



The Board of Directors of the Truckee Fire Protection District met in Regular Session on Tuesday, January 16, 2024 in the Truckee Sanitary District Boardroom located at 12304 Joerger Dr. Truckee, CA 96161.

Chair Botto called the meeting to order at 5:30 p.m.

Directors Present: Botto, Herrick, Prado and Wilford.

Directors Absent: Hernandez.

Employees Present: Fire Chief Kevin McKechnie, Division Chief Matt Parkhurst, Battalion Chief Ryan Ochoa, Assistant Wildfire Prevention Manager Dillon Sheedy, Captain Garrett Schnieder Administrative and Financial Services Director Niki Holoday, Administrative Assistant Monica Skov, and Administrative Assistant Brittany Shelton-Dooley.

Others Present: Legal Counsel Steve Gross.

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Chair Botto requested all Board Members in attendance to put their iPads in airplane mode for the duration of the meeting. The Board Members complied.

The meeting commenced with the pledge of allegiance led by Chief McKechnie.

#### **CLEAR THE AGENDA – ITEM 4**

No action taken.

Chair Botto asked for Board comment. There was none.

Chair Botto asked for public comment. There was none.

#### **PUBLIC COMMENTS – ITEM 5**

Members of the public shall be allowed to address the Board of Directors on items not appearing on the agenda that are of interest to the public and are within the subject matter jurisdiction of the Board, provided that no action shall be taken unless otherwise authorized by California Government Code Section 54954.3. Each speaker will be limited to one (1) appearance and be limited to three (3) minutes, but speaker time may be reduced at the discretion of the Board Chairman if there are a large number of speakers on any given subject. There shall be no assignment of speaking time from one member of the public to another member of the public.

Chair Botto asked for any Public Comments. There were none.

#### **CONSENT CALENDAR – ITEM 6**

These items are expected to be routine and non-controversial. The Board will act upon them at one time without discussion. Any Board member, staff member or interested party may request that an item be removed from the consent calendar for discussion.



The Board reviewed the Consent Calendar.

Chair Botto asked for Board comment. There was none.

Chair Botto asked for public comment. There was none.

Director Herrick moved to accept the Consent Calendar as presented. Director Wilford seconded the motion.

Motion passed unanimously 4/0

For the record the Consent Calendar includes the following:

- A. Approval of the December 19, 2023 Regular Board Meeting Minutes.
- B. Approval of the December 14, 2023 Finance Committee Meeting Minutes.
- C. Approval of the December 28, 2023 Finance Committee Meeting Minutes.
- D. Check Register – December 2023.
- E. Fund Balance – December 2023.
- F. Balance Sheets – December 2023.
- G. LAIF Fund Report - December 2023.
- H. Monthly Call Report – December 2023.
- I. Training Reports – December 2023.
- J. Personnel Status Report.

### **STAFF REPORTS– ITEM 7**

#### **Chief's Report – Item A**

The Board reviewed Chief McKechnie's report, which is included in the agenda packet.

In addition to his report Chief McKechnie advised the Board that Wildfire Prevention Manager Eric Horntvedt was not present, as he was accepted into the North Lake Tahoe/Truckee Leadership Program. As a longstanding partnership between the Truckee Donner Chamber of Commerce, the North Tahoe Community Alliance and the North Tahoe Business Association, we are confident that his participation in the program will benefit all of us.

Chief McKechnie advised the Board of some planned operational adjustments, specifically to Resource Deployment and Standards of Covers by setting a goal of prioritizing resources in the core (being defined as Station 96 & Station 92) of the District.

Chief McKechnie answered questions from the Board.

Chair Botto asked for public comment. There was none.

#### **Division Chief Report — Item B**

The Board reviewed Chief Parkhurst's report, which is included in the agenda packet.

Chief Parkhurst provided some additional information on the ambulance repair of M92 that is currently in Carson City.



Chief Parkhurst provided an update to a significant incident on Hunstman Leap and recognized Captain Simpson and Firefighter Pomo for their quick action.

Chief Parkhurst received an email accolade for Firefighter White, which he will include in his February board report.

Chief Ochoa presented a PowerPoint summary of the 2023 incidents which is attached to the Board Agenda packet.

Chair Botto asked for Board comment. There was none.

Chair Botto asked for public comment. There was none.

#### Fire Marshal's Report- Item C

The Board reviewed Chief Kessmann's report, which is included in the agenda packet.

Chief Kessmann provided statistical inspection data from the Prevention Division. His team was able to perform 1100 inspections, process 46 special event applications, 112 burn permits, 175 plan reviews, and 21 formal fire investigations.

Chair Botto asked for Board comment. There was none.

Chair Botto asked for public comment. There was none.

#### Administrative & Financial Services Director Report – Item D

The Board reviewed Finance Director Holoday's report, which is included in the agenda packet.

