

**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

May 18, 2017

**1. Call to Order**

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

The Pledge of Allegiance was led by Director McCassie. 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. Approval of Board Agenda\***

Director Carr made a motion to approve the Board Agenda as presented.

Director McCassie seconded the motion.

The motion carried as follows: 5-0-0

Osborn	Aye	Hon	Aye
Watson	Aye		
Carr	Aye		
McCassie	Aye		

**4. Public Hearing on 2017-2018 Tentative Budget**

Director McCassie said he had some concerns over the Budget because the information wasn't available until May 16, 2017 when he received an email that the packet was finished and ready at the Station. He said he couldn't come in on the 16<sup>th</sup>, and the Station was closed on the 17<sup>th</sup>, resulting in his receipt of the packet on the 18<sup>th</sup>, several hours prior to the meeting. He questioned if there should be a specific time frame, prior to the meeting, to receive Board Meeting packets, thereby giving the Directors, as well as the public, ample time to review and

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study the material. Chief Huntley stated that had anyone called him and requested the packet, himself or staff, would have made every effort, even by delivery if necessary, to get the information to him, which was also stated in an email on the 17<sup>th</sup>. He stated that everything that has been submitted is lawful, and this item is, 'Public Hearing on 2017-2018 Tentative Budget'. He said the deadline to submit the Tentative Budget is June 30<sup>th</sup>, and if there are any changes to make, there is time to amend it. Director Osborn said to Director McCassie that this is being discussed now, but if he still feels uncomfortable, the issue can be put on a future Agenda to discuss further. Chief Huntley said the largest change in the budget are the additional wages for Fire Captains, and full-time Clerical support. He said acquisition purchases are factored into the budget and the rest of the line items are essentially the same. He stated there are certain items the Board had questions about, such as turn-outs, and he is waiting on Grant information based on approval of the Federal Budget. Chief Huntley said that there are concerns about the possible increase in health insurance, and the budget allots 30% above current health insurance costs, in case of such an increase. He said the District has changed insurance brokers, saving the District approximately \$20,000.00.

Director Osborn asked what 'Services and Supplies' cover. Chief Huntley stated Services and Supplies are for items such as cleaning supplies, Kleenex, etc. Director Osborn asked if that means everything except equipment, to which Chief Huntley responded, "yes". Chief Huntley stated the Services and Supplies are also for items such as physicals, uniforms, SCBA monies, etc.

Director Osborn stated that in his experience, per NRS, a certain amount of money is to be designated for equipment purchasing only. Chief Huntley said that that is a Contingency Fund, which is also in the Tentative Budget.

Director Osborn stated that the District's budget is easy, since most of it is wages. He said it is not because the District wages are excessive, it is that the tax rate is too low. He said wages take up most of the budget because of the low tax rate, then deducting the contingency fund and the interior / exterior maintenance and repairs funds, leaves very little left to work with. Chief Huntley stated that some of the capital outlets, like the paving of the alley on the east side of Station 61, were donated services. He said he is working on getting the floating and filling of the cracks in the alley this year donated also.

Director McCassie asked what the spending cap is without having to go to the Board for approval. Chief Huntley stated the amount is \$10,000.00, although most of the time, the amount spent is at, or below \$5,000.00. He said he personally thinks that that line item should be substantially higher for the Fire Chief, in the event a major apparatus breaks down and immediate spending is necessary.

Director Osborn stated that the Ambulance Fund is looking a lot better, and Chief Huntley stated that it is better, with some based on anticipated revenues. He said EF Recovery, the billing company the District is using, has stepped up their efforts with quick turn-around billing. He said the economy has an effect, as well as the increased number of people with insurance coverage. He said District ambulance rates are approved by the Board and the rates are in the middle of the road as compared to neighboring Districts. He said revenue is up with Clerical

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Assistant, Stacey's efforts in advertising the Ambulance Saver Program. He said while it makes money for the District, it also benefits the citizens by eliminating out-of-pocket expense. He said if most of the community participated in the program, the District would be able to fund operations better and provide more adequate staffing. He said the staff is also doing better with detailed reporting. Director Carr said that ambulance revenues have improved greatly compared to a few years ago, when the return was barely at 30%. He said that improvement above 30% is great, in terms of eliminating bad debt. Director Hon asked if the amount owed after insurance is, 'written' down. Chief Huntley said he believes so, and the District works with people on payment, whereas, most Districts don't, and he will be increasing his efforts regarding promotions.

