



North Lyon County Fire Protection District
195 East Main Street
Fernley, Nevada 89408
District Office (775) 575-3310 Fax (775) 575-3314
Jason Nicholl, Fire Chief

Notice of Meeting

Date: Thursday November 12, 2020

Time: 6:00 p.m. or 1800 hours

Location: 195 East Main Street
Fernley NV 89408

OR Virtual Zoom Meeting
Audio will be Telephone Only

Directors

Dan McCassie, Chair Mike Callagy, Jr., Director
Patricia Hon, Vice-Chair Greg McCaffrey, Director
William Riesen, Secretary/Treasurer

Join Zoom Meeting online at:

<https://us02web.zoom.us/j/81482746473?pwd=cmdUTFVGVQVp2ek5BamR0UINhNDBVUT09>

Dial: 1-2532158782 Password: 926074 Meeting ID: 814 8274 6473

NLCFPD Board of Directors Meeting Agenda

1. Call to Order, Pledge of Allegiance and Moment of Silence
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.)
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.)
3.
 - 3a. Review and Approval of Board Agenda
 - 3b. Review & Approve Board Minutes
 - 3c. Review & Approve Revenue and Expenditure Reports
 - 3d. Review of Summary Reports
4. District Promotions and Awards
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*
6. Discussion and possible action regarding District Policies*
7. Discussion and possible action regarding Administrative Clerk Job Description*
8. Discussion and possible action regarding 501c3*
9. Discussion and possible action regarding 271*
10. Discussion regarding the Strategic Plan
11. Reports of Directors, Fire Chief, Staff, Volunteers, Local 4547, City of Fernley
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.)
13. Adjournment*

- Notices:**
1. The Board may act on any of the “*” items.
 2. At any time, the order of agenda items may be changed, removed, or combined with another item with Board consensus.
 3. The Board may limit the amount of time for public comments based upon the number of speakers on the same subject.
 4. Disabled members of the public who require special accommodations or assistance at the meeting are requested to notify in writing at the North Lyon County Fire Protection District, 195 East Main Street, Fernley, Nevada 89408 or by calling (775) 575-3310.

CERTIFICATE OF POSTING

I, Kasey Miller, Office Manager, do hereby certify that I posted or caused to be posted, a copy of this agenda at the following locations on or before 9:00 a.m. on November 6, 2020:

1. North Lyon County Fire Protection District, 195 East Main Street, Fernley, Nevada 89408
2. U.S. Post Office, Hardie Lane Fernley, Nevada 89408
3. City of Fernley – City Hall, Fernley, Nevada 89408
4. Fernley Senior Center, West Newlands Drive, Fernley, Nevada 89408

Distribution: To ALL persons requesting notification.

PEOPLE FIRST

North Lyon County Fire Protection District is an Equal Opportunity Employer & Provider

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MINUTES

NORTH LYON COUNTY FIRE PROTECTION DISTRICT

INCLUDING VIRTUAL ONLINE ZOOM ACCESS

October 8, 2020

1. Call to Order

The meeting was called to order by Director McCaffrey at 1807 hours.
Directors present included: Director Hon via telephone and Director Callagy.
Chief Nicholl was also present.

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.)

Becki Howlett presented Chief Nicholl with gift cards from the Bridge the Blue Donation Drive.

Morgan McDowell of Nova Tile and Stone presented Firefighter Jesse Richardson a donation to the Cadet Program in the amount of \$500.00.

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 Callagy, Jr. made a motion to accept the Consent Agenda as presented.
Director McCaffrey seconded the motion.

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The motion carried as follows: 3-0-2

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

4. Appreciation Awards

Chief Nicholl read into record the following Life Saver Commendation letter he sent to Sheriff Hunewill dated September 20, 2020:

“Sheriff Hunewill,

I am pleased to notify you that two of your Deputies’ will be awarded the North Lyon County Fire Protection District Live Saver Commendation for actions on September 14, 2020.

That day, North Lyon Fire and Lyon County Sheriffs were dispatched to a local residence where a 52-year-old female had fallen into a glass table severely lacerating her upper left arm. She had hemorrhaged approximately 2-3 liters of blood and was exhibiting profound hypovolemic shock on the Deputies arrival.

Deputies Whitten and Lopez immediately began rendering aid and applied a tourniquet to the patient effectively stopping the massive bleeding. Our Paramedics arrived and took over patient care from the Deputies, subsequently transporting the patient to Renown Medical Center and their awaiting trauma team.

Our paramedic recognized the lifesaving value of the actions performed by the Deputies and informed the trauma team of the events. The Trauma surgeon echoed saying, “He saved her life by doing that.”

We are proud to honor the actions of Deputies Whitten and Lopez. We are proud to have them as members of our emergency response team. They both truly exemplify the values and tenets of the North Lyon County Fire Protection District and thus, we award them our second highest honor, the Live Saving Commendation.”

Chief Nicholl then presented Deputies’ Whitten and Lopez with NLCFPD uniform life saver pins and framed Life Saver Commendations, noting he is proud to have them on the team.

Karla Scott thanked both Deputies for saving her life, noting they are hero’s.

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Sheriff Hunewill awarded Deputies' Whitten and Lopez with a Lyon County Letter of Commendation; Deputy Whitten a Life Saving medal and noted Deputy Lopez will receive a Star pin.

5. Discussion and possible action regarding Wildland Coordinator/Fuels Management Officer position*

Chief Nicholl stated the need to fill the recently vacated Wildland Coordinator/FMO position and referred to the attached job description, saying initially the position was a Captain position; due to budgetary and labor issues, the classification was changed to a mid-grade manager position equivalent to a fourth-year senior Firefighter. Chief Nicholl proposed taking what was originally intended to be an in-house Captain's position and convert it, thus a budgetary increase of approximately \$30,000.00 per-year.

Chief Nicholl stated the position is currently covered by the NV Energy contract and dependent on wildland funding; if wildland is unable to produce and be self-sustaining, the position may no longer exist within the department. He said a meeting with Local 4547 has taken place, and they are in support of the conversion. Chief Nicholl said the request is to upgrade the position and change the classification to Captain which would be covered under the Local 4547 and open another promotable position within the department. He said the qualifications for the position are intentionally high because the Fuels Management Officer is a vital key to our wildland division; there is some mechanism to fill the position internally if there are qualified candidates. Chief Nicholl said he anticipates the position to be budget neutral as it is tied directly to wildland revenues.

Director Hon made a motion to approve the Wildland Coordinator/Fuels Management Officer to a Captain's position as presented.

Director Callagy, Jr. seconded the motion.

The motion carried as follows: 4-0-1

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

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6. Discussion and possible action regarding Fuels Management Crew positions*

Chief Nicholl stated the three current seasonal firefighters fill this position; each are able to work up to 1,039 hours before becoming full-time status.

****Director Reisen joined the meeting via telephone at 1830 hours.**

Chief Nicholl proposed converting the current three seasonal employees to full-time employees, noting the positions will be dependent upon wildland funding and will not be covered by Local 4547. He said it would be a \$12,000.00 per employee net increase, although expense neutral as a direct pass through of the NV Energy contract. Chief Nicholl said the job description would be unchanged, benefited, and eligible for PERS; additionally, the process would be expedited in not having to recruit and train new people. Chief Nicholl reiterated, Local 4547 is supportive of this series of actions.

Director Hon requested clarification as to job status being dependent on the NV Energy contract; Chief Nicholl affirmed, saying the wildland revenue opportunities are much larger than that of only the NV Energy contract.

Chief Nicholl stated over the course of the next two years and nine months, the hope is for self-sustainability and the opportunity to bring on additional staff.

Discussion ensued.

Local 4547 President, John Renaud joined via telephone stating it would strengthen and bolster the program considerably.

Director Hon made a motion to approve the Fuels Management Crew positions to full-time positions as presented.

Director Reisen seconded the motion.

The motion carried as follows: 4-0-1

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

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7. Discussion and possible action regarding 501c3*

Chief Nicholl stated he has attempted multiple times to start a 501c3 as was previously requested by the Board however, the application requires decisions to be made by a member of the board.

Discussion ensued.

Director Hon volunteered to facilitate the process further.

Director's Callagy, Jr. and McCaffrey agreed.

