

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

February 9, 2017

1. Call to Order

Meeting called to order by Director Osborn on February 9, 2017 at 1810 hours. Directors present include Director Osborn, Director Carr, Director Watson, Director McCassie and Director Hon.

The Pledge of Allegiance was led by Louie Diaz. 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 presented Pioneer Crossing Casino with a plaque of appreciation for their support of the District, in addition to fundraising. Chief Huntley gave special thanks to Jamie Simons at Pioneer Crossing Casino as she coordinates their community support activities.

Chief Huntley reported that the Lyon County Commissioners honored NLCFPD as well as other Districts, Road Department, Law Enforcement and the City of Fernley on February 2, 2017 at 0900 in the Commissioner's Chambers for the work done during the recent storms and flooding. He said that Director Carr attended and Fernley was well represented with Mayor Edgington and Fernley City Manager, Daphne Hooper in attendance as well.

3. Consent Agenda*

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

Mrs. Miller reported the Acquisitions cash balance is \$69,987.22. She said the beginning balance was approximately \$85,000.00 and \$15,900.00 in purchases were made to Hurst Tools and the account accrued \$248.10 in interest. Mrs. Miller stated that in April or May there will be an Acquisition Funds Transfer that the Board must approve after reviewing

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the budget. She said that the upcoming transfer will be around \$180,000.00. Mrs. Miller explained that there is Wildfire Revenue that has not yet been received in the amount of \$174,598.62 which will also go into the Acquisition Fund. She said that these reports will be improved drastically by the end of the month.

Mrs. Miller said the Fire Fund actual budget for the last seven months was \$930,955.00, and the amount budgeted to spend was \$833,722.00, resulting in the District being under budget by approximately \$97,233.00. Chief Huntley stated that some of that is increased tax revenue as well as how the District is conducting business. She said currently the Fire Fund has \$642,291.11 in it but January's Tax Revenue has not been put in yet.

Mrs. Miller reported the Ambulance Fund actual budget was \$441,321.00 and it is currently \$523,575.00 not including \$60,000.00 received today. She said along with accelerated collections and improved communications with billing company EF Recovery, the current unreconciled balance is \$492,376.80.

Director Osborn read the Run Calls for the last thirty days as a total of 215 calls, averaging 6.9 trips out of Station 61 per day. Chief Huntley stated the total of 215 does not include any mutual aid calls.

Director Osborn made a motion to approve Consent Agenda 3a, 3b, 3c, and 3d.
Director Carr seconded the motion.
The motion carried as follows: 5-0-0

Osborn	Aye
Watson	Aye
Carr	Aye
McCassie	Aye
Hon	Aye

4. Swearing in of Board of Director; Patricia Hon

Patricia Hon was sworn in as Board of Director by Judge Matthews, after which Director Hon thanked Judge Matthews and the Board.

5. Discussion and possible action regarding preliminary maximum allowed operating property tax rate for fiscal year 2017-18*

Chief Huntley stated that this is an annual action not addressed by NLCFPD predecessors in past years. He said he highly recommends approval of the minimal allowable increase available without going to the voters. He said North Lyon County's tax rate is trailing other counties because it was not in years past.

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Director Hon made a motion to approve the preliminary maximum allowed operating tax for fiscal year 2017-18.

Director Watson seconded the motion.

The motion carried as follows: 5-0-0

Osborn	Aye
Watson	Aye
Carr	Aye
McCassie	Aye
Hon	Aye

6. Discussion and possible action regarding Office Supervisor Pay Scale*

Chief Huntley stated he met with Director Watson and Director Carr as was directed at January's Board Meeting to create a 7 Year Pay Scale for the Office Supervisor position. He said there are three proposed annual steps; A. 1.5% increase per year, B. 1.75% increase per year and C. 2% increase per year.

Discussion ensued.

Director Carr made a motion to start 7 Year Pay Scale at 2% since the Fire Fighters receive 5% increase yearly, incorporate the percentage into the budget and re-agendize in the future.

Director Osborn stated 2% is steep due to the current tax rate and feels the minimum baseline percentage is appropriate with future discussion regarding budget changes.

