

**North Lyon County Fire Protection District**  
195 East Main Street  
Fernley, Nevada 89408  
District Office (775) 575-3310    District Fax (775) 575-3314

MINUTES

of a Meeting of

NORTH LYON COUNTY FIRE PROTECTION DISTRICT

2017-2018 BUSINESS PLAN WORKSHOP

January 26, 2017

**1. Call to Order**

Meeting called to order by Director Osborn on January 26, 2017 at 1810 hours. Directors present include Director Osborn, Director Carr, Director McCassie, and Director Watson was absent.

The Pledge of Allegiance was led by Director McCassie. A moment of silence followed.

**2. Public Comment** (No action will be taken on any subject during public participation until it has been properly placed on an Agenda for a subsequent meeting. Public comments are limited to 3 minutes.)

Chief Huntley reported that the Lyon County Commissioners will be honoring NLCFPD as well as other Districts, Road Department, Law Enforcement and The City of Fernley at 0900 on February 2, 2017 at the Commissioner's Chambers for the work done during the recent storms and flooding. All are invited to attend.

**3. Consent Agenda\***

3a. Approval of Workshop Agenda

Director Carr made a motion to approve Consent Agenda 3a.  
Director Hon seconded the motion.

The motion carried as follows: 4-0-1

Osborn	Aye	Watson	Absent
Carr	Aye		
Mc Cassie	Aye		
Hon	Aye		

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**4. Workshop Discussion regarding NLCFPD Business Plan 2017-2018 (Workshop only with a 2-hour maximum time limit, no action will be taken.)**

Director Osborn stated that he would like full public participation during the workshop.

Chief Huntley agreed that everyone's input is important and refers all to the NLCFPD previous 2015 Plan as well as copies of comparison plans from other Districts around the area, some of which are much larger than ours. He stated the 2017-2018 Business Plan that is being constructed should reflect the size of this agency as well as all of the additional duties the staff have had to take on. He said short term goals should be attainable with better funding and increased staffing as the number one goal. He said that for the size of this community, NLCFPD is understaffed and creates safety issues for staff as well as the community. He continued by saying that he does not feel that an entirely new document is necessary but to edit the previous plan to reflect additions and omissions being decided during the Workshops. He added that there will be additional Workshops as this cannot be done in one meeting. He said beginning with specific topics and key goals to review, and then revisit to make changes, seems best.

Director Osborn agreed and requested Stacey Rowling to scribe on the white board, beginning 'Weaknesses'.

Discussion ensued producing the following current NLCFPD weaknesses;

**WEAKNESSES:**

1. Funding
2. Staffing
3. Chain and Depth of Command
4. Grants
5. Fundraising
6. Data Management
7. Training
8. Improved Communication
9. Policy and Procedures

Director Osborn declared the second topic of discussion as 'Strengths'. Discussion ensued producing the following current NLCFPD strengths;

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**STRENGTHS:**

1. Board of Directors Working Well
2. Diversity of Calls
3. Relations Between Labor and Management
4. Self-Empowerment
5. Relations with Sheriff's Office

Director Osborn introduced the fourth topic of discussion as 'Threats'. Discussion ensued producing the following current NLCFPD threats;

**THREATS:**

1. Local Targeting/ Environmental Hazards
2. Staff and Volunteer Retention
3. Targeted Infrastructure/ Terrorism
4. Incident Response Safety
5. System Abuses
6. Being Reactive

Director Osborn stated the fifth topic of discussion as 'Opportunities'. Discussion ensued producing the following opportunities;

1. Re-Wording the Tax Question

**5. Public Comment (No action will be taken on any subject during public participation until it has been properly placed on an Agenda for subsequent meeting. Public comments are limited to 3 minutes.)**

Joe Santos stated Business Plans are serious and important and should be revisited often as things change. He said that the goals need to be attainable.

Director Osborn stated that there is a 90% failure rate for new businesses in the first year without a solid business plan. He said that he constructed a business plan prior to starting his business twelve years ago and while he follows it stringently, he also reviews it often and makes changes

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accordingly. Director Osborn agreed with Joe Santos regarding reviewing the plan every twelve months if not every six months.

Fire Fighter/ EMT I Bill Snyder stated that it is also important to eliminate repetitive verbiage in the new plan as well as specifics regarding goals and timelines.

Director Osborn polled the room regarding definitions of Short Term Plan, Medium Term Plan and Long Term Plans. Discussion ensued and the following time terms were popular;

Short Term Plan will be 2 years  
Medium Term Plan will be 5 years  
Long Term Plan will be 10 years

**6. Adjournment\***

Director Osborn made a motion to adjourn at 2017 hours.  
Director Carr seconded the motion.  
The motion carried as follows: 4-0-1

Osborn	Aye	Watson	Absent
Carr	Aye		
Mc Cassie	Aye		
Hon	Aye		

**NOTE(s):**    **All items indicated by an asterisk (“\*”) were Action Items.**  
**A complete and detailed record of this meeting was recorded on Micro SD Recorder January 26, 2017.**

Respectfully Submitted by:

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Stacey Rowling, Clerical Assistant  
North Lyon County Fire Protection District

February 23, 2017  
Date

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Approval of Minutes

	<u>For</u>	<u>Against</u>	<u>Abstain</u>	
<input type="radio"/> Approved as Read	___	___	___	_____
<input type="radio"/> Approved with Corrections	___	___	___	_____

\_\_\_\_\_  
Jon Osborn, Chairman  
North Lyon County Fire Protection District

\_\_\_\_\_  
Date

JANUARY 26, 2017  
NLCFPD BUSINESS PLAN MEETING 1

**WEAKNESSES:**

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1. Funding
2. Staffing
3. Chain & Depth of Command
4. Grants
5. Fundraising
6. Data Management
7. Training
8. Improved Communications
9. Policy & Procedures

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**STRENGTHS:**

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1. Board of Directors Working Well
2. Diversity of Calls
3. Relations Between Labor & Management
4. Self-Empowerment
5. Relations with Sheriff's Office

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**NEEDS IMPROVEMENT:**

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1. External Relations
2. Facility Improvements
3. Span of Control
4. Reserve Program
5. Dispatch CAD System
6. State Legislature

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**THREATS:**

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1. Local Target Hazards, Environmental
2. Staff & Volunteer Retention
3. Targeted Infrastructure, Terrorism
4. Safety at Incidents
5. System Abuses
6. Being Reactive

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**OPPORTUNITIES:**

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1. Re-word Tax Question

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