Director Osborn asked what is being done different from last year, creating funding for new Captain positions this year. Chief Huntley stated billing has increased, tax revenue has gone up, and there were savings in past years. He stated when he became Chief, he wanted to fill an empty line position that was being paid overtime. He said that overtime is a problem, and always will be a problem for Fire Departments. He said the District should run as a business, and with that, there is ebb and flow, and right now things are flowing up. He said he does not want to live through another 2008, and former Chief Cleveland put plans in place, that gave the District better footing for the future, like billing for emergency owed, because we weren't getting that revenue from other places. He said Captains positions will be a benefit, and as a Fire District there is a liability out there. He said accountability, training, and treating our Volunteers better, are huge components of the department. He said the last year that he was a Training Officer, he was satisfied with the job he was doing, but as time went by, he was directed to do other duties, and training was pushed back. He said the new positions will alleviate that.

Director Watson said that three Captains Officers help him, by being delegated to specific duties such as Training, EMS and Apparatus Management and he believes the District will benefit from the additional positions.

Director McCassie said he did not understand the Ambulance Fund Operating Transfer of \$100,000.00. Chief Huntley said that last year it was \$155,000.00, and the intent is to continue to work that amount down. Director McCassie asked if that is more like a 'shared cost' and Chief Huntley said that it is combined services of Fire and EMS, that work very well together. Director McCassie asked if those costs would be considered 'shared department' costs. "Yes", said Chief Huntley. He said that a neighboring agency is adopting NLCFPD's model as well, and he believes it will be the future of Fire Service. Director McCassie said that past public comment has been, that when the District took over Ambulance Service, it would not be supplemented with tax payer dollars. He suggested changing the wording from, 'Operating Transfer' to, 'Shared Cost'. Chief Huntley agreed it is a good idea, and he will speak with the accountants.

Director Hon stated there are two items for transfers, being the Ambulance and Acquisitions fund. Chief Huntley said to remember that the Ambulance Fund is an Enterprise Fund of the Fire District, and per 474, Fire Districts can establish Enterprise Funds for the services of EMS. He said that he disagrees with public comment, and if it is per NRS, it will be done. Director Osborn suggested a, "kinder, gentler wording". Chief Huntley said perhaps we should do a

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better job of informing the community of NRS, as it is like Fire Districts establishing Permit Fees. Chief Huntley said that if the District is going to be able to provide adequate EMS services, there must be money from somewhere, whether it is an EMS Tax or Fire Tax. Chief Huntley thanked the Board for all their questions regarding the Tentative Budget.

**5. 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.)

- 5a. Review and Approve Board Minutes
- 5b. Review and Approve Revenues and/or Expenditures
- 5c. Review of Summary Reports

Director Osborn announced there were a total of 248 calls responded to in April, which averages leaving the Station 8.2 times every 24 hours.

Firefighter/EMT, Bill Snyder commented that leaving the Station 8 times per 24 hours might not seem like much, but each call takes approximately 2 to 2 ½ hours.

Director Carr stated it is very important for City officials review these Summary Reports. Chief Huntley said that this month, this issue has been addressed. Director McCassie said the City Board did receive the Summary Report last evening.

Chief Huntley stated the Spillman 911 Software Grant is being worked on, and has shown to improve response times up to four minutes.

Director Osborn introduced the Proclamation in Support of Nevada Wildfire Awareness Month, and asked Director Carr to read it aloud. Director Osborn then signed the Proclamation, and presented it to Outreach Coordinator with UNR Cooperative Extension, Jamie Roice-Gomes. Miss Roice-Gomes thanked Ron Johnny and CERT members for their help, and the District for allowing her to participate. She said they have worked with local and state fire authorities to promote the Nevada Wildfire Awareness Campaign since 2006, with the message of, 'Prepare, Anticipate and Evacuate'. She presented the Board with bandanas funded from a Community Assistance Agreement with the Nevada State BLM Office, in cooperation with UNR Cooperative Extension, that are printed with Wildfire Evacuation instructions and checklists. She stated that NLCFPD is the first District to sign the Proclamation and Governor Sandoval will be signing soon too.

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

Osborn	Aye	Hon	Aye
Watson	Aye		
Carr	Aye		
McCassie	Aye		

Director Osborn called for a five- minute recess at 1900 hours.  
Director Osborn re-convened the meeting at 1912 hours.

**6. Discussion and possible action to approve the 2017-2018 final budget and establish tax rate and spending authorization for fiscal year 2017-2018\***

Director Carr made a motion to approve the 2017-2018 final budget and establish tax rate and spending authorization for fiscal year 2017-2018 as stated.  
Director Hon seconded the motion.  
The motion carried as follows: 5-0-0

Osborn	Aye	Hon	Aye
Watson	Aye		
Carr	Aye		
McCassie	Aye		

**7. Discussion and possible action to approve the Debt Management Policy and Five-Year Capital Improvement Plan\***

Director Osborn tabled this item for June Board Meeting.