8. Discussion and possible action regarding 271*

Chief Nicholl stated NRS 271 is a Special Assessment District existing outside of taxation; it is outside the ad valorem tax cap. He said in the coming years we will not be able to afford our capital needs, which are significant. Chief Nicholl said the 271 allows an overlay of Special Assessment for specific capital needs that could provide \$1- 2.5 million dollars per year outside of taxation that would be directed exactly at capital expenditures such as engines, stations, turn-out gear, etc. He said we have retained financial planning and bond services who he has met with multiple times, and legislation does not specifically allow us to do it but does not specifically forbid us to do it, but no one has done it before. Chief Nicholl outlined six options for the Board to consider and said it would be a 30-year window with \$40 million dollars of revenue; \$1.25 million dollars per year, thus the ability to meet our capital needs ten years down the road.

Discussion ensued.

9. Discussion regarding the Strategic Plan

Chief Nicholl reported the new ambulance from the City of Fernley should be finished at the factory on or around October 13th, and then it will be shipped to Salt Lake City for two weeks of radio, lights and equipment fitting at the dealership and once complete, himself and a staff member will caravan it to Fernley. He said the second ambulance is expected three to four weeks after that. Chief Nicholl said the awards banquet scheduled for October 3rd has been indefinitely canceled due to Covid-19; he is unsure as to whether there will be a Christmas party.

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He said Firefighter of the Year awards will most likely be presented at the next Board Meeting. Chief Nicholl said the Type VI Brush Truck is anticipated complete at the end of October, and he and Captain Cohen will travel to Washington for the final inspection and they will drive it back to Fernley. He said the Captain's Academy went well, and the testing is scheduled for October 28th and 29th with fourteen evaluators from three different States.

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

Director Hon: None.

Director Riesen: None.

Director McCaffrey: None.

Stacey Rowling: None.

Kasey Miller: None.

Fire Marshal Myers reported several proposed projects; Fernwood/Sherwood consisting of 360 apartments at the end of Fremont Street which the City Planning is putting the brakes on due to the lack of infrastructure in addition to the road's inability to handle the increased traffic, and the project off of Desert Shadows and Clearwater that was approved in 2007 is also being worked on. Fire Marshal Myers reported business and hazmat inspections are continuing; the County has approved spending 911 surplus money toward purchasing new radios, and the District is switching to digital radios in the coming weeks.

Becki Howlett reported the Rehab rig has been outfitted with a coffee maker.

Chief Nicholl reported the recruit academy has started with thirteen attendees, and his staff are phenomenal.

Local 4547: None.

City of Fernley: None.

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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.)

None.

12. Adjournment*

Director McCaffrey 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 October 8, 2020.

Respectfully Submitted by:

 Stacey Rowling, Administrative Assistant
 North Lyon County Fire Protection District

November 12, 2020
 Date

Approval of Minutes

	<u>For</u>	<u>Against</u>	<u>Abstain</u>	<u>Vacant</u>	
___ Approved as Read	___	___	___	___	___
___ Approved with Corrections	___	___	___	___	___

 Dan McCassie, Chairman
 North Lyon County Fire Protection District

November 12, 2020
 Date

NLCFPD
Statement of Revenues and Expenditures - Rev Exp VS Budget - Fire 2021 Percentage
From 7/1/2020 Through 6/30/2021

	Current Period Budget - 2021Original	Current Year Actual	Total Budget Variance - 2021Original	Percent Total Budget Remaining - 2021Original
REVENUES				
Taxes				
Ad Valorem Taxes	1,637,681.00	78,905.15	(1,558,775.85)	(95.18)%
Consolidated Taxes	202,007.00	0.00	(202,007.00)	(100.00)%
Total Taxes	1,839,688.00	78,905.15	(1,760,782.85)	(95.71)%
Other Revenue				
Mutual Aid	150,000.00	0.00	(150,000.00)	(100.00)%
Contracts	340,000.00	204,104.53	(135,895.47)	(39.97)%
Interlocal	50,000.00	0.00	(50,000.00)	(100.00)%
Inspections	22,000.00	1,895.00	(20,105.00)	(91.39)%
Hazmat Permits	40,000.00	350.00	(39,650.00)	(99.13)%
Fire and Safety Reviews	42,000.00	32,200.00	(9,800.00)	(23.33)%
Operational Permits	9,000.00	160.00	(8,840.00)	(98.22)%
Cost Recovery	0.00	909.82	909.82	0.00%
Miscellaneous Revenue	0.00	2,489.58	2,489.58	0.00%
Total Other Revenue	653,000.00	242,108.93	(410,891.07)	(62.92)%
Total REVENUES	2,492,688.00	321,014.08	(2,171,673.92)	(87.12)%
EXPENDITURES				
Personnel Expenses				
Salaries and Wages	1,006,265.00	197,269.00	808,996.00	80.40%
Temporary Salaries	156,166.00	15,272.52	140,893.48	90.22%
Overtime	130,000.00	150,645.60	(20,645.60)	(15.88)%
Holiday	43,627.00	8,418.08	35,208.92	80.70%
Uniforms	8,950.00	5,570.57	3,379.43	37.76%
Employee Physicals	21,300.00	1,823.00	19,477.00	91.44%
PERS Retirement	385,387.00	52,428.05	332,958.95	86.40%
Employer Taxes and Fees	20,800.00	13,941.75	6,858.25	32.97%
Workers Comp	80,925.00	37,210.12	43,714.88	54.02%
Health Insurance	151,133.00	30,126.08	121,006.92	80.07%
Total Personnel Expenses	2,004,553.00	512,704.77	1,491,848.23	74.42%
Office Operating Expenses				
Office Supplies and Postage	6,000.00	4,725.72	1,274.28	21.24%
Books and Publications	500.00	296.47	203.53	40.71%
Fire Prevention Public Education	3,000.00	0.00	3,000.00	100.00%

NLCFPD

Statement of Revenues and Expenditures - Rev Exp VS Budget - Fire 2021 Percentage
From 7/1/2020 Through 6/30/2021

	Current Period Budget - 2021Original	Current Year Actual	Total Budget Variance - 2021Original	Percent Total Budget Remaining - 2021Original
Insurance	30,000.00	44,605.23	(14,605.23)	(48.68)%
Professional Fees	46,000.00	17,322.90	28,677.10	62.34%
Dues	2,000.00	14.00	1,986.00	99.30%
Travel	1,500.00	0.00	1,500.00	100.00%
Wildland Travel	16,000.00	5,885.50	10,114.50	63.22%
Other	0.00	(158.27)	158.27	0.00%
Total Office Operating Expenses	105,000.00	72,691.55	32,308.45	30.77%
Personnel Operating Expenses				
Training	10,000.00	0.00	10,000.00	100.00%
Recruitment and Retention	9,000.00	0.00	9,000.00	100.00%
Safety Equipment	21,679.00	1,315.00	20,364.00	93.93%
Turnouts	23,925.00	5,376.43	18,548.57	77.53%
Total Personnel Operating Expenses	64,604.00	6,691.43	57,912.57	89.64%
Vehicle Operating Expenses				
Heavy Apparatus	30,000.00	4,990.63	25,009.37	83.36%
Light Fleet	8,000.00	2,039.21	5,960.79	74.51%
Misc and Other	1,000.00	0.00	1,000.00	100.00%
Vehicle Fuel	30,000.00	4,264.12	25,735.88	85.79%
Total Vehicle Operating Expenses	69,000.00	11,293.96	57,706.04	83.63%
Equipment Supplies Operating Expenses				
Medical Supplies	5,000.00	0.00	5,000.00	100.00%
Equipment Non Capital	8,000.00	0.00	8,000.00	100.00%
Communications	19,500.00	20,940.72	(1,440.72)	(7.39)%
Operating Supplies	5,000.00	7,778.44	(2,778.44)	(55.57)%
Small Equipment R & M	18,000.00	16,176.47	1,823.53	10.13%
Total Equipment Supplies Operating Expenses	55,500.00	44,895.63	10,604.37	19.11%
Station Operating Expenses				
Station Repair & Maintenance 61	37,000.00	8,246.63	28,753.37	77.71%
Station Repair & Maintenance 62	6,000.00	0.00	6,000.00	100.00%
Utilities 61	13,000.00	8,013.21	4,986.79	38.36%
Utilities 62	10,000.00	0.00	10,000.00	100.00%
Total Station Operating Expenses	66,000.00	16,259.84	49,740.16	75.36%
Other Non Operating Expenses				

