

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 20, 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.

The Pledge of Allegiance was led by Harry Wheeler. 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 Chris Murphy thanked Director Reisen for working on the SOP's and putting forth a synopsis of the financial status.

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

Director Riesen clarified the Interim Fire Chief applicants are clear the position is *Interim only*.
Director Hon made a motion to accept Consent Agenda as presented.
Director Shattuck 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 to appoint an Interim Fire Chief*

Applications were submitted by: William Snyder, Steve Carr and Rick Kabele.

Discussion ensued.

Director Hon recommended Steve Carr.

Director McCassie recommended Steve Carr.

Chariman Watson recommended Steve Carr.

Director Shattuck recommended Steve Carr.

Director Riesen recommended William Snyder.

Director McCassie made a motion to appoint Steve Carr as Interim Fire Chief.

Director Hon seconded the motion.

The motion carried as follows: 4-1

Watson	Aye	Riesen	Nay
Hon	Aye		
McCassie	Aye		
Shattuck	Aye		

5. Discussion and possible action to appoint Interim Fire Prevention positions* 1753

Chairman Watson stated, "I have been working with Shane Cartwright with Fed Fire Fallon; we've been doing some inspections throughout the City; Silver State Relief, Schell Creek Construction and I believe it was Polaris, but he went and did the inspections on those, as of beginning this week. Today is Thursday; I think he went on either Tuesday or Wednesday, I can't remember. But that is in the process, we have to sign off on that. I will get with Steve on that. Sign off for Silver State Relief so they can open up soon; and then Schell Creek Construction project is over there next to Pioneer Crossing, and that was inspected also. So, I think we're up to date on all that; I don't know what all other literature we got coming in."

Office Manager Kasey Miller asked Chairman Watson if he was working with Fire Recovery USA and turning in the inspections to them?

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Chairman Watson said, "Uh yes, Shane was getting the paperwork going with all that; he's got all his certifications, he's certified. The only thing, he just finished his plan reviews, and he just needs a little bit of shadowing with Central Lyon and we're going to work with those guys. And then Central Lyon, I believe Mr. Snyder was giving me the name on some of those guys from Central Lyon, but I can't remember the names."

Mrs. Miller stated she spoke with Chief Harvey earlier, and he said they are willing to fill in short term, do our plan reviews for free; they won't even take half of it. She said, "But, we have a contract with the State Fire Marshal's Office that states that we have to go through them and have our people; whoever we have do our plan reviews, has to be ok'd and signed off by the State Fire Marshal's Office."

Chairman Watson stated he would follow up on that, and he knows Shane is working on that also.

Mrs. Miller reiterated that Central Lyon will do them for free.

Chairman Watson said Shane told him that he would do them basically for free too.

Director McCassie referred to Rick Kabele.

Rick Kabele stated he is retired Building Official from the City of Fernley and he is a Board-certified fire inspector and fire plans examiner and also a certified fire protection specialist with 40 years' experience. He said Director McCassie is correct; he will not do it for free.

Chairman Watson said, "Well, I'd like to meet with you after the meeting, and the new Interim Fire Chief and maybe we can have some discussion."

Director Shattuck asked Mrs. Miller, "You were mentioning that there's a contract that our fire department has, that no other fire department has which requires the person to be approved, and the individual from Central that would be doing the reviews for us for free, already has that issue taken care of. So that's one of the things that wasn't mentioned so far in the meeting, that's top of my mind, is if you need State Fire Marshal's Office to weigh in on it is an important fact."

Mrs. Miller stated, "No matter who does it, we have to ask permission from the State Fire Marshal's Office if they can do it."

Chairman Watson stated, "The person I was working with is certified, and has his certifications and he just finished his plan reviews; and maybe we can work out something with Rick Kabele, and maybe we can get that working together for our district. Appreciate it. And then we will make sure all our checks and balances are all covered with the State Fire Marshal's Office."

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Director Riesen said, "I have a question; well then where are we? I mean we've got three people; two doing them for free, one here that you're going to meet with after the fact and try to work something out. But we have an agenda item here that needs to be followed."

Chairman Watson stated, "I just need some guidance from what you guys want on the person I've been using as of a week ago. He's been doing; he's done three of them so far and his fee is either free or very minimal is what he told me. So, I need to know if you guys want to work with him, or Central Lyon people, or with Rick. But I was trying to get everybody together with the new Interim Chief to see if we can get something in place."