**8. Discussion and possible action to approve the Fire Captain job description\***

Chief Huntley stated upon Board approval, he will move quickly to have the selected individuals begin July 1<sup>st</sup>. He said there is a correction to be made to the last page of the job description, which will be complete prior to filling the positions. Director Carr stated he wants to be certain everything is worked with Labor and CBA. Chief Huntley said the description allows for expansion of duties, and hopefully the individuals are preparing themselves to be Battalion Chief when the District can jump to that level, and the District must, based on the increasing population. He said in the budget as well, is a temporary entry level fourth position that cannot

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exceed 1,039 hours that is being advertised now, which will allow for more flexibility for the Captains. Director Hon asked if hiring from within, is how he will replace the Captains off the line. Chief Huntley said that is the goal, and the positions are delegated to Apparatus/ Facilities, EMS/ Administrations and Training Fire & EMS with the reward being increased salary. Director McCassie said he is very supportive, but didn't notice a salary range. Chief Huntley said that in the CBA, there is already a salary range which has been approved.

Director Hon made a motion to approve the Fire Captain job description, amending page 6, from; 'Seasonal Firefighter' to 'Fire Captain'.

Director Watson seconded the motion.

The motion carried as follows: 5-0-0

Osborn	Aye	Hon	Aye
Watson	Aye		
Carr	Aye		
McCassie	Aye		

**9. Discussion and action to approve the Administrative S.O.P. to remove fire hazards\***

Chief Huntley said, per NRS, the attorney for the District, researched the law to see what the District can do in situations when the individual that has been cited, refuses to comply with the terms of the citation. He said that these violations are hazards to the community, and there are property owners that cannot be reached via certified letter, so the property condition remains hazardous. He said in these cases, per NRS, the Fire Code Official can then go to the District Board for approval to take measures to clean the property. He said the District then would assess a special property tax for the clean-up fees, that would be recovered when the property owner submits to the County Clerk the payment of their property tax. Director McCassie suggested contracting a local landscaping company to complete the clean-up for a specific dollar amount per hour, versus the District trying to establish fees.

Director Hon made a motion to approve the Administrative S.O.P. to remove fire hazards.

Director Carr seconded the motion.

The motion carried as follows: 5-0-0

Osborn	Aye	Hon	Aye
Watson	Aye		
Carr	Aye		
McCassie	Aye		

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**10. Discussion and action to approve Utility 61 as excess equipment\***

Chief Huntley stated that Utility 61 is currently at High Desert Auto, being serviced. He said that it is available for bidding, and private party Blue Book value is \$7,000.00, which will be the minimum bid. Upon approval of the Board, the truck would be listed on a public auction website that is commonly used by Lyon County. He said it is per NRS, and he does not like to keep apparatus around that is not being utilized. He said current Command 61, would be best kept in District, giving personnel such as the Captains, the opportunity to use.

Director Carr made a motion to approve Utility 61 as excess equipment.

Director Hon seconded the motion.

The motion carried as follows: 5-0-0

Osborn	Aye	Hon	Aye
Watson	Aye		
Carr	Aye		
McCassie	Aye		

**11. Discussion and possible action regarding Standard for Firefighter Fitness\***

Director Osborn tabled the item until the June 15, 2017 Board Meeting.

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

Becki Howlett reported for Rehab that they are doing well, and the firefighters are establishing new SOP's regarding washing hands and face, drinking water at a scene. She said Rehab is considering wearing gloves while on scene, and have acquired trash receptacles with holes for the bags, so they do not have to handle them. She reported Rehab and CERT may be doing traffic control at the Out-of-Town Park during the Fourth of July. She said she went to the Fourth of July Committee Meeting, where she was asked if traffic control would be possible, in exchange for a donation to the District.

Grant/CERT Coordinator, Ron Johnny reported hosting free hands-on CPR training during National EMS week, and it is available to anyone that comes into the station.

He reported no changes in Grants now.

He stated a new AFG is available for Fire Prevention but only for, *Research and Fire Prevention to Reduce Fire Related Injuries and Death* (Community Risk Reduction). He proposed two Community Risk Reduction programs for Juvenile Firestarter Education Program and Smoke Alarm Program for Person Over 65 with funding of a two-year new full time staff position; Fire

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Prevention Officer (FPO), at \$60,000.00 annually for two years, which includes benefits like PERS Non-Fire/Police benefits. He said he estimates supplies over the two-years to be \$18,600.00. He said the FPO would, in addition to other requirements, be required to have Firestarter Instructor I and Fire Prevention Educator. The total amount sought, including salary, benefits and supplies for two-years would be \$132,000.00 with a 5% Cash or In-Kind Match of \$6,600.00.

He reported the drafting and finalizing of the NLCF CERT Task Book was completed, and the current and new CERT applicants, are in the process of transferring their expertise to the Task Book, and work on new subjects that are now required.

