

**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

March 26, 2021

**1. Call to Order**

The meeting was called to order by Chairman McCassie at 1005 hours. Directors present included Greg McCaffrey, Mike Callagy, Jr., Paul Murphy, and Harry Wheeler.

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**

Director McCaffrey made a motion to approve the Consent Agenda as presented. Director Callagy seconded the motion.

The motion carried as follows: 5-0-0

McCassie	Aye	Murphy	Aye
McCaffrey	Aye	Wheeler	Aye
Callagy, Jr.	Aye		

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**4. WORKSHOP: Discussion Regarding NLCFPD FY 2022 Budget (3-hour time limit)**

Chief Nicholl reviewed the current budget, noting overages in Fire and Ambulance expenditures due to COVID. He said the CARES money given to the district by the City of Fernley and Lyon County was counted as unexpected revenue and helped offset the additional unanticipated costs; he reminded the Board that CARES monies are only awarded to States, Counties and Municipalities; FY 2022 Budget will more accurately reflect anticipated COVID overages. Chairman McCassie inquired as to requesting additional CARES monies from the City to which Chief Nicholl affirmed he has.

Director Callagy asked for clarification of the amounts of money received from the City and County to which Chief Nicholl stated \$415,000.00 from the City and \$105,000.00 from the County. Director McCaffrey inquired as to the anticipated amount of overage in the current budget to which Chief Nicholl stated about \$250,000.00 and noted the 2022 budget reflects corrections in anticipation of additional expenses. Chief Nicholl said the \$520,000.00 in unexpected revenue will offset the \$250,000.00 by either moving into current fund balance or, into 2022 budget. Chief Nicholl reviewed current Fire budget noting the third and fourth quarter tax disbursements have yet to be received.

Director Wheeler inquired as to the increase in Wildland figures, to which Chief Nicholl said he would explain with the 2022 budget projections.

Chief Nicholl presented three different variables of the 2022 budget with the difference between each being personnel expenses and revenue vs expenses.

The first option reflects current staffing, in addition to the transition of the part-time QA-QI Clerk into a full-time position, which is approximately \$30,000.00 in net change to the budget. He said the revenue and expenses are in \$65,000.00 in the black, making it a balanced budget however, it does not meet additional department needs. This is exactly what we have this year with nothing new.

Chief Nicholl responded to Director Wheeler's inquiry that the Wildland has increased from \$350,000.00 to \$400,000.00 due to newly acquired projections; the past season was very good, and the projection is that this season will be very good also. He said this year's gross projection is actually \$500,000.00, but Cal Fire has yet to pay 2020 fees that total almost \$300,000.00.

Mrs. Miller added the Forest Service has not paid as yet either, but the billing has been accepted and we are just waiting for payment.

Chief Nicholl reviewed anticipated revenues from areas such as ad valorem and consolidated taxes, mutual aid/wildland, contracts, interlocal/impact fees, donations, training, inspections, permits, plan reviews, operational permits, ambulance saver subscription fees, and GEMT.

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Chief Nicholl presented the second budget option as including everything in the first option plus three additional staff, and the third budget option as including everything in option two plus merit increases, and recommended option two.

Director Murphy asked for clarification of merit increase to which Chief Nicholl stated merit increase is a technical term for step increase. Director Murphy asked if we are increasing annual wages based on merit increase or based on step. Chief Nicholl responded it is the same thing; merit steps are never guaranteed, and it can take more than one year to achieve a step.

Director Wheeler inquired as to budget adjustments after the budget has been approved to which Chief Nicholl stated budget adjustments are typical mid-year.

Director Callagy asked for clarification as to what predicates a merit increase to which Chief Nicholl explained first is available funds, second is satisfactory performance evaluations, and meeting of time and grade requirements.

Discussion ensued.

Chairman McCassie asked if the large increase to option three is the addition of three new people to which Chief Nicholl affirmed. He said three existing people would promote to Captains, and three new hires would replace them.

Discussion ensued.