Administrative & Financial Services Director updated the Board with the ambulance revenue for December 2023, and the receipt of the first tax payment from Nevada County that was received in January 2024.

Chair Botto asked for Board comment. There was none.

Chair Botto asked for public comment. There was none.

#### Wildfire Prevention Manager Report – Item E

The Board reviewed Wildfire Prevention Manager Horntvedt's report, which is included in the agenda packet.

Assistant Wildfire Prevention Manager Dillon Sheedy gave an update to the Green Waste Pickup Program Request for Proposals that will be sent out in February. The proposals will include Tahoe Donner in an effort to provide consistent service and availability to everyone in the District. He also advised the Board on the possibility of an air curtain burning operation in Tahoe Donner that would be used to dispose of green waste material.



Assistant Wildfire Prevention Manager Dillon Sheedy advised the Board that there is an additional grant opportunity and he will be seeking application approval from the Board next month.

Chair Botto asked for Board comment. There were none.

Chair Botto asked for public comment. There was none.

### **COMMITTEE REPORTS – ITEM 8**

#### **Measure T Citizens' Oversight Committee (COC) – Item A.**

Wildfire Prevention Assistant Manager Dillon Sheedy advised the Board that the annual COC meeting is scheduled for March 4, 2024.

Director Wilford asked about CWPP community meetings.

Chair Botto asked for public comment. There was none.

#### **Fire Protection Funding from Annexation No. 7 Ad Hoc Committee – Item B.**

Chief McKechnie gave the following verbal report to the Board;

I do not have any progress to report since our December board meeting. As you may recall, district staff had a meeting scheduled with county staff on December 14th. County staff canceled that meeting just prior to the meeting time citing conflicts and staff unavailable. On January 8th, I sent an email to Acting CEO Chatigny and Deputy CEO Holloway asking if we should schedule some more meetings on the Annexation No. 7 fire protection funding issue and I have not received a response to that email. I have been reviewing the agenda postings for the Placer County Board of Supervisors and I have not noticed any activity related to this item.

As we consider moving forward, I think it is important that we respect the timeline that was proposed by Supervisor Gustafson such that a resolution would be achieved by February or March of 2024, and each agency could budget accordingly. If we do not have a plan to resolve this issue by the end of next month, we should consider asking the county for a limitation on residential development as allowed in Martis Valley Community Plan. The decision to move forward with this is not taken lightly. I would say, on the contrary, it is a very weighty decision. We do not want to limit development, however, permitting development without funding the fire department is unprofessional, it puts the community at increased risk and impacts insurability throughout the region. That being said, there will be opposition to our request to stop development pending fire protection funding. I'm sure the developments of Martis Camp and Schaffer's Mill will oppose limitations on development as well as the other land owners that will be impacted. The builders and real estate providers will also likely oppose limitations on development. We should also have an awareness that, in many ways, the agreement struck with the Martis Valley Community Plan is remembered as an environmental success. As I understand the approved development was offset by protected lands on the east side of HWY 267 where the Waddle Ranch property is adjacent to the airport. These are some of the sensitivities we should be aware of as we move forward with our quest for appropriate funding.



Chair Botto asked Legal Counsel Steve Gross about extending or reconstituting the Ad Hoc Committee. Placer County Supervisor Gustafson had stated that they would reach resolution by February or March 2024.

Chief McKechnie answered questions from the Board.

Chair Botto asked for public comment. There was none.

### **OLD BUSINESS - ITEM 9**

No items.

### **NEW BUSINESS – ITEM 10**

Discussion with Possible Action: Fire Protection Funding from Placer County Related to Annexation #7. – Item A.

Resolution 01-2024; A Resolution of the Board of Directors of the Truckee Fire Protection District Asking the Board of Supervisors of Placer County to Place an Immediate Moratorium on Building and Improvement in the Area Designated as Annexation No. 7 – Truckee Fire Protection District Due to Inadequate Fire Protection Funding. – Item 1.

Chief McKechnie reviewed the Resolution with the Board, which is included in the agenda packet.

Chair Botto asked for Board comment. There was none.

Chair Botto asked for public comment. There was none.

No action taken.

Discussion with Possible Action: Acknowledgement of Senate Bill (SB) 1205 Fire Inspections – Item 1.

Resolution 02-2024; A Resolution of  
The Board of Directors of the Truckee Fire Protection District of Nevada  
County Acknowledging Receipt of a Report Made by the Fire Marshal  
Regarding Occupancy Inspections Pursuant to Sections 13146.2 and 13146.3  
of the California Health and Safety Code.

Chief Kessman read the staff report into the record. The report is included in the agenda packet.

Chief Kessman answered questions from the Board.

Chair Botto asked for public comment. There was none.

