

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

November 12, 2020

1. Call to Order

The meeting was called to order by Chairman McCassie at 1800 hours.
Directors present included: Director Hon, Director Callagy and Director McCaffrey.
Director Riesen was absent.

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 the Consent Agenda excluding 3c for further discussion.
Director McCaffrey seconded the motion.
The motion carried as follows: 4-0-1

McCassie	Aye	Riesen	Absent
Hon	Aye		
Callagy, Jr.	Aye		
McCaffrey	Aye		

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Director Hon inquired as to the large overtime amounts in the expenditures.

Chief Nicholl stated it is typical for overtime to be high beginning in July due to Wildland funding in addition to the impact of COVID-19.

Director Hon made a motion to approve Consent Agenda 3c as presented.

Director McCaffrey seconded the motion.

The motion carried as follows: 4-0-1

McCassie	Aye	Riesen	Absent
Hon	Aye		
Callagy, Jr.	Aye		
McCaffrey	Aye		

4. District Promotions and Awards

Chief Nicholl presented the 2019 Firefighter of the Year Award to Steve Kuntz and 2020 Firefighter of the Year Award to Dan Hiles.

Linda Carr pinned JT McCoy with her Captain bugles, and Chief Nicholl presented him with his red helmet.

Chief Nicholl formally promoted Tim Myers to Fire Marshal.

Chairman McCassie recessed at 1820.

Chairman McCassie reopened at 1831.

5. Discussion and action to approve Subrecipient Agreement to use Coronavirus Relief Fund Monies from the CARES Act between Lyon County and North Lyon County Fire Protection District*

Kasey Miller stated Lyon County awarded the District \$105,000.00 in CARES Funds which after a budget augmentation, will help with personnel costs and offset the overtime.

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Director McCaffrey requested clarification of the reimbursement, to which Kasey Miller said the County is dispersing the monies throughout the different agencies based on the information they received from each agency; the expiration date is December 30, 2020.

Chairman McCassie inquired as to whether the District can request additional monies from the CARES ACT, to which Chief Nicholl said there is more need and hopefully more money will become available. He said this money is specifically for reimbursement of personnel costs; the City of Fernley has offered additional assistance as well.

Director Callagy made motion to approve the Subrecipient Agreement to use Coronavirus Relief Fund Monies from the CARES Act between Lyon County and North Lyon County Fire Protection District.

Director McCaffrey seconded the motion.

The motion carried as follows: 4-0-1

McCassie	Aye	Riesen	Absent
Hon	Aye		
Callagy, Jr.	Aye		
McCaffrey	Aye		

6. Discussion and possible action regarding District Policies*

Chief Nicholl stated District Board Policy 5 has been rewritten and reviewed by legal and POOL PACT and requested approval of the Board.

Director McCaffrey asked if the definition of employee includes volunteers. He also referred to 1.2.6, Employee Responsibilities regarding accidents and asked if consideration should be given to include, “..accidents that occurred while the employee was on *or off* duty.”

Chief Nicholl said regarding the Drug and Alcohol Policy, any person working on behalf of the District is considered an employee. Chief Nicholl said a different disciplinary policy would apply to off-duty incidents and employees are required to report his/her supervisor/manager a conviction for driving under the influence before resuming work duties, as is stated in the Personnel Manual.

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Director Hon made a motion to ratify the Board Policy 5 Drug and Alcohol Policy as presented.
Director Callagy seconded the motion.
The motion carried as follows: 4-0-1

McCassie	Aye	Riesen	Absent
Hon	Aye		
Callagy, Jr.	Aye		
McCaffrey	Aye		

7. Discussion and possible action regarding Administrative Clerk Job Description*

Chief Nicholl stated the Administrative Clerk position will be of assistance to the Chief, Fire Marshal and Wildland Coordinator. He said we were not awarded the Safer Grant however, with the addition of the Fire Marshal and Wildland Coordinator there is a need for the position. Chief Nicholl said adjustments with the current administrative staff have not worked out, and a candidate knowledgeable with Fire and EMS on a part time basis will provide needed administrative support. He said the accountant was consulted and there will not be a budgetary impact as it was already accounted for in the Budget. Chief Nicholl requested Board approval of the Job Description, as well as approval to fill the position.

Discussion ensued.

