

**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

November 17, 2016

**1. Call to Order**

Meeting called to order by Director Osborn on November 17, 2016 at 1810 hours. Directors present include Director Osborn, Director Carr and Director Daggitt, Director Watson and Director Heston was absent.

The Pledge of Allegiance was led by Gage Carlucci. 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.)

None

**3. Consent Agenda\***

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

Director Carr made a motion to approve Consent Agenda 3a, 3b, 3d, 3c was unavailable.

Director Osborn seconded the motion.

The motion carried as follows: 4-0-1

Osborn	Aye	Heston	Absent
Carr	Aye		
Daggitt	Aye		
Watson	Aye		

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

Director Osborn said that he has been thinking about this type of fundraiser for some time and has spoken with Rehab Member, Becki Howlett. The subject was only being discussed and County Commissioner, Bob Hastings whom participates in Dayton Days events was in attendance to provide insight on organizing and maximizing donations for this type of event. Discussion ensued.

Director Carr made a motion to create a committee to collaborate and prepare a plan outside of the meeting format for now. The committee would include Director Osborn, Mrs. Kasey Miller, Becki Howlett and Tammy Dittman. The discussion is tabled until January's meeting.

Director Osborn seconded the motion.

The motion carried as follows: 4-0-1

Osborn	Aye	Heston	Absent
Carr	Aye		
Daggitt	Aye		
Watson	Aye		

**5. Discussion and possible action regarding NLCFPD Business Plan 2017-2018\***

Director Osborn stated that a discussion is needed to establish the direction and goals as well as funding and staffing due to the failure of the proposed tax increase. Director Osborn said that he is looking at the current business plan as a baseline for the upcoming plan.

Director Carr stated that the current business plan review was a day long process in which the entire board met to look at whether the short term goals in the previous plan were met as well as any of the long term goals, then adjust the upcoming 2017 Business Plan accordingly. This is not a two-hour process and will require an entire day to complete. Also, providing the new Board Directors with the current plan in advance so each Director has time to review and make any notes to discuss during the workshop.

Director Osborn stated that perhaps in the month of January or February a daylong meeting can be set to review and discuss. Director Carr reminded Director Osborn that the new Board will be addressing this issue.

Director Daggitt referred to the current Business Plan page 9 and 16 regarding restructuring the Fire Department. He said that reorganizing the department and establishing a new level of management should be of high priority. Regardless of what the staffing is, there needs to be more organization.

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Director Carr stated that the new Board of Directors will be handling the upcoming Business Plan, however, the current Board can review it and make notes to pass along to the upcoming Directors.

Chief Huntley concurred regarding additional management and he wants to see all staff and Volunteers involved in the process without having one individual dominating things. Another thing is keeping in mind what is attainable in the short term as well as long term and agreeing to being aware of the boundaries.

Director Daggitt stated that he worked with some NLCFPD staff and based on their current duties, and has submitted an outline with the basic definition of a Fire Captain or Shift Manager. He said he has reached his span of control and this department needs to promote someone within the ranks that can take some of the load off of Chief Huntley. Again, this is a generic job description of what some of the job characteristics might be and is geared toward the title of Fire Captain. However, the position title can be whatever the Board decides it should be. In the 2012 Business plan, it is stated as a goal to establish a career ladder for fire personnel and volunteers according to the needs of the community.

Chief Huntley agreed and is supportive of the proposal and moving forward to achieve it. He will begin reviewing the current business plan as well as the outline and making notes to discuss at the next Board Meeting.

Director Osborn asked Director Daggitt if he would make himself available to the upcoming Board Directors and staff regarding his outline as well as the upcoming business plan, to which Director Daggitt agreed. He said it is important to remember that unlike the current Board of Directors, not all of the upcoming Board Directors have fire experience, and having access to the current Board in the next year for ideas and opinions will be very helpful to the upcoming Board.

Item 5 has been tabled until the January Meeting and a workshop will be scheduled for February 2017.

**6. Discussion and possible action Chief Huntley's Benefit Package and Contract\***

Chief Huntley advised the Board that his wife chose a new employer and as a result, he is no longer covered by her previous health insurance. He has elected to be covered under the District's coverage that is offered to all employees. The total cost for all selected benefits is \$7383.36. Previously the District Board approved adding \$2359.00 to his base salary of \$100,640.50 for insurance costs through his wife's previous employer.