NLCFPD
Statement of Revenues and Expenditures - Rev Exp VS Budget - Fire 2021 Percentage
From 7/1/2020 Through 6/30/2021

	Current Period Budget - 2021Original	Current Year Actual	Total Budget Variance - 2021Original	Percent Total Budget Remaining - 2021Original
Contingency	66,000.00	0.00	66,000.00	100.00%
Capital Outlay	47,000.00	165,428.01	(118,428.01)	(251.97)%
Debt Payments	52,000.00	7,000.00	45,000.00	86.54%
Lease Payments	144,000.00	0.00	144,000.00	100.00%
Interfund Transfers Out	100,000.00	0.00	100,000.00	100.00%
Total Other Non Operating Expenses	409,000.00	172,428.01	236,571.99	57.84%
Total EXPENDITURES	2,773,657.00	836,965.19	1,936,691.81	69.82%
REVENUES IN EXCESS OF EXPENDITURES	(280,969.00)	(515,951.11)	(234,982.11)	83.63%

NLCFPD
 Statement of Revenues and Expenditures - Rev Exp Vs Budget - Ambulance 2021 Percentage
 From 7/1/2020 Through 6/30/2021

	Current Period Budget - 2021Original	Current Year Actual	Total Budget Variance - 2021Original	Percent Total Budget Remaining - 2021Original
REVENUES				
Other Revenue				
Ambulance Fees	1,250,000.00	168,592.33	(1,081,407.67)	(86.51)%
GEMT Ambulance	170,000.00	0.00	(170,000.00)	(100.00)%
Ambulance Subscription	6,500.00	3,815.00	(2,685.00)	(41.31)%
Total Other Revenue	1,426,500.00	172,407.33	(1,254,092.67)	(87.91)%
Total REVENUES	1,426,500.00	172,407.33	(1,254,092.67)	(87.91)%
EXPENDITURES				
Personnel Expenses				
Salaries and Wages	602,610.00	140,222.59	462,387.41	76.73%
Temporary Salaries	84,458.00	10,635.79	73,822.21	87.41%
Overtime	70,000.00	82,104.22	(12,104.22)	(17.29)%
Holiday	29,834.00	5,147.40	24,686.60	82.75%
Uniforms	5,000.00	0.00	5,000.00	100.00%
Employee Physicals	0.00	998.00	(998.00)	0.00%
PERS Retirement	256,406.00	36,057.56	220,348.44	85.94%
Employer Taxes and Fees	16,000.00	7,414.22	8,585.78	53.66%
Workers Comp	62,250.00	0.00	62,250.00	100.00%
Health Insurance	97,032.00	(2,493.22)	99,525.22	102.57%
Total Personnel Expenses	1,223,590.00	280,086.56	943,503.44	77.11%
Office Operating Expenses				
Office Supplies and Postage	4,000.00	906.24	3,093.76	77.34%
Books and Publications	1,500.00	0.00	1,500.00	100.00%
Fire Prevention Public Education	2,000.00	0.00	2,000.00	100.00%
Insurance	25,000.00	(2,500.00)	27,500.00	110.00%
Professional Fees	10,000.00	2,068.54	7,931.46	79.31%
Dues	2,000.00	212.00	1,788.00	89.40%
Travel	1,500.00	0.00	1,500.00	100.00%
Other	0.00	305.26	(305.26)	0.00%
Total Office Operating Expenses	46,000.00	992.04	45,007.96	97.84%
Personnel Operating Expenses				
Training	9,000.00	0.00	9,000.00	100.00%
Recruitment and Retention	1,500.00	0.00	1,500.00	100.00%
Turnouts	7,500.00	0.00	7,500.00	100.00%

NLCFPD
Statement of Revenues and Expenditures - Rev Exp Vs Budget - Ambulance 2021 Percentage
From 7/1/2020 Through 6/30/2021

	Current Period Budget - 2021Original	Current Year Actual	Total Budget Variance - 2021Original	Percent Total Budget Remaining - 2021Original
Total Personnel Operating Expenses	18,000.00	0.00	18,000.00	100.00%
Vehicle Operating Expenses				
Heavy Apparatus	0.00	779.54	(779.54)	0.00%
Ambulance Fleet	15,000.00	11,869.95	3,130.05	20.87%
Misc and Other	1,000.00	0.00	1,000.00	100.00%
Vehicle Fuel	10,000.00	7,884.80	2,115.20	21.15%
Total Vehicle Operating Expenses	26,000.00	20,534.29	5,465.71	21.02%
Equipment Supplies Operating Expenses				
Medical Supplies	54,000.00	17,344.00	36,656.00	67.88%
Equipment Non Capital	4,000.00	0.00	4,000.00	100.00%
Communications	5,000.00	551.55	4,448.45	88.97%
Operating Supplies	3,000.00	1,203.40	1,796.60	59.89%
Small Equipment R & M	12,000.00	0.00	12,000.00	100.00%
Total Equipment Supplies Operating E...	78,000.00	19,098.95	58,901.05	75.51%
Station Operating Expenses				
Station Repair & Maintenance 61	30,000.00	0.00	30,000.00	100.00%
Station Repair & Maintenance 62	2,000.00	2,818.70	(818.70)	(40.94)%
Utilities 61	7,000.00	0.00	7,000.00	100.00%
Utilities 62	5,000.00	5,484.16	(484.16)	(9.68)%
Total Station Operating Expenses	44,000.00	8,302.86	35,697.14	81.13%
Other Non Operating Expenses				
Capital Outlay	270,000.00	29,470.00	240,530.00	89.09%
Depreciation	113,400.00	0.00	113,400.00	100.00%
Total Other Non Operating Expenses	383,400.00	29,470.00	353,930.00	92.31%
Total EXPENDITURES	1,818,990.00	358,484.70	1,460,505.30	80.29%
REVENUES IN EXCESS OF EXPENDITURES	(392,490.00)	(186,077.37)	206,412.63	(52.59)%

Runs by Response Disposition

Disposition Incident Patient Disposition (eDisposition.12)	Number of Runs	Percent of Total Runs
Patient Treated, Transported	134	53.39%
AMA - Patient Evaluated/Treated - No transport	59	23.51%
Patient refuse care	33	13.15%
Canceled (After Arrival At Scene)	7	2.79%
Patient Evaluated/Treated - No transport	7	2.79%
Canceled (Prior to Arrival At Scene)	6	2.39%
Patient Treated, Transferred Care to Another EMS Unit	3	1.20%
	2	0.80%
	Total: 251	Total: 100.00%

Runs by Zone - District

Scene Incident Zone	Number of Runs	Percent of Total Runs
61	185	73.71%
62	65	25.90%
Storey	1	0.40%
	Total: 251	Total: 100.00%

Runs by City

Scene Incident City Name (eScene.17)	Number of Runs	Percent of Total Runs
FERNLEY	232	92.43%
City of Fernley	13	5.18%
WADSWORTH	2	0.80%
	1	0.40%
CHURCHILL CNTY	1	0.40%
Fallon Station Census Designated Place	1	0.40%
MINDEN	1	0.40%
	Total: 251	Total: 100.00%

Runs by County

Scene Incident County Name (eScene.21)	Number of Runs	Percent of Total Runs
Lyon	245	97.61%
	2	0.80%
Washoe	2	0.80%
Churchill	1	0.40%
Douglas	1	0.40%
	Total: 251	Total: 100.00%

