

**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

November 8, 2018

**1. Call to Order**

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

The Pledge of Allegiance was led by Steve 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.)

Citizen Sue Seidl congratulated newly elected Board Directors Matt Johnson and Terrin Hicks. Ms. Seidl stated many of the reports from District entities are submitted to the Mayor whom reads them.

Mayor Edgington stated two-way communication is necessary, and once monthly feedback would be good. He also apologized for any inconvenience regarding the Hardie Lane project.

**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 Riesen requested the removal of item 3c for further discussion.

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Director Hon made a motion to approve Consent Agenda 3a, 3b and 3d.  
Director Shattuck seconded the motion.

The motion carried as follows: 5-0

Watson	Aye	Shattuck	Aye
Hon	Aye		
McCassie	Aye		
Riesen	Aye		

Discussion ensued regarding item 3c.

Director Riesen made a motion to approve item 3c.  
Director Hon seconded the motion.  
The motion carried as follows: 5-0

Watson	Aye	Shattuck	Aye
Hon	Aye		
McCassie	Aye		
Riesen	Aye		

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

Director Hon reported an email she received from Gladding & Michel stating the investigation is complete and they will hand-deliver a copy to the District Counsel in order to protect the importance of Attorney and Client privilege.

Jack Angaran stated no matter the outcome of the investigation, it was completed honestly and thoroughly.

**5. Discussion and possible action regarding the GEMT status and funds that are to be collected\***

Chief Huntley stated he discussed the issue with Director Hon today that he thought he gave a report at the September meeting; the October meeting was postponed, but he still gave a report. He said he has worked with Leah Lamborn and signed the 2016 and 2017 final adjustment documents.

Discussion ensued.

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**6. Discussion and possible action regarding the Fire Chief's accountability and itinerary\***

Director McCassie pulled this item in light of the clarifying conversation he had with Chief Huntley prior to the meeting.

**7. Discussion and possible action regarding required reports at the Fernley City Council Meetings\***

Director McCassie stated the item is regarding building relationships with agencies, and once monthly the Sheriff attends a City Council Meeting. He said it was his understanding the Chief's job duties include attending such meetings to report on the District activity. Director McCassie stated it has been at least five months since he has seen Chief Huntley at a meeting.

Chief Huntley stated the question was answered in the investigation and he hopes that information will be out there soon; but he has still been sending reports, so the City would have something. Chief Huntley said he believes as Chief he has been more involved with the City than any other Chief Preceding him, and he stated that in the investigation. He said regarding the Hardie Lane project; there was a pre-planning meeting during which the staff were apprised of road closures etc. Chief Huntley stated he speaks with the City Engineer almost daily due to the construction projects.

Director McCassie stated City Council Meetings are also streamed live, making reports important.

Chairman Watson asked if there is an NLCFPD representative at the City Council Meetings.

Chief Huntley stated not in the last few months; he used to have a Volunteer Lieutenant attend the meetings he couldn't make it to, until the Lieutenant was unable to go. He said he stands by his statement of not attending all meetings but had attended a heck of a lot of them, until the current events began.

**8. Discussion and possible action to review and update District Standard Operating Procedures\***

Director Reisen stated the last time the SOP's were looked at was 2008 and corrections to verbiage as well as procedure are necessary.

Discussion ensued regarding Fire Board SOP's #1, 7, 8, 10, 12 and 13.



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Office Manager Kasey Miller stated she will make the discussed amendments to the aforementioned SOP's and put on December agenda for discussion and possible approval.

Director Reisen asked Kasey Miller to also add Fire Board SOP # 9A, #9B and Admin SOP #3 to the December agenda.

**9. Discussion and possible action regarding repair of Engine 61\***

Chief Huntley stated Engine 61 has ongoing problems and referred to Captain Cohen for further information.

Captain Cohen explained the cam is worn out and needs replacement; he said there are low miles on the engine, but the idling hours are high.

Director Hon made a motion to approve the requested repairs to Engine 61 by Smith Power Products in the amount of \$4,185.97.

