

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

MINUTES

Workshop

NORTH LYON COUNTY FIRE PROTECTION DISTRICT

May 24, 2018

1. Call to Order

The meeting was called to order by Co-Chair Watson at 1715 hours.
Directors present included; Chairman Carr (via telephone), Director Watson, Director Hon and Director McCassie.

The Pledge of Allegiance was led by Paul Murphy.

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.)

Co-Chair Watson read aloud Director Osborn's letter of resignation dated 5/20/2018:

"Dear Chairman Steve Carr:

Please accept this as official notice of my resignation. As you know my personal life has forced me to move out of the area, which makes me ineligible to be a board member.

I have enjoyed my time working on the board and wish you all the best.

Sincerely,

*Jon Osborn
Board Member"*

Page 1 of 4

TEAMWORKINTEGRITY**SERVICE**

North Lyon County Fire Protection District is an Equal Opportunity Employer

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

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 Workshop Agenda

Director McCassie made a motion to approve Consent Agenda.

Director Hon seconded the motion.

The motion carried as follows: 4-0

Carr	Aye	McCassie	Aye
Watson	Aye		
Hon	Aye		

4. WORKSHOP: Discussion regarding NLCFPD 2018-19 Fiscal Year Budget (45-minute time limit)

Office Manager, Mrs. Miller introduced District accountant Dave Silva.

Mr. Silva stated the changes to the Tentative Budget are reflected in the Final Budget on pages 3, 4, 5 and 9. He said the Fire Fund (also known as the General Fund) has a minor change from the tentative budget ending at \$268,000.00, to the final budget ending at \$277,000.00; and the Acquisition Fund on page 8 has no changes. Mr. Silva stated the Ambulance Fund on pages 9 and 10 of the packet have some big changes; the first being netting the bad debt expense with the revenue. The number is the same regardless how it is reported, but doing it this way the audit will be cleaner. He said there are changes to the Ambulance Fee Revenue, which are the GEMT monies that will likely come through in Fiscal Year 2019, as the government may take a while to release the money into the account.

Mrs. Miller stated had the filing had taken place last week or two weeks ago when the mistake was found, the first monies would have been received by July and the second monies in September.

Mr. Silva said there is a difference between when the cash is in the bank, and when it is recorded as income; the ambulance fees have since been changed due to those claims.

Discussion ensued.

Mr. Silva stated the hope is for positive results from new hires adding an estimated additional \$177,000.00, which is hopefully a low estimate.

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

He said what that does for the June 30, 2019 year (adding salaries and benefits) creates a deficit, meaning more in expense than what is anticipated in revenue. Mr. Silva said there is no worry about cash because of the estimated cash balance for the Ambulance Fund of \$700,000.00.

Director McCassie asked why the contingency is not to exceed 3%, but there is nothing set aside for contingencies or emergencies.

Mr. Silva stated the Acquisition Fund does not have a contingency plan right now, but that can be inserted up to 3%, and there is a contingency in the Fire Fund on page 5 in columns 3 and 4. He said there is nothing to prevent adding a contingency in the Acquisition Fund and the Ambulance Fund acts differently in accounting from the Fire Fund.

Discussion ensued.

5. 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.)

Kevin Standlee stated as a Director of a non-profit in San Jose, California he is astonished at how small NLCFPD budget is; there is not enough revenue and he appreciates the work of the accountants.

6. Adjournment*

Co-Chair Watson adjourned the Workshop at 1745 hours.

**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 24, 2018.**

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

Respectfully Submitted by:

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

June 14, 2018
 Date

Approval of Minutes

	<u>For</u>	<u>Against</u>	<u>Abstain</u>	
<u>3</u> Approved as Read	<u>3</u>	<u>0</u>	<u>0</u>	_____

Approved with Corrections	_____	_____	_____	_____
---------------------------	-------	-------	-------	-------

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

6-14-18
 Date