



To: Board of Directors
From: Steve Leighton, Fire Chief
Date: September 2, 2021
Subject: Upcoming Transition Changes

Background

With the upcoming retirement of Office Manager Crawford, we are becoming more aware of transitional changes which need to be addressed. One is the Post Office box and the other is the Meeks Bay Fire dedicated, phone line.

North Tahoe Fire is not in a position to collect mail in Tahoma on a regular basis. If Meeks Bay Fire mail is forwarded to Tahoe City, this would eliminate the need to collect mail in Tahoma.

The various job responsibilities to be done by North Tahoe Fire, will be distributed amongst several employees. At this time, there is no plan for any of them to be located in the office currently designated for Meeks Bay Fire. This will mean the dedicated phone line for Meeks Bay Fire will go unanswered and there may be delayed responses to messages left.

Recommendation

Authorize staff to forward mail to either North Tahoe Fire's Post Office box, or open a new box in Tahoe City, and begin the process of changing the district's mailing address, and forward mail accordingly.

Additionally, authorize staff to begin the process of changing the district's phone number, and disconnect the dedicated Meeks Bay Fire phone line.