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Director Carr Motioned to approve full District Health benefits for Chief Huntley and the Board sign a new contract reflecting updated figures and wording regarding the changes at January Board Meeting.

Director Daggitt seconded the motion.

The motion carried as follows: 4-0-1

Osborn	Aye	Heston	Absent
Carr	Aye		
Daggitt	Aye		
Watson	Aye		

**7. Reports of Directors, District Fire Chief, Staff, Volunteers, Rehab, CERT**

Grant Administrator/CERT Coordinator, Ron Johnny announced the five graduates of the October CERT Academy as Michael Carlucci, Renee Green, Mary Lint, Shelley Pringle and Terry Smith and presented each (except absentee graduates Renee Green and Shelley Pringle) with Certificates of Completion. A detailed report with FY16 Grant award totals and specified spending are included for review as well as CERT member updates. Director Osborn thanked CERT for their participation in the community.

Rehab Member Mary Lint reported recent training for Hyperthermia with Chief Huntley and most of the Rehab members were in attendance. Discussions ensued regarding how to utilize Rehab 61 Ambulance.

Volunteer Jim Sullivan reported the swearing in of three new Volunteers in the last two months. Jacob Sullivan just finished Wildland Certification and Marc Gomez received EMT Certification through the State of Nevada. Focus is on recruiting new Volunteers and with the help of Jim Jenne, a committee has been formed and is working on details of the District Christmas Party. Louie Diaz will be spearheading the District participation in the Christmas Parade on December 10<sup>th</sup>. Director Osborn added that when new Volunteers are inducted, the Board of Directors should personally welcome them.

Director Carr inquired as to the date of the Christmas Party and possible venue. CERT member, Becki Howlett, advised that the original date would have been December 10<sup>th</sup> except that the Christmas Parade is that date and the proposed venue was previously booked, therefore a new date and venue is being worked on now.

Director Watson extended his appreciation to all staff and team members for doing an outstanding job and keeping morale up. Chief has been working on reviews and Mrs. Miller has been working diligently and helping Ms. Rowling. Thanks were given to Director Carr and Director Heston for the time spent on the Board this year and making good things happen

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together. Congratulations to Steve Carr and Dan McCassie on being voted in as new Board Directors.

Director Daggitt gave thanks to everyone he has worked with as it has been a learning experience over this last year.

Director Osborn thanked Director Daggitt for his time on the board, his help in authoring and co-authoring documents for the Board to review, and sharing his vast knowledge. Having more than one perspective is very helpful and Director Daggitt, as with all of the other Directors, have been extremely forthcoming.

Director Osborn stated that Director Heston has always been a good friend, Volunteer, Fire Chief, Firefighter, Board Member and he participated in the Volunteer Ambulance Service, there is not a role in this department that he has not served on and has been present through thick and thin. Even though Director Heston is absent, when anyone sees him, shake his hand and thank him for his dedication to this community for the last thirty years.

Director Osborn stated that Director Carr has had passion for this department and her character is impeccable. She has participated in every role of this Department for over thirty years and there is really nothing she does not have knowledge of concerning this District, she and Chief Carr have been available for consult even late into some nights at their own home in order to help without any expectation of thanks. He stated we should shake her hand and thank her for her dedication to this community for the last thirty years.

Director Osborn welcomed the new Directors, they will receive copies of the reports discussed at this meeting and as a reminder, the Board of Directors does not get paid. He is hopeful the entire new board will still be sitting by November of 2017 but unfortunately, it is probable that two or three newly elected Board members will be replaced before the year is complete. This can be a thankless job.

Director Osborn thanked Chief Huntley for all he has done this year and thanked Staff, Volunteers and Rehab.

Director Osborn asked Grant coordinator, Ron Johnny, to explore possible grants to enable teleconferencing. Chief Huntley stated that this is an idea that has been discussed before in terms of making the conference room an Emergency Command Center as well and is very supportive.

