

**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

April 12, 2018

**1. Call to Order**

The meeting was called to order by Co-Chairman Watson at 1800 hours.  
Directors present included: Director Hon, Director Osborn and Director McCassie.  
Chairman Carr was absent.  
Accountant Dave Silva was present via telephone.

The Pledge of Allegiance was led by Sue Seidl. 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. 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 Osborn made a motion to accept Consent Agenda 3a, b, c, d as presented.  
Director McCassie seconded the motion.  
The motion carried as follows: 4-0-1

Watson	Aye	Carr	Absent
Hon	Aye		
Osborn	Aye		
McCassie	Aye		

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

Director McCassie asked Mr. Silva to explain two 2016-17 Audit write-off amounts of \$151,363.00 and \$15,676.00. Director McCassie said the amounts were deficits and appeared to have been spent, not written off.

Mr. Silva referred to page 10 of the Audit saying \$15,676.00 was the total over-expenditures in the Fire Fund ending June 30, 2017. He explained over-expenditures are the amount that is spent for the year that exceeds what was budgeted. Mr. Silva said the amount was due to a combination of payroll, benefits, services and supplies.

Discussion ensued.

Director Osborn asked FF/EMT and Local 4547 Vice-President Bill Snyder if he was able to figure out the amount of over-time to be expected this year.

Mr. Snyder affirmed, saying over-time can easily be calculated by taking the amount of over-time spent last year, and figuring out how many assignments for last year with 8 rigs per assignment at a maximum of 2 weeks out per rig.

Director McCassie asked if the 'norm' was the rigs going out for two weeks, and Mr. Snyder stated it varies but worst-case scenario is two weeks; which pushes District resources. Director McCassie asked if the \$15,676.00 was directly related to campaign fires, and Chief Huntley said it went mostly toward payroll. Director McCassie asked Mr. Silva why the current year depreciation on page 9 was \$151,363.00; Mr. Silva explained it is the depreciation of fixed assets, and has nothing to do with the budget, cash or spending.

**5. Discussion and action to approve the Fiscal Year 2018- 19 Tentative Budget and Tax Rate\***

Mr. Silva stated the Budget is tentative, which is typical and there is much work to do prior to the final Budget. He said this year the accounting is different; the District is completely caught up and Rife & Silva are proud to be accountants for NLCFPD.

Co-Chairman Watson thanked Mrs. Miller and Melinda for their hard work and Chief Huntley said he is very pleased Rife & Silva are part of the team.

Mrs. Miller stated the Budget must be approved by May 24, 2018, and suggested agendizing a Workshop in the hour prior to the May 24 Board Meeting to review before finalizing it.

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Mrs. Miller confirmed with the Board agendaizing a Workshop at 1700 hours with the Board Meeting at 1800 hours on May 24, 2018.

Director Osborn made a motion to approve the Fiscal Year 2018-19 Tentative Budget and Tax Rate Workshop on May 24, 2018 at 1700 hours.

Director Hon seconded the motion.

The motion carried as follows: 4-0-1

Watson	Aye	Carr	Absent
Hon	Aye		
Osborn	Aye		
McCassie	Aye		

Dave Silva exited the meeting at 1821 hours.

**6. Discussion and action regarding NLCFPD Insurance Providers\***

Mrs. Miller stated the District is only on PACT for Workers Compensation and introduced Tina Peterson with A & H Insurance to discuss possibly changing from FAIRA to POOL. Mrs. Peterson presented a coverage comparison of current coverages provided by FAIRA in comparison to the comparable coverages A & H offers.

Chief Huntley stated the experience with A & H Insurance thus far has been great and he is very impressed with customer service and the District's representative. He also said it would be prudent to request bids from several other brokers regarding identical coverages for comparison prior to the Board making a final decision to change.

Discussion ensued.

Mrs. Miller reminded the Board the District Insurance Premiums will be due July 1, 2018 and a decision prior is optimal.

Co-Chairman Watson agreed to reviewing competing bids and encouraged Mrs. Peterson to submit a full quote, all of which will be discussed at the next Board Meeting.

**7. Discussion and action regarding Single Role Job Description and Positions\***

Chief Huntley referred to Captain Criscione's attached documents regarding the need to meet the increasing call volumes; he said a Single Role provider would be beneficial, but an approved job description must come first.

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Chief Huntley pointed out the attached job description for the Board's review and approval; adding the need for a discussion regarding the addition of the new position(s) in the budget, and he notified the accountant to work the numbers. Chief Huntley said the outcome of the numbers would determine how many positions would be possible. He stated he and staff feel strongly in the need for 6 positions at 2 per shift, and they would have to be limited to certain hours because of NSFLA labor issues.

