

**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

January 12, 2017

**1. Call to Order**

Meeting called to order by Director Osborn on January 12, 2017 at 1808 hours. Directors present include Director Osborn, Director Carr, Director Watson, Director McCassie and Director Hon was absent.

The Pledge of Allegiance was led by Ron Johnny. A moment of silence followed.

**2. Public Comment**

Mayor Roy Edgington extended his thanks to the District and Chief Huntley for all of the help in the last five days pertaining to the flooding. The City of Fernley has donated a snow plow attachment to the District as it is no longer being used. Chief Huntley is to contact Mr. Hinkley to arrange for pick up in the next week. Chief Huntley accepted the donation noting that should the City require use of the plow in the future, the district would make the equipment available. Mayor Edgington further stated that he has requested a Memorandum of Understanding between the City and the Fire District as there is not one currently.

Also, Truckee Carson Irrigation District will not be flowing any more water until springtime as they feel they have made their cap.

**3. Consent Agenda\***

- 3a. Review and Approve Board Agenda
- 3b. Review and Approve Board Minutes
- 3c. Review and Approve Revenues and/or Expenditures
- 3d. Review of Summary Reports

Director Osborn asked Chief Huntley how many total runs were done for 2016. Chief Huntley responded that there were over 2,800 runs. The average is over 100 more runs per year and will increase in numbers during certain times of the year. Director Osborn asked what the statistics are of EMS and Fire calls. Chief Huntley said that EMS is roughly 80% with Fire being 20% which is the average for most Fire Departments.

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Chief Huntley also said the he will agendize the purchase of a new ambulance before the end of the year.

Director Watson made a motion to approve Consent Agenda 3a, 3b, 3c and 3d.  
Director McCassie seconded the motion.  
The motion carried as follows: 4-0-1

Osborn	Aye	Hon	Absent
Watson	Aye		
Carr	Aye		
McCassie	Aye		

**4. Swearing in Board of Directors; Steve Carr, Patricia Hon, Dan Mc Cassie**

Director Osborn requested Steve Carr and Dan McCassie to rise for the swearing in of the position of North Lyon County Fire Protection District Board Director, with Judge Matthews presiding. Pat Hon was absent and will subsequently be sworn in at the February Board Meeting.

**5. Election of 2017 NLCFPD Board Positions: Chair, Vice Chair, Secretary/Treasurer\***

Director Osborn reviewed the qualifications for board positions of Chair, Vice Chair and Secretary/ Treasurer. Eligibility for Chairman and Co-Chairman positions require one year as Director.

Director Watson made a motion to approve Director Osborn as Chair.  
Director Osborn accepted.

Director Osborn made a motion to approve Director Watson as Vice Chair.  
Director Watson accepted.

Director Osborn made a motion to approve Director Carr as Secretary/Treasurer.  
Director Carr accepted.

The motions carried as follows: 4-0-1

Osborn	Aye	Hon	Absent
Watson	Aye		
Carr	Aye		
McCassie	Aye		

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**6. Discussion and possible action regarding NLCFPD Budget\***

Chief Huntley stated that the audit was received and he reviewed it. In the last three years, NLCFPD has not had any violations and we are in line with the Department of Taxation. In previous years, there were consistent violations. NLCFPD is performing strongly and operating within its means with no concerns. Hopefully in February there will be a detailed report on the budget.

Mrs. Miller stated she has been working diligently with Tom Sceirine and Dave Rife with Rife & Associates in Yerington, NV as well as Abila Professional Services. In preparing the reports for this meeting, she noticed that the previous accounting company had inputted incorrectly beginning fund balances making the reconciliation inaccurate. The process of correcting these errors is underway. There are discrepancies in the reports for this meeting, but totals are very close to accurate. Director Osborn asked Mrs. Miller if the situation will get better and she stated that she thinks it will. She said she has little faith in the current accounting software, although she is picking it up. If there are continued issues, the matter will be brought to Chief Huntley and new avenues can be explored. Chief Huntley stated that this issue was supposed to be running smoothly at this point and he spoke to Rife & Associates and they are very clear that if this is not straightened out in a timely manner alternative options will be possible.

