

**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

August 16, 2018

**1. Call to Order**

The meeting was called to order by Vice-Chairwoman Hon at 1800 hours.  
Directors present included: Vice-Chairwoman Hon, Director McCassie, Director Riesen and Director Shattuck.  
Chairman Watson and Chief Huntley were absent.

The Pledge of Allegiance was led by Linda Carr. 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 95A Speedway representative Matt Sherman stated, "I would like to bring up Lantern Fest. Early Spring, they had a meeting regarding Lantern Fest where we were told by Chief Huntley that they were illegal in the State of Nevada; it would never happen. With new evidence coming to light, the fact that they are happening 30 miles away from here and they're completely legal and going on. We would like to reopen this item so that we can have them go on right in our own town and bring some of this money to Fernley rather than Reno. So, we would like to-I don't know if it's an agenda meeting, or if we have to have a separate meeting with Board Members; but at this point, we don't want to go through the Fire Chief, we want to go directly to the Board, get this permit signed, or if it's going to be signed; get it taken care of so we can proceed with all the rest of our permits, because the other companies will not follow through until we have the permit from the Fire Department because of what happened last time."

Vice-Chairwoman Hon stated that would be an agenda item for it to be presented to the Board. She said it would be tabled and put on the next agenda.

Director McCassie stated there could be a Special Meeting for that.

Director Riesen concurred with Director McCassie regarding the need for a Special Meeting.

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Director McCassie suggested notifying Dan Simpson of Fernley 95A Speedway and scheduling the meeting so he may attend.

The item was tabled and to be agenized for a Special Meeting.

**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**

Vice-Chairwoman Hon moved to exclude 3c for further discussion.

Director Riesen made a motion to approve 3a, b and d as presented.

Director McCassie seconded the motion.

The motion carried as follows: 4-0-1

Hon	Aye	Watson	Absent
McCassie	Aye		
Riesen	Aye		
Shattuck	Aye		

In further discussion regarding item 3c, Vice-Chairwoman Hon stated there has not been a Revenue and/or Expense report for this year because the District changed the accounting system. She said there should be the ability to prepare the reports for the next meeting. Vice-Chairwoman Hon stated she was advised the mutual aid amount is zero for the last fiscal ending year, even though it was budgeted. She said the Mutual Aid revenue will not be recognized until the funds are received. She said funds for mutual aid have not been received for the last fiscal year, but there are outstanding invoices.

Office Manager Kasey Miller stated mutual aid funds are usually received in the fall, and the next fiscal year's budget would be augmented.

Director McCassie inquired about the status of GEMT monies.

Mrs. Miller stated she is not working on the GEMT as Chief Huntley was instructed by the Board to work on it.

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Director McCassie asked that an updated GEMT status be added to the special meeting agenda.

Director Riesen made a motion to approve item 3c as presented.

Director Shattuck seconded the motion.

The motion carried as follows: 4-0-1

Hon	Aye	Watson	Absent
McCassie	Aye		
Riesen	Aye		
Shattuck	Aye		

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

Vice-Chairwoman Hon stated she met with the Gladding & Michel investigator on Monday the 13<sup>th</sup> and she was interviewed at that time. She said there are about 30 individuals that he will be interviewing during the process, and they anticipate that by the September meeting the report will be completed.

Citizen Chris Murphy asked if each of the individuals to be interviewed will be notified prior to the interview.

Vice-Chairwoman Hon stated the individuals will be notified upon scheduling of the interview, and it will be conducted in-person, in a private area of Station 61.

Citizens Greg McCaffrey and Matt Sherman both requested copies of the letter sent to Gladding & Michel, to which Mrs. Miller promptly provided them.

Director McCassie stated he has concerns with the absence of Chief Huntley; “the lack of communication, a few times he’s been here he’s left early; there’s some serious behavior going on.”

Vice-Chairwoman Hon stated the Chief had been ill; was in the ER Sunday with a kidney stone, and upon returning to work Tuesday was not feeling well and left early.

Citizen Linda Carr asked if there had been any discussion about administrative leave if there’s a serious issue going on.

Vice-Chairwoman Hon stated the Chief was on medical leave and he supplied the District with a letter.

