a third bucket to represent housing

for full-time residents only, which would not compete with second homeowners or vacation housing. She explained that middle income residents make too much money to receive government subsidies and not enough to pay for high-end housing.

Mountain Housing Council will be requesting time in front of the Board to present their projects.

She then asked to spend the rest of her time to discuss mitigation plan fees. Pat requested to continue utilizing the exemption for smaller residential additions that are less than 500 sf. She recommended an implementation action to exempt that small group of fee payers for five years. She doesn't know how many people fall in that category. She suggests we continue the exemption for another year and track. The current fee schedule allows receiving fees from other structures. It doesn't cover tiny homes. CA-TT doesn't have a problem with charging fees for new construction. They're talking about exempting mitigation fees for the construction of attached garages, storage units, etc. The school district exempts, as well as Placer County and other districts for structures under 500 sf., which is not considered an accessory dwelling unit. This exemption was in version 2 of the mitigation fee plan, but it was removed from version 3. March 30 is the date the fee increase takes place.

We'll get fees from residential and commercial development that we didn't get before. She respectfully requests that we continue the exemption and track how many it affects over the next year.

Public comment: See Ellie Waller's email included in Public Comment section above in favor of charging everyone mitigation fees as the fair practice.

Legal Counsel's comment: We can likely expect that CA-TT or the Mountain Housing Council will come to the Board in the future to change the policy, but the District just adopted a scalable fee structure.

**7. Consider accepting the donations from NTFA (\$14,907.75) and MBFA (\$14,907.75) in the total amount of \$29,815.50 to purchase a set of extrication tools for Station 53.**

Chief Schwartz explained that we received a federal grant to outfit several sets of extrication tools, but we were short one set. The NT Fire Association and MB Fire Association have offered to donate a total of \$29,815.50 to purchase an extra set of extrication tools.

*Upon motion by Director Doyle, seconded by Director Ragan, the Board agreed to accept the donations from NTFA and MBFA totaling \$29,815.50 to purchase an extra set of extrication tools. The vote was four in favor.*

There was no public comment.

**8. Consider updated job description and amend the Rules and Regulations.**

Chief Schwartz said this is in preparation for future job promotions. Job 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 because they have not been updated in many years and revisions were required to mirror the job classification and to be in

compliance with the State Fire Marshal. These changes are agile enough to stay with state classifications. This allows the training requirements to be updated without having to come to the Board every month if there are changes.

There was no public comment.

*Upon motion by Director Correa, seconded by Director Ragan, the Board approved the updated job description for Division Chief and to amend the Rules and Regulations. The vote was four in favor.*

**9. Consider Budget Revision Request.**

Kim Eason prepared a detailed cover page. She listed the main reasons for the request to revise the 2018-2019 budget as follows: 1) Station 53 remodel; 2) brush engine was paid in June, but not received until July which resulted in a paper adjustment; 3) the IGT program 18/19 transfer won't happen until next year; 4) assumed donation would be approved, so she booked it; 5) a few offsets (i.e., reduction in PIO because consultant for half the year, worker's comp adjustment (increase), 3<sup>rd</sup> party plan checks, fuels program is totally reimbursable, and she moved extrication equipment from grants into a capital account.

Chief Schwartz noted that there is no additional anticipated income. We were able to cut expenses. Now we will be able to fund the wellness program, which is very important. EMS equipment didn't make the cut in the first round, now we have funding. Also, various repairs at stations are now able to be funded.

There was no public comment.

*Upon motion by Director Correa, seconded by Director Doyle, the Board approved the 2018-2019 budget revision request. The vote was four in favor.*

**10. Consider Resolution 03-2019 in appreciation of Rick Armas.**

Chief Simons gave details of Rick Armas's career at NT Fire and introduced Resolution 03-2019. It will be presented at the Awards Ceremony.

There was no public comment.

*Upon motion by Director Ragan, seconded by Director Doyle the Board adopted Resolution 03-2019 in appreciation of Rick Armas by the following roll call vote. The vote was unanimous.*

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

**11. Approval of Minutes from the regular Board meeting held February 20, 2019.**

There was no public comment.

*Upon motion by Director Doyle, seconded by Director Correa, the Board approved the Minutes from the regular Board meeting held February 20, 2019. The vote was four in favor.*

**12. Finance Report**

- 12.1 Purchases Journal
- 12.2 Breakdown of CalCard purchases
- 12.3 Gross payroll totals
- 12.4 Account Detail Report

Director of Finances Kim Eason reminded the Board that there are a few Form 700 filers who need to file by April 2 or else they will be fined \$100. She included the month-to-month comparison graph that was requested by the Board last month. Kim likes the new graphs and would like to include them for the next couple of months. Splitting it into two graphs made them easier to read. She also mentioned that the Board compensation currently crosses fiscal years. It should be paid in June, and a proposed Ordinance will be introduced in April to make that change. Lastly, she finally got the reconciliations from Placer County.

There was a Q&A session between Board and staff regarding specific items. Staff provided information. There was no change to the reports.

There was no public comment.

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

**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 & Rescue

There was no public comment.

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

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

Presentation by Engineer Dave Telfer regarding the ALICE program. NT Fire has been working with PCSO, CHP, TTUSD, TFH, etc. to be as prepared as we can for an active shooter incident. He attended a two-day "train the trainer" course. ALICE training was adopted by TTUSD and trained over 1,000,000 people. The acronym stands for: A= alert (first notification of danger L=lockdown; I=inform (communicate the intruder's location; C=counter (create noise, distraction to avoid shooter from shooting accurately); E=evacuate

(when it's safe to do so, remove yourself from the danger zone). Training (with Nerf guns) will be conducted with Board and staff in the near future.

NT Fire will go beyond ALICE training with other companies who offer this type of training. It is an annual contract. The training contract will be renewed annually. Engineer Telfer has the advantage of hearing different perspectives of this training from his wife who is a school teacher in Truckee and his seven-year old son who has gone through ALICE training in school.

Chief McNamara thanked the Directors for approving this training. ALICE is bringing the business to us. When we respond to a call, the ALICE protocol should have already happened before we arrive at the scene.

We will include the Stop the Bleed program that will be included in the CPR training in the future.

*No action was taken.*

There was an interactive discussion with the Board related to implementation of the training. Questions asked and staff provided information.

There was no public comment.

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

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

There was no public comment.

**16. Adjournment.** *The meeting was adjourned at 7:24 p.m.*