

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

January 10, 2019

1. Call to Order

The meeting was called to order by Director Hon at 1800 hours. Directors present included Director Hon, Director McCassie, Director Riesen and Terrin Hicks. Matt Johnson was absent.

The Pledge of Allegiance was led by William Shattuck. 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.)

Judge Mathews gave the Oath of Office to new Board Director, Terrin Hicks.

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

3.b Review & Approve Board Minutes

3.c Review & Approve Revenues and/or Expenditures

3d. Summary Reports

Director McCassie made a motion to approve the Consent Agenda.

Director Hicks seconded the motion.

The motion carried as follows: 4-0

| | | | |
|----------|-----|---------|--------|
| McCassie | Aye | Johnson | Absent |
| Hon | Aye | | |
| Riesen | Aye | | |
| Hicks | Aye | | |

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4. Election of 2019 Board of Director Positions*

Director Hon nominated Director McCassie for Chairman.
Director Hon made a motion to elect Dan McCassie as Chairman.
The motion carried as follows: 4-0

| | | | |
|----------|-----|---------|--------|
| McCassie | Aye | Johnson | Absent |
| Hon | Aye | | |
| Riesen | Aye | | |
| Hicks | Aye | | |

Director McCassie nominated Director Hon for Vice-Chair.
Director McCassie made a motion to elect Pat Hon as Vice-Chair.
The motion carried as follows: 4-0

| | | | |
|----------|-----|---------|--------|
| McCassie | Aye | Johnson | Absent |
| Hon | Aye | | |
| Riesen | Aye | | |
| Hicks | Aye | | |

Director Hon nominated Director Riesen as Secretary/Treasurer.
Director Hon made a motion to elect William Riesen as Secretary/Treasurer.
The motion carried as follows: 4-0

| | | | |
|----------|-----|---------|--------|
| McCassie | Aye | Johnson | Absent |
| Hon | Aye | | |
| Riesen | Aye | | |
| Hicks | Aye | | |

5. Discussion and possible action to approve Interim Fire Chief Contract and Salary*

Interim Fire Chief Carr stated the previous Fire Chief was paid \$49.00 per hour, and he is requesting hourly at \$30.00 per hour. He said he has been tracking and recording his hours for Board review at any time.

Discussion ensued.

Director Hon made a motion to approve Interim Fire Chief Contract with the District, at an hourly wage of \$30.00 per hour.
Director Riesen seconded the motion.

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The motion carried as follows: 4-0

| | | | |
|----------|-----|---------|--------|
| McCassie | Aye | Johnson | Absent |
| Hon | Aye | | |
| Riesen | Aye | | |
| Hicks | Aye | | |

6. Discussion and possible action to approve the District Fire Chief Job Description and Salary Range*

Director Hon made a motion to accept the District Fire Chief Job Description and Salary Range that was discussed and finalized during the Workshop, with a salary range of \$120,000.00 to \$140,000.00.

Director Hicks seconded the motion.

The motion carried as follows: 4-0

| | | | |
|----------|-----|---------|--------|
| McCassie | Aye | Johnson | Absent |
| Hon | Aye | | |
| Riesen | Aye | | |
| Hicks | Aye | | |

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

Interim Chief Carr stated he spoke with Ann at Western Fire Chief's and explained NLCFPD's situation. He said that Western Fire Chief's would do is advertise the position, accept the expressions of interest, vet the candidates for the needs of NLCFPD and for an additional fee, the background checks. Interim Chief Carr said after that process, they would send the District a list of the top six candidates for the Board to review and discuss. He said their fee for all of that is a one-time 15% of the entry level salary of the Fire Chief, which would not come payable until one year *after* the hire date. Chief Carr stated based on previous District Chief hiring experience, the process takes a lot of time and the fee at the time was approximately \$10,000.00. He said the timeline can be set at the discretion of the Board, and he will have more details after a teleconference with Ann tomorrow.

Discussion ensued.

Director Hon made a motion for Interim Fire Chief Carr to go forward with Western Fire Chief's to get the District Fire Chief hiring process started and finalized.

Director Hicks seconded the motion.

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The motion carried as follows: 4-0

| | | | |
|----------|-----|---------|--------|
| McCassie | Aye | Johnson | Absent |
| Hon | Aye | | |
| Riesen | Aye | | |
| Hicks | Aye | | |

8. Discussion and possible action to approve a District Legislative Committee*

Interim Fire Chief Carr stated there will be many changes in legislation in the upcoming year that can affect fire districts, cities, etc. He said as far as the Fire District itself, there would be a committee set to address any issues.

Discussion ensued.

Director Hon made a motion to approve a District Legislative Committee comprised of Interim Fire Chief Carr, Director Dan McCassie, IAFF 4547 President Paul Murphy.

Mayor Edgington suggested having an alternate Director in the event Director McCassie is unavailable, as well as a lobbyist. He said he would like to see the Fire District and the City work together.