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Mrs. Carr stated that medical leave is different than administrative leave.

Director McCassie stated if Chief is on administrative leave, the duties of the Chief can be assigned to someone else; right now, there is a lack of direction and communication.

Mrs. Carr said it is not demeaning toward the Chief, it is running a business; in any business, when on administrative leave, someone else steps up to fill-in until things are rectified.

Vice-Chairwoman Hon said her understanding is those duties went to the Captains on shift.

Mrs. Carr stated the Captains are stretched thin as it is.

IAFF Local 4547 President Paul Murphy stated there had not been any communication between the Captains and Chief Huntley, to which Captain Criscione agreed.

Director McCassie stated the Captains would still need direction.

Discussion ensued.

Vice-Chairwoman Hon directed Mrs. Miller to add to the special meeting agenda the discussion and action regarding chain of command and administrative leave.

**5. Discussion and Action regarding purchase of new office equipment\***

Mrs. Miller advised the Board of the outdated copier in the administrative offices, and there are weekly repair calls due to the age of the machine. She said a new machine is in the budget and referred to the packets for the estimates acquired to replace it.

Discussion ensued.

Director Shattuck made a motion to approve the cash purchase of a new Kyocera TASKalfa 5052ci, including the monthly maintenance agreement from Sierra Office.

Director McCassie seconded the motion.

The motion carried as follows: 4-0-1

Hon	Aye	Watson	Absent
McCassie	Aye		
Riesen	Aye		
Shattuck	Aye		

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

Vice-Chairwoman Hon stated her understanding is the question has been written with pros and cons.

Director Shattuck reported attending the Chamber luncheon and Bill Snyder gave a presentation regarding the Ballot Question. He said it was put together well and Mr. Snyder answered anticipated questions thoroughly and simply.

Director McCassie requested Mrs. Miller add this topic with Mr. Snyder's presentation to the special meeting agenda.

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

Local 4547 President Murphy reported NLCFPD presently has 3 firefighters in Boise, Idaho; the crew relieved a previous crew stationed in Boise totaling a month of continuous service. He said the staff are working as hard as they can to bring in additional revenue.

Rehab member Jim Jenne reported Rehab went out on one incident last month.

Volunteers: None.

Director Shattuck reiterated kudos to Mr. Snyder for his presentation at the Chamber luncheon.

Director McCassie reported the City working on the master plan for Fernley.

Director Riesen stated he wants to look at bringing in additional revenue such as grants, while acknowledging it is the Chief's responsibility. He stated, with the community growing, the district will be lacking in fireman and equipment; \$1000.00 here and \$5,000.00 there are important.

Vice-Chairwoman Hon stated a good discussion is needed regarding Grants, and requested the topic added to the next agenda.

Director Shattuck agreed and asked for previous grant information to be included, in the event they can be reapplied for.

Administrative Assistant Stacey Rowling reported receiving a \$1,000.00 grant from Walmart Community Grant; weed abatement is moving along, and the Ambulance Saver subscriptions are increasing with new residents.

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Mrs. Miller reported 6 new staff; (3) EMT advanced and (3) Paramedics, attending orientation at Station 61 on August 19<sup>th</sup>, with a start date of August 27<sup>th</sup>. She said there are 3 new single role staff as well and thanked all for helping with the hiring process.

Vice-Chairwoman Hon said she would like to have the Ambulance Saver program presented to some service groups.

Mrs. Miller stated Fernley Estates is working on having the program as part of their rental agreement for each resident.

Director Shattuck suggested continuing the Vial of Life program as well.

**8. 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.)

Linda Carr reported attending NSFA this year and praised all NLCFPD Volunteers for the great representation and job well done.

**9. Adjournment\***

Vice-Chairwoman declared adjournment at 1845.

**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 August 16, 2018.**

Respectfully Submitted by:

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

Sept. 13, 2018  
Date

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Approval of Minutes

	<u>For</u>	<u>Against</u>	<u>Abstain</u>	
<u>✓</u> Approved as Read	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
Approved with Corrections	<u>    </u>	<u>    </u>	<u>    </u>	<u>    </u>

Vern Watson  
Vern Watson, Chairman  
North Lyon County Fire Protection District

9-13-2018  
Date