**7. Discussion and possible action regarding NLCFPD entering into a contract for legal services\***

Chief Huntley stated that in certain daily operations there are legal questions that need clarification. In the past, the Lyon County District Attorney's Office had a person assigned to assist with legal questions or opinions in a timely manner. The current District Attorney is very busy and unable to assist in that way any longer. The budget has an allocation of \$9,500.00 for legal services and it would be a wise move to enter into an agreement. Should an agreement be entered into, a new ordinance would need to be developed to include placing liens on problem properties in the community that are not compliant with upkeep, etc. Chief Huntley stated that although he sent out inquiries to several attorneys, the only response he received was from Nevada Attorney Wayne A. Pederson at 107 North Main Street in Yerington, NV. Mr. Pederson has a very diverse background as well.

Director Osborn asked where Mr. Pederson is located and Chief Huntley advised that he is in Fernley every Tuesday at the courthouse and that he also has an associate, LeAnn Schumann, whom was a public defender in Mineral County. Director Carr stated that he feels that this is something we need, especially when ordinances are being discussed, so that NLCFPD is on the same page as the City although his concern is mainly regarding fire.

Chief Huntley stated that on NLCFPD website has information on ordinances and he thanked the City staff for helping as much as they could to this point.

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Discussion ensued.

Director Osborn made a motion to enter a contract for legal services with Nevada Attorney Wayne Pederson with a retainer of \$3,000.00

Director Carr seconded the motion.

The motion carried as follows: 4-0-1

Osborn	Aye	Hon	Absent
Watson	Aye		
Carr	Aye		
McCassie	Aye		

**8. Discussion and possible action to approve Office Manager Pay Scale\***

Chief Huntley stated that Office Manager, Mrs. Miller encompasses her position 100% and is deserving of a pay increase, especially in light of the recent separation from Lyon County and all of the duties she has taken on with that move. She is supervising Clerical Assistant, Stacey Rowling and has had great personal growth in the previous two years. In addition, Mrs. Miller has been working many administrative rolls outside of her current pay grade as compared to surrounding districts. NLCFPD budget is strong, yet we need to recognize the fact that it is a much smaller budget than other larger district budgets are. Chief Huntley's recommendation is to approve increased Office Manager pay.

Director Osborn inquired as to when Mrs. Miller last had a pay increase and Chief Huntley stated that it was in 2013. Director Osborn asked if a step program should be created to which Chief Huntley replied, "Yes". Director Watson said that a step scale should be created based on similar counties pay scales.

Director Osborn asked Chief Huntley if starting Mrs. Millers pay raise would be step one to which Chief Huntley affirmed.

Director Osborn said that Mrs. Miller is at step 5 for NLCFPD and suggested starting about \$9,364.60 lower than step one of Central Lyon County, making the first step a 25% increase at \$58,529.75. Director Carr pointed out that Mrs. Miller will have additional duties in the future and that she has not had an increase in four years, he recommends starting at \$61,624 as that it is only fair since the district is saving approximately \$12,000 per year after separating from Lyon County. NLCFPD budget will still come out ahead.

Discussion ensued.

Director Osborn made a motion to a 25% increase to \$58,529.75.

Director McCassie seconded the motion.

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Mrs. Miller gave thanks for any amount of raise, however, she feels her value to NLCFPD is such that she should start step one at that of Central Lyon's Office Manager pay of \$61,624.00. She stated that she has had increased duties including payroll, bill pay, accounting as well as working with the Department of Taxation, NLCFPD's employee health benefits, PERS for retirement accounts and Voya for 401K accounts. She is fully dedicated to the District, all staff, and fundraising, Grant work and Child Seat Certification. Also her longevity with the District all of which increases her value as an asset.

Director Watson stated that he concurs with Mrs. Miller's assessment of her position. Director Osborn withdrew his motion. Director McCassie withdrew his second.

Director Osborn made a motion to increase Office Manager pay by \$61,624.00 and to begin creating NLCFPD's step program with Chief Huntley, Director Watson and Director Carr. Director McCassie seconded the motion. The motion carried as follows: 4-0-1

Osborn	Aye	Hon	Absent
Watson	Aye		
Carr	Aye		
McCassie	Aye		

**9. Discussion and possible action to purchase new SCBA equipment\***

Firefighter/Paramedic Steve Kuntz explained that the Districts current SCHA bottles are 15 years old which is the maximum life span per manufacturer and due to expire in April. The current bottles can no longer be Hydro-Tested and kept in service. He obtained three estimates, each stating the price per bottle with and without the NLCFPD logo. The least expensive quote is \$925.23 with the logo per bottle with no shipping fee. The most expensive quote is \$1073.00 with the logo and a \$350.00 shipping fee. Chief Huntley stated that his goal is to replace five bottles per year instead of making a bulk purchase. However, because these have been purchased in bulk in the past, the District is stuck having to repeat the process. The District has also been pursuing funding through community donations as well as LECP Grants and coming up some packs will also need replaced.

