

**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

July 12, 2018

**1. Call to Order**

The meeting was called to order by Chairman Watson at 1803 hours.  
Directors present included: Chairman Watson, Director Hon, Director McCassie and  
District Counsel, Jack Angaran.

The Pledge of Allegiance was led by Kevin Standlee. 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 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 & Approval of Board Agenda**
- 3b. Review & Approve Board Minutes**
- 3c. Review & Approve Revenues and/or Expenditures**
- 3d. Review of Summary Reports**

Director McCassie made a motion to accept Consent Agenda as presented.  
Director Hon seconded the motion noting the absence of item 3c.  
The motion carried as follows: 3-0

Watson	Aye
Hon	Aye
McCassie	Aye

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**4. Discussion and Action regarding filling the 2 vacant Fire Board Positions\***

Chairman Watson read into record letters of intent submitted by: LeRoy Goodman, Jim Jenne, William Riesen, Susan Seidl, William Shattuck and Kevin Standlee; all of whom were present. Chairman Watson clarified that Position (1) expires December 31, 2018 and Position (2) expires November 30, 2020.

Director Hon stated considering her and Director McCassie' s short time on the Board and their limited knowledge; she would prefer someone with experience for Position (1) and nominated Jim Jenne.

Director McCassie opposed Jim Jenne, citing Mr. Jenne's previous seat on the Board in which, "some standards were lowered, allowing the Chief to use the District vehicle to commute to and from, when that has been the biggest 'gripe' of the public." Director McCassie said he recently learned of Mr. Jenne trying to back-door the Board by sending an email based on inaccurate information to County Manager Jeff Page, requesting he be appointed to the Board. Director McCassie said such behavior is, "unethical and not someone he would want on the Board; that's going to do back-door stuff to make things happen."

Director Hon said she was primarily looking for previous experience.

Director McCassie stated it is time to look at strong candidates, such as former Mayor and Fire Board Chairman LeRoy Goodman; William Riesen who is a veteran of the Pool Board, has accounting experience, an understanding of law and ethics, as well as general improvement districts; William Shattuck was a Planning Commission chair, and is a CERT graduate. He said we need strong a Board; strong leadership on the Board. Director McCassie discounted Susan Seidl and Kevin Standlee, because both ran in the general election, so the voters must decide. Director McCassie noted that Mr. Standlee ran in the general election but did not advance to the primary.

Jack Angaran stated according to statute; the District is timely in selecting the Board members.

Citizen Ray Bretz inquired as to the introduction of Mr. Angaran, to which Chairman Watson re-introduced District Counsel, Jack Angaran.

Jim Jenne asked Mr. Angaran, "NRS 474; how are we going by that? It looks like it was written out, and there has to be a reason it was put in there; I don't know it is. Everybody told me to check, and then when I checked it was time to get something out; so yes, I put it in and put it in to the County in case they went that way. But it's very clear in stating that if they do not appoint within 30-days, the County Commission does. There's no; nothing that says, 'geez, if they forget'; or 'if their meetings overlap' or anything else, and I have a question on that; why?"

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Mr. Angaran stated the process started last meeting; it was well within the 30-days, and we are finishing the process during the current meeting. He said that is consistent with statutes as he reads it; and that it is also consistent with the County.

Office Manager Mrs. Miller said she spoke with County Manager Jeff Page that afternoon, and he said the District is fine; if there aren't appointments made this meeting, the County will put the matter on their July 19<sup>th</sup> agenda. Mrs. Miller stated Mr. Page is aware the District is working on it and they will not get involved unless the District does not appoint someone at this meeting.

Position (1): Present – December 31, 2018

Director Hon nominated Jim Jenne and William Shattuck.  
Director McCassie nominated LeRoy Goodman and William Shattuck.  
Chairman Watson nominated Sue Seidl.

Position (2): Present – November 30, 2020

Pat Hon nominated William Riesen.  
Director McCassie nominated William Riesen.  
Chairman Watson nominated Kevin Standlee.

