



# Meeks Bay Fire Protection District

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Michael Schwartz, CHIEF

BOARD OF DIRECTORS:  
Edward I. Miller  
Stephen W. Hyde  
Ellie Beals  
Korie Kromydas  
Jennifer Lemke

## Meeks Bay Fire Protection District Board of Directors Meeting

### Minutes

March 18, 2020

*Due to the threat of COVID-19 (Coronavirus), this meeting was held remotely as authorized by Executive Order #25-20 (11) issued by Governor Newsom on March 12, 2020.*

**Directors Present:** Director Beals, Vice President Hyde, Director Kromydas, Director Lemke and  
**via Teleconference** President Miller

#### 1. Call to Order

The meeting of the Meeks Bay Fire Protection District Board of Directors, for the month of March was called to order at 3:37 by President Miller.

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

It was moved by Vice President Hyde and seconded by Director Kromydas The motion passed unanimously.

#### 3. Approval of Past Minutes

It was moved by Director Beals and seconded by Director Lemke to approve the Board Minutes dated February 19, 2020, as presented. The motion passed unanimously.

#### 4. Financial

It was moved by Director Kromydas and seconded by Director Lemke to accept the financial reports, items 4.A-E, as presented. The motion passed unanimously.

#### 5. Public Input

There was none.

#### 6. Business Requiring Action

##### A. Meeks Bay/North Tahoe Management Agreement Review

Directors were provided Performance Evaluation forms to allow them the opportunity to provide input regarding the performance of North Tahoe Fire managing Meeks Bay Fire. Directors may submit their responses by mail, scan and email, or answer each question in an email message. All responses should be sent to Office Manager Crawford at their earliest opportunity. Staff will compile all of the responses in a report to both Boards.



Although the evaluations were not submitted, all directors concurred that all items scored a “5.” Chief Schwartz thanked the Board and stated that the directors were also all “5's” all around.

Because the contract between Meeks Bay Fire and North Tahoe Fire renews each year automatically, it is not necessary to vote to continue it. However, Chief Schwartz will review all of the details of the contract when the board can, again, meet in person.

**B. Alternative Governance Between Meeks Bay Fire and North Tahoe Fire**

There was no discussion.

**C. Next Board Meeting Dates**

The next meetings of the Board of Directors will be April 15<sup>th</sup> and May 20<sup>th</sup>.

**7. Presentation Items**

**A. COVID-19 (Coronavirus) Precautions and Preparations**

President Miller requested a review of precautions and preparations being taken for the protection of staff and those whom they come in contact. He also questioned the planning being done within our community.

North Tahoe Fire has now formed an incident Management Team in order to keep in front of this pandemic. All necessary measures are being taken, including disinfecting the station at least twice each day. Staying in contact with allied agencies remotely to share information. Developing an Incident Action Plan (IAP) in order to properly and efficiently manage the changes as they occur.

**8. Chief's Reports**

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

- There has already been an increase in violence and suicide attempts due to the current situation;
- Pile burning is suspended during COVID-19;
- Three additional firefighter/paramedics have been hired but are not on duty yet. Chief Schwartz anticipates two to three additional positions being filled but, being conservative, will delay until the economy is more stable;
- Brent Armstrong was promoted to Captain; and Erik Gustafson to Engineer;
- Filling the two inspector positions will be postponed until after quarantines are lifted;
- Staff will be monitoring and tracking additional costs born by the District due to COVID-19 and be ready to apply for reimbursements from the federal government;
- With the recent changes within the Battalion Chief ranks, responsibilities have also changed:
  - Division Chief McNamara will take over facilities;
  - Battalion Chief Sedgwick will be heading up the drone program; and
  - Safety, wellness and IT have been added to Battalion Chief Lagano's responsibilities;
- It looks promising to have fireworks on July 4<sup>th</sup>;
- The prevention crew was down at Buellton, CA (aka fire code camp) and came back with Title 14 info regarding Wildland Urban Interface (WUI) and 30' setbacks;



- Outside training will be done via computer only;
- The phone system changeover is still being processed;
- E-61/M-61 will be changed on Friday (3/20) to E-67/M-67;
- The station numbers shown at the physical locations do not need to be changed. They can remain 61 and 62;
- Chief Schwartz will provide the board with copies of the response from the Resort Association regarding TBID fees.
- Although Lake Valley Fire's ballot measure did not pass, it should not have any immediate effect on mutual aid

### 9. Information Items

- Letter received from Allen M. Dutra, CPA regarding the Nevada Fire Safe Council bankruptcy case and the Settlement Agreement and Release;
- Report from Sustainable Community Advocates

### 10. Adjournment

There being no further business to come before the Board, it was moved by Director Kromydas and seconded by Vice President Hyde to adjourn the meeting of the Board of Directors at 4:26pm.

Respectfully submitted,  
Shawn R. Crawford  
Clerk of the Board

### Staff Attendees:

Fire Chief Michael Schwartz  
Division Chief Steve Leighton  
Division Chief Steve McNamara  
Director of Finance Kim Eason  
Clerk of the Board Shawn Crawford