

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

March 9, 2017

1. Call to Order

The meeting was called to order by Director Osborn at 1800 hours. Directors present include; Director Osborn, Director Carr, Director Watson and Director McCassie. Director Hon was absent.

The Pledge of Allegiance was led by Haven Myers. 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.)

Linda Carr, representing former NSFA President, reported the Nevada State Firefighters Convention is being held in Fallon this year from June 21st to June 24th for career and volunteer firefighters. Much of the training will be by career firefighters and there are many activities to participate in as well as a memorial service for fallen Flight Nurse and Firefighter Tiffany Urresti. Also, the Scholarship application deadline is April 15th. All the information regarding the convention is available on the website at NSFA.org, and anyone wishing to attend should act now as the event is filling fast.

3. Consent Agenda* (All matters listed under the consent agenda are considered routine, and may be acted upon by the Board of North Lyon County Fire Protection District with one action, and without an extensive hearing. Any member of the Board or any citizen may request that an item be taken from the consent agenda, discussed, and acted upon separately during this meeting.)

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

Director Osborn asked how many total calls were responded to from January to February. Chief Huntley reported 413 including 'good intent' calls, which are assistance requests such as helping someone up from a fall or a child locked in a vehicle.

Director Osborn said with 413 calls, that works out to 7 calls per day every 2 ½ to 3 hours per transport, with as many hours waiting at Emergency Room for patient transfer. He also noted the NLCFPD collection company, National Business Factor's success is substantial from \$14,000 in account collections to \$210,000.

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

Director McCassie seconded the motion.

The motion carried as follows: 4-0-1

Osborn	Aye	Hon	Absent
Carr	Aye		
Watson	Aye		
McCassie	Aye		

4. Discussion to purchase Type 6 Brush Truck*

Chief Huntley stated that the District can go out and bid or go through State Purchasing. He said informationally for the public, NRS 332.195 states that the District can go to the State of Nevada and bid internally, then take the average of bidding in formulating a purchase price. He said that he recommends the Board approve a Letter of Intent for the purchase of the chassis for the Type 6 Brush Truck as the wait for the chassis is currently 180 days. He said payment can be made with new budget in July without any problem. Director Carr asked Chief Huntley if the Letter of Intent would be a promise of purchase or payment. He also said he is concerned with revenues coming in a timely manner. Chief Huntley said it wouldn't and the purchase of the vehicle would not be final until the vehicle arrives. He continued saying there is the proposed purchase of a 2017 Dodge Ram 1500 Quad Cab 4wd Command Vehicle to be discussed, and there are adequate funds to purchase the vehicle. He said there is \$69,000.00 showing in the Acquisitions Fund, and per the accountant he spoke with, the District was very under budget resulting in the District being flush in revenues. He stated the District is averaging about \$100,000.00 per month in revenue and he anticipates more BLM money coming in before July, which can be allocated toward the new Command vehicle. He said he also hopes to purchase a new Ambulance with upcoming Wildland assignments billing before December, which must be worked into the budget too, as it is a major vehicle acquisition. Director Carr reiterated his concern regarding the Letter of Intent specifying payment to be made later, as he is very adamant that until the expected funds are in acquisitions, payment should not be promised and he is not, "wild about" acquisition spending from other accounts. Chief Huntley again stated that payment is not due until the vehicle arrives. He said he wanted the accounts totals to be accurate by January so he could present them to the Board earlier and the accounting is still being worked on to achieve that. He stated the District responsibility falls on his shoulders and he takes it very seriously. He said that he feels that next month, monies need to be moved into Acquisitions, which normally happens every year at about this time. He said he feels the District should be more aggressive with acquisitions now rather than past years, so that the tax payers can see that the funds are being used wisely. He stated that while he does like having flush accounts, he believes the accounts will be replenished quickly and he anticipates increased EMS revenue. He said that should the Board agree, using EMS funds for the purchase of the 2017 Dodge Ram 1500 Quad Cab 4wd makes sense as the command vehicle commonly responds to those types of incidents as well. Director Watson stated that the Letter of Intent is not binding the District to immediate payment, it is a show of good faith regarding future payment for said purchases. Mrs. Miller added that the Letter of Intent is not the binding contract to which Director Watson agreed.

Chief Huntley stated that some other districts are buying the same type of vehicle and spending \$160,000.00. He stated the bid of the chassis to his liking, including the skid, pump and hose are \$15,000.00 and he credits the staff for wanting to do it cost effectively as does he, by eliminating unnecessary conveniences.

Discussion ensued.

Director Carr stated that State Purchasing is usually going to be less expensive, and he wants to be certain, since the purchase is over \$25,000.00, we are doing to right thing to the letter of the law with the bidding and purchasing process. Chief Huntley concurred with Director Carr and said he likes the oversight of the Fire Board and especially appreciates the communication with the Board.