Discussion ensued.

Director Hon made a motion to approve Office Manager Pay Scale Proposal A of 1.5% per year.

Director Osborn seconded the motion.

The motion carried as follows: 4-1-0

Osborn	Aye	Carr	Nay
Watson	Aye		
McCassie	Aye		
Hon	Aye		

7. Discussion to purchase Type 6 Brush Truck

Chief Huntley stated the District's current Type 6 Brush Truck is older with over 140,000 miles, has been rebuilt and does not safely seat crew with gear. He said he is proposing two options; the purchase of standard BLM and US Forestry Type 6 which would be approximately \$70,000.00, or the purchase of a new skid possibly purchased for \$25,000.00 or less and an additional purchase of a chassis. Chief Huntley said that he is still waiting for a response on several requested bids and is hoping for an informal bid.

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Director Osborn asked about specifications of a new Type 6. Chief Huntley stated it would be according to National Wildland Coordinating Group specifications and would pay for itself in two 14 day assignments, and the older Type 6 will be kept in service for use in the community. Discussion ensued.

Chief Huntley requested the Board of Directors review the options package to discuss again in the future as he wants to be sure his acquisition figures are exact.

Mrs. Miller stated that if the purchase is under \$25,000.00, bids are not required.

8. Discussion regarding District Command Vehicles

Director Watson stated the District vehicles including Command, Utility and Rescue have become high mileage. He said Command travels to all scenes whether fire, rescue or hazmat and with the mileage over 135,000 miles it seems appropriate to consider replacing it after reviewing the acquisition fund and determining it is fiscally sound.

Chief Huntley said he spoke with a state employee, requesting information on typical command vehicles and was told trucks are the best choice for separate enclosed storage to avoid carcinogen contamination. Chief Huntley stated that the two Dodge ambulances in service have performed very well with minimal issues resulting in the attached Fleet Vehicle quotes. He reiterated only being interested in a standard ½ ton or ¾ ton vehicle with only necessary add-ons.

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

CERT Coordinator Ron Johnny reported during the October 1 to December 30, 2016 Quarter of the CERT grants, CERT Members donated their time between volunteering, page outs and training worth \$1,202.75 (federal minimum wage X number of hours X number of volunteers + \$). He said the majority of the hours was directing traffic at the Thrift Store arson fire and providing over-night security for the District and State Fire Marshal, all from 0530 hours, December 19, to 1100 hours, December 20, 2016.

Mr. Johnny reported that there are no changes in the total grants received since May 2016. He said there is a Pool PACT funds application that will be from February to late March 2017 for Dispatch Software and OSHA Compliance Assistance. He said he is currently focusing on two uses for the Spring RN Grant application. Mr. Johnny said firstly, modernizing all Fire Districts Dispatch Software in Lyon County to have 'Rip and Tear' access to the R. Spillman software that the Lyon County Sheriff's Office is using would be very beneficial. He said the identified cost range thus far for only 'Rip and Tear' access is between \$59,000.00 and \$68,000.00 and will benefit all firefighters. He continued that if allowed, the District could approach other Districts and request donations toward the 20% match of \$42,000.00. Discussion ensued.

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Mr. Johnny said secondly, replacing the old Air Packs the firefighters use is an OSHA compliance issue if the Air Packs fail testing, and the cost of replacing 30 Air Packs would be \$210,000.00, with 20% match of \$42,000.00.

Mr. Johnny stated lastly, the Stryker PowerLOAD for Rescue 161 could wait for the Fall Pool PACT RM Grant application.

Rehab Member, Sue Seidl reported that the December 19, 2016 arson incident had the Rehab Team very busy as they fed the Firefighters and Volunteers breakfast and lunch. She said they are very thankful for the donation of the ambulance as it is equipped with electrical outlets to brew coffee and hot water. She stated that it is very helpful when it is 13 degrees outside in the wee hours of the morning or night and there are not many, if any options for coffee or tea for Rehab to be self-sufficient.