Runs by Time and Day of Call

Incident Day Name	Incident Three Hour Range Of Day 24	Number of Runs	Percent of Total Runs
Sunday	00:00:00 - 02:59:59	4	1.59%
	03:00:00 - 05:59:59	3	1.20%
	06:00:00 - 08:59:59	5	1.99%
	09:00:00 - 11:59:59	3	1.20%
	12:00:00 - 14:59:59	3	1.20%
	15:00:00 - 17:59:59	10	3.98%
	18:00:00 - 20:59:59	5	1.99%
	21:00:00 - 23:59:59	3	1.20%
Monday	00:00:00 - 02:59:59	1	0.40%
	03:00:00 - 05:59:59	5	1.99%
	06:00:00 - 08:59:59	1	0.40%
	09:00:00 - 11:59:59	3	1.20%
	12:00:00 - 14:59:59	11	4.38%
	15:00:00 - 17:59:59	7	2.79%
	18:00:00 - 20:59:59	7	2.79%
	21:00:00 - 23:59:59	3	1.20%
Tuesday	00:00:00 - 02:59:59	2	0.80%
	03:00:00 - 05:59:59	3	1.20%
	06:00:00 - 08:59:59	3	1.20%
	09:00:00 - 11:59:59	8	3.19%
	12:00:00 - 14:59:59	4	1.59%
	15:00:00 - 17:59:59	8	3.19%
	18:00:00 - 20:59:59	3	1.20%
	21:00:00 - 23:59:59	1	0.40%
Wednesday	00:00:00 - 02:59:59	3	1.20%
	03:00:00 - 05:59:59	1	0.40%
	09:00:00 - 11:59:59	8	3.19%
	12:00:00 - 14:59:59	4	1.59%
	15:00:00 - 17:59:59	4	1.59%
	18:00:00 - 20:59:59	3	1.20%
	21:00:00 - 23:59:59	2	0.80%
	Thursday	03:00:00 - 05:59:59	2
06:00:00 - 08:59:59		4	1.59%
09:00:00 - 11:59:59		6	2.39%
12:00:00 - 14:59:59		6	2.39%
15:00:00 - 17:59:59		9	3.59%
18:00:00 - 20:59:59		6	2.39%
21:00:00 - 23:59:59		4	1.59%
Friday		00:00:00 - 02:59:59	1
	03:00:00 - 05:59:59	2	0.80%
	06:00:00 - 08:59:59	6	2.39%
	09:00:00 - 11:59:59	6	2.39%
	12:00:00 - 14:59:59	5	1.99%
	15:00:00 - 17:59:59	4	1.59%
	18:00:00 - 20:59:59	8	3.19%
	21:00:00 - 23:59:59	6	2.39%
Saturday	00:00:00 - 02:59:59	2	0.80%
	03:00:00 - 05:59:59	1	0.40%
	06:00:00 - 08:59:59	6	2.39%
	09:00:00 - 11:59:59	12	4.78%
	12:00:00 - 14:59:59	7	2.79%
	15:00:00 - 17:59:59	5	1.99%
	18:00:00 - 20:59:59	7	2.79%
	21:00:00 - 23:59:59	5	1.99%

Incident Day Name

Incident Three Hour Range Of Day 24

Number of Runs
Total: 251

Percent of Total Runs
Total: 100.00%

Runs by Hour of Day

Incident Hour Range Of Day 24	Number of Runs	Percent of Total Runs
00:00:00 - 00:59:59	3	1.20%
01:00:00 - 01:59:59	4	1.59%
02:00:00 - 02:59:59	6	2.39%
03:00:00 - 03:59:59	3	1.20%
04:00:00 - 04:59:59	7	2.79%
05:00:00 - 05:59:59	7	2.79%
06:00:00 - 06:59:59	5	1.99%
07:00:00 - 07:59:59	6	2.39%
08:00:00 - 08:59:59	14	5.58%
09:00:00 - 09:59:59	19	7.57%
10:00:00 - 10:59:59	7	2.79%
11:00:00 - 11:59:59	20	7.97%
12:00:00 - 12:59:59	12	4.78%
13:00:00 - 13:59:59	11	4.38%
14:00:00 - 14:59:59	17	6.77%
15:00:00 - 15:59:59	21	8.37%
16:00:00 - 16:59:59	9	3.59%
17:00:00 - 17:59:59	17	6.77%
18:00:00 - 18:59:59	15	5.98%
19:00:00 - 19:59:59	11	4.38%
20:00:00 - 20:59:59	13	5.18%
21:00:00 - 21:59:59	5	1.99%
22:00:00 - 22:59:59	12	4.78%
23:00:00 - 23:59:59	7	2.79%
Total: 251		Total: 100.00%

Runs by Day of Week

Incident Day Name	Number of Runs	Percent of Total Runs
Sunday	36	14.34%
Monday	38	15.14%
Tuesday	32	12.75%
Wednesday	25	9.96%
Thursday	37	14.74%
Friday	38	15.14%
Saturday	45	17.93%
Total: 251		Total: 100.00%

Average Run Time Summary Report (In Minutes)

Avg Unit Notified to Enroute in Minutes	Avg Unit Enroute to Arrived at Scene	Avg Unit Arrived on Scene to Left Scene	Avg Unit Left Scene to Arrived at Dest	Avg Patient Arrived at Destination to Patient Transfer of Care	Avg Patient Arrived at Destination to Unit Back in Service	Number of Runs
2.42	5.02	19.20	35.70	12.05	54.71	251

Chute Time

Incident Unit Notified By Dispatch To Unit En Route Range In Minutes	Number of Runs	Percent of Total Runs
	29	11.55%
0 to <1	59	23.51%
1 to <2	70	27.89%
2 to <3	36	14.34%
3 to <4	22	8.76%
4 to 5	15	5.98%
> 5	20	7.97%
Total:	251	Total: 100.00%

En-route Time

Incident Unit En Route To Unit Arrived On Scene Range In Minutes	Number of Runs	Percent of Total Runs
	35	13.94%
0 to <5	121	48.21%
5 to <10	87	34.66%
10 to 15	6	2.39%
> 15	2	0.80%
Total:	251	Total: 100.00%

Scene Time

Top 10 Records Of 12 Displayed

Incident Unit Arrived On Scene To Unit Left Scene Range In Minutes	Number of Runs	Percent of Total Runs
	111	44.22%
0 to <5	3	1.20%
5 to <10	23	9.16%
10 to <15	32	12.75%
15 to <20	26	10.36%
20 to <25	28	11.16%
25 to <30	8	3.19%
30 to <35	6	2.39%
35 to <40	3	1.20%
40 to <45	6	2.39%
Total:	246	Total: 98.01%

Transport Time

Incident Unit Left Scene To Patient Arrived At Destination Range In Minutes	Number of Runs	Percent of Total Runs
	116	46.22%
> 15	135	53.78%
Total:	251	Total: 100.00%

Runs by Dispatch Reason

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Traffic/Transportation Incident	28	11.16%
Falls	27	10.76%
Abdominal Pain/Problems	17	6.77%
Chest Pain (Non-Traumatic)	17	6.77%
Breathing Problem	16	6.37%
Altered Mental Status	9	3.59%
Traumatic Injury	9	3.59%
Hemorrhage/Laceration	7	2.79%
Lift Assist	7	2.79%
No Other Appropriate Choice	7	2.79%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	7	2.79%
Unknown Problem/Person Down	7	2.79%
Assault	6	2.39%
Back Pain (Non-Traumatic)	6	2.39%
Convulsions/Seizure	6	2.39%
Pain	6	2.39%
Medical Alarm	5	1.99%
Weakness/Lethargic	5	1.99%
Heart Problems/AICD	4	1.59%
Overdose/Poisoning/Ingestion	4	1.59%
Alcohol intoxication	3	1.20%
Choking	3	1.20%
Diabetic Problem	3	1.20%
Dizziness	3	1.20%
Nausea/Vomiting	3	1.20%
Sick Person (weakness, etc.)	3	1.20%
Stroke/CVA	3	1.20%
Syncope/near-fainting	3	1.20%
Unconscious/Fainting/Near-Fainting	3	1.20%
	2	0.80%
Allergic Reaction/Stings	2	0.80%
Assist Police with a Citizen	2	0.80%
Burns/Explosion	2	0.80%
Eye Problem/Injury	2	0.80%
Fever	2	0.80%
Pregnancy/Childbirth/Miscarriage	2	0.80%
Anxiety Attack	1	0.40%
Auto vs. Pedestrian	1	0.40%
Automated Crash Notification	1	0.40%
Cardiac Arrest/Death	1	0.40%
Chronic Illness/Medical Condition	1	0.40%
Epistaxis (Nosebleed)	1	0.40%
Fire	1	0.40%
Headache	1	0.40%
Hypotension / hypertension	1	0.40%
Pandemic/Epidemic/Outbreak	1	0.40%
Total: 251	Total: 100.00%	