Director Herrick made a motion to approve Resolution 02-2024; A Resolution of The Board of Directors of the Truckee Fire Protection District of Nevada County Acknowledging Receipt of a Report Made by the Fire Marshal Regarding Occupancy Inspections Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code, and waive the reading. Director Prado seconded the motion.



Roll call vote: Director Botto – yes, Director Herrick - yes, Director Prado – yes, and Director Wilford – yes.

Motion passed unanimously 4/0

Discussion with Possible Action: Salary Revisions

The Board reviewed the Salary Revision staff report, which is included in the agenda packet.

Chair Botto asked for Board comment. There was none.

Chair Botto asked for public comment. There was none.

Director Prado made a motion that the Board approve the salary revisions. Chair Botto seconded the motion.

Motion passed unanimously 4/0

Discussion with Possible Action: Create Additional Wildfire Prevention Division Position: Wildfire Prevention Administrative Assistant.

The Board discussed the Staff Report which is included in the agenda packet.

Chair Botto asked for Board comment. There was none.

Chair Botto asked for public comment. There was none.

Chair Botto made a motion to approve the Additional Wildfire Prevention Division Position: Wildfire Prevention Administrative Assistant. Director Prado seconded the motion.

Motion passed unanimously 4/0

Discussion with Possible Action: Accounts Payable Automation.

Administrative and Financial Services Director Holoday and the Board discussed the proposed change to the processing of accounts payable, the approval processes for the Finance Committee, and the quote for services from Beanworks.

Chair Botto asked for Board comment. There was none.

Chair Botto asked for public comment. There was none.

Chair Botto made a motion to accept the proposed Accounts Payable Automation. Director Wilford seconded the motion.

Motion passed unanimously 4/0

Discussion with Possible Action: Re-Investing with Time Value Investments.



The Board discussed the Staff Report which is included in the agenda packet.

Chair Botto asked for Board comment. There was none.

Chair Botto asked for public comment. There was none.

Wilford made a motion to approve the Re-Investment of funds with Time Value Investments. Director Prado seconded the motion.

Motion passed unanimously 4/0

Discussion with Possible Action: Request for Nominations for Special District Voting Member on the Nevada Local Agency Formation Commission (LAFCo).

Chief McKechnie and the Board discussed the Request for Nominations which is included in the agenda packet.

Chair Botto asked for Board comment. There was none.

Chair Botto asked for public comment. There was none.

No action taken.

Discussion with Possible Action: Appointment of Board of Director Positions – Item 1

Director Hernandez and Director Botto were appointed to the 2024 Finance Committee.

Chair Botto asked for Board comment. There was none.

Chair Botto asked for public comment. There was none

Discussion with Possible Action: 2024 Finance Committee Meeting Calendar.

Adopted as proposed.

Chair Botto asked for Board comment. There was none.

Chair Botto asked for public comment. There was none

### **WRITTEN COMMUNICATIONS-ITEM 11**

No items.

### **CLOSED SESSION-ITEM 12**

No items.

### **RETURN TO OPEN SESSION-ITEM 13**

No items.



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#### **BOARD COMMUNICATIONS-ITEM 14**

Director Wilford expressed his gratitude to Captain Schneider for representing the Employees Association. He congratulated former Fire Chief Seline's son Matthew who was selected to represent the US Nordic team in Slovenia. Director Wilford acknowledged the service of Bob Beldon and offered congratulations to Eric Horntvedt for his acceptance into the leadership program.

Director Prado thanked Captain Schneider for attending the meeting. She expressed her condolences to the family of Mr. Kidd, and thanked all agencies for their response to the tragic avalanche last week. Director Prado wished everyone a Happy New Year and offered congratulations to Wildfire Prevention Manager Eric Horntvedt and Administrative Assistant Monica Skov for jobs well done.

Director Herrick offered congratulations to Captain Holoday for his upcoming retirement. He recognized Wildfire Prevention Manager Eric Horntvedt and Wildfire Prevention Assistant Manager Dillon Sheedy for their work with the Fire Safe Council and wanted to acknowledge the impressive response to a recent incident in his neighborhood.

Director Botto congratulated Wildfire Prevention Manager Eric Horntvedt for the leadership program and thanked all staff for their hard work. He is happy to see representation from the Employees Association and welcomed them to future meetings. He wanted to thank Battalion Chief Davis and Battalion Chief Akers for their efforts in getting a vehicle owner to move a trailer that was obstructing a fire hydrant.

#### **ADJOURNMENT – ITEM 15**

Having no further business on the agenda Director Wilford made a motion to adjourn the meeting. Chair Botto seconded the motion.

Chair Botto adjourned the meeting.

Adjournment: 6:53 p.m.

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Respectfully submitted:

*Monica Skov*

Administrative Assistant / Clerk of the Board