

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

November 14, 2019

1. Call to Order

The meeting was called to order by Chairman McCassie at 1800 hours. Directors present included Director Hon and Director Riesen and Director Hicks via telephone. Director Johnson was absent.

The Pledge of Allegiance was led by Bill Riesen. 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.)

Gift of Grace Lutheran Church representative Marcie presented Chief Nicholl with a donation check of \$200.00 as part of the church's community outreach.

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 Hon made a motion to approve the Board Agenda as presented.

Director Riesen seconded the motion.

The motion carried as follows: 4-0-1

McCassie	Aye	Johnson	Absent
Hon	Aye		
Riesen	Aye		
Hicks	Aye		

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4. Presentation from First Professional Services

Dart McGregor of First Professional Services stated his company has been doing consulting and billing in Utah for 25 years; Chief Nicholl has been a customer for 10 years. He said their job is to turn data into revenue while balancing patient care and maximize revenue to sustain services. Mr. McGregor stated his company was one of the first to go paperless, and 100% of Image Trend customers have been paperless for the last 7-8 years. He stated he is confident the collection rate will increase as compared to the District's current billing company's rate, and a weekly analysis summary deposit is conducted, as well as annual reviews regarding goal accomplishment.

Mr. McGregor pledged to match the Gift of Grace Lutheran Church's donation of \$200.00.

Director Hon asked Kasey Miller and Stacey Rowling if they felt the change would be positive.

Office Manager Kasey Miller stated she is very supportive of the change, noting increased patient payment options and that First Professional Services will also be billing for inspections.

Administrative Assistant Stacey Rowling concurred with Mrs. Miller, noting improved communications.

Chief Nicholl added the District has been paying four separate places for billing needs; First Professional Services is all-in-one.

5. Discussion and possible action regarding the purchase and update of District IT services*

Chief Nicholl stated the District is progressing toward being completely digital; the current IT is lacking as well as cost prohibitive. He said the District's IT consultants analyzed the system and produced a two-part quote for parts and labor to transition to one in-house network giving the ability for independent log-ons to track users and increase security. Chief Nicholl requested permission to use a recent influx of funds not previously budgeted, to pay for the \$11,082.88 parts and labor IT upgrade.

Director Hon made a motion to accept the quotes to update District IT as presented.

Director Riesen seconded the motion.

The motion carried as follows: 4-0-1

McCassie	Aye	Johnson	Absent
Hon	Aye		
Riesen	Aye		
Hicks	Aye		

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Director Hicks exited the meeting at 1843.

6. Discussion and possible action to ratify Standard Operating Procedures*

Chief Nicholl stated Board Policy 6 identifies the employee bargaining unit; Board Policy 7 regarding Public Records is intended to be a guideline for saving documents based on the Nevada General Retention and Disposition Schedule.

Discussion ensued.

Director Riesen made a motion to approve the ratification of Board Policy's 6 and 7 as presented.

Director Hon seconded the motion.

The motion carried as follows: 3-0-2

McCassie	Aye	Hicks	Absent
Hon	Aye	Johnson	Absent
Riesen	Aye		

7. Discussion regarding the Strategic Plan

Chief Nicholl stated much has been accomplished in the last month and he will discuss more in his staff report. He said next month we will see a break out of the next six months, as opposed to January through June block.

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

Director Riesen stated the planning of the upcoming election year is coming up.

Chief Nicholl said discussion is needed as to whether the following November we put another ballot initiative in. He said those discussions will begin next month to have set up by March 2020.

Director Hon said she was happy with the number of people in attendance; reminder of the 9th Annual Community Thanksgiving Dinner at the Senior Center on Thanksgiving Day from 11:00 to 3:00 and all are invited.

Director McCassie: None.

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Office Manager Kasey Miller reported Christmas for Kids will be at Station 61 on December 14th; the District Staff Christmas Dinner is also that evening at the Golf Course.

Administrative Assistant Stacey Rowling reported securing a \$500.00 Walmart Grant.

Chief Nicholl reported implementing the newly purchased Zoll products; he and Firefighter Snyder attended a Peer Support conference and have begun developing peer support for PTSD and mental health, in the department as well as the region; we were formally invited to join the Lake Tahoe Regional Fire Chiefs Association, which bridges California and Nevada; we have met with the financial planner and bond counsel about the discussions for the 271, 474, and 318 and those discussions will continue at the next meeting; we have contracted with AT&T First Net, a cellular spectrum specific to first responders allowing for a much larger cellular pipeline that is much faster and cost restricted by the Federal Government; we have contracted with Imagetrend First Professional Services; began the IT Solutions project; started routine command training; implemented a biometrically secured controlled substances program; started vacation draws to lower overtime; we are working with the Lyon County School District to limit school zones times; the Grocery Outlet opening was great, and they donated \$1,500.00 to the District; we are continuing to work with the Fire Marshal's Office with ongoing investigations.

Volunteers: None.

Local 4547 President JT McCoy introduced himself.

Dan McCassie reported for the City of Fernley saying he is resigning and his last meeting at the City will be this month due to his residential relocation in the District.

9. 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.

10. Adjournment*

Chairman McCassie adjourned at 1905 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 November 14, 2019.

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Respectfully Submitted by:

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

Dec 12, 2019
 Date

Approval of Minutes

	<u>For</u>	<u>Against</u>	<u>Abstain</u>	
<u>Stacey Rowling</u> Approved as Read	<u>4</u>	<u>0</u>	<u>1</u>	<u>4</u>
<u>Dan McCassie</u> Approved with Corrections	—	—	—	—
Dan McCassie, Chairman North Lyon County Fire Protection District				<u>12/12/2019</u> Date