Director Wheeler asked Chief Nicholl what he would like to see for this budget to which Chief Nicholl stated he feels we can do budget two. He said it achieves supervision at Station 62 but does have some risk. Chief Nicholl said even with the budget overage, the CARES money received will leave an overage of \$200,000.00 to \$250,000.00 at the end of the year. He said a sound strategy for the coming year is not to depreciate the engines, instead begin next year with moderate depreciation and increase 10% each year, at the end of the fourth year there should be about \$200,000.00 in funded depreciation.

Discussion ensued.

Chief Nicholl stated that if the depreciation and lease amounts for the engines are withheld this year, the budget would balance but would not satisfy any new needs. He suggested refraining from depreciating the engines this year and waiting for the overage totals from accounting.



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**Chairman McCassie recessed for 10-minutes at 1145 hours.**

**Chairman McCassie reopened the meeting at 1156 hours.**

Chairman McCassie announced Director McCaffrey departed the meeting during recess.

Chief Nicholl stated his desire for dialogue with the Board as to the direction they would like to go to which Chairman McCassie said he is supportive of the strategy thus far, as is Director McCaffrey.

Director Murphy referenced the upcoming rate sunset amount of .05 cents, totaling \$300,000.00 to \$400,000.00 and noted concern regarding the Ad Valorem revenue and how that will affect the future. He inquired as to the duties of the QA-QI position, specifically whether it is limited to ambulance, or including fire to which Chief Nicholl said it could include fire. Director Murphy said he is supportive of the depreciation strategy, upgrading QA-QI to full-time and modernizing the Station, but takes exception to the hiring of three new people.

Discussion ensued.

Chief Nicholl said additional one-time budgetary items requested include \$27,000.00 - \$30,000.00 for Station 61 modifications and Station 62 staffing; \$6,000.00 for replacement EMS bags; \$12,000.00 for additional Wildland PPE; a new fuel system for accurate tracking; \$12,000.00 for Dress Blue Uniforms.

Discussion ensued.

Director McCassie inquired as to the current fund balance to which Chief Nicholl approximated \$1 million between both accounts.

Chairman McCassie said he is hesitant regarding the one-time additions until more accurate figures are available to which Chief Nicholl concurred.

Dan Taylor inquired as to the minimum requirement of a fund balance to which Chief Nicholl said is 3% of operating budget and there is greater than the minimum State required balance.

Director Murphy inquired as to the balance of the acquisition fund to which Kasey Miller said it is combined with the fire fund and Chief Nicholl added it is under \$1 million dollars.

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Chairman McCassie inquired as to the exact improvements for \$27,000.00 to which Chief Nicholl listed \$20,000.00 at Station 61 including two new dorm rooms, a new bathroom, repairing the kitchen plumbing, changes to the administrative office area and the addition of an office space and \$7,000.00 at Station 62 including a new bedroom and office.

Directors Wheeler and Callagy both support budget option 2.

Local 4547 President John Renaud requested clarification of the budget option two pay scale modification to which Chief Nicholl affirmed the 8% increase as only going down and not lateral as there is not enough funding to do both.

Discussion ensued.

**5. 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.)

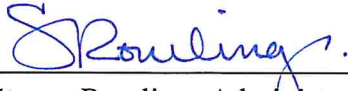
None.

**13. Adjournment\***

Chairman McCassie adjourned at 1231 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 March 26, 2021.**

Respectfully Submitted by:

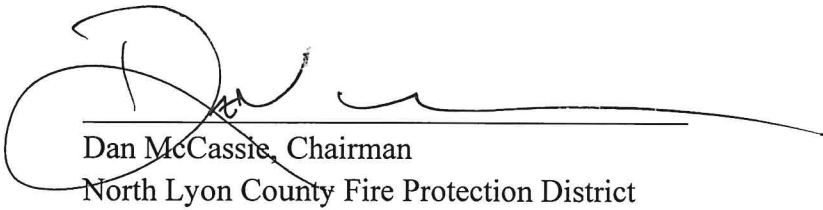
  
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Stacey Rowling, Administrative Assistant  
North Lyon County Fire Protection District

April 14, 2021  
Date

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Approval of Minutes

	<u>For</u>	<u>Against</u>	<u>Abstain</u>	<u>Absent</u>	
<u>2</u> Approved as Read	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5</u>
___ Approved with Corrections	___	___	___	___	___

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

April 14, 2021  
Date