



# Meeks Bay Fire Protection District

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Steve Leighton, CHIEF

BOARD OF DIRECTORS:  
Edward I. Miller  
Korie Kromydas  
Jennifer Lemke  
Louie Fielding

## Meeks Bay Fire Protection District Board of Directors Meeting

### Minutes

December 8, 2021

**Directors Present:** Director Fielding, Vice President Kromydas, Director Lemke and President Miller

1. **Call to Order**

The meeting of the Meeks Bay Fire Protection District Board of Directors for the month of December was called to order at 3:34 p.m. by President Miller.

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

It was moved by Vice President Kromydas and seconded by Director Lemke to approve the agenda as presented. The motion passed unanimously by roll call vote.

3. **Approval of Past Minutes**

It was moved by Vice President Kromydas and seconded by Director Fielding to approve the Board Minutes dated October 27, 2021, as submitted and posted. The motion passed unanimously by roll call vote.

4. **Financial**

It was moved by Director Fielding and seconded by Vice President Kromydas to accept the financial reports, items 4.A-E, as presented. The motion passed unanimously by roll call vote.

5. **Public Input**

There was none.

6. **Business Requiring Action**

**A. Review of Candidate Application(s) and Possible Selection to Fill Board Vacancy**

There were no candidate applications submitted.

**B. Board Officer Elections & Committee Assignments**

It was moved by Director Fielding and seconded by Vice President Kromydas to nominate the standing officers. The motion passed unanimously by roll call vote.

The standing officers were elected as follows:

Board Officers:

- Director Miller as President
- Vice President Kromydas
- Secretary/Treasurer Director Lemke

Director Lemke nominated Director Fielding for the Finance Committee.



It was moved by Director Lemke and seconded by Vice President Kromydas to nominate Director Fielding and Vice President Kromydas to the Finance Committee. The motion passed unanimously by roll call vote.

**C. Resolution Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Governor Newsom's Executive Order N-29-20, Issued March 4, 2020, and Authorizing Remote Teleconference Meetings of the Legislative Bodies of Meeks Bay Fire Protection District for the Period of December 8, 2021 – January 6, 2022, Pursuant to Brown Act Provisions**

It was moved by Director Lemke and seconded by Vice President Kromydas to waive the reading and adopt Resolution 2021-09, allowing the district the option of holding the December meeting in a virtual setting. The motion passed unanimously by roll call vote.

**D. Establish by Resolution the Day, Time, and Location for Regular Board Meetings**

It was moved by Vice President Kromydas and seconded by Director Lemke to waive the reading and adopt Resolution 2021-10, establishing that board meetings will be held at Station 67 (or virtually if necessary/required) to begin at 3:30 p.m., on the third Wednesday of each month, January through November, and the second Wednesday in the month of December. The motion passed unanimously by roll call vote.

**E. Resolution regarding mandatory inspections**

Fire Marshal Armstrong explained that this resolution is required by California Health and Safety Code Section 13146.4 that was added in 2018 as a result of the fire in 2016, which is referred to as the “ghost ship” fire when 36 people were killed who were trapped in a structure that was not permitted for the number of people occupying it. Fire departments are required to inspect and report on certain occupancies. Group E occupancies (like educational facilities) of which MBFPD has none and Group R occupancies (like hotel facilities) of which there are four in the district. Fire departments are required to inspect and report on these facilities in Resolution form. This reporting period resulted in 100% compliance, which meets the Health and Safety Code requirements.

It was moved by Director Lemke and seconded by Director Fielding to waive the reading and adopt Resolution 2021-11, regarding mandatory annual inspections. The motion passed unanimously by roll call vote.

**F. Future Planning with North Tahoe Fire – Consideration of Reorganization of MBFPD into NTFPD**

President Miller clarified some misconceptions. He is completely in agreement of this and is not in any way against this action. He takes this job very seriously, and he wanted to make sure the process was done exactly right, with due diligence and having the community fully aware. The community initially formed the district and has also been enormously supportive. Meeks Bay Fire has never dealt with a labor union before, and there was a learning curve. He feels that we should move forward with this reorganization. He has full confidence in North Tahoe Fire and is proud to be connected with it.