Director McCassie seconded the motion.

The motion carried as follows: 5-0

Watson	Aye	Shattuck	Aye
Hon	Aye		
McCassie	Aye		
Riesen	Aye		

**10. Discussion and possible action regarding the purchase of new station computers\***

Chief Huntley stated the replacement of computers was factored into the budget as they are aging.

Administrative Assistant Stacey Rowling stated there are many problems with the computers in the Fire/EMS quarters that infringe on the staff's ability to properly document and report calls, as well as continuing education applications hence the need to replace them.

Discussion ensued.

Director Shattuck made a motion to approve the replacement of computers and monitors, not to exceed \$3,525.00.

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Director Hon seconded the motion.  
The motion carried as follows: 5-0

Watson	Aye	Shattuck	Aye
Hon	Aye		
McCassie	Aye		
Riesen	Aye		

**11. Discussion and possible action regarding the purchase of new telephone system\***

Administrative Assistant Stacey Rowling stated the current NEC telephone system is antiquated and no longer supported by the manufacturer for troubleshooting or replacement parts. Ms. Rowling referred to the three bids for new telephone systems and said all three were invited to the meeting, but DCR Communications was the only in attendance. Ms. Rowling stated the cabling cabinet is also in extreme need of organization and clean-up, which DCR attached as a separate project and bid. Ms. Rowling introduced Dave Bryant and his two associates, Cory and Spencer to further explain their proposal and answer any questions from the Board.

Discussion ensued.

Ms. Rowling stated staff recommendation is DCR Communications for purchase of telephone system as well as cabling clean-up and organization.

Director Hon made a motion to approve the purchase of new telephone system from DCR Communications in the amount of \$6,845.00 in addition to cabling clean-up in the amount of \$810.00 to include 90-day warranty.

Director Riesen seconded the motion.  
The motion carried as follows: 5-0

Watson	Aye	Shattuck	Aye
Hon	Aye		
McCassie	Aye		
Riesen	Aye		

**12. Reports of Director, Staff, Volunteers, Local 4547, City of Fernley**

Mayor Edgington reported the Hardie Lane project target date is approximately one year because the power poles and plumbing will have to be relocated and asked to show constraint while work is in progress.

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IAFF Local 4547: None.

Office Manager Kasey Miller reported Pub-Ed at Cottonwood Elementary School and East Valley Elementary School went well. She said she is continuing work with the auditor and accountants. Mrs. Miller stated she met with BLM representatives regarding billing; there are two invoices from 2017 that will be resubmitted for additional revenue. She reported the transition from Wells Fargo Bank to Nevada State Bank is going well; she is working with Medicare regarding updates and the Car Seat event in October did not go well due to the weather. Mrs. Miller said Liberty Fitness is collecting toys for Christmas for Kids, and the breakfast will be at Station 61 on December 15<sup>th</sup>; there is also a Blood Drive that day in front of the station.

Administrative Assistant Stacey Rowling reported working well with IT.

Director Riesen: None.

Director McCassie: None.

Director Hon reported the Chamber of Commerce is hosting the 8<sup>th</sup> annual Community Dinner on Thanksgiving at the Fernley Senior Center; they need people to volunteer cooking turkeys from home and delivering to the Senior Center; see Director Hon for more information. She said Terrible' s donated cash, and Fernley Jeep donated a bicycle.

Chief Huntley reported on several large plan reviews including a 4-story Hampton Inn; the Fire Life Safety Plan Review netted \$19,000.00 for the District, and Polaris with a 475,000-foot facility. He said there was a POOL/PACT metropolitan appraisal done including all apparatus, which he did not recall FAIRA ever doing. He stated receiving a call from Mineral County Fire Chief Lawrence regarding a Type III Engine; he requested Mrs. Miller add the topic to the December meeting agenda.

Chairman Watson thanked everyone for their hard work and team concept; the Hardie Lane project will be a great improvement.

**13. 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 Sue Seidl said the City is growing fast and we should be forward thinking and looking to the future, not the past.