May 1<sup>st</sup> at 1800 hours, CERT had its monthly meeting and were prepared to introduce community members, tourists or commuters to Nevada's Wildfire Awareness Month theme; Plan, Anticipate and Evacuate and trained on Cribbing.

Saturday May 27, from 0900 to 1330 hours, members will attend a joint training with Lyon County Sheriff's Search and Rescue, Mounted SAR and Technical Large Animal Rescue along with Storey County CERT. The training is a practice High Water Evacuation and Large Animal Safety training.

Director Carr explained that the purpose of item 13, 'Closed Session', is to address personnel issues. He said these events must be agendized for public meeting, and the individual to be addressed, would have to be notified 5-10 days prior to the meeting. He said it streamlines the process, instead of having to wait 30 days for the next meeting. He thanked all staff and citizens for attending, and he is happy with the approval of the Budget.

Clerical Assistant, Stacey Rowling reported she sent out Ambulance Saver Renewals May 9<sup>th</sup> and the renewal income in the four days after, was \$2,850.00. She stated her plan this year, is to personally introduce the program to many of the local housing facilities such as retirement and hospice, as well as apartment complexes, to further the success of the program along with helping the residents understand the peace of mind, knowing they will not have to pay out-of-pocket for medically necessary services while a subscriber. She also thanked Kasey Miller and Chief Huntley for budgeting her Clerical Assistant position, at full-time.

District Fire Chief Huntley reported new subdivision proposals. He said Donner Trails had come in for a re-review of 500 lots, which the District received \$344.00. He stated to the South, there are 210 units proposed, and Sage Ranch has 134 lots. He said Sage Ranch subdivision must address secondary Fire Access before he signs off on it. He said growth is coming.

He stated Mrs. Howlett's report on hand and face washing, is due to the high rate of cancers in firefighters. He commended Firefighter/ EMT Bill Snyder for his training and introduction of decontaminating firefighters on scene, and the process will be implemented soon. He stated that when a firefighter gets a drink, he handles the bottle with a soiled glove, which contains carcinogens, and then potentially wipes his face, transferring carcinogens directly to his skin. He said that the District is going to try to eliminate that in any way it can. He said that there are



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increased carcinogens on common fires, due to the way the furniture is being made these days, and we must protect our personnel.

He reported two fires in the community that are possibly related, and said there is an arsonist in the community, that the media should report on. He said the District has a good history in the past couple of years, catching arsonists, and this one will be caught also.

He reported attending the Chief's Conference, as it was in state, and it was great networking and learning what other Districts are doing. He said the Charleston, South Carolina incident was discussed, and our community is not immune to those situations, and we must be prepared. Such training will be of the first, with the new Captains.

He said the 911 surcharge of .25 cents per call is being explored, and much of that money goes to the Sheriff's Department. He said Fire Districts are coordinating efforts for access to some of those funds for EMS. He also said the 911 rate may be increased, and that could be additional funding toward the Spillman Software.

He stated that everyone that does not know CPR should be ashamed and need to learn it, because for every minute a person is down due to cardiac arrest, they are losing 10% of their survival rate. He encouraged everyone, to at least learn Basic CPR.

He said there are seven new Volunteer applicants, and seem to be good people.

He reported several cards of Thanks were received for the District's support and condolences of fallen officers, as well as a generous \$1,000.00 donation by Mrs. Regina Brush.

Volunteers President, Louie Diaz reported sending 5 Volunteers to NSFA this year, and 3 of the 7 new applicants are female.

Director Hon, none.

Director McCassie, none.

Director Watson stated he saw the plans for the new client by Wal Mart.

He said he spoke with Chief Huntley about the seasonal BLM Crew that are coming, and would like to hold a welcoming event for them, so the Board can introduce themselves and thank them for spending the summer in District.

He said Armed Forces Days are in Hawthorne and anyone wanting to attend is welcome.

He said everyone has been working hard and with the upcoming new positions, and he hopes the good work will continue. He said he feels the new positions will be very beneficial to the District.

Director Osborn said the new law, requiring motorists to move over when a vehicle is stopped on the side of the road has been signed by Governor Sandoval. He encouraged everyone to abide by it, as it is extremely dangerous for the motorist on the side of the road as well as the oncoming drivers to be so close to high speed traffic.

He said he is very happy about the Captains positions.

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**14. 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.

**15. Adjournment\***

Director Osborn made a motion to adjourn at 2033 hours.

Director McCassie seconded the motion.

The motion carried as follows: 4-0-1

Osborn	Aye	Carr	Absent
Watson	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 May 18, 2017.

Respectfully Submitted by:

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

June 15, 2017  
 Date

Approval of Minutes

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

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

6/15/17  
 Date