

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

April 13, 2017

1. Call to Order

The meeting was called to order by Director Osborn at 1810 hours. Directors present included; Director Osborn, Director Watson, Director Carr and Director Hon. Director McCassie was absent.

The Pledge of Allegiance was led by Devin Lea. 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.)

CERT Coordinator, Ron Johnny presented Certificates of Completion to March 2017 CERT Academy Graduates; Derina Lea, Jaiden Lea and Coy L. Bier. Mr. Johnny congratulated each graduate and announced Jaiden Lea the youngest CERT graduate to date, at only 11 years old. Mr. Johnny also presented CERT member Becki Howlett with a Faculty Certificate for Fire Extinguisher Trainer. Honorable mention was given to J. Renee Green, for completing October 2016 CERT Academy, as she was unable to attend due to her evening employment schedule. Director Osborn thanked all graduates and invited each to shake hands with each Director and then posed for photos taken with him.

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 said that March was a slow month with only 215 calls including 4 good intent calls and 6 service calls. Chief Huntley said that good intent calls are for helping an individual that has fallen and cannot get up, etc. Director Osborn said he is supportive of good intent calls and feels they are very helpful to the community.

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

Osborn	Aye	McCassie	Absent
Watson	Aye		
Carr	Aye		
Hon	Aye		

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4. Discussion and action regarding Proposal for Station Use*

Chief Huntley stated that J Rodriguez approached him at the last meeting inquiring about the possible use of the Station for events. Biggest Little Radio 101.3 FM owner, J. Rodriguez said he is fundraising to purchase KRNG airtime. He said his first idea is a Chili Feed to be held sometime between now and June, with some of the proceeds going to the District. He said the Community Center is too small with inadequate parking and the Senior Center is extremely expensive with low ceilings. Mr. Rodriguez stated that the Chili Feed would start at noon and the entrants would compete against each other for a cash prize. He said he hoped Chief Huntley would agree to judging along with a local Chef. He said there would be entertainment such as the High School Marching Band and a small talent show as well as games, etc. between judging. He said he would also be interested in having vendors rent spaces of 6' tables and the admittance fees would be \$7.00 per adult and \$3.00 per child. He said the facility would be needed from 0800 am to 1800 pm to set up and break down. Director Hon stated that she feels the term, 'fundraiser' is misleading when it is benefitting a for profit business. Discussion ensued.

Mr. Rodriguez stated his second idea is to hold an Open Dance for Teens. Mr. Rodriguez said that many students are very disappointed that he was not selected to DJ the Fernley High School Prom this year and a, 'huge handful of teens' want him to service their dance at a different location on Saturday May 6th, the actual date that Prom is held at the High School. Director Watson said that holding a dance on the very same evening as the actual prom would most likely be interpreted by FHS as competition. Director Hon agreed, adding that such an event would be in bad taste and a, 'slap in the face' of the school. Director Carr said in the event the request is approved; Mr. Rodriguez would carry the full responsibility of supervision and security because NLCFPD Staff are maxed with District business, and that is concerning, even with Mr. Rodriguez' experience at other venues, due to the amount of District's expensive apparatus and other equipment that is exposed. Director Hon asked for clarification regarding whether the Radio Station is non-profit or for profit, to which Mr. Rodriguez responded it is for profit. Director Osborn stated that while he is supportive of fundraising, there would be too much District liability when responders are dispatched during an event. Mr. Rodriguez said he understands and respects the Board's opinions and decisions and reiterated that he was solicited to hold a dance solely by disappointed teens. Discussion ensued.

Director Carr stated that the Open Dance is not open for consideration as there is simply too much liability. He said as far as the fundraiser is concerned, the intent is good, but he cannot support it. He stated he is supportive of the Radio Station and all they are doing, but not for using Station 61 as a venue.

Director Osborn called for a five-minute recess at 1835.
Director Osborn called to order the meeting at 1840.

5. Discussion and action to approve the Fiscal Year 2016-2017 Tentative Budget and Tax Rate*

Director Osborn made a motion to approve the Fiscal Year 2017-2018 Tentative Budget with Tax Rate of .30180.
Director Hon seconded the motion.
The motion carried as follows: 4-0-1

Osborn	Aye	McCassie	Absent
Watson	Aye		
Carr	Aye		
Hon	Aye		

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Chief Huntley asked the record to reflect that the Tentative Budget includes salaries, promotions, apparatus, ambulance replacement and capital outlays as well as maintenance. He said there will need to be another Public Workshop in May between the 15th and 30th as it is tradition, and when specifics are determined for the final budget.

