

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
INCLUDING VIRTUAL ONLINE ZOOM ACCESS

July 16, 2020

1. Call to Order

The meeting was called to order by Chairman McCassie at 1800 hours.
Directors present include Director Hon and Director Riesen.

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 Revenue and Expenditure Reports

3c. Review of Summary Reports

Director Riesen made a motion to approve Consent Agenda as presented.

Director Hon seconded the motion.

The motion carried as follows: 3-0-2

McCassie	Aye
Hon	Aye
Riesen	Aye

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4. Discussion and action to appoint Board of Directors to vacant positions*

Mike Callagy Jr., Kevin Haywood, Greg McCaffrey, and Debbie Skinner were present.
Kendall Cameron-Lash, Patrick Henry and Paul Murphy were absent.

Each applicant present were asked and answered the following questions:

1. What is your perception of a Board Director position?
2. How do you feel about negotiating with a Union?
3. What is your strongest skill you bring to the Board?
4. Why are you applying to the Board of Directors?

Discussion ensued.

Director Hon made a motion to select Greg McCaffrey to the first vacant Board Director position.

Chairman McCassie seconded the motion.

The motion carried as follows: 3-0-2

McCassie	Aye
Hon	Aye
Riesen	Aye

Discussion ensued.

Director Riesen made a motion to select Mike Callagy, Jr. to the second vacant Board Director position.

Director Hon seconded the motion.

The motion carried as follows: 3-0-2

McCassie	Aye
Hon	Aye
Riesen	Aye

Chairman McCassie recessed at 1848.

Chairman McCassie re-opened at 1857.

5. Discussion and possible action to approve the Interlocal Contract between the City of Fernley and North Lyon County Fire Protection District*

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Chief Nicholl stated the Interlocal Agreement tentatively agreed upon by the Board in February, shortly thereafter went into COVID hiatus. He said during that time problematic features were discovered within the ratification done by the City, and since the ratifications by the District *and* the City were very different, a new Interlocal Contract was constructed. Chief Nicholl stated the new Interlocal Contract was presented to the City Council and ratified on July 1, 2020; it is now presented to the District Board for ratification and approval.

Discussion ensued.

Director Hon made a motion to approve the Interlocal Contract between the City of Fernley and North Lyon County Fire Protection District as presented.

Director Riesen seconded the motion.

The motion carried as follows: 3-0-2

McCassie	Aye
Hon	Aye
Riesen	Aye

6. Discussion and possible action to approve Board Policies*

Chief Nicholl stated District Board Policy 2 Incident Fee Schedule has been updated with additional fees for services, as well as fee increases to existing services. He stated District Board Policy 08 Elections of NLCFPD Board Positions has no changes but includes the corrected order of policy and current date.

Director Hon made a motion to approve the changes to Board Policy 08 as presented, and Board Policy 2 as presented.

Director Riesen seconded the motion.

The motion carried as follows: 3-0-2

McCassie	Aye
Hon	Aye
Riesen	Aye

7. Discussion and possible action to approve Job Descriptions for Fire Captain, Fire Marshal, Training Officer and Firefighter*

Chief Nicholl stated the job descriptions have been condensed, changed in verbiage, and updated. He said the phrase, ‘other duties as assigned’ was omitted, and wages and hours are clearly stated. Chief Nicholl noted all descriptions have been reviewed and approved by Pool PACT.

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Director Hon made a motion to approve Job Descriptions for Fire Captain, Fire Marshal, Training Officer and Firefighter as presented.

Director Riesen seconded the motion.

The motion carried as follows: 3-0-2

McCassie	Aye
Hon	Aye
Riesen	Aye

8. Discussion and action regarding Chief Nicholl’s Annual Performance Review*

Director Hon read into record her summary of Chief Nicholl’s performance review:

“Overall Chief has met or exceeded expectations. Sets goals for all areas of operations and more importantly guidelines and timelines for completion. Major hurdles are the aging fleet and limited funds. Chief has made a plan for reserves and needs to continue looking for additional income sources. Would like update on training goals both short and long term.”

Director Riesen stated Chief Nicholl exceeded expectations on all but Communications and Correspondence; to which he chose met expectations due to intermittent monthly reports.

Chairman McCassie stated Chief Nicholl exceeded expectations in all areas and read into record his summary of Chief Nicholl’s performance review:

“I would like to add to Chief Nicholl’s Review a few words of personal observations. First I would like to express that he has left a lasting impression from the moment I met him. He’s interview he really put himself out there by breaking the ice with Director Matt Johnson (Chief Nicholl’s calling Matt handsome) during the interview. Second his interaction with Office staff, Firefighters, Paramedics and Volunteers. Chief Nicholl has shown leadership and most of all Compassion for his new assignment of being Chief. He has instantly become family and a leader int his community. With this said it’s been an Honor to call him Chief of North Lyon County Fire. Thank you for your Service and hard work making this Dept. a success and fast moving Future!!”

