

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

September 12, 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 and Director Johnson.
Chief Nicholl was also present.

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 made a motion to approve Consent Agenda 3a, 3b, 3c and 3d as presented.
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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4. Badge Pinning Ceremony Firefighter Silverberg, Firefighter Brewer, Paramedic Taylor, Paramedic Fields

Chief Nicholl announced a baby girl was delivered that morning by Paramedics Taylor, Fields, Browning and AEMT Brewer; he gave each a Stork pin.

Chief Nicholl presented Paramedic Fields with her Badge; her fiancée Shane pinned her.

Chief Nicholl presented Paramedic Taylor with his Badge and pinned him.

Chief Nicholl presented Firefighter Brewer with his Badge; his wife Ali Brewer pinned him.

Chief Nicholl presented Firefighter Silverberg with his Bade; his wife Connie Silverberg pinned him.

Chairman McCassie recessed at 1809.

Chairman McCassie re-opened at 1820.

5. Discussion and possible regarding Wildland Coordinator Job Description*

Chief Nicholl referred to the attached Wildland Coordinator Seasonal/Permanent job description saying, “Last Board Meeting I introduced you to the temporary assignment that we’ve created inside the department for a Wildland Coordinator. The Wildland Coordinator’s job is basically to do just that; take our wildland program and make sure that you can coordinate it into a year-long program. Instead of just being a seasonal program, there is potential out there for us to stretch this into a twelve-month thing. There’s avenues for partnering with the City through Code Enforcement for fuels reduction; there’s several jurisdictions around here that have fuels reduction programs where their wildland firefighters go, and clean peoples’ yards and they get billed through Coded Enforcement. Also scheduling of testing, training, fitness of all our wildland firefighters that is out there; that is on par with what we’re trying to build here, which is again that year-long program; it has a full-time coordinator. It really is a full-time job. Right now, Duke Piper is our wildland coordinator; he is at the Walker Fire with the crew there, and so he couldn’t be here to give any of his expertise on wildland; but that’s beside the point. The job description as its presented here, identifies him as a leadership position within the department. It doesn’t identify him; it identifies the *position* as leadership within the department. It makes it officially at the Captain grade; for CBA that’s approximately between \$80 and \$80,000.00 a year base salary, plus benefits. If we keep a wildland coordinator as a seasonal position, that would continue to be paid; it has \$16 as base in here, and then we would work out pay progressively increasing wage scale based on performance, revenues returned, and also longevity. The intent is to be able to have a full-time permanent wildland coordinator on staff as quickly as possible.

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This season I don't think is possible; the funding right now, we're still waiting on figuring out where our wildland fund is going to land." He said, "The revenues that we take from wildland are typically not included in our pre-budget approval revenue cycle. That's funds that we use at the end of the year to support capital projects, to plug staffing holes, that sort of thing; we typically use most of that money; but we have seen modest returns based on what we're betting to do. My intent is to be able to take the offsetting portion of the wildland wages; the wildland revenue and use that to offset the cost to the District of the position. In total, the cost to the District for the position will be about; I'm just ballparking because we don't; because I'm not saying let's do this tonight. It will be about \$120-130,000.00 when everything shakes out in wages and benefits; but again, my plan is to be able to use some of the wildland revenues to do that; but we have to see where the wildland revenues come in at the end of the budget year to plug the holes in what we left currently. So, there's still some time for one of those building blocks to get this job description formalized and approved. That's what I have for you; a question has come up about testing and filling this position; I will open it internally to anybody that is qualified to fill it; and then perform a competitive test for that if we don't receive any internal candidates that pass the muster, and we will go outside to do that. But this, for the long-term stability of our program, and also the long-term growth of our district; this is a crucial piece of personnel. I promised you that I wouldn't bring in overhead; that I would put every penny towards operations. This is an operational position; it has administrative duties, but it is primarily an operational position."

Director Johnson asked, "So now we are just approving the job description?"

Chief Nicholl said, "That is correct."

Director Johnson asked, "We're going to give our existing team members the option to go after this?"

