

**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

October 19, 2017

**1. Call to Order**

The meeting was called to order by Director Osborn at 1809 hours.

Directors present included; Director Osborn, Director Watson, Director McCassie. Director Hon arrived at 1748 hours. Director Carr was absent.

The Pledge of Allegiance was led by Jim Jenne. 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.)**

Fernley resident, Sue Seidl commented on Agenda Item #5 regarding use of District vehicles to commute out of District for personal use. She stated at the City of Fernley there are many employees that take City vehicles home every night because they are on-call. She said they are paid standby, and there is only one employee whom does not live in Fernley. She commented that Agenda Item 8 regarding Longevity Pay is something she has never seen and she, "is kind-of shocked by it, because it just seems like something that's not normal". She asked, by giving someone longevity pay, is there any guarantee they will stay? She stated it should be a reciprocal thing.

Director Osborn concluded Public Comment due to the 3-minute time limit.

**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.)**

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

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Director Osborn made a motion to approve the Consent Agenda.

Director Watson seconded the motion.

The motion carried as follows: 4-0-1

Osborn	Aye	Carr	Absent
Watson	Aye		
McCassie	Aye		
Hon	Aye		

**4. Recognition Awards to Fernley Firehouse Fundraiser and Sherwin Williams**

Chief Huntley stated he and his family had an outstanding time at the Fernley Firehouse Fundraiser and presented to representative Monica Anderson, the following Award Certificates:

Heidi Figueroa, Noah Figueroa, Adela Figueroa  
Carlos Navarro, Melanie Navarro, Elizabeth Navarro  
Florencio Frias, Vianca Frias  
Frankie Tokio  
Aalyah Chargin  
Navdeep Bedi  
Anne Paine  
Robert Gleason  
Christina Salomon  
David Salomon  
Gabriel Salomon  
Jackie Lopez  
Monica Anderson  
James Anderson  
Jennifer Hopkin  
Jacquelynn Parrish  
Becki Howlett  
Kaydee Simpson  
Jessica Snapp  
Vanessa Melina Barrera-Garcia

Chief Huntley thanked Kasey Miller for her work with Sherwin Williams to obtain interior paint for Station 61 Administrative Offices. He presented an Appreciation Plaque for Sherwin Williams for the donation of all the interior paint, that he will deliver personally as there was not a representative available at the meeting.

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Director Osborn said the District would be pleased to have the Firehouse Fundraiser participants involved in planning and participation at the next Fire District Open House in April or May 2018.

Discussion ensued.

Lyon County Commissioner, Ken Gray arrived at 1831 hours. Mr. Gray thanked Miss Anderson and the Fernley Firehouse Fundraisers for taking their time to host the event, presented Miss Anderson with Certificates of Recognition and suggested they make it an annual event.

Fernley resident, Lisa Hayes commented that they would have had a good time, but they tend to play the music too loud.

Miss Anderson presented Director Osborn with a check to the District in the amount of \$2051.00 that was donated at the Fundraiser event.

**5. Discussion and action regarding the use of district vehicles to commute out of district for personal use\***

Director Osborn tabled this item for a subsequent meeting.

**6. Discussion and action of District Fire Chief Employment Contract with NLCFPD\***

Director Osborn tabled this item for a subsequent meeting.

**7. Discussion and action regarding why the Heiman Skid was ordered before discussion and approval by the District Board\***

Director McCassie said it had come to his attention per a packing slip that the Heiman Skid was ordered before discussion and approval by the Board, and he asked Chief Huntley if there was any logical reason as to why or how it happened.

Chief Huntley said staff was in the process of gathering three bids and the Board approved that. he said the reason it was ordered was to gain several weeks ahead for delivery. He said ordering was not payment, and had the Board voted against it, the order could have been canceled. He said the Heiman Skid was the preferred of staff.

Director Osborn asked Chief Huntley how much he can spend without Board approval and Chief Huntley responded \$5,000.00.

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Chief Huntley said he prefers to bring any large purchase to the Board and that the Skid was not paid for, only ordered so the District would not have to wait an additional several weeks for delivery.

Director McCassie requested further documentation as to when it was ordered, and said it is not fiscally responsible to order items without Board approval with the assumption it would be approved. He said he feels especially so when the item is over \$10,000.00.

Director Osborn asked how much the Skid cost, in which Director McCassie read aloud from the invoice, "10,065.00".

Chief Huntley said the Skid was approved by the Board in July and it arrived about two months after. He said it was not paid for, only ordered, and it could have been canceled.

Director McCassie said there is some concern about situations like this, and requested further documentation regarding the order and purchase dates of the Heiman Skid.

Director Osborn stated further discussion of the matter will be moved to the November 9, 2017 Board Meeting.

**8. Discussion and action regarding Longevity Pay\***

Director Osborn tabled this item for a subsequent meeting.

**9. Discussion and action regarding Acting Captain Positions with NLCFPD\***

Chief Huntley stated in July the Board approved the hiring of three Captains which were appointed soon after. He said the goal was to get the new Captains seated in their positions, and discuss their thoughts on the new Command Structure and having Active Captains as it is in the CBA which he does not debate. He said there is debate between Labor and their representatives, and Administration regarding the process. He stated the process was per the District's Personnel Policy, and the goal all along. He said he has approved the posting of the Acting Captains positions per the personnel manual. He said after posting and accepting applications, all the applicants would then be tested, and he has approved the test to be ordered. He said Captain Josh Cohen and he attended a pre-grievance meeting on September 13, 2017 to discuss the grievance. He said at that time they could not agree on a solution, and he suggested taking the situation to the Board.

