

**North Lyon County Fire Protection District**  
**195 East Main Street**  
**Fernley, Nevada 89408**  
**District Office (775) 575-3310 District Fax (775) 575-3314**

MINUTES

Workshop

NORTH LYON COUNTY FIRE PROTECTION DISTRICT

January 10, 2019

**1. Call to Order**

The meeting was called to order by Director Hon at 1700 hours.  
Directors present included: Director Hon, Director McCassie, Director Riesen.  
Terrin Hicks was present and Matt Johnson was absent.

The Pledge of Allegiance was led by Kevin Standlee.

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. 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 & Approve Board Agenda\***

Director Riesen made a motion to approve Consent Agenda.  
Director McCassie seconded the motion.  
The motion carried as follows: 3-0

Hon	Aye
McCassie	Aye
Riesen	Aye

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**4. WORKSHOP: Discussion to review and update District Fire Chief Job Description and Pay Scale**

Director Hon thanked Paul Murphy, Terrin Hicks and Interim Chief Carr for their work on the attached Fire Chief Job Description. She said the Advisory Committee reviewed five job descriptions, looking closely at Central Lyon and Mason Valley and they were identical. Director Hon stated the committee adjusted the job description to be more suitable for NLCFPD. She referred to Distinguishing Characteristics, saying the last line is, "An employee in this position is 'at-will', serving at the pleasure of the Fire District Board." Director Hon said the previous Fire Chief was under contract; the Advisory Committee is proposing the position be at-will. She also referred to Special Requirements saying the committee added, "Employee must establish permanent residency within the geographical boundaries of the Fire District, within six (6) months from the date of employment. Employee must submit to an annual medical physical exam as provided by the Fire District." Director Hon said permanent residency is very important. She said the draft was submitted to POOL/PACT and the attached description is the final draft after the two adjustments were made.

Director McCassie requested clarification of 'at-will', asking if it is *with* a contract or *without* a contract?

Director Hon responded it is without a contract.

Discussion ensued.

Office Manager Kasey Miller reported current pay for Mason Valley is \$125,000.00 and Central Lyon County is \$151,000.00; there is no pay range as the two are contracted. She said they do receive longevity increases (not bonuses) and annual cost of living increases. Mrs. Miller added that is just salary.

Director Hon pointed out the previous NLCFPD Chief pay was \$104,000.00. She said she feels good applicants would be difficult to acquire for under \$120,000.00.

Discussion ensued.

Director Hon stated it is important to be mindful of the budget and suggested staying around \$120,000.00.

Mrs. Miller stated the accountant reported the District is doing well staying within budget, and BLM adjusted some of the wildland billing capturing up to \$100k more in revenue than what was budgeted for.

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Director Riesen questioned if the additional \$20-\$40k is in the budget.

Mrs. Miller affirmed it is in the budget, because the District would not be paying an annual fuel bill of \$17,000.00.

Discussion ensued.

**5. 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.)**

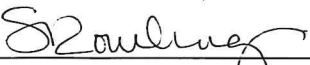
None.

**6. Adjournment\***

Director Hon adjourned the Workshop at 1730 hours.

**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, 2019.**

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>5</u>

Approved with Corrections

— — — —

  
Dan McCassie, Chairman  
North Lyon County Fire Protection District

2/14/19  
Date