Clerical Assistant, Stacey Rowling reported that she has learned much in the 7 months she has been with the District and has no intention of resigning any time soon and gave thanks for being a part of the team.

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Office Manager, Kasey Miller reported that Public Education was a great success especially with the Fire Trailer loaned to the District by Storey County Fire, the students loved it and it made the presentation much smoother and easier. Mrs. Miller also stated that she will be meeting with Grant Coordinator, Ron Johnny to explore possible grants to acquire our own Fire Trailer and thanked the staff and Volunteers that attended Public Education Week.

Mrs. Miller also thanked Director Daggitt, Director Carr and Director Heston for their service on the Board of Directors.

Chief Huntley reports that the Department has been very busy and he believes that this is the most productive we have ever been in the seven years he has been here. All of the staff in every department is working well together and he is very happy with the progress being made. He states that he participated in the Fernley 45 as EMS/Standby and thanks Director Osborn as well as Ron Johnny and Mrs. Miller and Steve Kuntz for representing the District for the event. The event was a good one and he encouraged everyone to participate in it.

Chief Huntley personally contacted the new Board Directors and congratulated them. The previous Board Directors will be missed greatly and he will not hesitate to call on occasion for advice and discussion.

Chief Huntley said that he had a great meeting with the City Attorney regarding current and future cases for prosecution. Much headway was made and he hopes at the next meeting to report more. Pat Daggitt stated that the City has a Code Enforcement officer with ten years of experience in enforcing city codes. Chief Huntley added that he has met with the Code Enforcement Officer as well and plans to work continually with her.

Chief Huntley reported the SAFER Grant is ending and has been a great experience as the department has received much needed aide for many items including turn outs. He stated that ways to spend the remaining funds are being looked at as well so it doesn't go back to the Federal Government. In the coming year, we will be working on getting another SAFER Grant.

Chief Huntley also reported on a Neighborhood Watch meeting he attended and will provide updates as they are available. He stated during this Thanksgiving Holiday he gave thanks for being a part of such a rewarding job and extended thanks for accomplishing all of the goals that have been set to this point, Happy Thanksgiving to all.

Chief Huntley thanked the Directors for their service and presented service plaques to Director Daggitt, Director Carr and for absentee Director Heston.

Director Carr reported that it has been a pleasure serving on the Board for the past three and a half years. She thanked Chief Huntley, Staff, Volunteers, Rehab and Cert for working as a team for the betterment of the district. She encouraged the new Board Directors to rely more on the

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experience and guidance of the previous Board instead of believing what is floating around the social media and public perception, the animosity and past issues in the District have been widely improved and overcome and working together as a team is vital. Director Carr asked all to keep your heads high and know that you are doing a great job.

**8. 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.)

Lisa Hayes stated that as a member of the public she gives thanks to Chief Huntley and the Staff for making her feel protected.

Michael Carlucci stated that he is the Production Supervisor at Dura Flex International and due to Cert training he knew exactly how to handle a recent incident at his job. He thanked Ron Johnny for Cert training. His son, Gage Carlucci stated that he knows that when there is a fire to climb out a window, he learned that from Public Education presented by the District to the local schools.

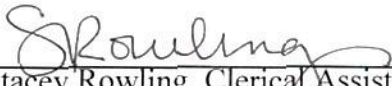
**9. Adjournment\***

Director Osborn motioned to adjourn at 1725 hours.  
Director Carr second the motion.  
The motion carried as follows:

Osborn	Aye	Heston	Absent
Carr	Aye		
Daggitt	Aye		
Watson	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 November 17, 2016.

Respectfully Submitted by:

  
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Stacey Rowling, Clerical Assistant  
North Lyon County Fire Protection District

January 12, 2017  
Date

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Approval of November 17, 2016 Minutes

	<u>For</u>	<u>Against</u>	<u>Abstain</u>	
<input checked="" type="radio"/> Approved as Read	<u>4</u>	<u>0</u>	<u>1</u>	<u>Hon absent</u>
<input type="radio"/> Approved with Corrections	<u>  </u>	<u>  </u>	<u>  </u>	<u>  </u>

  
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Jon Osborn, Director  
North Lyon County Fire Protection District

1/12/2017  
\_\_\_\_\_  
Date