

**North Lyon County Fire Protection District**  
**195 East Main Street**  
**Fernley, Nevada 89408**  
**District Office (775) 575-3310    District Fax (775) 575-3314**

MINUTES

NORTH LYON COUNTY FIRE PROTECTION DISTRICT

March 8, 2018

**1. Call to Order**

The meeting was called to order by Chairman Carr at 1805 hours.

Directors present included: Chairman Carr, Director Watson, Director Hon, Director Osborn, and Director McCassie.

The Pledge of Allegiance was led by Shawn Hanneman. 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.)

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

Director Hon made a motion to accept Consent Agenda 3a, b, c, and d as presented.

Director Watson seconded the motion.

The motion carried as follows: 5-0-0

Carr	Aye	McCassie	Aye
Watson	Aye		
Hon	Aye		
Osborn	Aye		

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**4. Dedication of 2018 Ambulance in honor of the Hanneman Family**

Chairman Carr recessed at 1808 hours to dedicate the 2018 Braun North West Ambulance in honor of the Hanneman Family and re-opened the meeting at 1839 hours.

**5. Discussion regarding 2016-17 Audit**

Director McCassie referred to the General Fund regarding labor cost and fire suppression in the amount of \$15,676.00 and asked if it was over-time.

Chief Huntley stated when Firefighters are sent out, they are paid by the revenue from the fires. He said we should look at trying to budget this year by looking at how much was billed out from the previous year's fires.

Director Osborn added there are sometimes 2 fires, and sometimes there are 10 fires, which makes it unpredictable.

Office Manager, Kasey Miller reported Dave Silva's Corrective Action Plan as follows;

General Fund:

"The over-expenditure of \$15,676.00 was primarily the result of additional labor costs and for suppression supplies related to the extended fire season into the Fall of 2016. We are confident that the recent and planned upgrades to our financial reporting procedures will enable us to better monitor and prevent potential over-expenditures.

Ambulance Enterprise Fund:

The over-expenditure of \$132,248.00 occurred because of a year-end adjustment to adjust accounts receivable to net realizable value. Going forward, every effort will be made to more carefully monitor the bad debts expense line item to ensure compliance with NRS 354.626 and NACs 354.481 and 354.490."

Mrs. Miller stated it is common for a small percentage of overage each year based on projected revenue.

Chief Huntley stated he feels most of the overage is due to bad debt. He said other contributing factors are changes in personnel positions with wage increases.

Mrs. Miller stated Dave Silva can attend the next Board Meeting and the Budget must be submitted as soon as possible.

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**6. Discussion and Action to approve final payment for 2018 Braun North West Ambulance\***

Chief Huntley said in September 2017 the Board approved the purchase of a new ambulance from Braun North West Ambulance, which was allotted in the budget. However, the Board did not specify an exact dollar amount for purchase. He said the final purchase price was \$175,514.00, which reflects approved change orders not included in the first proposal.

Chairman Carr made a motion to approve the final payment of \$175,514.00 for the 2018 Braun North West Ambulance.

Director Osborn seconded the motion.

The motion carried as follows: 5-0-0

Carr	Aye	McCassie	Aye
Watson	Aye		
Hon	Aye		
Osborn	Aye		

**7. Discussion and Action regarding Agreement with AP Triton\***

Chief Huntley said in May 2017, the State Health Division contract was signed and confirmed. He said NLCFPD's billing company, EF Recovery recommended AP Triton to advise, analyze, and provide ongoing revenue projection services utilizing data from third party billers regarding 'IGT, GEMT and all Federal, State, Regional and District changes that could affect costs and revenue streams relative to the EMS Service Delivery System deployed by the District'. Chief Huntley said in the future he hopes there will be an EMS Chief to concentrate on this item, and AP Triton said after two years they will teach the District how to do it in-house. He said he feels this is a game winner to capture lost revenue and since the fee is a large figure, he broke down the payment schedule; \$13,500.00 invoiced quarterly at \$4,000.00 with a final payment of \$5,500.00, and 3% of gross proceeds from the GEMT funds would be invoiced monthly.

Director Osborn asked if it would be chasing lost revenue, and Chief Huntley said it can be looked at that way.