Runs by Patient Age Range in Years

Patient Age Range In Years	Number of Runs	Percent of Total Runs
	19	7.57%
< 1	1	0.40%
1 - 9	6	2.39%
10 - 19	10	3.98%

Patient Age Range In Years

Number of Runs

Percent of Total Runs

20 - 29	22	8.76%
30 - 39	35	13.94%
40 - 49	21	8.37%
50 - 59	28	11.16%
60 - 69	29	11.55%
70 - 79	48	19.12%
80 - 89	26	10.36%
90 - 99	5	1.99%
100 - 120	1	0.40%
	Total: 251	Total: 100.00%

Runs by Destination Name

Disposition Destination Name Delivered To (eDisposition.01)	Disposition Destination Code Delivered To (eDisposition.02)	Number of Runs	Percent of Total Runs
Banner Churchill Community Hospital	90012	102	40.64%
Northern Nevada Medical Center	90117	7	2.79%
Not Applicable		26	10.36%
Not Recorded		12	4.78%
Reno VA Medical Center	90099-7	1	0.40%
Renown Regional Medical Center	90134	4	1.59%
Renown South Meadows Medical Center	90135	82	32.67%
St. Mary's Regional Medical Center	90024	1	0.40%
		16	6.37%
		Total: 251	Total: 100.00%

Transport Mode from Scene

Disposition Transport Mode From Scene (eDisposition.17)	Number of Runs	Percent of Total Runs
Non-Emergent	102	40.64%
Emergent (Immediate Response)	83	33.07%
Not Applicable	51	20.32%
Emergent Downgraded to Non-Emergent	13	5.18%
Non-Emergent Upgraded to Emergent	1	0.40%
	1	0.40%
	Total: 251	Total: 100.00%

Average Run Mileage Summary Report

Average Run Mileage to Scene	Minimum Run Mileage to Scene	Maximum Run Mileage To Scene	Average Run Mileage Scene to Destination	Minimum Run Mileage Scene to Destination	Maximum Run Mileage Scene to Destination	Average Run Total Distance	Minimum Run Total Distance	Maximum Run Total Distance	Number of Runs
			35.61	0	44				251

Run Mileage To Destination

Response Vehicle Distance Scene To Destination Range	Number of Runs	Percent of Total Runs
	121	48.21%
0 to < 5	1	0.40%
10 to < 15	1	0.40%
> 20	128	51.00%
	Total: 251	Total: 100.00%

Procedures Administered

Procedure Performed Description And Code (eProcedures.03)	Number of Times Procedure Administered	Percent of Total Procedures Administered
Adult physical assessment (422440002)	171	16.49%
Pulse Oximetry (252465000)	169	16.30%
EKG 4-Lead (428803005)	104	10.03%
Temperature taking (56342008)	99	9.55%
IV, Extremity (arm or leg) (392230005)	99	9.55%
Glucose Check (302789003)	92	8.87%
EKG 12 Lead (268400002)	60	5.79%
	50	4.82%
Auscultation (37931006)	39	3.76%
Oxygen administration by nasal cannula (371907003)	35	3.38%
Pain assessment (225399009)	20	1.93%
ETCO2 Capnography (51717002)	13	1.25%
Advanced Spinal Assessment (i.e., clearance) (445828009)	10	0.96%
Splinting, Extremity (79321009)	10	0.96%
Cervical Collar Applied (49689007)	7	0.68%
Wound Care (182531007)	6	0.58%
Patient Cooling (Cold Pack or General) (431774007)	5	0.48%
Airway Opened (232664002)	4	0.39%
IV, Access via Existing Port (i.e., Portacath) (233550000)	4	0.39%
Oxygen Delivery with BVM (243140006)	4	0.39%
Suctioning Upper Airway (230040009)	3	0.29%
Bleeding Control - Direct Pressure (447686008)	3	0.29%
Fast Patch Placement (431414003)	3	0.29%
Spinal Immobilization, Full (426498007)	3	0.29%
CPAP (47545007)	3	0.29%
CPR - CPR, Manual (89666000)	2	0.19%
IO, Intraosseous Cannulation (430824005)	2	0.19%
Oral Airway Insertion (7443007)	2	0.19%
C-spine Stabilization, Manual (449199004)	2	0.19%
Oxygen administration by mask (371908008)	2	0.19%
Restraint Applied, Physical (386423001)	1	0.10%
Intubation, Oral using Bougie Device (450601000124103)	1	0.10%
CO Oximetry (167013004)	1	0.10%
Intubation, Oral (232674004)	1	0.10%
Occlusive Dressing (22206003)	1	0.10%
Supraglottic Airway, Single Lumen (450611000124100)	1	0.10%
Long Board (450591000124106)	1	0.10%
PEEP Applied (45851008)	1	0.10%
Airway Head Tilt/Chin Lift (232667009)	1	0.10%
Splinting, Pelvic Binder/Sling (182556001)	1	0.10%
Patient Warming (Warm Pack or General) (431949004)	1	0.10%
Total: 1,037		Total: 100.00%

Medications Administered

Medication Given Description And RXCUI Code (eMedications.03)	Number of Times Medication Administered	Percent of Total
	180	54.71%
Fentanyl (4337)	26	7.90%
Oxygen (7806)	25	7.60%
Normal saline (125464)	21	6.38%
Midazolam (Versed) (6960)	19	5.78%
Morphine (7052)	12	3.65%
Ondansetron (Zofran) (26225)	12	3.65%
Epinephrine 1:10,000 (317361)	8	2.43%

Medication Given Description And RXCUI Code (eMedications.03)	Number of Times Medication Administered	Percent of Total
Ketamine (Ketalar) (6130)	7	2.13%
Nitroglycerin (4917)	6	1.82%
Acetaminophen (Tylenol) (161)	4	1.22%
Aspirin (1191)	2	0.61%
Ketorolac (Toradol) (35827)	2	0.61%
Naloxone (Narcan) (7242)	2	0.61%
D50 (Dextrose 50 % Solution) (237653)	1	0.30%
Furosemide (Lasix) (4603)	1	0.30%
Labetalol (Normodyne) (6185)	1	0.30%
	Total: 329	Total: 100.00%

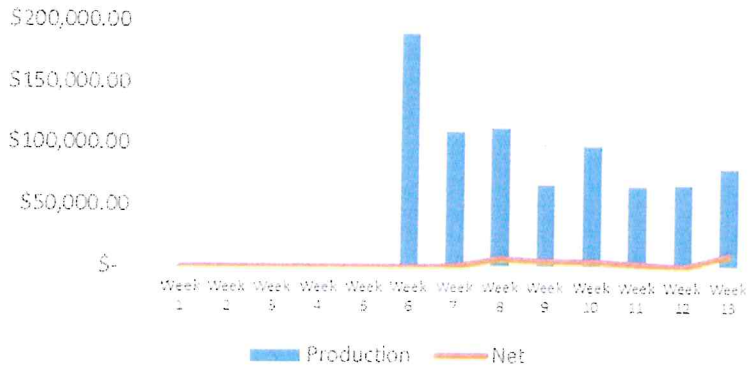
Report Filters

Incident Date: is between '10/08/2020' and 'Today'

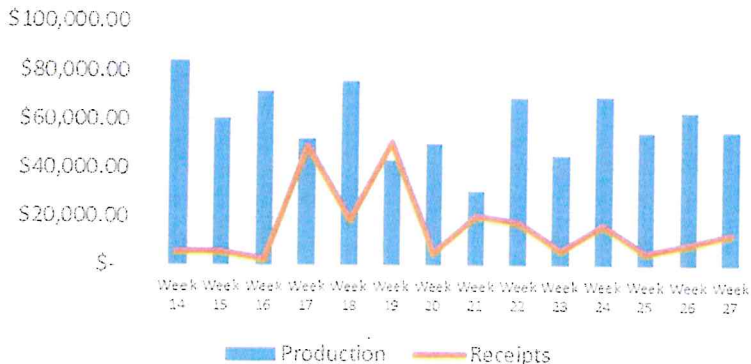
Agency Name (Dagency.03): is in 'North Lyon County Fire Protection District'