Director Osborn requested agendaizing the next Public Workshop on May 18th at 1800, with the District Board Meeting to follow at 1900 hours.

6. Discussion and action regarding Independent Contract Agreements*

Chief Huntley explained that some Grant funding mechanisms we use for certain services have made it necessary to pay Ron Johnny as an Independent Contractor. Director Carr asked Chief Huntley if there is a set tracking method in place to distinguish payment from Payroll and Grant funds. Chief Huntley stated there is a separation and breakdown for each. Office Manager, Mrs. Miller stated that these issues came to attention during a recent PERS Audit, when she was informed that NLCFPD needs to have Mr. Johnny as an Independent Contractor as he cannot exceed 1039 hours as a reserve. She said there are three separate sections on Mr. Johnny's timecard and he receives three separate paychecks accordingly as he wears three different hats as a CERT Program Manager and Coordinator, Grant Coordinator and Training Officer. Director Carr confirmed the District has committed to only one annual sum of \$600.00 to provide Mr. Johnny with prescription eyeglasses, and not one per contract.

Director Hon made a motion to approve the three Independent Contract Agreements as stated.
Director Carr seconded the motion.
The motion carried as follows: 4-0-1

Osborn	Aye	McCassie	Absent
Watson	Aye		
Carr	Aye		
Hon	Aye		

7. Discussion and action regarding Seasonal and Reserve Firefighter Pay Wages*

Chief Huntley stated he has determined that getting applicants for seasonal positions is difficult due to the low wages currently offered. He said the proposal to increase wages is to drive up more applicants, and the wage increase is in line with successful neighboring Districts. Director Carr asked Chief Huntley if this is reflected in the Proposed Budget. Chief Huntley said the budget does have a line item for this already, and that he would like to discuss it further during the upcoming Public Workshop. Mrs. Miller stated that each hire will be bringing in revenue when on assignment, as the wage would be a straight \$13.00 per hour compared to the emergency firefighter rate of \$18.00 to \$19.00 per 24 hours out last year. Chief Huntley stated the Standard Operating Procedures are being reviewed and updated as well.

Director Carr made a motion to approve Seasonal and Reserve Pay Wage increase as stated.
Director Osborn seconded the motion.
The motion carried as follows: 4-0-1

Osborn	Aye	McCassie	Absent
Watson	Aye		
Carr	Aye		
Hon	Aye		

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8. Discussion and action regarding Eliminating Fire Hazards within the District*

Chief Huntley stated there are property owners whom have been cited for fire hazards, gone through the court process and have warrants for their arrest, yet the property remains in a hazardous condition. He said he always speaks with the property owners first, yet there are many owners that are out-of-state or unreachable by telephone or non-responsive to certified mail. He stated per NRS 474.580, it is the right of the District to impose the following;

“After all attempts to remove a Fire Hazard have been unsuccessful by District Staff, the matter will be brought to the District Board and the property owner will be notified by certified mail with the date and time of the Board Meeting when the matter will be discussed.

The Board will establish a time frame for the property owner to remove the hazards. If the hazards are not removed by that time, District staff will have the authority per the District Board to contract with individuals to remove the hazard. The cost incurred will be billed to the owner of the property.

After 30 days, if the costs have not been paid or an approved payment plan established, the Board gives staff authority to coordinate a special assessment be placed on the property for recovery. Costs would be submitted to the Lyon County Clerk’s Office by the first of June and applied to the property tax bill. “

Chief Huntley said each instance would be discussed with the Board, including photo documentation of the Fire Hazard (s) as well as an itemized breakdown of the cleanup time. He said he would like to ultimately create a Standard Operating Procedure for these situations also. Director Osborn asked if there are resources for those whom do not have the finances or where-with-all to clean-up. Chief Huntley said there are resources with the City as well as willingness on behalf of the District to render assistance in certain instances.
Discussion ensued.

Director Carr stated to form an SOP and agendize the item for May’s Meeting to discuss and possibly act on.
Director Osborn tabled item 8.

9. Discussion and action regarding Standard for Firefighter Fitness*

FF/Paramedic, Steve Kuntz stated staff has established a committee and they presented the 45 Pound Pack Test as a standard they could agree on. He said the National Wildland Coordinating Group has a Red Card Standard 45 Pound Pack Test that requires packing 45 pounds three miles, in 45 minutes, and certifies the participant to respond to Wildland Fires across the nation. He said the goal of this is to ensure a fitness level standard for Firefighters in the community they are protecting. He stated considering the future, having a standard that would encompass all staff would be beneficial for firefighting, as well as overall healthy physical fitness. Chief Huntley stated staff brought this to his attention and the standard would also benefit firefighters who are currently unable to make entry into fires, to do so.
Discussion ensued.