Position (1): William Shattuck  
The motion carried as follows: 3-0

Watson	Aye
Hon	Aye
McCassie	Aye

Position (2): William Riesen  
The motion carried as follows: 2-1

Watson	Nay
Hon	Aye
McCassie	Aye

Mrs. Miller congratulated Mr. Shattuck and Mr. Riesen, gave them July 12, 2018 Board Meeting Packets and advised they would meet next week to complete the necessary paperwork to deliver to the County.

IAFF Local 4547 President Paul Murphy stated during his service on the Pool Board, new appointments were seated immediately, but did not have immediate voting power.

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Mr. Angaran stated the District will wait until the new Directors have been sworn in and have signed the Oath with the County.

**5. Discussion and Action regarding Independent Investigation of issues relating to the services provided by the District Fire Chief\***

Chairman Watson stated the Board met with District Counsel and after discussion, the Board unanimously chose Gladding & Michel to conduct the Independent Investigation of issues relating to the services provided by the District Fire Chief.

Counsel Jack Angaran stated to Chairman Watson a vote needed to be taken because he had POOL/PACT vet three Independent HR Investigators, of which Gladding & Michel were one of the three.

Chairman Watson stated the three Independent HR Investigators vetted by POOL/PACT were Gladding & Michel, Bonnie Drinkwater, Esq., and Don Christensen. He said the Board discussed it and chose Gladding & Michel.

Director Hon made a motion to accept Gladding & Michel as Independent Investigators of the matter.

Director McCassie seconded the motion.

The motion carried as follows: 3-0

Watson	Aye
Hon	Aye
McCassie	Aye

Mr. Angaran suggested choosing a point person and taking a vote to confirm.

Chairman Watson stated the District wants to try to stay as neutral as possible during the investigation.

Director Hon volunteered to be the point of contact during the investigation.

Director McCassie made a motion for Director Hon to be appointed point of contact during the investigation process.

The motion carried as follows: 3-0

Watson	Aye
Hon	Aye
McCassie	Aye

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Mrs. Miller reminded Chairman Watson of the need for a second on the vote.

In a second vote, Chairman Watson seconded Director McCassie's motion to appoint Director Hon as the point of contact during the investigation process.  
The motion carried as follows: 3-0

Watson	Aye
Hon	Aye
McCassie	Aye

Director Hon made a motion to hire Gladding & Michel to conduct an Independent Investigation of the issues relating to the services provided by the District Fire Chief.  
Director McCassie seconded the motion.

In further discussion; Mr. Angaran stated the need to discuss developing a list of concerns or items to submit. He said it could be done now, or they can decide to make the list available later.

Director McCassie stated he would like time to compile a list, and go through what is important, and what is not important, and sit down and decide what is worthy of investigation; whether it is rumor or factual, etc. He said they would need at least a weeks' time to make a list; talk to staff and the union, and then the point person instructs the investigator what is and is not to be looked at.

Director McCassie made a motion to allow one week to compile a list of topics for the investigator.  
Director Hon seconded the motion.

Chairman Watson asked Director Hon if that would give her enough time since she volunteered her time for it.

Director Hon said she realizes that she volunteered, but we need to get this going. She said, "we need to get this going, and I'd just as soon say to push it to next Friday; a week from Friday."

Director McCassie amended his motion; adding one week, ending July 20, 2018 for compilation of specific topics of investigation.  
Director Hon seconded the amendment.

The motion carried as follows: 3-0

Watson	Aye
Hon	Aye
McCassie	Aye



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Citizen Chris Murphy stated, "What I think we need in association with this investigation, is to have a survey. We have had one in the past, and I think that's going to open the door to a lot of issues that we need to take care of in this District."

Director Hon said she was confused; asking a survey from whom?

Mr. Murphy said, "A survey that will be comprised of questions that can be decided by the Board of Directors, what type of questions that is in relation to the operation here, and to the morale, that sort of thing. Surveys are common in the workplace. Now, you'd have to decide whether it's going to be anonymous or if that's optional if they want to put their names down. A survey is going to also give you additional information. That is all it is."

Director McCassie said it would be given consideration, to which Chairman Watson said, "No".

Chairman Watson said it cannot be anonymous, it must be open.

Director McCassie agreed that everything should be open.

Mr. Angaran stated Mr. Murphy is suggesting a survey and the Board can make that decision or not.