Director Osborn asked Chief Huntley to describe the model for shift work, and Chief Huntley said staff and himself talked about it prior, and would be looking at 24-hour shifts, possibly two; and added it would all depend on the outcome of the numbers.

Discussion ensued.

Vice-President Local IAFF 4547 Bill Snyder stated the Union has issues with the job description and asked the Board to deny approval at this time. He said at last years Budget Workshop was the first discussion regarding Single Role positions, which Labor initially introduced. Mr. Snyder stated since that time, Labor has not been a part of the process and two Captains looked at it, and they are not happy with it. He said, "to break it down, you can't hire odd numbers, you have to hire even numbers because it makes no sense when it comes to money. Your proposing hiring 3 people at those wages which would add a 5<sup>th</sup> guy, which adds to wages because we're not picking up revenue to staff a 3<sup>rd</sup> ambulance with 5 people. That would drop a Captain back, and then they're paid active Battalion Chief wage, which creates a whole new wage. Additionally, the Job Description is being presented for EMT Advanced not a Paramedic, and the base wages are off by about \$6,000.00 based on that salary. I don't know the benefit difference off that, and we agree with adding single role people, but we need to be involved as Labor because we have some sub-lay stuff and there are ideas with scheduling; they want to be on 48/96-hour scheduling that we'd have to figure out. Putting people on anything less than 24-hour shifts though, isn't going to make sense, and anything less than an even number, we need even numbers to make this work because we can't capture that lost revenue by having an odd person". Mr. Snyder continued, ambulances take 2 people, and we have 5 with three ambulances, so we need 6.

Chief Huntley stated he understood the job description was, "as presented, just a single role job; Paramedic or EMT advanced, I think they're intertwined." He said that is all that is being discussed now: just the job description. Chief Huntley said Labor will be involved in the process, and it is not for 3 positions, he brought up 6 positions, and this meeting is about the Board discussing any interest in single role positions.

Director McCassie asked why Labor was not included prior to this meeting.

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Chief Huntley stated 2 Captains that are union members were the main sources working on it, and he took that to mean Labor was involved. He said he has no problem bringing it back.

Mr. Snyder said, "Chief, you should know when representatives or the executive board in the union are on duty, they have to do what you tell them to do. But, as far as hours, wages, working conditions, it has to come through the representative."

Chief Huntley stated he didn't feel it was at that point yet, and Co-Chairman Watson added it is just discussion now.

Mrs. Miller said she needed to take some blame; she was under the assumption from the emails she received that it was EMT Advanced and apologized, offering to produce a corrected description.

Co-Chairman Watson asked if the wage discrepancy was \$6,000.00, and Mr. Snyder answered affirmative.

Mr. Snyder referred to the job description documented wage of \$14.00 per hour, resulting in \$46,000.00; but 832 of those hours are overtime.

Chief Huntley reiterated the job description comes first and then it can be broken down to specifics. He said it is nothing against labor, and they would be involved.

Mr. Snyder said labor brought the idea forward and they want to do it right, because Chief Huntley was present in 2010 when hiring of single role people were brought in on a regular Firefighter schedule; then when brought to the Board the result was 8 months of retroactive pay.

Co-Chairman Watson stated mistakes will be made, and this meeting is for discussion only. He said the 2 Captains are part of the bargaining unit for the CBA and asked for confirmation of such.

President IAFF Local 4547 Paul Murphy stated he was not informed of any of the current proposal; the 2 Captains are part of the bargaining unit members for the CBA and not representatives of the Union; he is the representative and is the only individual to conduct bargaining for the group. He said it seems because the 2 individuals are Captains, that circumvents the relationship with labor.

Co-Chairman Watson stated Chief Huntley has openly invited all to participate.

Discussion ensued.

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Director McCassie suggested tabling the item for discussion at the May meeting so the description can be corrected and agreed upon with labor.

Mr. Murphy stated to clarify; when it comes to creating classifications and job descriptions, the union would appreciate being involved as they have been in the past. He said by law, the union must only be notified when it is time to discuss wages as it is a budgetary item.

Co-Chairman Watson tabled the item until the May 24, 2018 meeting.

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

Co-Chairman Watson tabled this item for the May meeting.

**9. Discussion and action regarding invoice for Attorney Georgeson Angaran and services provided\***

Co-Chairman Watson tabled this item for the May meeting.

**10. Discussion and action regarding District Fire Chief Annual Evaluation\***

Mrs. Miller reminded the Board evaluations are due to her prior to May 17, 2018 for her and Chairman Carr to review and prepare for the May 24, 2018 meeting.