Director Osborn stated to form SOP and agendize for June Meeting to discuss and possibly act on.

10. Discussion and action regarding Special Use Permit for Lantern Fest*

Director Osborn stated he put this item on the agenda for Board Director McCassie, whom was involved with this issue and wanted Director McCassie to be able discuss it in a public meeting. He said Director McCassie is at a City Budget Meeting and therefore, absent. Chief Huntley stated that based on the information provided to him, requirements of Bureau of Land Management, as well as input from the Districts’ Insurance carrier, he was unable to approve the use of Sky Lanterns. Director Osborn said the difference between a Firework and a Sky Lantern, is that Fireworks are controlled and predictable in terms of burn time, flight height, circumference and travel distance.

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and Sky Lanterns essentially float with the wind. Matt Sherman, representing the race track, stated that many states ban personal use of Sky Lanterns, yet it is legal with permitted use. He said he would like to revisit this issue in hopes that a future Lantern Fest would be possible with restrictions. Discussion ensued.

11. Discussion and action regarding Chief Huntley's Annual Performance Review*

Director Osborn stated Chief Huntley's average Evaluation Score was 3.42 of a possible 5 in ten categories. He said the only area of needed improvement is Category 5, Relationship with City Officials, and in his opinion, the City needs to improve relations with Chief Huntley as well, as it is, 'a two-way street'. Director Hon stated that being on the Board for the short time she has, doing the review was difficult, and suggested changing the time of Evaluations to the end of each year, versus the date of hire anniversary. Director Osborn agreed, as did Chief Huntley. Chief Huntley thanked the Board for their support this past year while dealing with frustrating issues. He said he disagrees with the average score regarding his relations with the City, as he feels the relationship is strong. He said he feels the lower evaluation score is based on certain individuals, and to that, he is going to continue to work on it to be the best Fire Chief the City has ever had. Director Watson stated Chief Huntley puts the District first and is very personable as well as fiscally sound. He said the Chief's plan reviews are great and Chief is always speaking with City Officials and striving to give this community Emergency Services. Director Osborn said Chief Huntley is always asking for multiple opinions and trying new avenues of advertising. Director Osborn stated that as far as the Board is concerned, Chief Huntley is doing a great job.

Director Hon made a motion to accept Chief Huntley's Annual Performance Evaluation as stated.
Director Watson seconded the motion.
The motion carried as follows: 4-0-1

Osborn	Aye	McCassie	Absent
Watson	Aye		
Carr	Aye		
Hon	Aye		

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

Grant/CERT Coordinator, Ron Johnny reported Total Grants Received by District to Date since May 2016, including three \$5,000.00 grants that FF/Paramedic, John Criscione wrote for the District now total more than \$99,000. He said the Grants are not rejected but not funded now. He stated while the NDOT TAP (Station 61 K-8 Grade Safety Fencing) for \$82,430.00 was not rejected, the District was notified it will be funded if other projects are not begun, or if additional funds are received. He said a new Aid to Firefighters Grant (AFG) period has a May 19, 2017, deadline, however, the District has received no notice on its 2016 AFG application (\$113,607.78) (diesel exhaust removal). Two members of the Pool PACT Committee that approves Risk Management Grants believed the District's application (FY17 Spring POOL/PACT Risk Management Grant (\$47,187.75) (Dispatch Software)) was a Capital Improvement, however, another Committee member got the grant application tabled until the Committee's July 2017 meeting.

Mr. Johnny reported On Monday night, April 3, 2017, 6:00pm, CERT Members had their monthly meeting 6-6:30pm, and Animal Response 2 Training from 6:30-8:00pm. He reported on the evening of May 1, 2017, the CERT Training will be on topics related to Nevada's Wildland Fire Awareness Month (May 2017) and Cribbing. Three (3) members of the community completed the 24-hours March 9-14, 2017 CERT Academy (Academy 1-2017). He said they will receive their certificates of completion at the Board Meeting. On April 12, 2017, CERT Team Lead Becki Howlett and himself attended a Grange meeting in Churchill County and discussed the design and purpose of CERT to the Grange members.

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Reporting for Rehab, Becki Howlett stated there will be 5 members of CERT and Rehab participating at Broken Arrow at Reno Airport this year as victims.

Volunteers President, Louie Diaz reported three Volunteers interested in NSFA and they're trying to get five. He said there are new applicants as well that are attending meetings.

