



**To:** Board of Directors  
**From:** Steve Leighton, Fire Chief  
**Date:** May 5, 2021  
**Subject:** Spring/Summer Newsletter

**Background**

At the December 2020 meeting, the directors agreed to discuss and prepare articles for a future newsletter. At the April 2021 meeting, article suggestions included: frequently asked questions, things property owners are allowed or not allowed to do, information pertaining to the fire ordinance, the difference between the chipping program and green waste drop off, appointment of Chief Leighton as Fire Chief, appointment of Director Fielding, encouragement of community participation, and promotion of the evacuation guide.

President Miller indicated that he would be happy to update any past articles for current use, and Office Manager Crawford has volunteered to prepare the layout. North Tahoe Fire is also preparing its newsletter, and has offered to place North Tahoe articles on one side and Meeks Bay articles on the other. This option would reduce our overall cost and saturate the local area utilizing Direct Mail Drop at the area's post offices. The newsletter would also be placed on the website, and be available to owners who do not receive local mail.

**Recommendation**

Move to authorize President Miller to update appropriate articles, utilize North Tahoe Fire's article regarding Chief Leighton's appointment to Fire Chief, receive a current bio from Director Fielding, allow Office Manager Crawford to prepare the Meeks Bay side of the newsletter, and utilize the Direct Mail Drop option to keep costs at a minimum.