Discussion ensued.

Director Osborn made a motion to approve All Star Fire Equipment order of 31 Cylinders with logos for \$28,682.13. Director Carr seconded the motion.

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The motion carried as follows: 4-0-1

Osborn	Aye	Hon	Absent
Watson	Aye		
Carr	Aye		
McCassie	Aye		

**10. Discussion and possible action to approve revised District Chief benefit package and contract\***

Chief Huntley stated that at the November 2016 Board of Directors Meeting, he elected to participate in the Districts Health Benefit Package. It was approved to revise the verbiage in his contract to reflect the changes and bring to the Board for final approval and signatures.

Director Watson made a motion to approve the Revised District Fire Chief Benefit Package and Contract.

Director Carr seconded the motion.

The motion carried as follows: 4-0-1

Osborn	Aye	Hon	Absent
Watson	Aye		
Carr	Aye		
McCassie	Aye		

**11. Discussion and possible action to schedule NLCFPD Business Plan 2017-2018 Workshop\***

Chief Huntley stated that the NLCFPD Business Plan Workshop is for all District staff to participate. He suggested meeting January 26, 2017 for the first meeting which would include catering for dinner. Director Osborn suggested the workshop be from 1800 hours to 2000 hours' maximum.

Director Osborn made a motion to approve January 26 from 1800 to 2000 maximum with dinner catered.

Director Watson seconded the motion.

The motion carried as follows: 4-0-1

Osborn	Aye	Hon	Absent
Watson	Aye		
Carr	Aye		
McCassie	Aye		

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**12. Discussion and possible action regarding Chili Cook-Off Fundraiser\***

Director Osborn suggested having a Chili Feed Fundraiser vs Chili Cook-Off. Mrs. Miller agreed that a free Chili Feed that accepts donations would be the wise choice and suggested waiting until Spring to discuss further and possibly plan the event. Chief Huntley said that he spoke with the Volunteers and E-Board and they are interested in establishing a committee to work on it.

Discussion ensued.

The item was tabled for future meeting.

**13. Report of Director, District Fire Chief, Staff, Volunteers, Rehab, CERT**

Grant Administrator/ CERT Coordinator, Ron Johnny, stated the total Grants received by the District since May 2016 is as follows:

\$18,000.00	FY18 Citizen Corps/CERT
\$59,456.25	FY16 POOL/PACT Risk Management Grant (reimbursement)
\$ 6,725.00	FY16 SERC (Air Packs, etc.)

Pending Grants are as follows:

Transportation Alternatives Program, NDOT	(\$82,430.00)
Limited Fix Deliverable (Child Car Seats), OPS Traffic Safety	(\$2,890.00)
FEMA Aid to Firefighters Grant	(\$113,607.78)

Mr. Johnny's report is as follows; there are now seven active members and three inactive members of CERT. CERT members conducted their monthly meeting, first Monday of every month, on January 2, 2017 and their training was on Proper Radio Procedures at the LCS Dispatch Center. The next CERT Meeting and Training date is February 6, 2017 from 1800 hours to 2000 hours.

Rehab member, Becki Howlett stated that the Monday Rehab Meeting was canceled due to the weather and their assistance with an arson fire as did CERT.

Chief Huntley reported for Volunteer President, Louie Diaz that the Volunteers have established a Training Schedule and that he will be assisting them with the schedule.

Chief Huntley reported that extrication equipment has been purchased to replace broken demolition equipment purchased three years ago. It was an emergency purchase of approximately \$20,000.00 from the Acquisition Fund. The hoses the District has from Sparks Fire Department have exceeded their life spans and approximately \$4,000.00 to \$5,000.00 have been spent to replace those as well.

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He stated that in February he plans to bring to the Board of Directors a plan to purchase a Type 6 prior to the start of Wildland Season. The current Type 6 the District has will still be available as a back-up apparatus also.

