

**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

February 14, 2019

**1. Call to Order**

The meeting was called to order by Chairman McCassie at 1800 hours.  
Directors present included: Director Hon, Director Riesen, Director Hicks, Matt Johnson.  
Interim Fire Chief Carr was 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.)

Kevin Standlee thanked the District for the condolence card he received regarding the recent passing of his mother.

**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 Hicks made a motion to approve the Consent Agenda.  
Director Hon seconded the motion.  
The motion carried as follows:

McCassie	Aye	Johnson	Aye
Hon	Aye		
Riesen	Aye		
Hicks	Aye		

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**4. Discussion and possible action to approve the Lantern Festival\***

KWS Entertainment CEO Dan Simpson requested Board approval for Lantern Fest Fernley 2019. He said most of the attendees come for spiritual and/or religious observance.

Discussion ensued.

Director Riesen made a motion to approve the Lantern Festival Fernley 2019, subject to: approval by the Fire Department, and subject to the insurance policy naming NLCFPD as an insured party for no less than \$2,000,000.00.

Director Johnson seconded the motion.

The motion carried as follows: 5-0

McCassie	Aye	Johnson	Aye
Hon	Aye		
Riesen	Aye		
Hicks	Aye		

**5. Discussion and Possible Action to Approve Fire Board Standard Operating Procedures\***

Director Riesen made a motion to approve all updated Fire Board Operating Procedures.

Director Hicks seconded the motion.

The motion carried as follows: 5-0

McCassie	Aye	Johnson	Aye
Hon	Aye		
Riesen	Aye		
Hicks	Aye		

**6. Discussion and Possible Action to Approve Tax Levy for FY 2019-20\***

Firefighter/AEMT Bill Snyder requested in accordance with NRS 474.200, 361.455 and 361.460 approval of 1% Tax Levy for upcoming 2019-20 FY Budget.

Director Hon made a motion to approve 1% Tax Levy for FY 2019-20 Budget.

Director Johnson seconded the motion.

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The motion carried as follows: 5-0

McCassie	Aye	Johnson	Aye
Hon	Aye		
Riesen	Aye		
Hicks	Aye		

**7. Discussion and Possible Action to Approve Committee for FY 2019-20 Budget\***

Director Hon and Director Johnson volunteered to be on the committee.

Director Hon made a motion to approve Director Hon and Director Johnson for the FY 2019-20 Budget Committee.

Director Hicks seconded the motion.

The motion carried as follows: 5-0

McCassie	Aye	Johnson	Aye
Hon	Aye		
Riesen	Aye		
Hicks	Aye		

**8. Discussion and Possible Action to Approve Proposed Capital Improvement Plan for Apparatus\***

Firefighter/AEMT Bill Snyder requested approval of proposed Capital Improvement Plan (CIP) for apparatus. He stated the CIP provides a framework of a plan to replace and fund future apparatus by adding additional monies to the future budgets.

Director Riesen made a motion to approve CIP Option B subject to budget constraints, and approval of new Fire Chief.

Director Johnson seconded the motion.

The motion carried as follows: 5-0

McCassie	Aye	Johnson	Aye
Hon	Aye		
Riesen	Aye		
Hicks	Aye		

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**9. Discussion and Possible Action to Approve Seasonal Firefighter Position, Job Description and Pay Scale\***

Firefighter/AEMT Bill Snyder requested approval of increasing hourly pay rate from \$12.00 to \$16.00; amending job announcement and description with Desirable Qualifications consisting of Current/Valid NV EMT Certificate or National Registry – Attendant License and NWCG Firefighter I Certification, and staff moving forward with implementation of the program.

Discussion ensued.

Director Johnson made a motion to approve Seasonal Firefighter Position, Job Description and Pay Scale as presented.

Director Hicks seconded the motion.

The motion carried as follows: 5-0

McCassie	Aye	Johnson	Aye
Hon	Aye		
Riesen	Aye		
Hicks	Aye		

**10. Discussion and Possible Action to Approve Committee for Labor Negotiations\***

Chief Carr read aloud the opening of North Lyon Firefighters Association Local 4547 letter to him:

“Chief Carr,

Please accept this letter as intent to begin negotiations starting February 1, 2019 and ending no later than April 1, 2019, as provided for in NRS 288.180 and the current FY 2016-19 CBA. Please provide a list of dates that we are able to meet for negotiations at your earliest convenience so that we may begin promptly and finish prior to the ending date. The articles that the Union desires to negotiate are listed below. If you have any questions, please do not hesitate to contact me.”

Directors Riesen and McCassie volunteered to be on the committee.

Director Hon made a motion to appoint Directors Riesen and McCassie to form the Committee for Labor Negotiations.

Director Johnson seconded the motion.

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The motion carried as follows: 5-0

McCassie	Aye	Johnson	Aye
Hon	Aye		
Riesen	Aye		
Hicks	Aye		

**11. Reports of Directors, Staff, Volunteers, Local 4547, City of Fernley**

Director Johnson; None.

Director Hicks thanked FF/AEMT Snyder and his comrades for their work on the Capital Improvement Plan as well as the Seasonal Firefighter description.

Director Riesen; None.

Director Hon thanked FF/AEMT Snyder and the team for their work on the Capital Improvement Plan as well as the Seasonal Firefighter positions.

Director McCassie thanked FF/AEMT Snyder and the team for their work.

Office Manager Kasey Miller stated Quad Graphix donated \$500.00 to be used for general purchases. D-Shift AEMT Michael Silverberg graduated Paramedic school and is now a Paramedic; administration will bring to the next Board Meeting a request to move him up to medic level and pay-scale. She thanked the Staff, Chief Carr and Volunteers for picking up extra slack to move forward.

Chief Carr thanked the Staff and Captains for stepping up and allowing him to focus on extra programs. He said he worked with the State Fire Marshall and the District has a modified Interlocal Agreement with them that has been finalized. Chief Carr said he requested his signature box be removed from the agreement so the Board can review and approve it at the next Board Meeting. He thanked Firefighter/Paramedic Paul Murphy for his work updating Fernley business owners' pre-fire plans, and said Mr. Murphy is also working on a new tracking system that will eliminate paperwork and assist with staff scheduling.

Administrative Assistant Stacey Rowling congratulated Michael Silverberg for completing Paramedic School, and Volunteer Jim Sullivan for the outstanding Biggest Little Radio commercials he did regarding Fire Prevention. She thanked Kasey Miller for her work keeping administration running smoothly, and also thanked Kasey Miller and Firefighter/AEMT Snyder for their work on the GEMT.

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Volunteer Michael Ochs stated there are two new members bringing the total Volunteers to 16; they are following training programs and helping staff when needed.

Office Manager Kasey Miller reported Captain Kuntz has set up Target Solutions online HR trainings for staff and Directors through POOL/PACT. She said it is suggested and highly recommended the Board do some of these trainings.

Local IAFF 4547; None.

Mayor Roy Edgington stated Legislation is in session and he would like to schedule meetings with the District to discuss the possibility of becoming an Ambulance District. He said the City wants to create a Fire District and if that happens, we need to create an Ambulance District.

**12. 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 thanked the Board for approving the Seasonal Firefighter Job Description and Salary.

**13. Adjournment\***

Chairman McCassie adjourned at 1737.

**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 February 14, 2019.**

Respectfully Submitted by:


  
\_\_\_\_\_  
Stacey Rowling, Administrative Assistant  
North Lyon County Fire Protection District

March 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>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Approved with Corrections	—	—	—	—

  
 Daniel McCassie, Chairman - Pat Hon, Director  
 North Lyon County Fire Protection District

3/14/2019  
 Date