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Paul Murphy, Firefighter Union President, and Representative of all Membership, of which there are twelve, stated the grievance is at a level-two. He said if there is not a resolution at the meeting; the matter will go to Arbitration, which will involve fact-finding, legal and will be lengthy.

Mr. Murphy referred to the outline he submitted to the Board regarding violation of the CBA, designation of the remaining candidates after testing and retroactive compensation. He referred to the outline for proposed Optimal Shift Staffing and concluded with the Optimal Proposed Shift Personnel Assignments.

Discussion ensued.

Director Osborn tabled the item until October 25, 2017 for a Closed Session Meeting.

**10. Discussion and action to purchase RIT bags\***

Chief Huntley introduced Captain Josh Cohen's recommendation to Improve NLCFPD of approval for RIT bags. He referred to the outline Captain Cohen submitted regarding objective, time frame and budget.

Discussion ensued.

Director Hon made a motion to approve the purchase of one RIT bag not to exceed \$2,571.00.

Director Watson seconded the motion.

The motion carried as follows: 4-0-1

Osborn	Aye	Carr	Absent
Watson	Aye		
McCassie	Aye		
Hon	Aye		

**11. Discussion and action to upgrade the Administrative Offices flooring at Station 61\***

Chief Huntley referred to the outline he submitted regarding Administration Floor Upgrade at Station 61. He stated the flooring has become aged and may pose significant health risks to Staff.

Discussion ensued.

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Office Manager, Kasey Miller stated while preparing to paint the interior offices, mold was found due to water damage from an exterior leak. She said a company has been scheduled to come and fully contain the area, open the wall and inspect with a remote camera. She said depending on the results of the inspection, the mold would be removed, the area scrubbed and vacuumed, and a contractor hired to repair the damage. She said the District Insurance has been notified and a claim has been started.

Chief Huntley recommended approval right away due to possible health issues and suggested the Board approve an amount not to exceed the highest quote of the three bids that were submitted.

Mrs. Miller stated that all three bidders were given the exact same instruction as to coverage areas and flooring type for all the bids to be competitive and fair. She said the preferred flooring is a commercial grade, water resistant vinyl plank that resembles aged barn wood in appearance.

Discussion ensued.

Director Osborn made a motion to approve contract flooring, not to exceed \$20,000.00.  
Director Osborn then rescinded the motion.

Discussion ensued.

Director Osborn made a motion to approve contract flooring not to exceed \$21,000.00.  
Director Hon seconded the motion.  
The motion carried as follows: 4-0-1

Osborn	Aye	Carr	Absent
Watson	Aye		
McCassie	Aye		
Hon	Aye		

**12. Reports of Directors, Staff, Volunteers**

Volunteers President, Louie Diaz reported they are sending letters to volunteers whom are not making the meetings and no other changes.

CERT member, Becki Howlett reported upcoming Active Shooter Training in November.

Rehab member, Jim Jenne reported he is receiving new applications, so Rehab may be growing.

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Chief Huntley reported on weed abatement and that it is winding down. He said the District received 58 reports this year, and all were addressed except for 1 currently outstanding. He reported him and Captain Criscione went to the EMS Conference in Elko and it was great and they will also be attending the upcoming Fire Show in Reno. He reported the new ambulance fabrication is moving along and he has chosen to dedicate it to the Hanneman family in appreciation of their longtime service and support. He reported the inspections of local businesses are going well, and he is working with people regarding citations.

Director Hon thanked Medics Jeb Browning and Kelli Cartwright for their quick response and fantastic care last month when she needed EMS. She announced a Thanksgiving Community Dinner will be on November 23<sup>rd</sup> at the Fernley Senior Center from 11:00 to 3:00 pm and all are invited, and they are accepting donations for the dinner as well.

Director McCassie noted the District meetings are longer than City meetings.

Director Watson reported the end of Fire Prevention Week was October 14<sup>th</sup>.

Mrs. Miller reported NLCFPD will be participating in upcoming public education at local schools, as well as the annual City of Fernley Spooktacular on October 31<sup>st</sup>. She announced the day as Becki Howlett's birthday and wished her a Happy Birthday, and presented her with flowers.

Administrative Assistant, Stacey Rowling reported the beginning of Residential and Commercial Burn Season Permits are available and the Ambulance Saver Subscriptions and Vial-of-Life participants are increasing.

Director Osborn thanked Becki Howlett for her work with the District and wished her a Happy Birthday. He said the Thank You cards the District receives from citizens reflects the good job all are doing.

**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.)**

Rehab member, Sue Seidl commented that one of the ambulances has the inscription, "God Bless All Who Ride in This Ambulance", and suggested inscribing the new ambulance with that too.

Rehab member, Jim Jenne stated he has attended four meetings this year and there is always talk about going through Chief Huntley's contract. He said to leave the Chief alone the rest of the year because there should be other things to do.

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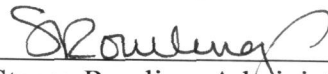
**14. Adjournment\***

Director Osborn made a motion to adjourn at 2002 hours.  
 Director Watson 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 October 19, 2017.**


Respectfully Submitted by:

  
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 Stacey Rowling, Administrative Assistant  
 North Lyon County Fire Protection District

NOV 9, 2017  
 Date

Approval of Minutes

	<u>For</u>	<u>Against</u>	<u>Abstain</u>	
<input checked="" type="checkbox"/> Approved as Read	4	0	1	<u>Carr</u>
<input type="checkbox"/> Approved with Corrections	—	—	—	—

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

11-9-17  
 Date