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Director Carr made a motion to approve a Letter of Intent for purchase of the Type 6 Brush Truck chassis, to be paid for after July 1st, 2017.

Director Osborn seconded the motion.

The motion carried as follows: 4-0-1

Osborn	Aye	Hon	Absent
Watson	Aye		
Carr	Aye		
McCassie	Aye		

5. Discussion regarding District Command Vehicles*

Director Watson stated the current Command Vehicle has higher mileage and he likes the Letter of Intent for it. He said we need to update our fleet, and looking at the itemized bid with current NRS, he thinks it is a good bid. Director Osborn asked Chief Huntley how long the bids are good for. Chief Huntley stated he spoke with the vendors and the bid is good until the District decides on purchase. Director Carr said that with the Letter of Intent in, the purchase price is locked down.

Linda Carr referred to Director Watson's comment regarding replacing the 'fleet' and asked Director Watson to define 'fleet'. Director Watson responded that 'fleet' is Command. Mrs. Carr then asked if he is referring only to the Chief's vehicle. Director Watson replied he believes Chief's and the utility vehicles though they are only discussing Chief's Command vehicle as it is the only vehicle for discussion now. Mrs. Carr said she wanted to clarify that the term 'fleet' is being used, while the Board is only considering the one fleet vehicle for replacement. Chief Huntley said he plans putting on the next Agenda would have to deem one of the current utility vehicles as excess equipment and put it in the online auction for acquisition funds. He said the document that Clerical Assistant, Stacey put together with all the equipment and their mileage presented at last meeting, shows the potential excess equipment vehicles, with the first being the 2009 Ford F-250 that he is driving now. He said while it is currently mechanically sound, he feels it would be good to keep with the District as a heavy-duty utility. He said that leaves the Ford F-150 utility and Utility 62 Tahoe as excess equipment options. He went on to remind the Board that the light and radio packages in the two vehicles would be repurposed in the two new vehicles, thus saving the District money. He said that lettering of the new Type 6 would be cheaper since it is just the chassis, and the new Command vehicle would have \$4,000.00 additional expenses including lettering at around \$2,000.00 and sirens and overheads with installation at \$2,000.00.

Linda Carr stated the mileage on the current Command vehicle is high because it commutes to Yerington. She also stated that it is nice to see money in the budget, but remember the ambulances are needing replaced as well. Chief Huntley stated an ambulance was replaced that last year and the goal was to do the same this year, and based on our numbers, we should be able to do that. Director Osborn added then replacing another ambulance the year after and another the year after that. Chief Huntley said eventually we could just buy chassis and do a remount. Director Carr said the remounts on the other two are twenty years old and that would be a big savings.

Director McCassie said he has customers at his store speaking with him about the District having a more economical Command vehicle that would be cheaper in gas. Chief Huntley said the new Command vehicle will be more economical and the public knows that it doesn't go to Yerington daily, it stays here two nights a week. He said he has many obligations out of District such as meetings, etc. but he isn't driving to Texas. Director Carr said to Chief Huntley, "So it isn't going to Yerington every night?" to which Chief Huntley replied, "No". Director Carr said the subject could be brought up in evaluation later.

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Director Carr made a motion to approve a Letter of Intent for purchase of the 2017 Dodge Ram 1500 Quad Cab 4wd, to be paid for after July 1st, 2017.

Director Watson seconded the motion.

The motion carried as follows: 4-0-1

Osborn	Aye	Hon	Absent
Watson	Aye		
Carr	Aye		
McCassie	Aye		

6. Review of District Personnel Evaluation Procedures and Form Format*

Director Carr stated he requested this review because he is a proponent of SOP adherence, and he wants to make sure we follow SOP's, NRS and CBA's as we are supposed to. He said he wants to go over the current evaluation forms to see what has changed in the past fifteen years. He asked Chief Huntley if he is still personally doing the evaluations for all staff and if not, please state the changes made. Chief Huntley stated he does all 12 Line Staff evaluations as well as Office Manager, Kasey Miller's evaluation and Mrs. Miller does Clerical Assistant, Stacey Rowling's evaluation. He said part of it is a CBA thing, having staff doing them without having immediate supervisors. He stated to remedy that, he wants to do promotions to help the span of control. Director Carr said he agrees there could be CBA issues with assigning evaluations to staff without a company officer and he would refrain from assigning a same rank staff member from each shift with evaluating others on that shift.

Discussion ensued.

Director Carr said that on the current evaluation form, the signature line for Chairman Board had been eliminated and he feels it should be re-inserted, as this gives the employee a path to follow up the chain of command should they disagree with the evaluation they've received or need a sounding board for any concerns or comments. He said that if the evaluation form needs to be re-constructed, he is all for it.