Chief Nicholl said, "Correct. When we secure and identify the funding; which I am hoping I have two windows to do that; we have January to look at that, and then we have the next budget cycle leading up through June to look at that. So, there will be time when we will look and see when we can afford this; but not sooner than; certainly not sooner than January."

Director Hon said, "So, we're not approving hiring right now; it's just the job description?"

Chief Nicholl said, "Correct; this is creating an unfunded allocation that approves me to move forward with hiring, and promotion in the event that we secure the funding."

Discussion ensued.

Director Hon made a motion to approve the Wildland Coordinator Seasonal/Permanent Job Description as presented.

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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 regarding District Policy*

- 6a. Policy- District Board 1 Agenda items**
- 6b. Policy- District Board 2 Fee Schedule**
- 6c. Policy- District Board 3 Mass Gathering/Special Events**
- 6d. Policy- District Board 4 Policy Classifications**

Chief Nicholl stated all presented Board Policies apply to the function of the Board; they are outdated and in need of review and amendment. He stated Board Policy 1 has no deletions and has only been edited for spelling and format.

Discussion ensued.

Director Hon made a motion to approve District Board Policy 1, Items for the District Board of director Meeting Agenda as presented.
Director Johnson seconded the motion.
The motion carried as follows: 5-0

McCassie	Aye	Johnson	Aye
Hon	Aye		
Riesen	Aye		
Hicks	Aye		

Chief Nicholl said the Fee Schedule has not been updated for 6-7 years and when it was last updated, analysis showed the District behind 4-5 years of increases in fees. He said there are significant changes:

Incident Fee Schedule, Item 2

- Vehicles- No changes.
- Personnel- Figures increased; still within NDA contracts and Mutual Aid contracts, mainly to cover the cost of wage increases.

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- Damaged Equipment- Was not in previous Fee Schedule; added to cover cost of replacement in the event of loss or damage during an incident.
- Inspections- No charge for single family residences; multi-family residences will be charged \$50.00 per unit; all commercial inspections will be charged; re-inspections will be charged at the discretion of the inspector based on the gravity of the violation and time taken to correct it; medical clinics *with medical gases* will incur an additional fee for gases; special events and mass gatherings have been added.
- Plan Reviews- fee based on valuation of project.
- Permits- No change in special events or burn permit fees;
- Hazardous Materials- Added with annual permits based on HMIS categories.
- Nuisance Alarm Responses- \$400.00 per incident *after* a problem is identified.
- Sundry Fees- based on materials frequently used and/or expensive to the District to replace.
- Medical- increased based on current reasonable and customary fees.

Director Johnson made a motion to approve Board Policy 2, Fee Schedule with the addition of: \$50.00 per multi-family units; change the fee for commercial small buildings up to 5,000 square feet to \$100.00; add the verbiage ‘add’ in front of ‘fee’ for medical clinics and commercial sprinkler; residential units a minimum of \$65.00 with \$6.00 additional per unit.

Chairman McCassie seconded the motion.

The motion carried as follows: 5-0

McCassie	Aye	Johnson	Aye
Hon	Aye		
Riesen	Aye		
Hicks	Aye		

Chief Nicholl stated Board Policy 3 regarding Mass Gatherings/Special Events are those that occur in our jurisdiction; we are partnering with the Lyon County Sheriff’s Office and the City of Fernley to have a mass gathering/special permitting process. He said that process is detailed in the attached permit application, which is the administrative side of the policy; the only approval needed from the Board is to move forward with a mass gathering/special event permitting process. Chief Nicholl stated he would like the City Council and County Commission to pass an identical ordinance, to be on the same page.

Director Riesen made a motion to accept the Mass Gatherings/Special Events Board Policy 3.

Director Hicks seconded the motion.

The motion carried as follows: 5-0

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McCassie	Aye	Johnson	Aye
Hon	Aye		
Riesen	Aye		
Hicks	Aye		

Chief Nicholl stated Board Policy 4 is for organization, classification and authority for all District Policies. He said he likes a 2-year running cycle of reviews; there are about 30 operational and administrative policies that have been re-written; d repeal and replacements are being worked on.

Discussion ensued.

Director Hicks made a motion to approve the Classifications of District Policy Board Policy 4 as presented.