**11. Discussion and action regarding POOL PACT Risk Management Grant for 2 PowerLOAD units\***

Firefighter/Paramedic Kelli Cartwright presented the Board with POOL PACT Risk Management Grant Application to purchase two (2) Stryker PowerLOAD units. She said the Grant totals \$45,089.00, and the District would be responsible to match 25% (\$11,272.25) for the purchase. FF/Medic Cartwright apologized for the rush and explained the Grant must be submitted by April 14, 2018 or the next opportunity would be in the Fall of 2018.

Director Osborn made a motion to approve match money of \$11,272.25 for the purchase of (2) Stryker PowerLOAD units.

Director McCassie seconded the motion.

The motion carried as follows: 4-0-1

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Watson	Aye	Carr	Absent
Hon	Aye		
Osborn	Aye		
McCassie	Aye		

**12. Discussion and action regarding 2018 Ballot Question\***

Vice-President Local IAFF 4547 Bill Snyder stated the Tax Rate maximum amount that can be requested is 5.1 cents before reaching the tax cap which is as much as we can ask for. He said each cent of the 5.1 cents is approximately \$68,000.00 after abatements, totaling approximately \$340,000.00.

Director Osborn asked Mr. Snyder for clarification regarding the tax rate.

Mr. Snyder stated the tax is 5 cents on every \$100.00 of assessed value of your home, or 35% of the total value of your home; adding there are online charts to refer to for exact numbers.

Director Osborn asked what the current tax rate is, and Mr. Snyder responded it is 30.12 cents or so.

Mrs. Miller asked if that rate sunsets and Mr. Snyder confirmed that 5 cents of the 30.12 cents will sunset in 2024 or 2025.

Director Osborn asked what the tax rate should be to have a model department.

Mr. Snyder said if the tax was doubled to 60 cents, we would barely achieve a standard department model. He said Central Lyon is at 69 cents, and that includes an EMS rate and a 7 cent Paramedic tax.

Discussion ensued.

Director Osborn made a motion to approve a 5-cent tax increase on the 2018 Ballot Question. Director Watson seconded the motion. The motion carried as follows: 4-0-1

Watson	Aye	Carr	Absent
Hon	Aye		
Osborn	Aye		
McCassie	Aye		

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**13. Discussion and action regarding 2018 Ballot Question Committee\***

Mr. Snyder stated to write the ballot measure itself, a ‘for’ and ‘against’ committee consisting of 3 people each, are necessary to write their respective ballot question. He said the ‘for’ committee has been established, and they are consulting with the ballot advisory group to draw in perspective ‘against’ participants. Mr. Snyder said if they cannot secure an ‘against’ group, they will contact the county clerk for a list of names established pursuant to NRS 295.121.

Director Hon made a motion to approve the assembly of ‘for’ and ‘against’ committees regarding the 2018 Ballot Question.

Director Osborn seconded the motion.

The motion carried as follows: 4-0-1

Watson	Aye	Carr	Absent
Hon	Aye		
Osborn	Aye		
McCassie	Aye		

**14. Report of Directors, Staff, Volunteers**

Director Hon stated April has been a busy month and will get busier.

Director McCassie; None.

Director Osborn stated the next weekend will be fireworks training at Station 61 and will include an actual demonstration with live fireworks at the designated area that is used for annual events.

Co-Chairman Watson thanked all staff and volunteers for doing outstanding jobs, and Marty Jensen’s celebration of life will be at Station 61 as well as the Open House in May.

Volunteer President Louie Diaz stated May will be elections for the new E-Board and all else is status-quo.

Rehab Member Jim Jenne stated he has stepped down and Becki Howlett and Sue Seidl are sharing the duties coordinating the group.

Cert; None.

Labor; None.



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Chief Huntley reported the Open House to be on May 5<sup>th</sup> and reminded the Board to obtain their District photos.

Mrs. Miller reported Celebration of Life for Martin Jensen will be April 19<sup>th</sup> at 1:00 p.m. with a potluck. She reported the Firefighter/EMT testing had 18 total applicants, and 14 tested; 8 were called back for oral interviews.

Stacey Rowling reported receiving payment on a property lien born of a 2017 Weed Abatement case.

**15. CLOSED SESSION to discuss Personnel Issues**

None.

**16. 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.)

Citizen Kevin Standlee stated he has filed to run for a Board of Directors position; this being his first time participating in, “mundane politics”. He said he listened to his scanner and followed the Fremont Fire and is grateful to the staff and volunteers for their response.

**17. Adjournment\***

Director Osborn made a motion to adjourn at 1931 hours.

Director Hon seconded the motion.

The motion carried as follows: 4-0-1

Watson	Aye	Carr	Absent
Hon	Aye		
Osborn	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 April 12, 2018.**

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Respectfully Submitted by:

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

5-24, 2018  
Date

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>0</u>	_____
Approved with Corrections	_____	_____	_____	_____

Steve Carr  
Steve Carr, Chairman  
North Lyon County Fire Protection District

5-24-2018  
Date