Chief Huntley stated he is working with Truckee Meadows on renewing the Mutual Aid Agreement. He stated he is still waiting on a response from Naval Air Station Fallon Fire Chief regarding information he sent. He said he is enthused with the relationship with Central Fire Chief Draper as they have been talking two to three times a week and are working on meeting to discuss joint efforts and upping Mutual Aid rates, etc. He stated there is predicted flooding and feels that the District should be ready to help other agencies when needed. He said the Carwash and Napa are moving forward with upcoming finals and South Korean Company, Decuninck has moved into the Amazon building preparing to begin production. He stated informationally, on First Street there is a Fire Hazard composed of tumbleweeds that he is working on and apprised staff to. He stated there was a recent fatality in District and he takes it very seriously. He said there were inherent hazards in the residence including cigarette smoking and the use of Oxygen. He said District Staff did the best they could under the circumstances and the State Fire Marshal is investigating the incident as well.

Mrs. Miller reported receiving a Thank You card for NLCFPD's participation in STEM Festival at Fernley High School. She said the event drew in over 800 visitors and there are expectations of it being even larger next year. She said Cub Scouts Pact 494 sent a Thank You card for Chief Huntley's First Responder/ Fire Safety presentation for their group. She reported continuing to work on the 2017-2018 Budget and that when the final budget is approved, she will be requesting new accounting program software. She continued, saying the current program is not user friendly even with the help of Dave, the accountant, whom agrees the program is not working for the District. She said Special Olympics is returning to Fernley Intermediate School in May, and the District will attend again this year, as the children loved sitting in the fire truck and taking photos with the staff. She thanked Clerical Assistant, Stacey Rowling for her help and support during the transition and hopes the District will soon hire her to full time. She also thanked Grant Coordinator, Ron Johnny for always jumping in to help administratively as well.

Director Watson wished everyone Happy Easter and thanked all for doing a great job. He said he hoped any District staff that are available, would attend the Easter festivities at the Out-Of-Town Park.

Clerical Assistant, Stacey Rowling thanked Mrs. Miller for her hard work and great attitude, even during the difficulties with the accounting transition.

Director Carr thanked all for attending the Veteran's Coalition events at the cemetery. He said it is amazing to see the flag flying at the entrance of the cemetery and it means a lot that they are there.

Director Osborn asked Chief Huntley if there is anyone the District can send to school for Fire Inspector. Chief Huntley said he is getting busier and could use the help. He said Ron Johnny is looking for temporary staffing mechanisms to do inspections. He said one staff member came to him regarding doing plan reviews and he said he would weigh it and gave the individual direction toward certification. He said the annual leave he has put in for this year, more than any other, shouldn't be as big of an impact as he is just taking longer weekends. Director Watson asked if Mrs. Miller or Stacey can help and Chief Huntley stated they are too busy in the office, as is Ron Johnny, with all the grants coming up. He said occasionally he has staff do walk inspections as that is knowledge he feels he should be passing down, but as far as volunteers go, Volunteer Jim Sullivan has expressed the most interest in doing inspections. Mrs. Miller stated that most people who call for inspections during Chief Huntley's leave, are understanding and don't mind waiting for his return. Discussion ensued.

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13. 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.)

Fernley citizen, Lisa Hayes said she and her family are very impressed with the NLCFPD and they have high confidence in the District. She said she is more upset with the voters for not approving the tax for more funding. She said the District is the only she has ever heard of doing more with what they have because there isn't enough in the reserve, and it seems that is running right on the edge. She said her family has extreme confidence in Chief Huntley and he makes them feel safe.

Cert member, Becki Howlett stated there is a DOT Flagger Training from 0900 to 0100 hours at Station 61 on Saturday April 22. She said non-CERT individuals are welcome also, and the cost of the class is \$75.00.

Fernley citizen, Kevin Standlee said with this winter, there will be an amazing over-reaction of plants and he applauds the District for taking a negative stand as he thinks that setting off a bunch of free floating fire bombs in an area with a lot of sage brush and tumbleweeds is a bad idea and said they can go to Burning Man as it is near-by.

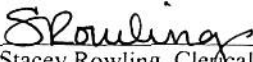
14. Adjournment*

Director Carr made a motion to adjourn at 2057 hours.
 Director Osborn seconded the motion.
 The motion carried as follows: 4-0-1

Osborn	Aye	McCassie	Absent
Watson	Aye		
Carr	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 April 13, 2017.**

Respectfully Submitted by:


 Stacey Rowling, Clerical Assistant
 North Lyon County Fire Protection District

5.18.17
 Date

Approval of Minutes

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


 Jon Osborn, Chairman
 North Lyon County Fire Protection District

5.18.17
 Date