Chief Huntley stated it isn't fair for private entities to be paid more for the same services we provide, and that difference is what will be pursued. Chief Huntley stated EF Recovery advised him that back-billing can be done from the time the contract was signed in May of 2017; that he is not an expert in GEMT, and that is why the District should hire consultants.

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Director Hon asked if they would be doing all the paperwork retroactively as well as moving forward, and Chief Huntley affirmed. Director Hon said she likes that after two-years, the District would no longer need AP Triton.

Chief Huntley stated that is the goal, and it is also what AP Triton prefers.

Chairman Carr asked if there are any State or local agencies working with AP Triton.

Chief Huntley stated there is nobody working with EF Recovery, and we get good returns with them. He said every time a billing company is changed, there is a down-turn and that scares him. He stated AP Triton is the company EF Recovery recommended, and it is being done nationwide with many agencies.

Director Hon asked if there are other Nevada Fire agencies using this company.

Chief Huntley said in talking to AP Triton, there are a couple of other entities that were in the same situation; having signed the agreement with the State, thinking that the billing company would pick up the ball.

President of North Lyon Firefighter's Association Local IAFF 4547 Paul Murphy, stated there are local agencies already receiving GEMT monies without using a company such as AP Triton. Mr. Murphy noted that at this point, Carson City has received \$1.2 million, Central Lyon County will receive approximately \$500,000.00 in the coming fiscal year, and \$297,000.00 in this last fiscal year; each agency having done the work in-house. He said Leah Lamborn, CPM of Creative Consultants, charges \$2,000.00 per District to process and put through the paperwork, and all each District must provide are the numbers she asks for. Mr. Murphy asked, why pay a company like AP Triton \$13,000.00 to \$14,000.00 in addition to 3% of the gross GEMT monies, when it can all be done in-house? He said many funding mechanisms such as the 318's and 271's are losses, and AP Triton can't get those back; and unless there are any other major monies out there, which we haven't seen, AP Triton seems like a loser versus doing the work in-house.

Director Osborn asked Mr. Murphy to explain how it would work, and who would be tasked to do it. Mr. Murphy said all the leg-work has been done and now the information needs input on the excel sheet that is provided in the application packet that Acting Captain Bill Snyder gave Chief Huntley. Mr. Murphy said East Fork Chief Fogerson has helped them, and they contacted the Central Lyon Chief and a Battalion Chief who reported doing the work in-house and having received GEMT monies.

Chief Huntley stated in 2015 the District contracted with the Nevada Fire Chiefs Association to get the State legislation passed with the State Health Division. He said he believes AP Triton has offered to help us out with new trends happening in billing and we're looking at terminating Obama Care, so the question is, where are we going to go with this?

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Chief Huntley stated East Fork does their own billing and have more staff; Mason Valley has a much smaller call volume and Central Lyon has more staff. He said that is why he is following the recommendation of EF Recovery.

Mr. Murphy reiterated the option of using Leah Lamborn, CPM at the cost of approximately \$2,000.00 to process and submit all the necessary paperwork for GEMT reimbursement, noting the only requirement of the District is gathering the specific numbers Ms. Lamborn requests for the data entry.

Chief Huntley stated some of the things we must look at, are our call numbers, and it is true it is primarily data entry; however, he is looking at the additional services AP Triton provides.

Director McCassie stated more research needs done before the Board decides.

Citizen Chris Murphy asked if any Board Directors investigated AP Triton prior to the Board Meeting. He said he researched, and Principal Partner/Founder Kurt Henke is a retired Fire Chief from Sacramento Metro, and 95% of the agencies they help are in California. Mr. Murphy stated Mr. Henke was a Fire Chief also, and our Fire Chief has 20 to 30-years of experience; so why can't our Chief figure this out?

Chief Huntley stated that he is not an expert in the medical field.

Director McCassie stated the item should be tabled for 30-days to do more research; contact other Districts and ask who they have used and how it worked for them.

Chairman Carr agreed and said they need to compare what they have heard and take it all into consideration, recognizing this is a time sensitive matter.

Chief Huntley said he would like a subcommittee with a couple of Directors to help him, and reiterated he is not an expert in billing and does not pretend to be.

Chairman Carr stated the subcommittee will be Chief Huntley, Director McCassie, Director Hon, and Paul Murphy.

Chairman Carr tabled the item until the April Board Meeting.