Volunteer President, Louie Diaz reported they are reviewing and revising the By-Laws and meetings are held Wednesdays with all invited. Chief Huntley stated that there was an E-Board Meeting recently at Station 62 and they are working hard as a unit. Director Osborn inquired as to how many years Mr. Diaz has been a NLCFPD Volunteer to which Mr. Diaz replied, "26 years".

District Chief Huntley reported there are many people residing in Fallon and are employed in Fernley, therefore, the District has begun advertising in Fallon for new volunteers and advertising at FNAS is a possibility also. He stated that 30 second radio ads on Fernley's Biggest Little Radio and postings on northlyonfire.com. Chief Huntley thanked the Board for participating, as it can be difficult to find people to serve and in compliance with Secretary of State.

Chief Huntley said he attended a meeting regarding upcoming Lantern Fest explaining that according NRS, if there is a congregation of over 1,000 people there must be a safety plan in place as well as traffic safety plan in addition to county permits. He said that he and the Sheriff are united on this, as the public safety and law enforcement are extremely important and he is happy to see all parties coming together to work on this.

Clerical Assistant, Stacey Rowling reported having increased calls regarding new and renewing Ambulance Saver Program subscriptions. She said there is a high percentage of the community that would benefit from a subscription if there were more community awareness. Chief Huntley stated that the program is, 'word-of-mouth' as well as advertised on the NLCFPD marquee and on the website.

Office Manager, Mrs. Miller welcomed new Board Directors and explained there are Board of Director Manuals available if any Director has not yet received theirs, and if any Director is in need of keys to the office to let her know and she will make those available to them as well. She

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thanked Stacey Rowling, Ron Johnny and one of the Volunteers for taking care of daily operations while she was away with her family.

Director Carr none.

Director Watson reported working with Chief Huntley on a Mutual Aid Agreement with NLCFPD and Fallon Naval Air Station Fire Department. He said he has always been a proponent of MOA's as he feels it would be beneficial for both in the event of a catastrophe or other major incident such as a rail accident requiring additional manpower, apparatus and specific foams for extinguishing fuel fires, etc. Chief Huntley agreed, saying that he is available for meeting and scheduling combined training any time because if you know your neighbor well, you will work together well.

Director Watson asked Chief Huntley if he knew when the BLM Crews would be arriving for the season. Chief Huntley replied he does not yet know, explaining that the crew actually stay at Station 62 quarters and they help bolster our local jurisdiction with wildland fire coverage. Discussion ensued.

Director Osborn reported that he is excited for the new Board Directors and feels good decisions are coming and thanked Volunteer President, Louie Diaz for his 26 years of service with the North Lyon County Fire Protection District.

Director McCassie reported an upcoming meeting with Scott Farmer and Johnny Smith regarding the Lantern Fest so all are on the same page with law enforcement and traffic safety. Discussion ensued.

Director McCassie said that he has been asked who is covering North Lyon County jurisdiction when NLCFPD is running calls. Chief Huntley said that Central is the first agency we reach out to, followed by Banner, Storey County and Pyramid Lake, noting that NLCFPD reciprocates. Discussion ensued.

Director Hon none.

10. 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.)

Sue Seidl said it may be beneficial to see City Manager, Daphne Hooper regarding Ambulance Saver Program advertising. She said that possibly on the City of Fernley's reader board and their newsletter printed on the backs of water bills. She said regarding the discussion of District Vehicle purchases, the Board should consider the idle time on the engines as they are not reflected in the mileage.

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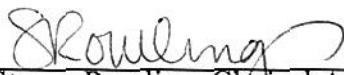
11. Adjournment*

Director Hon made a motion to adjourn at 2003 hours.
 Director Osborn seconded the motion.
 The motion carried as follows: 5-0-0

Osborn	Aye
Watson	Aye
Carr	Aye
McCassie	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 February 9, 2017.

Respectfully Submitted by:



 Stacey Rowling, Clerical Assistant
 North Lyon County Fire Protection District

March 9, 2017
 Date

Approval of 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</u>
<input type="radio"/> Approved with Corrections	—	—	—	_____



 Jon Osborn, Chairman
 North Lyon County Fire Protection District

3/9/17

 Date