Discussion ensued.

Director Carr also reminded the Board to finish Chief Huntley's Evaluation and return to Mrs. Miller before April 7th. Mrs. Miller advised she is available to answer any questions the Board may have regarding the evaluation.

Director Carr made a motion to add the Chairman signature block back to the Evaluation Form and later form a committee to discuss and possibly edit the Evaluation Form.

Director Osborn seconded the motion.

The motion carried as follows: 4-0-1

Osborn	Aye	Hon	Absent
Watson	Aye		
Carr	Aye		
McCassie	Aye		

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

Volunteer Secretary/Treasurer, Jim Sullivan stated that he is selling \$1.00 raffle tickets for NSFA and will be available presently and at the next Board Meeting. He said that Michael Ochs was awarded 2016 Volunteer Firefighter of the Year Award. He stated that Michael Ochs and Bill Mulholland are now Volunteers Lieutenants. Mr. Sullivan stated currently there are three Volunteers taking Firefighter I exams and on average there is one

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person per month that turns in an application and/or comes to the Volunteer Meetings. He said there is one applicant that has been to one meeting and two trainings. Director Osborn asked if any people show up and lose interest and leave. Mr. Sullivan said that lately the people that come to the meeting have stayed and there have been several from Fallon as well. Director McCassie asked how many Volunteers are there currently. Mr. Sullivan said he believes there are 17 active Volunteers and they are all at differing levels of education and certification. Director Osborn stated that the Volunteer meetings are quite fun as well as educational and he attends one every month or so and encourages all Board Directors to attend if they can. Mr. Sullivan stated that the next meeting is on March 14 with the Potluck at 1800 with the meeting at 1900, and the Board is absolutely invited. Mrs. Miller reminded the Board that the meeting would be a social gathering and without any discussion of District business would not need to be agendaized. Director Watson asked based on history and tradition, would there be scheduled meals to be prepared and cooked by Volunteers to give back to the Department. Mr. Sullivan stated that the Potluck's are because Volunteers have not been volunteering to cook and there are only a few that can cook. Volunteer President/Lieutenant, Bill Mulholland stated that the By-Laws have been discussed, edited and submitted to the members and will be voted on at the Volunteer Meeting on the 14th. He said there are many changes made to the By-Laws that follow more of an 'old school' way that encourages accountability. He said that much responsibility is being taken off Chief Huntley and transferred to the E-Board and members for a balanced command. Chief Huntley said the E-Board is the, "sayer" and he is the Administrator of the program.
Discussion Ensued.

Director Carr noted that times have changed since he was a Volunteer, especially fiscally. He said with the background checks, physicals and turn-outs the expense is \$7,000.00 to \$10,000.00 per volunteer and the impact is tremendous if the volunteer is not retainable. He said he supports the process of screening and interviewing potential volunteers to avoid such situations. Bill Mulholland stated that the course of being a volunteer is not easy and much is expected of new recruits including required meetings and trainings as well as working with an experienced volunteer mentor and acquiring proper certifications. He said it is easier to weed out recruits that show a lack of interest or dedication early in the process by having these requirements. Chief Huntley stated that our Firefighters are learning to become Instructors so that we can have in-house training and classes. The last class we did, other agencies took advantage of the class, yet we only had three of our people attend. He said that future training would only be offered in-house to NLCFPD Staff and Volunteers.

CERT Coordinator/ Grant Coordinator, Ron Johnny submitted his CERT Report to be reviewed in the meeting as he was literally teaching a CERT Academy Class during the meeting. On Monday March 6th at 1830 hours CERT held their monthly meeting and from 1830 to 2000 hours had the second segment of the Large Animal Response I Training. FEMA Certified Instructors with the Washoe County Sheriff's Office CERT will assist Mr. Johnny in teaching the District's CERT Academy this month on the following dates and times; March 9 and 10th from 6-9 pm, March 11th from 9 am to 4 pm, March 12th and 13th from 6-9 pm and March 14th from 9 am to 4 pm. The total Grants received by the District to date have not changed.

District Fire Chief Scott Huntley reported that advertisement for Volunteers and Safety Messages have begun on Biggest Little Radio, 101.3 FM, which serves the Fernley area as well as Fallon. He said there was to be a Chili Feed March 24th at Fernley High School with Biggest Little Radio but since the radio station is for profit it had to be canceled and rescheduled at a different locale. He said he will request the matter put on the April Agenda to discuss hosting the event at Station 61. He stated that should any one need a CPR Certification, there is a Basic Life Support class on March 17th and later in the month there will be a Heart Saver class, speak with him after the meeting. He said on March 11th there will be Coffee with The Chief at 9 am at Station 61 and based on the last event, he expects there to be many people attending. Director Osborn inquired as to the possibility of Capital Improvements in Station 61 such as painting, new carpeting, etc. Chief Huntley stated that he has spoken with Mrs. Miller giving her permission to paint her office in her spare time, but nothing has materialized yet.