Director Callagy made a motion to approve the Administrative Assistant to the Chief, and to hire the position.

Director Hon seconded the motion.

The motion carried as follows: 4-0-1

McCassie	Aye	Riesen	Absent
Hon	Aye		
Callagy, Jr.	Aye		
McCaffrey	Aye		

8. Discussion and possible action regarding 501c3*

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Director Hon stated she is working on assembling a Board of Trustees in order to write the By-Laws and prepare the Articles of Incorporation to submit to the State to acquire a VIN number that is required for the application to the IRS. She said she will hopefully have a five-member Board chosen and ready for approval at the December District Board Meeting.

9. Discussion and possible action regarding the 271*

Chief Nicholl stated work continues with Bond Counsel and legal; there are two possibilities, both involving the County in some way.

10. Discussion regarding the Strategic Plan

Chief Nicholl stated the Strategic Plan timeline has been expanded with almost every goal met in previous months. He said there is a lot happening in November and December including the arrival of the Type 6, and the upcoming conversion of seasonal staff to full-time status. Chief Nicholl said the first ambulance will be arriving this Monday, and the second ambulance will be arriving a couple of weeks after. He said we are working very hard to make sure we meet all the set goals. Chief Nicholl reported the following changes: Phase 1 removal of the Safer Firefighters, and Phase 2 to include the QA/QI Clerk part-time. Chief Nicholl stated we desperately need 3-6 additional staff, stating the positions are absolutely necessary.

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

Director McCaffrey: None.

Director Hon: None.

Director Callagy: None.

Chief Nicholl reported two positive COVID cases: one full-time firefighter and one volunteer, in addition to seven other personnel quarantined pending test results. He said all of B Platoon is out until the test results are in thus, putting additional strain on the department. Chief Nicholl said erring on the side of caution is necessary by staying home until a negative test result is received, in addition to closure of public access to admin offices for the coming two weeks.

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Chief Nicholl reported Lyon County changes in radio functionality in the four Fire Districts, the Sheriff's Office, and the City of Yerington Police Department. He said Lyon County collects the 9-1-1 surcharge on each call, and there is over a million dollars to be spent on communications. He said in the next month Lyon County will be spending almost \$250,000.00 for North Lyon that will include new handheld radios, and assistance with ongoing operational expenses of phone bills. Chief Nicholl said the new technology will take us forward for 10-15 years; there is sustainability with replacement radios on a rotating basis that will be funded by the County, as well as better reliability on each other by using the same hardware. Chief Nicholl reported the recruiting academy is going well; new hire testing for volunteers and reserves will be done within 6-8 weeks; there are currently 11 Cadets and they have raised over \$2,000.00 for the Cadet Scholarship Fund. The Type 6 has arrived; both ambulances are arriving soon after, and final inspections of the new engines will happen in January. He said once complete, the engines will be flat bedded to the Storey County service facility and outfitted for service, with the dedication ceremony set for February. Chief Nicholl said the NV Energy contract is going well with expansion to Carson City and Elko.

Kasey Miller reported work will begin next week on a new SOP for personnel in the event of COVID symptoms and/or positive tests; the Captain Testing went very well, the process was very fair, and she enjoyed participating; she congratulated Tim Myers.

Becki Howlett reported Rehab attended Red's Halloween event before responding to the structure fire on Concord Circle.

Fire Marshal Myers reported in October he inspected all the schools, twenty businesses and currently has several plan reviews in process.

City of Fernley: None.

Chairman McCassie reported the District received several cards of thanks and artwork, and a donation of \$300.00 from Janet Struempf.

Chief Nicholl requested a Special Meeting for approval of District Asset Liquidation on November 19, 2020.

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.)

None.

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13. Adjournment*

Chairman McCassie adjourned at 1850.

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 12, 2020.

Respectfully Submitted by:

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

December 10, 2020
 Date

Approval of Minutes

	<u>For</u>	<u>Against</u>	<u>Abstain</u>	<u>absent vacant</u>	
<input checked="" type="checkbox"/> Approved as Read	<u>3</u>	<u>0</u>	<u>0</u>	<u>2</u>	<u>3</u>
<input type="checkbox"/> Approved with Corrections	---	---	---	---	---

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

December 10, 2020
 Date