Chairman Watson stated he is against the survey.

Director McCassie stated they are going to compile a list for the investigator anyway. He said a survey can be included from the union.

Director Hon stated, "There's going to be discussion this week with the union, so I'm not sure we need to do a formal; we're going to do this by the end of the week, so by the time we'd get the questions, and out to everybody, it would take too long."

Mr. Murphy said in the future a survey would be informational by giving all staff and the Chief the opportunity to speak; no judgment, just additional information that would be helpful.

Citizen Ray Bretz stated the focus of the investigation should be of the rumors and accusations that are being made and getting to the bottom of it; that is what the Board said last week. He said somebody is paying for this; the investigators aren't doing it for free.

Director Hon confirmed it is expensive.

Chairman Watson stated, "I want to let you guys know, that the money is being spent right now."

Director McCassie said they put a neutral lead on it to be fair.

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Mr. Bretz suggested asking the investigators, “to figure out where the rumors and accusations are coming from; within this group or wherever, it’s going to have to be dealt with down the road.”

Mr. Angaran stated it has been listed as an investigation because there have been voiced concerns; but that doesn’t mean it is anything more than rumors or accusations, and the person that was picked to investigate was picked from a list of vetted investigators who are completely independent. So, the fact that a list of concerns is put together; the investigator will then follow the track, find out what the facts are and see if there is any substance to it. Mr. Angaran said the key is not that any decision has ever been made on the validity of the concerns; the key is to have someone independent look at the concerns, develop what the facts are, and then give a report to the Board; whether they support it or not.

Chief Huntley stated he has faith in any of the people listed to do the job they are hired to do. He said he is sure it isn’t the first time they have done the job, so he’s not sure they need to be told how to do it.

Discussion ensued.

Sue Seidl asked how the list would be compiled, such as everyone turning in a list of topics, and whether there would be an open meeting on Friday to then choose said topics to forward to the investigator.

Director Hon stated, “Between now and Friday, if both you, Vern and Dan, give me a list of what you have so that I can compile that; instead of having an open meeting, you can give me what you want on there, and I can then meet and get it all figured out.”

Director McCassie reiterated Director Hon would meet with the investigator.

Director Hon confirmed and asked for their lists by Wednesday.

Citizen Kevin Standlee asked for clarification; is Director Hon is going to make the final list to be given to the investigator?

Chairman Watson stated all three Board Directors will contribute their input to determine what they want to give to the investigators.

Director McCassie added that is without having a discussion of what the firm wants, or what he wants, and they will include the Union and the staff.

Chairman Watson agreed, saying the citizens of Fernley will be included and that is what they were voted here for; to be accountable for the tax paying citizens.

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Citizen Jim Sullivan asked if a timeline has been set for how long the investigation is to take.

Director Hon stated there is not a set timeline, but “we don’t want to drag this out.”

Mr. Sullivan inquired as to what Director Hon’s idea of ‘dragging it out’ is.

Director Hon stated that until she meets with the investigator, she feels it will be hard to set a timeline.

Discussion ensued.

**6. Discussion and Action regarding Administrative Staff Pay Scales\***

Director Hon stated she did not have clarity regarding Longevity Pay and Staff Pay Scales prior to the motion she made at the June 14, 2018 meeting; therefore, she would address items 6 and 7 combined. Director Hon said she wanted to modify the vote made during the June 14, 2018 Board Meeting, because \$500.00 is not equitable since Mrs. Miller has capped the steps and is restricted at only a 2% increase per year.

Director Hon amended motion to change Administration Longevity Pay to \$500.00 after 7-years of service, with an additional \$100.00 per year thereafter; capping at \$2,500.00; applicable to all future administrative personnel.

Chairman Watson seconded the motion.

Chief Huntley asked if this would be effective this fiscal year when the budget has already been set, or effective July 1<sup>st</sup>. He said he feels these item changes should be done within the fiscal budget discussions.

Director McCassie stated he would like to see it in the current budget.

Director Hon amended her motion to change Administration Longevity Pay to: \$500.00 after 7-years of service with an additional \$100.00 per year accrued thereafter, beginning immediately, and capping at \$2,500.00.