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He stated that the issue is a matter of frugality on his part. He said he has had different carpet companies come and measure for replacement carpeting and based on the annual things we do for the budget will not be a huge impact on the District. He said the flooring will be a longer lasting type and he is also considering TV's in the Meeting room among other items that he expects to discuss at a later meeting. He also said that personnel needs are the highest of priority as it affects daily operations.

Director Carr stated that he is very happy with the recent letter from the Department of Taxation as it states, "...after the completed review of your annual audit, there are no violations of statute and/or regulations were noted...".

Office Manager, Mrs. Miller stated that the District received a donation of \$1,100.00 from the family of Bill Booth, a patient our EMS transported. She said the family wanted to show their appreciation with the donation and they hope it is used for new equipment or supplies. She said she has taken a break from the accounting system and she is not apologetic as there were many other important tasks that needed addressed. She said she is unhappy with the accounting program and the technical support which has already been paid for, is not helpful, so she is essentially working to try to figure it out. She said Tom with Rife & Associates has been great and is helping as well. She stated that the PACT Workers Compensation Audit was yesterday and it went well. She said she is currently working on the PERS Audit again, they will be at Station 61 for two days; March 16th and 17th doing HR Assessments. She said Phase I has been completed and they will make corrections before moving on to Phase II and III. She thanked Stacey Rowling for helping with that task as it has been time consuming and tedious. She stated the PACT Broker is no longer Jackson, we are now using A & H Insurance and she is happy to be working with Tina Petersen as she will regularly visit the District to help with any issues. Mrs. Petersen is also looking at Health Care Packages for the District as they have been going downhill. Chief Huntley said the District pays good money for the benefits and they deserve the best that we can do for them. Mrs. Miller said she is doing a joint-partnership with Lyon County Human Services regarding the Car Seat Program that will be County wide to provide more help to those in need.

Director Watson stated that he and Chief Huntley visited NAS Fallon Personnel, Churchill County Chief and working with Federal Fire to acquire some MOU's. He said they met with the Security Officer, the Emergency Management Personnel and the Training Officers and all went well. He said meeting with the XO of the Base also and found that he lives in Fernley and are looking forward to the positives of setting up some training and building relationships with NAS Fallon. Chief Huntley also met with Chief Draper of Mason Valley and Chief Harvey of Central Lyon regarding the NAS meetings and common communications, and eventually he foresees one agreement with all Lyon County Fire Districts spearheading it with Fallon Naval Air Station. Discussion ensued.

Director Osborn referred to the issues with the accounting software saying that maybe we should write a letter or call them, etc. Chief Huntley said that they have done these things and they are on the third representative. Mrs. Miller said some issues are finding mistakes from when we were not receiving good direction and the fix is not a simple two-minute process, it is more so starting from scratch each time a report reflects mistakes. She said the system is not user friendly at all.

Director Osborn asked if Mrs. Miller felt that Rife & Associates have the competency to train you on this system. She said that at this point, she and Tom are teaching themselves the system. She said that the District already paid for the system which is to include the support and help. She said that when she calls the support line, it is common that she is holding for up to 3 hours just to speak with someone. Chief Huntley said that this must be done before long to prepare the 2017 – 2018 Budget. Mrs. Miller said that they are doing the best they can with what they have and reiterated the corrections are not a fast process, it is lengthy and detailed. Director Osborn said that it seems that there is a glitch in the system. Chief Huntley said ultimately if the problem is not rectified by April, "something drastic is going to happen". Mrs. Miller stated the situation weighs very heavily as it reflects poorly on her and it doesn't sit well with her at all. Director Osborn gave thanks to all for a good job regarding this matter.

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8. 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.)

None.

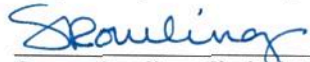
9. Adjournment*

Director Carr made a motion to adjourn at 1954 hours.
 Director McCassie seconded the motion.
 The motion carried as follows: 4-0-1

Osborn	Aye	Hon	Absent
Watson	Aye		
Carr	Aye		
McCassie	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 March 9, 2017.**

Respectfully Submitted by:



 Stacey Rowling, Clerical Assistant
 North Lyon County Fire Protection District

April 12, 2017

 Date

Approval of Minutes

- Approved as Read
 Approved with Corrections

<u>For</u>	<u>Against</u>	<u>Abstain</u>	
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<u>4</u>	<u>0</u>	<u>1</u>	<u>McCassie Absent</u>
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 Jon Osborn, Chairman
 North Lyon County Fire Protection District

 Date