**8. Discussion and Action regarding Resolution with Nevada State Fire Marshal\***

Chief Huntley stated the District entered into an agreement about 5 years ago with the State Fire Marshal's Office, which they pulled because they were unhappy with the District.

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He said the new Fire Marshal is happy with what the District is doing, and we have a stand agreement. Chief Huntley said the Fire Marshal's Office missed an NRS and we needed to do a Resolution, he said they are having all the Fire Districts enter into an agreement with them.

Chairman Carr stated the Resolution is a win for the District and it took a long time to get one back.

Director Osborn made a motion to accept the Resolution with the State Fire Marshal Office as presented.

Director Hon seconded the motion.

The motion carried as follows: 5-0-0

Carr	Aye	McCassie	Aye
Watson	Aye		
Hon	Aye		
Osborn	Aye		

**9. Discussion and Action regarding Longevity Pay\***

Chairman Carr tabled the item until the April 12, 2017 Board Meeting.

**10. Discussion and Action to approve the NLCPD Strategic Plan\***

Chief Huntley stated as presented, he agrees they should re-visit the Plan from time to time with the Board reviewing it and making suggestions. He said the discussion to move up several of the priorities during the Workshop was great.

Chairman Carr agreed with Director Osborn's suggestion of quarterly meetings to review the Plan is necessary; if the Board agrees.

IAFF President Paul Murphy stated the Membership feels this item should be tabled and set a June date to finalize it so as not to rush through it. He said Staffing needs to be the primary concern as it is involving everything, and staff is here to provide services to the community. He continued the District does need money, and additional upgrades to apparatus and stations; but staffing should be #1 in the opinion of the group. Mr. Murphy said there are many grammatical errors and structure issues that need to be looked at before it is published. He said there is wording within the Strategic Plan that, "gives this false impression that things are going great; things aren't going great, we are way behind the NFPA 1710 that this Board voted on 8-years ago or so to adhere to."

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Mr. Murphy stated he understands it is a big stretch to reach that, “we don’t have the money to staff the department appropriately to meet 1710, but we should be striving for 1710 as the standard, the gold standard for the service that we provide the community; and that should be incorporated in to the Strategic Plan. With all that being said, the Union would like to see and recommend that we form a committee; these site workshop things have been fun or whatever, but let’s actually put work into it as a group of two Board Members, the Fire Chief; we can have a few Union Members and Volunteers; get the department involved, sit them down, set a due date of June of this year, have it done, have it published and put it into effect. If it goes in the way it is now, we can amend it, change it, make it look pretty later-on, but your publishing an unfinished product, and I think it’s important that we set a plan that’s been combed through, that there is buy-in from everybody that’s involved in the department.”

Director McCassie asked for clarification of the 1710 to which Mr. Murphy explained NFPA 1710 outlines the base standards of what services our department should provide, such as response times and staffing on incidents; a lot of it is backed by studies. He said there are standards we are currently trying to follow, some we follow and some we don’t follow; NFPA is not government steered, but it is something we should strive for. Mr. Murphy suggested watching a You Tube video regarding the 1710 saying it is phenomenal and reiterated the Board already approved it years ago so the work is already done, and it is just a matter of adopting it.

Director Osborn asked what the suggested date of completion was, and Mr. Murphy reiterated June 2018. Mr. Murphy said everyone should meet, lock the doors and sequester until it is complete. He continued saying Workshops have been offered already and people show up or not. He said if people were indeed worried, they should have shown up.

Director Osborn said he’s be happy if the Association showed up also, and Mr. Murphy responded that they have passed down many of these ideas on deaf ears.

Chief Huntley said to Mr. Murphy that everything he just said was regurgitation of what just happened during the Workshop and that he handed out the outline to all staff and asked for input and received none. He said his ears are wide open, and he disagrees with Mr. Murphy. Chief Huntley said staffing was something he was pushing for, the Board talked about it and it was pushed up.

Mr. Murphy said he was not present but came in under the impression those things had already been addressed. He reiterated saying completing the goals in order wasn’t a concern because it isn’t always feasible. Mr. Murphy stated it forces the buy-in because people don’t want to come in, make the time or drive in from Reno or Fallon; at the same time the people who complain the most should be the most involved. He said that way, there couldn’t be complaining anymore because everyone would have a buy in to it.