Director McCassie seconded the motion.

Mayor Roy Edgington suggested creating a policy for future personnel as well.

Director Hon amended her motion to change Administration Longevity Pay to: \$500.00 after 7-years of service with an additional \$100.00 per year accrued thereafter, beginning immediately, and capping at \$2,500.00; applicable to all current and future non-contracted employees.



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Director McCassie seconded the motion.  
The motion carried as follows: 3-0

Watson	Aye
Hon	Aye
McCassie	Aye

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

See #6.

**8. Discussion and Action to approve costs for repairs of Truck 61\***

Chief Huntley reported Truck 61 was repaired by Superior Equipment as they are manufacturer approved service, and the District has a long-standing relationship with them. Chief Huntley said the total cost of repair was \$3,610.44, and he is seeking approval of cost for said repairs.

Director McCassie made a motion to approve cost of repairs to Truck 61 in the amount of \$3,610.44.

Director Hon seconded the motion.  
The motion carried as follows: 3-0

Watson	Aye
Hon	Aye
McCassie	Aye

**9. Discussion and Action regarding 2018 Ballot Question\***

Director McCassie reported Firefighter/EMT A Bill Snyder being on assignment and unable to report on the status of the 2018 Ballot Question.

Director Hon stated the last meeting she attended only consisted of three attendees and ended without resolution. She said she would reach out to Mr. Snyder.

**10. Reports of Directors, Staff, Volunteers, Local 4547, City of Fernley**

Mayor Roy Edgington reported seasonal crews are out and watching Code Enforcement issues. He said the City is working on a grant to connect I-80 Exit 50, with Highway 50.

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Rehab/CERT Member Sue Seidl reported Fourth of July went well with Rehab and CERT assisting with crowd control; she suggested an electronic board for the 2019 Fireworks as it would be safer, and noted they are continuing training.

Chief Huntley stated he is considering making an electronic board a requirement; the District parking spaces have been re-striped with an additional disabled parking spot by Aspen Construction in thanks for utilizing the back lot during their project, and he supports POOL/PACT training.

IAFF Local 4547: None.

Volunteer Jim Sullivan reported President Joe Mendoza was officially sworn in, and there are two new members in addition to two new prospective volunteers. He said training continues and Secretary Marc Gomez has created a Volunteer Facebook page. Mr. Sullivan also noted supporting paid staff during a recent structure fire.

Administrative Assistant Stacey Rowling: None.

Office Manager Mrs. Miller reported the District will be using Nevada State Bank beginning August 1, 2018 with payroll beginning September; she met with POOL/PACT and completed the service plan trainings for the year, including Board trainings which she highly recommends the Board attend. Mrs. Miller requested the Board and Chief Huntley work with Administration regarding job descriptions and pay scales, as both are outdated over 10-years.

Director McCassie: None.

Director Hon inquired if POOL/PACT training will commence after the elections as she and Director McCassie were yet to be seated when the last years training were conducted.

Mrs. Miller confirmed they will, adding City of Fernley personnel will also be invited to attend said trainings.

Chairman Watson reported enjoying the July 4<sup>th</sup> activities with his family and read aloud some cards of support from the community. He also thanked Rehab/CERT and Volunteers for their help at the events.

**11. 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.)**

Citizen Chris Murphy encouraged the public to educate themselves by purchasing inexpensive radios to listen to fire calls, so they know what is happening.

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Citizen Kevin Standlee thanked the District for their parade efforts as he had a front row seat at his residence.

Jim Jenne suggested removing NRS 474.145 if the District is not going to use it, and he went to the County because he thought he was doing the right thing.

**12. Adjournment\***

Chairman Watson moved to adjourn at 1927 hours.  
 Director McCassie seconded the motion.  
 The motion carried as follows: 3-0

Watson	Aye
Hon	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 July 12, 2018.**

Respectfully Submitted by:

  
 Stacey Rowling, Administrative Assistant  
 North Lyon County Fire Protection District

August 16, 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>	—	—
_____ Approved with Corrections	—	—	—	—

  
 Pat Hon, Vice-Chairwoman  
 North Lyon County Fire Protection District

August 16, 2018  
 Date