CY2020 Ambulance revenue Graphs

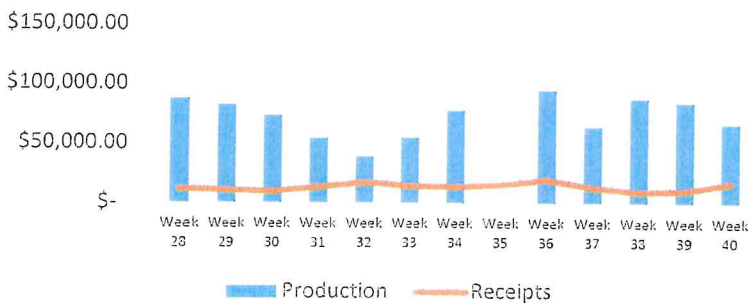
1Q2020 G v. Receipts



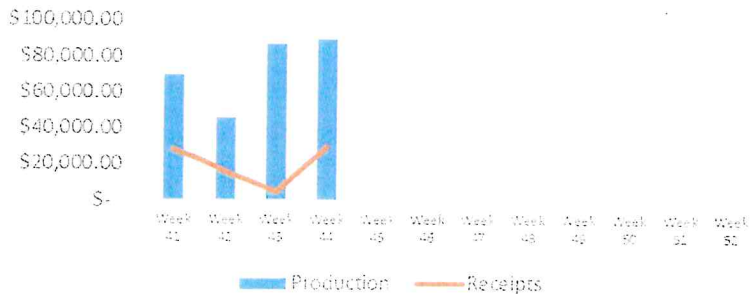
2Q2020 G v. Receipts



3Q2020 G v. Receipts

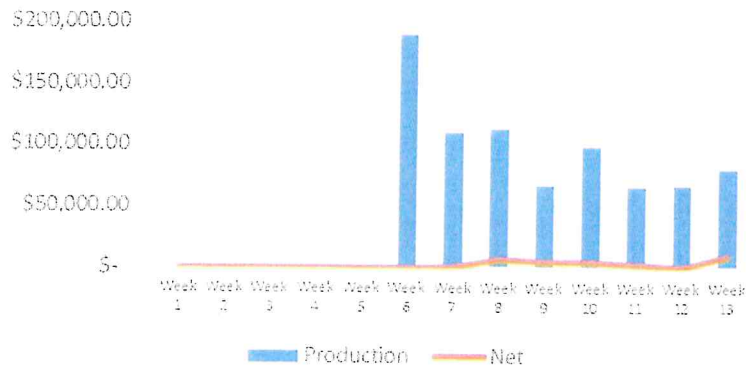


4Q2020 G v. Receipts

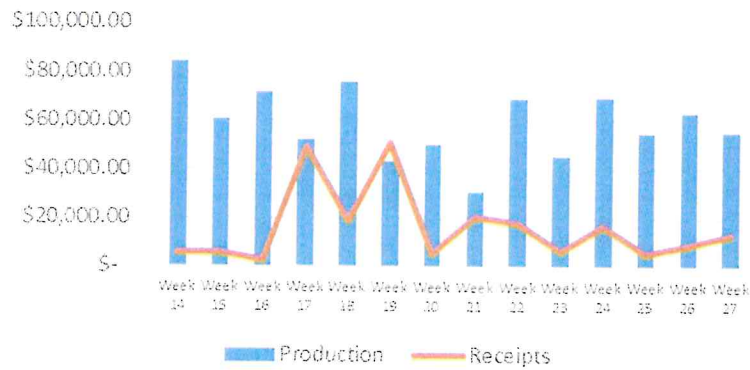


CY2020 Ambulance revenue Graphs

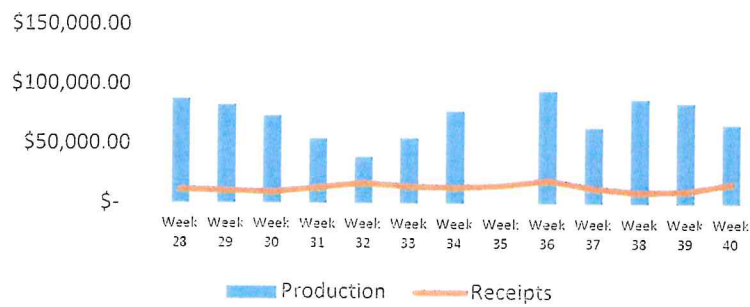
1Q2020 G v. Receipts



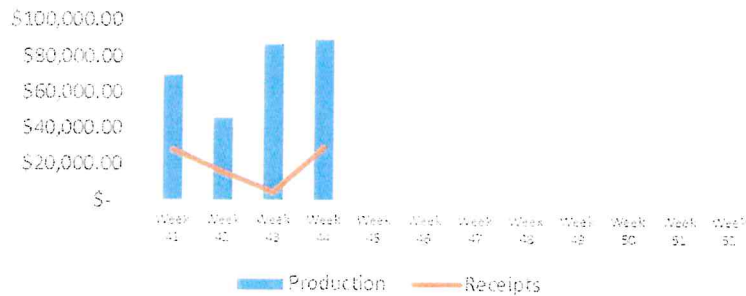
2Q2020 G v. Receipts



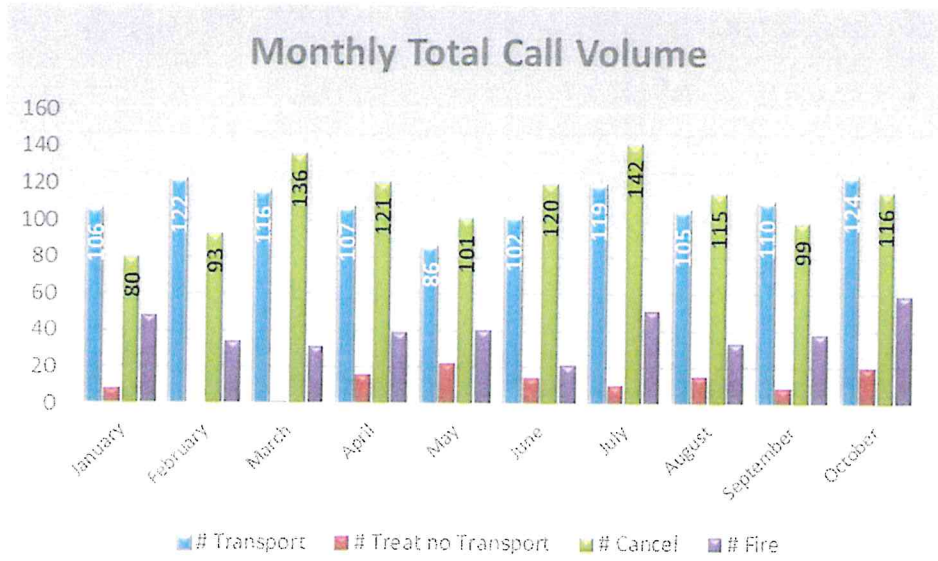
3Q2020 G v. Receipts



4Q2020 G v. Receipts



CY2020 Performance Graphs



SUBRECIPIENT AGREEMENT TO USE
CORONAVIRUS RELIEF FUND MONIES FROM THE CARES ACT (CARES)
BETWEEN LYON COUNTY AND THE NORTH LYON COUNTY FIRE PROTECTION DISTRICT

WHEREAS, Lyon County has received CARES funding from the State of Nevada as a passthrough from the federal government to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);

WHEREAS, the North Lyon County Fire Protection District (NLCFPD) has had to modify normal operations to respond to COVID-19. These modifications include (but are not limited to) personal protective equipment, distance learning, telecommuting, remote meetings, public safety salaries presumed to be substantially dedicated to fighting COVID-19, etc.;

WHEREAS, the NLCFPD is requesting CARES funding to cover eligible costs in responding to COVID-19;

NOW, THEREFORE, in consideration of the foregoing premises, the parties hereto agree that the use of CARES funds be conveyed to the NLCFPD, by Lyon County subject to the following award information, conditions, and limitations:

A. Award Information

Awarding Agency: Lyon County, Nevada
Subrecipient Name: North Lyon County Fire Protection District
Subrecipient EIN: 74-3042827
Subrecipient DUNS Number: 131624806
Federal Awarding Agency: US Dept. of Treasury
CFDA #: 21.019 – Coronavirus Relief Fund (CRF)
Period of Performance: 3/01/2020 – 12/30/2020
Amount of Award and Budget: \$105,500

B. Project Description

1. Lyon County will award an amount, not to exceed \$105,500 in CARES Funds, to the NLCFPD on a reimbursement basis for the following purposes for the period from March 1, 2020 through December 30, 2020:
 - a) Personal protective equipment.
 - b) Cleaning supplies and sanitizers.
 - c) public safety salaries presumed to be substantially dedicated to fighting COVID-19
 - d) Equipment and software for teleworking and remote public meetings – including laptops, audio/visual equipment, software licensing, remote connection software and hardware, etc.
 - e) Distance learning – including laptops/chromebooks, data plans, etc.
 - f) Other eligible cost under the COVID Act not identified at this time but deemed necessary by both Lyon County and NLCFPD.