Director Riesen suggested Chairman Watson table this item. Because then you're stepping outside the guidelines of the agenda item.

Director Hon said, "Remember the agenda item says, "Discussion and possible action"; that doesn't mean we have to take action, just possible action."

Director Riesen stated Director Hon is correct, but when you start stepping outside the agenda you could be stepping on your own feet regarding the Agenda item.

Mrs. Miller stated there are two big plan reviews from Polaris that have been here one week and need reviewed. She said they have called her and have been very polite and patient, but they need to be reviewed.

Director Hon said Polaris, the plan review should definitely go through Central.

Director Watson stated after the first of the year it will be discussed with the new Interim Chief, and all the checks and balances are covered.

Discussion ensued.

Citizen Kevin Standlee asked Chairman Watson if the intention is to hold some sort of meeting *after* this meeting, and then somehow decide and come back to the Board, or is he asking the Board to delegate this to him to make the final decision.

Director Hon stated she believed Chairman Watson ultimately chose to discuss the matter with the Interim Chief, and Chairman Watson agreed.

Chairman Watson stated as the Chairman he will speak with the Interim Chief to clarify doing business with a certified professional that is approved by the State Fire Marshal Office.

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6. Discussion and possible action to review and update District Fire Chief Job Description and Job Announcement*

Chairman Watson stated Mrs. Miller had been tasked with attaining additional Chief Job Descriptions for the Board to review and compare.

Director Hon stated she thoroughly read the three descriptions she received prior to today, but she had not had time to read the additional two Mrs. Miller acquired today.

Mrs. Miller stated she sent the descriptions to the Board as soon as she received them.

Discussion ensued.

Director McCassie suggested a committee be formed including the Interim Chief, 2 Directors, (one currently seated and one new) Local IAFF 4547 to discuss the descriptions.

Discussion ensued.

Director Hon made a motion to form an Advisory Committee consisting of Interim Chief Carr, Director Hon, Director Hicks, and Local IAFF 4547 President Paul Murphy; and set a Workshop on January 10, 2019 at 1700 hours and the Board Meeting to follow at 1800 hours.

Director McCassie seconded the motion.

The motion carried as follows: 5-0

Watson	Aye	Riesen	Aye
Hon	Aye		
McCassie	Aye		
Shattuck	Aye		

7. Discussion and possible action regarding District Fire Chief Hiring Process*

Director McCassie suggested hiring a company to manage the process of gathering, testing and interviewing candidates, and submit recommendations to the District.

Discussion ensued.

Director Riesen made a motion the District look at hiring an outside, neutral company to vet the applications and the whole process.

Director McCassie seconded the motion.

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In further discussion, Director Hon asked that the information regarding potential companies be agendized on the January 10th meeting, so they may be discussed and voted on.

The motion carried as follows: 5-0

Watson	Aye	Riesen	Aye
Hon	Aye		
McCassie	Aye		
Shattuck	Aye		

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 Kevin Standlee stated were he a Board Member he would suggest having the Workshop on a day separate from the Board Meeting to then discuss at the Board Meeting. He stated he felt the time for the Workshop is underestimated in allowing for only an hour.

Citizen Harry Wheeler thanked Chairman Watson and Director Shattuck for the jobs they have done and service to the District, and commended Interim Chief Carr for taking on the task.

Citizen Chris Murphy said there's a stigma in here for the last 14 years and the number one problem is 100% understaffing; when you walk into this room, that should be the number one thing on your mind and to be proactive.

Interim Chief Carr thanked the Board for the vote of confidence to serve as Interim Chief, and the one thing he will do is keep the Board informed as to what is going on. He said he will work with staff and Mrs. Miller; he did not put in for a full-time position but will keep things going.

Director Hon invited Chairman Watson to attend the January 10 meeting; thanked him for his service, and he will be missed, and welcomed new Board Directors Matt Johnson and Terrin Hicks.

9. Adjournment*

Chairman Watson adjourned the meeting at 1759.

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**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 20, 2018.**

Respectfully Submitted by:

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

January 10, 2018
 Date

Approval of Minutes

	<u>For</u>	<u>Against</u>	<u>Abstain</u>	
<u>2</u> Approved as Read	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>

Approved with Corrections	—	—	—	—
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Don McCassie
~~Vern Watson~~, Chairman
 North Lyon County Fire Protection District

Date 1/10/2019