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There was a discussion between the Board and staff. In summary, Chief McNamara thanked President Miller for his comments and acknowledged that they set the stage for this agenda item. The resolution before the board includes the actions approved by the board at its last meeting: 1) determination of zero sphere of influence, 2) who should be the lead LAFCO, and 3) acceptance of the ESCI study after updated financial information is added. The NTFPD Board approved this same resolution at its meeting yesterday. The resolution is required as part of the government code, which calls for a resolution of application. The resolution itself is not an application, but it allows MBFPD to move forward with the dissolution of services. Concurrently, NTFPD will complete the annexation of MBFPD into NTFPD. He recognized Director Fielding's request at the last meeting for a timeline but advised that it is still in the draft phase with LAFCO. Chief Leighton assured the board that a draft timeline would be presented to the board at the January meeting. The timeline will point out which milestones need board action per Director Fielding's request. This resolution allows staff to move forward with the plan for services development and updating the financial information, which would allow us to move forward with the application. However, the resolution of application is not the end of the road. If there's a redirection later on, the agencies could still stop the process. The timing is right to move forward with this. The conclusion recommendations in the ESCI study supports this resolution as well.

Michelle McIntyre, Placer LAFCO, stated that Chief McNamara's summary was complete.

Erica Sanchez, El Dorado LAFCO, agreed with Ms. McIntyre and added that this is the correct timeline for MBFPD to determine the zero sphere of influence. The draft County fire Municipal Services Review ("MSR") will be presented to the Commission and to the public at their January meeting. There is an approximately two-month review period for the public and for the districts to submit any comments the LAFCO, and then the consultant will have another month to incorporate any comments into the final draft. The tentative deadline for the final MSR to be completed and approved is at their April meeting.

It was moved by Director Lemke and seconded by Director Fielding to waive the reading and adopt Resolution 2021-12 regarding reorganization of Meeks Bay Fire Protection District into North Tahoe Fire Protection District. The motion passed unanimously by roll call vote.

President Miller stated that this is a big step and a historical moment for MBFPD. He is comfortable and proud that they are doing this.

### **G. Explanation of the request from the Auditor/Controller's office**

President Miller explained that, during the week of November 8, all of the Directors received an email directly from Amy Longwill of the El Dorado County Auditor/Controller's office regarding changes in the district's financial requirements to the County, which included how to process the district's bills in the future. President Miller was concerned that if any board member replied "all" to the auditor's office, and others replied back, the Board would be in violation of the Brown Act. He instructed the other directors not to respond. In order to pay bills (and avoid nonpayment which would affect the district's credit rating), he wrote to County staff and suggested that if any board action was required, the board would have to hold a special meeting and incur expenses. If no action was required, then after discussion with Chief Leighton, President Miller would speak for the board and allow the County to make the



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necessary arrangements to pay the district's bills. This oversight occurred due to the transition period after the retirement of the district's office manager. He didn't want to incur additional costs of holding a special meeting. Director Fielding had not received President Miller's request not to reply, and he responded directly to Kim only, so there was no violation of the Brown Act. The County agreed to authorize President Miller to speak on behalf of the board and accepted his direction regarding paying the district's bills.

Future communications to other board members should go through the District Clerk (Kelly for now) so we're not violating the Brown Act. The county agreed to do so in the future and understood that the board didn't want to delay any payments and incur late fees.

There was a discussion between the board and staff. There was no public comment.

### **H. Pancake Breakfast – July 3 and 4, 2022**

President Miller had a discussion with Heidi Doyle, Executive Director of Sierra State Parks Foundation. No pancake breakfast was held last year due to COVID. Chief Leighton suggested holding the event for one day versus two. He approved access to the building on either day, noting that staff will also be running many calls that weekend. President Miller said HOA meetings are traditionally held on the Fourth and homeowners look forward to going to the breakfast on the second day. If it is decided to hold the event for one day, he suggests doing it on Sunday, which is July 3 this year. It's a big event to put on, and Firefighters are not part of the production, but they are a big draw for the kids. The State Parks Foundation agreed to partner with MBFPD. Lolly Kupec, who is on the Board of the State Parks Foundation, told President Miller that the Event Committee likes the idea of holding the event for one day, but the Foundation's Board as a whole prefers holding it for both days. Ms. Doyle said she agreed either way, but let him know that only doing one day makes it a lot easier to get volunteers. She also suggested raising the price. MBFPD can't supply 20 volunteers for second day. The Ladies Auxiliary participates usually selling t-shirts, but there are only two active members currently. He will check with them to see if they will participate. It was suggested to put the decision off for a couple of months due to the pandemic to see what El Dorado County's regulations would be in July regarding public gatherings. President Miller instructed the district clerk to include this item on the January, February, and March agendas, which will allow plenty of time to organize the event. President Miller will follow up with Heidi Doyle.

