

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

VIRTUAL ONLINE ZOOM MEETING

April 16, 2020

1. Call to Order

The meeting was called to order by Chairman McCassie at 1811 hours. Directors present included Director Riesen. Director's Hon, Hicks and Johnson attended via Zoom audio.

The Pledge of Allegiance was led by Jason Nicholl. 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. 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 Board Agenda as presented.

Director Riesen seconded the motion.

The motion carried as follows: 4-0-1

McCassie	Aye	Hicks	Aye
Hon	Aye	Johnson	Absent
Riesen	Aye		

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4. Discussion and possible action regarding 271 Special Assessment District RFP for Bond Counsel Services*

Chief Nicholl stated there has been diligent movement forward with the 271 Special Assessment District and need a Request for Proposal for Bond Counsel Services; this is the first step to putting together the 271. Chief Nicholl introduced the Request for Proposal prepared by Martin Johnson, President JNA Consulting Group, LLC.

Director Riesen asked if the attached proposal is the actual proposal to be sent out; Chief Nicholl affirmed.

Director Riesen made a motion to accept the Request for Proposal for Bond Counsel Services by JNA Consulting Group, LLC.

Director Hicks seconded the motion.

The motion carried as follows: 4-0-1

McCassie	Aye	Hicks	Aye
Hon	Aye	Johnson	Absent
Riesen	Aye		

5. Discussion and possible action to approve contract with NV Energy*

Chief Nicholl referred to the tentative agreement with NV Energy; the agreement is with their Wildfire Mitigation Department. He said it is an arm of NV Energy that responds to protect their critical infrastructure and all their transmission and distribution lines; they are throughout our community. Chief Nicholl said we are in negotiations to begin taking care of the wildland fire fuels mitigation on their property and in their rights-of-way in the District. He referred to the pricing schedule and said our Battle Born Wildland Crew will be providing services to NV Energy to mitigate fuels in their transmission rights-of-way and also their easements; additionally, we have included severity watches for them.

Chairman McCassie asked for clarification of, 'severity watch; Chief Nicholl referred to Wildland Coordinator Duke Piper.

Wildland Coordinator Piper said severity watch is prepositioning a fire apparatus/crew in a specific location to help respond with other resources to suppress a wildland fire.

Chief Nicholl referred to attached fee schedules for crews, apparatus, and equipment; it is still in flux and will not impact the contract negatively as the equipment invoices are in addition to the personnel invoices. He said NV Energy is awaiting our signed copy in order to sign theirs; we would begin work May 1, 2020.

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Director Riesen made a motion to accept the master service short form contract between Nevada or Sierra Pacific Power Company, DBA NV Energy and North Lyon County Fire Protection District for hazardous fuels management and fire suppression services.

Director Hon seconded the motion.

The motion carried as follows: 4-0-1

McCassie	Aye	Hicks	Aye
Hon	Aye	Johnson	Absent
Riesen	Aye		

6. Discussion and possible action to approve Mutual Aid Agreement with Banner Churchill Hospital*

Chief Nicholl stated Banner Churchill contacted him this afternoon; because of the Covid-19 issues the hospital is dealing with, their administrative staff and legal department has back burner-ed the mutual aid agreement, and requested the item tabled to readdress at a later date; he recommended the item be tabled as requested.

Chairman McCassie tabled item number 6.

7. Discussion regarding Interlocal Agreement with the City of Fernley

Chief Nicholl stated the City of Fernley is going to include in their upcoming budget the portion of the Fire Marshal position we had been waiting for; approximately \$50,000.00. He said according the City Manager, it is agendized for ratification in May.

8. Discussion regarding FY20 Budget status and effect after the COVID-19 pandemic

Chief Nicholl thanked all for the hard work during this difficult time. He said there are huge budgetary impacts that include very high over-time, equipment cost escalation for PPE's and higher call volume. Chief Nicholl said at this time, we have responded to 26 specific viral indicator positive calls from dispatch; we are the highest volume in the County for viral response. He said all of that has impacted the budget with 525-hours of overtime cost of \$14,459.00 from the Ambulance Fund; 466.5-hours of overtime cost of \$16,217.00 from the Fire Fund, and receipts of equipment costs of approximately \$2,300.00-all unexpected expenditures as a result of the Covid-19 pandemic. He said there is daily contact with FEMA, the State, and the County to figure out reimbursement.

Mrs. Miller stated those figures do not include extra medical supplies that have been ordered that she has not received invoices for yet.

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9. Discussion regarding FY21 Budget and Tentative Budget

Chief Nicholl stated much work has been done to increase efficiencies and reduce costs; an increase in ambulance revenues is expected due to changing the billing vendor in addition to increasing the fee schedule to reasonable and customary charges according to our region. He said the known ad valorem and consolidated taxes have arrived and next year's budget looks like it is going to be \$3.4 million combined; that includes the \$143,000.00 annual payment for the next 7-years on the two new engines. He said the attached budget does not include purchasing an additional ambulance apparatus. Chief Nicholl said the accountant is happy with the budget and has submitted to the State, and budget hearings will proceed from this point.