C. General Conditions

1. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The NLCFPD shall at all times remain an “independent contractor” with respect to the services to be performed under this Agreement. Lyon County shall be exempt from payment of all unemployment compensation, FICA, retirement, life and/or medical insurance and Workers’ Compensation Insurance as the NLCFPD is an independent entity.
2. The NLCFPD shall hold harmless, defend and indemnify Lyon County from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the NLCFPD’s performance or nonperformance of the services or subject matter called for in this Agreement.
3. Lyon County or the NLCFPD may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, and signed by a duly authorized

representative of both organizations. Such amendments shall not invalidate this Agreement, nor relieve or release Lyon County or the NLCFPD from its obligations under this Agreement.

- Lyon County may, in its discretion, amend this Agreement to conform with federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Lyon County and the NLCFPD.
4. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination. Partial terminations of the Scope of Work in Section A may only be undertaken with the prior approval of Lyon County. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, reports, or other materials prepared by the NLCFPD under this Agreement shall, at the option of the Lyon County, become the property of Lyon County, and the NLCFPD shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.
- Lyon County may also suspend or terminate this Agreement, in whole or in part, if the NLCFPD materially fails to comply with any term of this Agreement, or with any of the rules, regulations or provisions referred to herein; and Lyon County may declare the NLCFPD ineligible for any further participation in Lyon County's award agreements, in addition to other remedies as provided by law. In the event there is probable cause to believe the NLCFPD is in noncompliance with any applicable rules or regulations, Lyon County may withhold funding.

D. Award Assurances

A signature on this Agreement indicates that the applicant is capable of and agrees to meet the following requirements, and that all information contained in this proposal is true and correct.

1. Adopt and maintain a system of internal controls which results in the fiscal integrity and stability of the organization, including the use of Generally Accepted Accounting Principles (GAAP).
2. Compliance with state insurance requirements for general, professional, and automobile liability; workers' compensation and employer's liability; and, if advance funds are required, commercial crime insurance.
3. These award funds will not be used to supplant existing financial support for current programs.
4. No portion of these award funds will be subcontracted without prior written approval unless expressly identified in the award agreement.
5. Compliance with the requirements of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).
6. Compliance with the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted there under contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations.
7. Compliance with the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and sub-awards of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

8. Compliance with Title 2 of the Code of Federal Regulations (CFR) and any guidance in effect from the Office of Management and Budget (OMB) related (but not limited to) audit requirements for grantees that expend \$750,000 or more in Federal awards during the grantee's fiscal year must have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular. Certification that neither the NLCFPD nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. This certification is made pursuant to regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67 § 67.510, as published as pt. VII of May 26, 1988, Federal Register (pp. 19150-19211). No funding associated with this award will be used for lobbying.
9. Disclosure of any existing or potential conflicts of interest relative to the performance of services resulting from this award.
10. Provision of a work environment in which the use of tobacco products, alcohol, and illegal drugs will not be allowed.
11. An organization receiving award funds through Lyon County shall not use these funds for any activity related to the following:
 - Any attempt to influence the outcome of any federal, state or local election, referendum, initiative or similar procedure, through in-kind or cash contributions, endorsements, publicity or a similar activity.
 - Establishing, administering, contributing to or paying the expenses of a political party, campaign, political action committee or other organization established for the purpose of influencing the outcome of an election, referendum, initiative or similar procedure.
 - Any attempt to influence:
 - The introduction or formulation of federal, state or local legislation; or
 - The enactment or modification of any pending federal, state or local legislation, through communication with any member or employee of Congress, the Nevada Legislature or a local governmental entity responsible for enacting local legislation, including, without limitation, efforts to influence State or local officials to engage in a similar lobbying activity, or through communication with any governmental official or employee in connection with a decision to sign or veto enrolled legislation.
 - Any attempt to influence the introduction, formulation, modification or enactment of a federal, state or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity through communication with any officer or employee of the United States Government, the State of Nevada or a local governmental entity, including, without limitation, efforts to influence state or local officials to engage in a similar lobbying activity.
 - Any attempt to influence:
 - The introduction or formulation of federal, state or local legislation;
 - The enactment or modification of any pending federal, state or local legislation; or
 - The introduction, formulation, modification or enactment of a federal, state or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity, by preparing, distributing or using publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fundraising drive, lobbying campaign or letter writing or telephone campaign.
 - Legislative liaison activities, including, without limitation, attendance at legislative sessions or committee hearings, gathering information regarding legislation and analyzing the effect of legislation,

when such activities are carried on in support of or in knowing preparation for an effort to engage in an activity prohibited pursuant to subsections 1 to 5, inclusive.

- Executive branch liaison activities, including, without limitation, attendance at hearings, gathering information regarding a rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity and analyzing the effect of the rule, regulation, executive order, program, policy or position, when such activities are carried on in support of or in knowing preparation for an effort to engage in an activity prohibited pursuant to subsections 1 to 5, inclusive.
12. An organization receiving award funds through Lyon County may, to the extent and in the manner authorized in its award, use award funds for any activity directly related to educating persons in a nonpartisan manner by providing factual information in a manner that is:
- Made in a speech, article, publication, or other material that is distributed and made available to the public, or through radio, television, cable television or other medium of mass communication; and
 - Not specifically directed at:
 - Any member or employee of Congress, the Nevada Legislature or a local governmental entity responsible for enacting local legislation;
 - Any governmental official or employee who is or could be involved in a decision to sign or veto enrolled legislation; or
 - Any officer or employee of the United States Government, the State of Nevada or a local governmental entity who is involved in introducing, formulating, modifying or enacting a Federal, State or local rule, regulation, executive order or any other program, policy or position of the United States Government, the State of Nevada or a local governmental entity.

This provision does not prohibit a recipient or an applicant for the award from providing information that is directly related to the award.

13. The NLCFPD's proposed uses of the funds provided as payment under section 601(a) of the Social Security Act will be used only to cover those costs that –
- a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) (“necessary expenditures”);
 - b. were not accounted for in the budget most recently approved as of March 27, 2020, for the NLCFPD; and
 - c. Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
14. The NLCFPD understands that any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected revenue collections.
15. The NLCFPD understands that funds received pursuant to this certification cannot be used for expenditures for which the NLCFPD has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

To comply with reporting requirements of the Federal Funding and Accountability Transparency Act (FFATA), the sub-recipient agrees to provide Lyon County with copies of all contracts, sub-awards, and or amendments to either such documents, which are funded by funds allotted in this agreement.

E. Financial Reporting

1. The NLCFPD agrees:
 - To request reimbursement, accompanied by supporting documentation, on a monthly basis for the actual expenses incurred during the award period of March 1, 2020 through December 30, 2020.
 - To report monthly on incurred expenses in a form prescribed by the GFO, and will cooperate in creating and retaining appropriate documentation to demonstrate that the proposed uses meet the requirements of section 601 (a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act).