There was a discussion between the board and staff. There was no public comment.

It was moved by Vice President Kromydas and seconded by Director Fielding to hold the pancake breakfast at Station 67 on one day (Sunday, July 3, 2022) as long as it is permitted by the County. The motion passed unanimously by roll call vote.

### **I. Next Board Meeting Dates**

The next meetings of the Board of Directors will be January 19, 2022 and February 16, 2022.

There was a discussion between the board and staff. There was no public comment.



## 7. Chief's Reports

Chief Leighton updated the board on activities since the last meeting. Items of particular interest included:

- Apologizing to the board for the errors in documents presented tonight. He stated the importance of delivering documents that don't have any mistakes. He took responsibility for the errors that happened today and committed to error-free documents in the future. The District Clerk made a note of this and will be sure to post and distribute finalized, error-free documents in the future.
- Discussing the priority budget process, which prioritizes the top ten items to purchase for the district.
- Advising of the new position in the Prevention division.
- Looking for additional grants to apply for since we didn't get the SAFER grant. He noted we were successful with being awarded with the Truckee Tahoe Airport District grant to purchase two heart monitors for the fire engines and AEDs on the brush engines. It is important to add life-saving gear to the apparatus so that no matter what the Firefighters are using, they will have the correct equipment. S-SV allowed us to use some equipment that was expiring, but we had to find funding to replace them in a timely manner.
- He thanked Chief McNamara for his 21 plus years of valuable service with North Tahoe Fire and over 30 years in the Fire industry. He also praised him for his dedication and noted that he didn't think his fire career was over. He expressed well wishes for his future.
- Chief McNamara thanked Chief Leighton and the directors. He's been in the industry for over 30 years, and he was looking forward to the future. He is excited that Brent Armstrong would be leading the Prevention division.
- President Miller thanked Chief McNamara for his service and capacity of responsibility. He noted that Chief McNamara would be sorely missed.
- Director Lemke thanked Chief McNamara. She stated that he is the definition of excellence, and she appreciated all of the information he provided to the district over the years. She wished him good luck in the future.

## 8. Information Items

- Report from Sustainable Community Advocates was included in the board packet, but there was no discussion or comment.
- President Miller asked when the final inspection for the Dog and Bear restaurant was scheduled as well as when the anticipated opening date would be. Chief McNamara said he knew the hood and duct inspection was being conducted, but deferred to Fire Marshal Armstrong regarding the opening date. Fire Marshal Armstrong stated there was no update as of today regarding the opening date, but he will check with Fire Prevention Officer II Rodriguez and let President Miller know.
- President Miller announced that the Tahoma Holiday Gala is being held this Saturday at 6 p.m. and discussed arrangements for transporting Santa.
- The "Implicit Bias" self-paced, eLearning course being hosted by El Dorado County information was included in the board packet, but it was not discussed. Information as to how to attend the virtual class can be accessed [here](#).
- Good of the order by Captain Sheppard – He is really excited to work with this group of individuals. It is important to the fire family to work together through any problem. He wished everyone happy holidays and thanked Chief McNamara for his years of service.



**9. Adjournment**

There being no further business to come before the Board, it was moved by Vice President Kromydas and seconded by Director Fielding to adjourn the meeting of the Board of Directors at 5:02 p.m.

Respectfully submitted,  
Kelly Martin  
Clerk of the Board

**Staff Attendees:**

Fire Chief Steve Leighton  
Division Chief Steve McNamara  
Division Chief Alan Whisler  
Director of Finance Kim Eason  
PIO Erin Holland  
Forest Fuels Coordinator Eric Horntvedt  
Battalion Chief Scott Sedgwick  
Battalion Chief Naman Beatie  
Battalion Chief Sarah Lagano  
Fire Marshal Brent Armstrong  
Captain Jamie Sheppard  
Crews from Stations 51 and 67  
Clerk of the Board Kelly Martin

**Additional Attendees:**

Executive Officer Michelle McIntyre (Placer LAFCO)  
Interim Executive Officer Erica Sanchez (El Dorado LAFCO)