Director Hon modified the motion to approve a District Legislative Committee comprised of Interim Fire Chief Carr, Director Dan McCassie, IAFF 4547 President Paul Murphy and include alternate Director Hon.

Director Hicks seconded the motion.

The motion carried as follows: 4-0

| | | | |
|----------|-----|---------|--------|
| McCassie | Aye | Johnson | Absent |
| Hon | Aye | | |
| Riesen | Aye | | |
| Hicks | Aye | | |

9. Reports of Directors, Staff, Volunteers, Local 4547 and City of Fernley

Director Hicks thanked Pat Hon, Interim Chief Carr, Paul Murphy and Steve Kuntz for the work their work on the District Fire Chief Job Description.

Director Riesen: None.

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Director Hon thanked the Advisory Board for their work on the District Fire Chief Job Description and said Interim Fire Chief Carr is invaluable. She reported Vern Watson was unavailable due to a family medical situation.

Director Riesen asked when the budget needs to be ratified.

Office Manager Kasey Miller advised the workshops will not start until February; they will be in February and March. She said the Tentative Budget will be at the April meeting, with the Final Budget by May.

Office Manager Kasey Miller recognized Adam Brewer and Dan Taylor responded to a call of a person who had fallen while shoveling snow. She said they cared for the patient, and then finished shoveling the snow. Mrs. Miller said they went above and beyond and don't get enough recognition for the things they do on a daily basis.

Interim Chief Carr stated he has been working together with Kasey and Staff from his first day including the gathering of contacts. He said he did not make it to the City Council Meeting but will continue to make reports to distribute and he will be at the February City Council Meeting; if he cannot, a Director will attend. Interim Chief Carr stated he has been in contact with City staff and Chief Harvey regarding the plan reviews and business inspections; there will be a direct conduit with the City and Central to eliminate delays. He stated the Fire Marshal visited Station 61 to clarify what the District can and cannot do; the next day the Fire Marshal's Office contacted him regarding having a Fire Inspector Class for NLCPD staff in February. Interim Chief Carr also reported attending a CERT and Volunteer meeting.

Mayor Edgington stated the City has a bi-weekly workshop for new builders/developers, and he strongly suggested the Fire Chief attend in order to answer any questions regarding fire codes, prevention and requirements.

Volunteer Jim Sullivan reported having 14 members; losing one-member last month due to out-of-state employment; voted in 1 new member and 3 new members currently in the 3-month probationary period; 1 Volunteer recently graduated the TMCC Fire Academy with Firefighter I; exciting things coming up in February with Captain Kuntz and the Lyon County Sheriff's Office regarding the use of drones and robots.

Potential Rehab Volunteer Kyle Hanford introduced himself and said he is excited to be a part of the team.

Local 4547 President Paul Murphy welcomed Director Hicks and Director Johnson; they are excited to work with Chief Carr.

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City of Fernley Mayor Edgington reported a potential upcoming project.

Rehab Volunteer Shelley Pringle reported 2 recent resignations and Rehab had 4 resignations; CERT is not doing much. She said potential restructuring will be a good thing.

10. 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.)

Mayor Edgington stated at the Ambassadors Meeting there was a woman who had a medical event and she managed to dial a friend out-of-state whom called 911 for help, giving the ambulance directions to the house. He said the point being the guys got there and provided aid, thus impressed the Ambassadors.

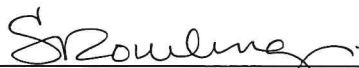
Chairman McCassie stated he is pulled thin between the City and his business, but he will make himself available as much as possible to work on situations.

11. Adjournment*

Chairman McCassie adjourned at 1853.

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 January 10, 2018.

Respectfully Submitted by:

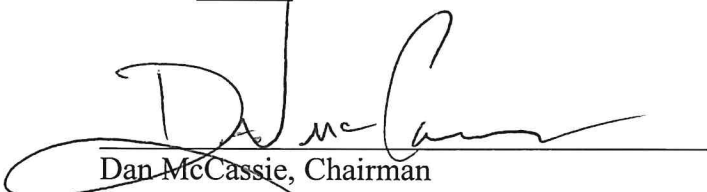


Stacey Rowling, Administrative Assistant
North Lyon County Fire Protection District

2-14, 2019
Date

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Approval of Minutes

| | <u>For</u> | <u>Against</u> | <u>Abstain</u> | |
|-----------------------------------------|---------------|----------------|----------------|---------------|
| <u> 2 </u> Approved as Read | <u> 5 </u> | <u> 0 </u> | <u> 0 </u> | <u> </u> |
| <u> </u> Approved with Corrections | <u> </u> | <u> </u> | <u> </u> | <u> </u> |


 Dan McCassie, Chairman
 North Lyon County Fire Protection District

2/14/19
 Date