Director Johnson seconded the motion.

The motion carried as follows: 5-0

McCassie	Aye	Johnson	Aye
Hon	Aye		
Riesen	Aye		
Hicks	Aye		

7. Discussion regrading NRS 271 Special Assessment District

Chief Nicholl stated as a 474 District, taxes and fees are collected; with the current fee and tax structure we are unable to do more for the advancement of our District, as we have reached the cap. He said the cost of doing business still exists, and the situation is such that we need \$350,000.00 of PPE's and SCBA's; we do not have the money in our current design to replace them. Chief Nicholl said we do not have the funds for apparatus replacement or anything else we need for department operations. He said as a 474 we do not have the authority to institute impact fees, however, in lieu of impact fees the legislature allows for the creation of a special assessment district that can be used specifically for fire protection district projects. Chief Nicholl said this allows us to identify areas in our jurisdiction for assessment of special taxes/fees to offset the cost of additional fire protection that is required there; we can institute several 271 districts to meet our immediate and ongoing needs for large funding in lieu of impact fees. He said 271 do not sunset; they allow for the continuation of the fees for as long as the Board sees fit and are primarily reserved for capital and operating expenses.

Discussion ensued.

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8. Discussion regarding the Strategic Plan

Chief Nicholl referred to the attached timeline regarding Strategic Plan tasks, noting forward progress is being made.

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

Administrative Assistant Stacey Rowling reported the re-opening of Station 62 generated \$2,500.00 in donations; congratulated the staff on their delivery of a baby girl, and the newly pinned Paramedics and Firefighters.

Office Manager Kasey Miller: None.

Chief Nicholl reported he would like the Board to consider a 501c3; a recent ISO Audit identified problems and the hope is to have one to two years to correct them; he is actively researching singular reporting/billing companies in an effort to improve data collection and revenue; he said the budget is on track.

Director Riesen reported attending the re-opening of Station 62 and noted the excellent turnout of residents; he is supportive of a 501c3; he congratulated the newly pinned Paramedics and Firefighters.

Director Hon extended kudos to staff and residents at the re-opening of Station 62; he congratulated pinned staff.

Director McCassie reported a letter from a resident praising EMS staff for their quick response and expertise in the care they provided her neighbor.

Director Hicks: None.

Director Johnson: None.

Volunteer President Michael Ochs reported 3 new members; 2 of the new members begin a Firefighter I Course in October.

Local 4547: None.

Volunteer Jim Sullivan reported working on District social media and encouraged all to visit, share and like the pages.

Dan McCassie reported the City of Fernley had a recent Water Board meeting.

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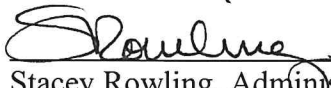
Chief Nicholl provided a slideshow of Wildland Firefighters Richardson, Snyder, Myers and Piper on the Walker Fire.

11. Adjournment*

Chairman McCassie adjourned at 1955.

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 September 12, 2019.

Respectfully Submitted by:



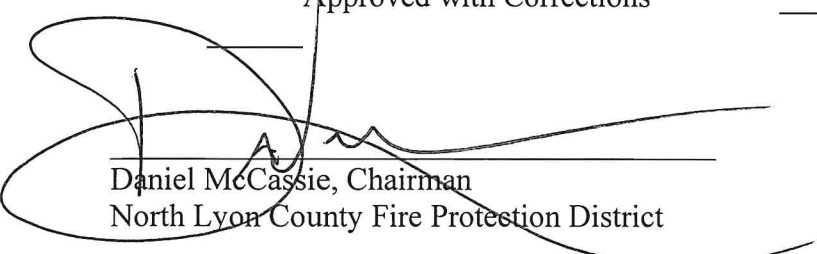
 Stacey Rowling, Administrative Assistant
 North Lyon County Fire Protection District

10.10, 2019
 Date

Approval of Minutes

	<u>For</u>	<u>Against</u>	<u>Abstain</u>	
Approved as Read	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>

Approved with Corrections	—	—	—	—
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 Daniel McCassie, Chairman
 North Lyon County Fire Protection District

10/10/19
 Date