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Director Osborn said he is all for Staffing, but we're not going to get one, without financing and there must be a funding mechanism no if, ands or buts.

Mr. Murphy responded we just must go after the financing that's already there. Director Osborn stated he doesn't believe there is enough there, and Mr. Murphy responded, "there's plenty of money in the road that we've driven by."

Director Osborn said the tax-payers will be happy to see what we've driven by, and they should be able to help.

Mr. Murphy agreed saying, "if they only knew the 318 that we're not going to get now and the 271 we've pushed off; the roof-tops that aren't going to make us a lot of money, and all these other billings that we delayed on and not gone after. That's the Staff's frustration; when we see a plan put forth and we see these funding mechanisms passed by, we're holding out working our butts off every day hoping for positive change, and it's the same thing every day. And to know that money has been there and just, we're not going for it, it's just been a massive slap in the face to the staff. And quite frankly the staff is fed up with it. And this is on every one's part."

Director Osborn stated, "it is easier said than done, and you can say what you want about roof-tops; but we're not the only one in that game. It's not like we can say, 'hey, give us \$1200.00 because you're building a house.' There is a whole set of rules we have to go through to make that happen."

Mr. Murphy stated he understands, "but there have been much bigger monies than roof-top and impact fees that has not been fished for. And the work's been done, and the work's been passed on to Board Members and whatnot, and the Fire Chief has been presented with these things."

Citizen Chris Murphy said he wanted the clarify; NFPA is a guideline, but when it comes to liability and lawsuits, these attorneys use it as the Bible.

Discussion ensued.

Chairman Carr stated a committee comprised of (2) Board Directors (Vern Watson and Pat Hon) (2) Volunteers, (2) citizens, and (2) Union members will convene in the coming months and the item tabled until June.

#### **11. Discussion and Action to approve purchase of equipment boxes for Type 6\***

North Lyon Fire C-Shift Captain Cohen stated he maintains all rolling stock and building maintenance. He said headway has been made on the Patrol truck purchased last year, but now it is time to have it fitted with custom boxes.

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Captain Cohen said he has researched and acquired one quote out of Oregon, and he is waiting for two additional quotes from local vendors. He stated there are difficulties as the boxes are custom, as well as dealing through third party companies which takes time. Captain Cohen stated he and Chief Huntley discussed keeping the cost at \$10,000.00, but it will more than likely be between \$12,000.00 and \$15,000.00; not to exceed \$15,000.00. Captain Cohen suggested using Fab Tech in Reno, as they specialize in Stainless Steel material.

Discussion ensued.

Director Osborn made a motion to approve the purchase of equipment boxes for Type 6 truck, not to exceed \$15,000.00.

Director McCassie seconded the motion.

The motion carried as follows: 5-0-0

Carr	Aye	McCassie	Aye
Watson	Aye		
Hon	Aye		
Osborn	Aye		

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

Volunteers; None.

Chief Huntley reported the District has renewed the agreement with Remsa, and adding we are a 474 District and our jurisdiction and once that is all worked out we are entering in a billing agreement with the BLM, and other Fire Districts. He said BLM will have (2) crews at Station 62 this summer and we have renewed the agreement with Truckee Meadows Fire Protection District. He said he met with other Districts regarding school safety and he has completed several plan reviews for upgrades in the schools. Chief Huntley stated the Open House will be in May and he is working on a Hazard Mitigation Plan. Chief Huntley displayed a plaque given the District by the Slatter Family in honor of services the District provided to their family.

Director McCassie; None.

Director Osborn apologized for being unavailable lately and thanked everyone for being there.

Director Watson reported working with the Fed Fire on the Open House on the 1<sup>st</sup> of May. He said he appreciates working with Staff and Mayor Edgington as a group effort to improve the District.

Director Hon agreed with Director Watson.



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Approval of Minutes

	<u>For</u>	<u>Against</u>	<u>Abstain</u>	
<u>X</u> Approved as Read	<u>4</u>	<u>0</u>	<u>1</u>	<u>Carr Absent</u>
_____ Approved with Corrections	_____	_____	_____	_____

\_\_\_\_\_ *Vern Watson*  
~~Steve Carr, Chairman~~ *Vern Watson cc*  
 North Lyon County Fire Protection District

4-~~8~~<sup>(n)</sup>-12-2018  
 Date