

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

December 13, 2018

1. Call to Order

The meeting was called to order by Chairman Watson at 1803 hours. Directors present included: Chairman Watson, Vice-Chairwoman Hon, Director McCassie, Director Riesen and Director Shattuck. Jack Angaran attended via telephone.

The Pledge of Allegiance was led by Bill Snyder. 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 Riesen requested item 5 on the Agenda removed due to incomplete information, and agendized on the January 10, 2018 meeting.

Director Hon made a motion to accept Consent Agenda as presented.
Director McCassie seconded the motion.
The motion carried as follows: 5-0

Watson	Aye	Riesen	Aye
Hon	Aye		
McCassie	Aye		
Shattuck	Aye		

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4. Discussion and possible action regarding proposal for settlement between District Fire Chief Huntley and the North Lyon County Fire Board of Directors*

Chairman Watson read aloud the following statement:

“The employment relationship between Mr. Huntley and the District has ended and all related matters have been resolved to the Parties’ satisfaction. The parties have specifically agreed that the Report of Investigation and all related documents involved in this personnel matter shall be sealed and shall remain completely confidential.”

Also, “Dated December 13, 2018

Dear Chairman Watson:

Please accept this letter as formal notification that I am leaving my position with North Lyon County Fire Protection District on December 13, 2018.

Thank you for the opportunities you have provided me during my time with the District. Effective 1700 hours S.H. 12/13/18 S.H.

Sincerely,

Scott Huntley.”

Director Riesen made a motion to approve Mr. Huntley’s resignation effective 1700 hours 12/13/18.

Director McCassie seconded the motion.

The motion carried as follows: 5-0

Watson	Aye	Riesen	Aye
Hon	Aye		
McCassie	Aye		
Shattuck	Aye		

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

Tabled for January 10, 2018 meeting.

6. Discussion and possible action to donate excess apparatus to Mineral County for fire protection services*

Chairman Watson explained Mineral County is down an Engine in Mina. He said they cover Walker Lake, Hawthorne, Luna and Mina.

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Discussion ensued.

Director Hon made a motion to loan Mineral County Fire a Type III Engine until February 28, 2019 with the stipulation of proof of insurance as well as being returned to NLCFPD in the same condition or better than when received.

Director Shattuck seconded the motion.

The motion carried as follows: 5-0

Watson	Aye	Riesen	Aye
Hon	Aye		
McCassie	Aye		
Shattuck	Aye		

7. Reports of Director, Staff, Volunteers, Local 4547, City of Fernley

City of Fernley: None

IAFF Local 4547: None

Volunteers: None

Cert: None

Rehab: None

Fire/EMS Staff: None

Director Shattuck stated he felt it necessary to schedule a Special Meeting for Thursday December 20, 2018 to discuss Interim Chief.

Director Riesen stated he would attend the next City Council Meeting to report Scott Huntley's resignation.

Director McCassie: None

Director Hon read aloud a Thank You letter from Mr. John and Mrs. Linda Bremner at 565 Country Drive, whom donated \$200.00 in honor of the hard work done to save their home from burning during a fire that destroyed their neighbors home.

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Director Hon also stated, “In the interim until we define who we’re going to have as an interim chief; we need someone to step in in that short time, and you as Chairman, Vern; I recommend that we just have you take that capacity until we identify who the Interim Chief is, and then go through the process of hiring a permanent Chief. So, in the; so, our goal is to have that resolved by the January 10th meeting. So, with just the; for now, to January 10th and then in the meeting next week we’ll discuss the other areas of coverage, such as the inspections and plan checks.” She said, “In the special meeting, the items that will be on the agenda, to get the process going; we need someone to take over inspections and plan reviews, possibly hire a contract employee on an hourly basis; no benefits or PERS. So, we already have contacted some agencies and we’re working on that. Hiring an interim fire chief and there are individuals in this area who only do interim and companies that can set this up, such as DCI, Emergency Services Counseling International; or contact our neighbors to see if they can help, and we’re in the process of doing that. Direct our Office Manager to get Fire Chief job descriptions from other Areas to get to the Board to review and make recommendations for our district. We’ll revise the Fire Chief Job Description with POOL/PACT and a special meeting or workshop and hire a third- party company to lead the hiring, testing process. And then, uh set dates for Fire Chief hiring process that will be in the advertising flyer, advertising dates, testing dates, times, locations; interview panel dates, times locations; Board interview dates, time locations and hire date. So, we’ll have a busy agenda next week.”

Chairman Watson said, “As the interim, and being the Chair, me helping out with that but I’m going to be directing to the three Captains that we have for operational purposes. We as the Board will still be doing as the Chair and Vice-Chair Administrative services, as we have been, and we’ll still be doing that diligently. We have some new Board people coming on; that’s why that connects me (inaudible) and so we can move forward, and that’s why we came to this conclusion tonight.”

Director Hon said, “You’re absolutely correct we are not going to look backwards, we are going to look forward to the future.”

Office Manager Kasey Miller thanked staff for the last couple months in helping out a lot and she’s looking forward to the future. She said Christmas for Kids will be Saturday the 15th and donations are still being collected and all are welcome to volunteer to help out. Mrs. Miller said also on the 15th are the Vitalant Blood Drive at Station 61 from 0800 to 1200, and Wreaths Across America at the Nevada Veteran’s Cemetery.

Administrative Assistant Stacey Rowling reported the year has been a tough one; thanked staff for their hard work and said she is excited to bring in the new year.

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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.)

Citizen Steve Carr thanked Mr. Watson for his time on the Board (7.5 years) and encouraged him to keep in touch.

Chairman Watson thanked the community and fire family for allowing him to serve.

Citizen Linda Carr stated the staff does not get enough credit considering how many hours they put in and the fact they put their lives on the line. She said they did a hell of a job fighting the fire on Country Drive and saving the surrounding homes. She said we need to remember the ultimate goal for the entire department is protecting and saving our community.

Mr. Howard thanked staff for their service in helping his wife, Patricia during an EMS event.

Citizen Kevin Standlee stated he spoke with Director Shattuck saying he would be delighted to educate the Board on how procedural rules can speed up meetings.

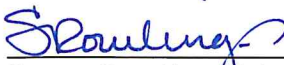
Sgt. Pete Baltes with the Lyon County Sheriff's Office stated they too are going through changes soon; they have a great relationship with NLCFPD and work well together. He said Commander Smith is still running the Fernley substation, and for any issues on cooperation and trainings to contact them.

9. Adjournment*

Chairman Watson adjourned the meeting at 1828.

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 December 13, 2018.

Respectfully Submitted by:



Stacey Rowling, Administrative Assistant
North Lyon County Fire Protection District


January 10, 2018
Date

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Approval of Minutes

	<u>For</u>	<u>Against</u>	<u>Abstain</u>	
<u> </u> Approved as Read	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>

<u> </u> Approved with Corrections	<u> </u>	<u> </u>	<u> </u>	<u> </u>
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~~Vern Watson, Chairman~~
 North Lyon County Fire Protection District

Date 1/16/2019