Director Hon asked for an overview of what \$613,000.00 on Schedule A, Page 5 consists of.

Chief Nicholl explained it is the combined revenues of wildland mutual aid, contracts, inspections, permit, plans, reviews, and operations permits.

10. Discussion regarding Chief Nicholl's upcoming performance evaluation

Chief Nicholl referred to Addendum A; performance evaluation to be completed in July.

Director Hon asked for clarification as to the exact evaluation form to be used.

Chief Nicholl stated the attached addendum is the evaluation form agreed upon and included in his employment contract.

Mrs. Miller stated historically she would assign a date for completion of the evaluation that would then be given her by each Director in a sealed envelope. She said the Chairman and her would then meet and unseal each envelope, review the evaluations, form a single packet, and disperse said packet to the Board. Mrs. Miller said Chief Nicholl would then be given written notice that he will be discussed in an open board meeting where they can be discussed publicly.

Director Johnson joined the meeting via Zoom audio at 1826.

Chief Nicholl thanked Director Johnson for his input regarding the creation of the performance evaluation in his contract.

11. Discussion regarding the Strategic Plan

Chief Nicholl stated the strategic plan is moving forward quickly; because of the Covid-19 issue, some less urgent items have been postponed.

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He said the items that cannot be postponed are being actively worked on, with huge strides and improvements in administration and operations. Chief Nicholl in May or June there will be a Captain's Exam for the Fire Marshal position.

Director Johnson asked Chief Nicholl how many internal employees have applied for the Fire Marshal position; Chief Nicholl answered none as it is being filled through promotion. Chief Nicholl said right now there are five to six people that are eligible for promotion; when we get to that point, the position will be advertised, and each will have to submit a letter of interest and complete the testing process.

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

Director Hon thanked Chief Nicholl and all staff for their hard work during the pandemic.

Director Hicks thanked Chief Nicholl and all staff for their hard work during the pandemic.

Director Johnson apologized to the Directors, and the public for being tardy to the meeting as it was unintended. He said Chief Nicholl has been in contact with him regularly and he applauds all for the hard work.

Chairman McCassie read into record Director Johnson's letter of resignation dated April 13, 2020.

"North Lyon County Fire Board

4-13-20

To whom it may concern,

I am sorry to have to announce my resignation from the fire board as this was never my intention when I originally ran for the position. This has not come as an easy decision and I apologize for any inconvenience this may cause. It is just that my life has drastically changed over the past year.

With my new job and Global role, I just simply do not have any extra time that I can give. With the amount of travel and different time zones that I now work with, it is challenging on its own and any time that I may have after that must be spent being a father and a husband.

I will give the typical notice of resignation, which I believe is 90 days (3 months) from date listed above.

Sincerely,

Matthew Johnson".

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Chairman McCassie thanked Director Johnson for his time and work with the Board.

Director Riesen stated he would like to donate to the food bank and Fire Department in July and requested a member of the food bank to be present at that time.

Chairman McCassie requested angendizing a letter of support from the District and Local 4547 to the City of Fernley for the paving of the dirt portion of Red Rock Road, north to Highway 50. He said the Mayor stated the more support, the easier and quicker they can make it a priority to have that part paved, so it is easier on the apparatus using that egress in and out.

Administrative Assistant Stacey Rowling thanked Kasey Miller for her covering her duties whilst she was out on extended sick leave.

Office Manager Kasey Miller: None.

Chief Nicholl stated the ambulance is in Washington being assessed of damages. He said the staff are moving mountains with their work; with the additional strain, they are working huge amounts of hours at a high-risk level and he could not be prouder of the organization. Chief Nicholl said he considers himself the luckiest guy to call himself the Chief; he is proud of every single member of this department and they have exceeded expectation at every step.

Volunteers: None.

Local 4547: None.

City of Fernley: None.

Kasey Miller advised Chairman McCassie he could go to Public Comment ahead of Closed Session, so as to excuse any public attendees from having to wait for the meeting to re-open; Chairman McCassie agreed.

14. 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.

13. CLOSED SESSION to discuss Local 4547 collective bargaining agreement

Chairman McCassie moved to Closed Session at 1848.

Chairman McCassie re-opened meeting at 1910.

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Chairman McCassie asked for additional Public Comment; none.

15. Adjournment*

Chairman McCassie adjourned at 1912.

**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 April 16, 2020.**

Respectfully Submitted by:

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

May 14, 2020
 Date

Approval of Minutes

	<u>For</u>	<u>Against</u>	<u>Absent Abstain</u>	
<u> </u> Approved as Read	<u>4</u>	<u>0</u>	<u>1</u>	<u>Johnson</u>
<u> </u> Approved with Corrections	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Dan McCassie
 Dan McCassie, Chairman
 North Lyon County Fire Protection District

5/14/2020
 Date