Chief Nicholl stated the past year has been more than he could imagine, and the highlight of his career. He said without the support of the staff and Board, none of the changes would have happened and he is grateful.

Mayor Edgington stated Chief Nicholl is a breath of fresh air and he is very impressed.

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9. Discussion regarding the Strategic Plan

Chief Nicholl stated the July/August timeline looks as though there is not a lot going on; that is due to closing out the year end and ramping up for the new year. He said the Areas of Responsibility will be available at the next meeting; the biggest change in the task list is the delaying of the Captain's Test due to COVID and wildland season. Chief Nicholl said the evaluations will tentatively be in September or October.

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

Director Riesen: None.

Director Hon noted long-time volunteer Louie Diaz retired, and will be missed; Chief Nicholl said Mr. Diaz will be at the next Board meeting for recognition.

Chairman McCassie: None.

Kasey Miller reported receiving a Thank You card from Fernley High School Valedictorian Celeste Condi and confirmed Louie Diaz will be recognized at the next Board meeting.

Stacey Rowling thanked the Fernley Food Bank for their weekly donations, reported the Ambulance Saver program is waning a bit and thanked Chief Nicholl for statistical data generated which was used for public education.

Chief Nicholl thanked the City of Fernley for the purchase of a new ambulance through CARES in the amount of \$278,000.00. He said changes were made exceeding the approved expenditure of \$213,000.00 by \$164.00 to the previously approved and ordered ambulance, which the manufacturer absorbed. Chief Nicholl reported previous staffer Joseph Mendoza, Jr. has been re-hired full-time to replace Tim Myers as he transitioned into the Fire Marshal position; Reserve testing and interviews are complete, Battle Born is going a great job and NV Energy is happy. Chief Nicholl stated the number two call for service is due to falls; the number one cause of death in people over the age of 65 is traumatic injury due to falling. He said in the next 2-months there will be a public initiative to reduce falls which will include community outreach.

Duke Piper stated Battle Born has been on two fires in the Gardnerville area; the crew is doing a great job on the NV Energy project.

Chairman McCassie inquired as to the outcome of the July 4th holiday concerning fireworks; Chief Nicholl said the District had roving patrols and many fireworks were confiscated; most citizens were understanding, and only one incident has been forwarded to the District Attorney for review.

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Rehab member Becki Howlett reported five current members with two onboarding.

Local 4547: None.

Mayor Edgington thanked the 4th of July Committee, and the District for the work done on the July 4th holiday; work is being done to COVID paperwork in order for the City to receive \$1.9 million in funding.

Chairman McCassie requested work on a Board Policy for Board members regarding day-to-day operations to include a Chain-of-Command; Chief Nicholl confirmed he will have it ready for the next Board Meeting.

11. 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.)

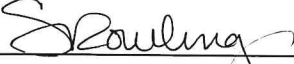
Debbie Skinner thanked the Board for the opportunity to serve on the Board and wished Mike Callagy, Jr., and Greg McCaffrey the best.

12. Adjournment*

Chairman McCassie adjourned at 1950.

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 July 16, 2020.

Respectfully Submitted by:



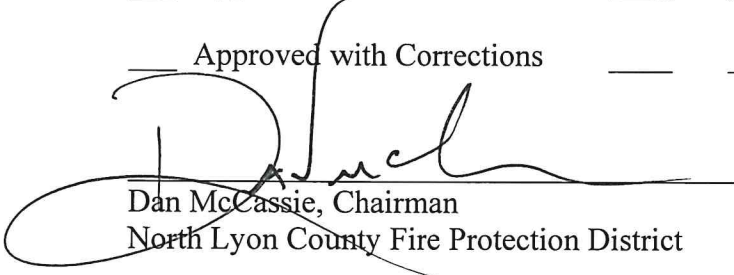
Stacey Rowling, Administrative Assistant
North Lyon County Fire Protection District

August 13, 2020
Date

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Approval of Minutes

	<u>For</u>	<u>Against</u>	<u>Abstain</u>	<u>Vacant</u>	
<u>3</u> Approved as Read	<u>3</u>	<u>0</u>	<u>0</u>	<u>2</u>	<u>3</u>
<u> </u> Approved with Corrections	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>



Dan McCassie, Chairman
North Lyon County Fire Protection District

August 13, 2020
Date