Chief Huntley reported the communication this year has been the best with Emergency Management regarding the storms and area flooding. There are many new faces in Northern Nevada Fire Service as well, eliminating the territorial relationship of the past. He said that he and CERT Members participated in the Reno Area Blood Drive last Tuesday and he did a radio commercial to promote the importance of these events. The District will be hosting another Blood Drive Bus and he is very proud of that. A CU Program will begin monthly for EMS Training from the State. The individual involved in the perpetration of the arson is currently in jail. Chief Huntley wrote a Letter of Accommodation to Firefighter/Paramedic Tim Myers for his work and assistant command during the arson fire incident. The District recently hosted a POOL/ PACT Training Class on Sexual Harassment and Customer Service. The Board of Directors are encouraged to attend also, as the classes are quite valuable to the workings of the District. NLCFPD needs to adopt its own Fitness Standards as they are important to the Firefighters and Staff in doing their jobs. A proposal will be prepared to present to the Board at the February Meeting. A new Safer Grant MOU (similar to the previous Grant regarding staffing) with Central Lyon County, Mason Valley Fire, Storey County Fire and Smith Valley was signed by all included Districts. A Production Company was at NLCFPD last week filming segments for a recruitment video to aid in increasing Volunteer numbers and it was a good experience.

BLS Instructor Ron Johnny stated that he will be teaching a Basic Life Support Class January 13 at 1800 hours in Station 61.

Office Manager Mrs. Miller wished Firefighter/EMT Josh Cohen a Happy Birthday and reported that Renown Urgent Care in Fernley gave the District a \$50.00 Gift Card in appreciation for all the good works. The Christmas for Kids was smaller this year and was still very nice and successful. Thanks was extended to the Board of Directors for the Office Manager wage increase. Thanks to Director McCassie for this morning's snow removal.

Grant Coordinator Ron Johnny is working on additional Grants for Car Seats. POOL/ PACT classes are educational for staff and also help to reduce the Districts Insurance Premiums.

Director Carr extended thanks for the new District Polo Shirt as well as the warm welcome back after many years. He stated the Volunteer Meeting was good and he encourages the new Memorandum of Understanding especially during incidents such as the arson when multiple agencies respond, an example is the improved relationship with Churchill County. Thanks to Chief Huntley for sending NLCFPD Staff and Volunteers to Elko for Flight Nurse Tiffany Urresti funeral services.



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Director McCassie thanked the District for welcoming him to the Board and stated that he is ready to learn and willing to be a 'go-to person' as he has many contacts both in the community and the City.

Director Osborn stated that this is a new year and is excited with new Board of Directors, every Director brings something new to the District and the expectation is that all Directors will attend at least 75% of the meetings. Hopefully at some point in the near future, the District will install video conferencing in the meeting room for training or in the case of absentee Directors to be able to attend whilst away. He stated that regarding social media and Facebook, do not get into arguments with other people on those sites. He suggested we invite them to a Fire Board Meeting to voice their opinions and suggestions. Also, be cautious when speaking with the press, especially regarding incident details, there are SOP's available for review regarding these situations.

Director Osborn Thanked the City of Fernley for the snow blade donation and should the City have any operation training, the District would accept. Mayor Edgington stated that bartering equipment operating instruction for CPR Classes may be entertained.

Director Osborn suggested that perhaps NLCFPD Station 61 should be registered to the production company. Chief Huntley stated that it has been registered before and he is open to doing it again. He added that looking into a 318 Tax may be beneficial. Chief Huntley said that Mayor Edgington and Councilwoman Seidl have been very helpful regarding this issue and a UNR Professor will be available to discuss the issue as well.

Director Osborn stated that Mrs. Miller does do a whole lot for the District and is appreciated as is Clerical Assistant, Stacey Rowling. Thanks to Chief Huntley for his good work. Thanks to all Staff and Volunteers for their work at the arson fire and as a reminder to CERT to wear clothing that is easily visible.

**14. Public Comment**

None

**5. Adjournment\***

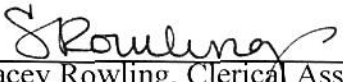
Director Osborn made a motion to adjourn at 2024 hours. Director Carr seconded the motion. The motion carried as follows: 4-0-1

Osborn	Aye	Hon	Absent
Watson	Aye		
Carr	Aye		
McCassie	Aye		

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**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 12, 2017.

Respectfully Submitted by:

  
\_\_\_\_\_  
Stacey Rowling, Clerical Assistant  
North Lyon County Fire Protection District

February 7, 2017  
Date

Approval of Minutes

	<u>For</u>	<u>Against</u>	<u>Abstain</u>	
<input checked="" type="checkbox"/> Approved as Read	<u>5</u>	<u>0</u>	<u>0</u>	_____
<input type="checkbox"/> Approved with Corrections	_____	_____	_____	_____

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

2/9/2017  
Date