- The NLCFPD shall retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts and documentation of how payments meet federal criteria for necessary expenditures incurred due to the public health emergency with respect to COVID-19. All records and expenditures are subject to audit by the United States Department of Treasury's Inspector General, the State of Nevada, or designee and the NLCFPD will provide and cooperate with any information and documentation requests necessary to evaluate compliance.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and intend to be legally bound thereby, this 5th day of November, 2020

Signed by:

North Lyon County Fire Protection District

Vida Keller, Chair
Lyon County Board of Commissioners



North Lyon County Fire Protection District

Policy – District Board

Date: 11/12/2020 **Number:** Board 5

Title: **Drug and Alcohol Policy**

Scope: This policy and related standard operating procedures apply to all staff, including both paid and volunteer members.

Purpose: Legal, ethical and moral responsibility mandates that the District adhere to a level of professionalism regarding drug and alcohol use by District members.

1.1. Procedure

1. The District is committed to:
 - a. Maintaining a safe and healthy workplace for all employees and the public;
 - b. Assisting employees who recognize they have a problem with drugs or alcohol overcome related problems through appropriate treatment;
 - c. Periodically providing employees with information about the dangers of workplace drug abuse; and
 - d. When appropriate, taking disciplinary action for failure to comply with this policy.
2. The District recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills.
3. The use, sale, attempted sale, manufacture, attempted manufacture, purchase, possession or cultivation, distribution, and/or dispensing of illegal drugs or prohibited substances by an employee unless otherwise provided by law. For the purpose of this policy, illegal drugs include those classified as such under local, state, or federal laws. Prohibited substances include medical and recreational marijuana (including product which contains a concentration of more than 0.3% THC such as Cannabidiol (CBD) products), the use or possession of prescription medicines for which the individual does not have a valid prescription and the inappropriate use of prescribed medicines for which the employee has a valid prescription. The prohibition also includes using over-the-counter medications contrary to manufacturer instructions, or consumer products not meant for human consumption. In addition, the District prohibits employees from possessing open containers of alcoholic beverages while on District premises and/or while on duty and from working with a blood-alcohol level of .02 or more at any time.



North Lyon County Fire Protection District

Policy – District Board

4. The District permits consumption of alcoholic beverages during certain non-work related events on District property, e.g., certain community fund-raisers, and other community-sponsored activities. Employees may consume alcohol during such events without violating this policy provided that their participation in the event is not on District time and not a part of their duties as a District employee.

NO EMPLOYEE MAY RESPOND TO ANY DISTRICT CALL WHILE UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL DRUGS NOR PERFORM ANY DUTY FOR THE DISTRICT WHILE IMPAIRED.

5. Alcohol, illegal drugs, and other prohibited substances which may impair the safety or welfare of employees or the public may not be brought onto the premises controlled by the District or placed in vehicles or equipment operated on behalf of the District
6. Any alleged violations of this policy should be reported immediately to the District Fire Chief.
7. Specimen collection and drug testing procedures and sample collection and alcohol testing procedures will comply with all applicable federal and state law provisions.
8. Employment with the District is contingent upon, among other things, compliance with this policy. This policy is not intended to create a contract, nor is it to be construed to constitute a contractual obligation of any kind or a contract of employment between the District and any of its employees
9. A positive test result, reasonable suspicion, or a refusal to take a test following reasonable suspicion for alcohol or drugs or other evidence of use of drugs or alcohol in violation of this policy will be grounds for disciplinary action, up to and including termination.

1.2. Employee Responsibilities

1. Each employee is responsible for reviewing and complying with the District's Drug and Alcohol-Free Workplace policy.
2. Each employee is responsible for meeting standards for work performance and safe on-the-job conduct.
3. Employees shall not report to work under the influence of alcohol, illegal drugs, prohibited substances, or misused prescription or over-the-counter drugs regardless of the amount.
4. Employees who suspect they may have a substance abuse problem are encouraged to seek counseling and rehabilitation from the District's Employee Assistance Program (EAP) provider, a substance abuse professional or other treatment provider. The District's medical insurance policy may provide for payment of some or all of the treatment.



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5. It is the responsibility and obligation of employees in safety-sensitive positions to determine, by consulting a health care provider if necessary, whether or not a legal drug s/he is taking may or will affect his/her ability to safely perform his/her job duties. An employee in a safety-sensitive position whose medication may affect their ability to safely perform their job must contact his/her supervisor who will attempt to find an appropriate alternative assignment. If none is available, the employee and the **employer** will take steps consistent with the advice of a health care provider which could include the use of sick leave or a leave of absence. If an employee reports to work under the influence of prescription medication and, as a result, endangers him/herself or others, the employee will be subject to discipline, up to and including termination.
6. Each employee must report the facts and circumstances of any drug or alcohol arrest resulting from an incident that occurred while the employee was on duty. Each employee must report the facts and circumstances of any drug or alcohol conviction which may impact the employee's ability to perform the duties of his/her job. If duties involve driving a vehicle or operating heavy equipment, the employee must report to his/her supervisor/manager a conviction for driving under the influence (DUI) convictions and/or restriction, revocation, or suspension of the driver's license pending adjudication before resuming work duties. Employees in safety-sensitive positions identified by the **employer** are subject to random drug and/or alcohol testing as provided in this policy
7. Employees must act as responsible representatives of the District and as law-abiding citizens. It is every employee's responsibility to report suspected or known violations of this policy to his/her immediate supervisor or to the District Fire Chief. Such reporting is critical in preventing serious injuries or damage to the District's property.

1.3. District Fire Chief Responsibilities

The District Fire Chief or his/her designee is responsible for:

1. Identifying department safety-sensitive positions.
2. Notifying employees in department safety-sensitive positions.
3. Authorizing the testing of employees.
4. Coordinating drug and/or alcohol testing.
5. Notifying employees of positive test results and their right to a retest of the same sample.
6. Ensuring notices relative to this policy and the list of positions designated as department safety-sensitive are prominently displayed at all departmental facilities housing employees.



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7. Notifying the District Attorney of an employee's conviction of a federal or state criminal drug or alcohol statute violation.
8. Ensuring that the drug and/or alcohol test forms and results are kept confidential, and only distributed to employees with a business need for the information.

1.4. Supervisor Responsibilities

Supervisors are responsible for:

1. Determining if reasonable suspicion exists to warrant drug and/or alcohol testing and detailing in writing the specific facts, symptoms, or observations which are the basis for the reasonable suspicion.
2. Submitting the documentation to the District Chief or designee.
3. Enforcing the appropriate provision outlined in this policy which applies to supervisory personnel.

1.5. District Responsibilities

1. Providing communication and training for departments on this policy to include a training program to assist supervisors to recognize the conduct and behavior that gives rise to a reasonable suspicion of drug and/or alcohol use by employees and how to effectively intervene.
2. Certifying department safety-sensitive positions in consultation with legal counsel.
3. Receiving and maintaining employee drug and alcohol testing records and files from all sources and assuring that they are kept confidential.
4. Making drug testing and notice forms available.
5. Notifying the District Chief of positive results of drug and alcohol tests.
6. Ensuring the administration of all pre-employment drug testing.
7. Issuing a request for proposal and administering the contract to provide drug and/or alcohol testing.



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8. Overseeing the administration of the District's Drug and Alcohol-Free Workplace policy.

1.6. Employee Assistance and Voluntary Referral

The District strongly encourages employees who suspect they have substance abuse problems to voluntarily refer themselves to a treatment program. A voluntary referral is defined as being one that occurs prior to any positive test for illegal drugs, prohibited substances, or alcohol under this policy or prior to any other violation of this policy, including a criminal conviction of that individual for a drug or alcohol related offense. A decision to participate in the employee assistance or other treatment program will not be a protection or defense from discipline.

Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through a private treatment program for drug and alcohol problems. An employee who is being treated for substance abuse in a recognized rehabilitation program may, if the Americans with Disabilities Act applies, be entitled to reasonable accommodation so long as the employee is conforming to the requirements of the program and is abstaining from the use of controlled substances and/or alcohol. These situations will be addressed on a case-by-case basis.

The cost of the drug or alcohol rehabilitation or treatment program shall be borne by the employee and, if applicable, the employee's insurance provider. All information regarding an employee's participation in treatment will be held in strict confidence. Only information that is necessary for the performance of business will be shared by the District's management.

1.7. Reasonable Suspicion Testing

1. When any supervisor has a reasonable suspicion that an employee may be under the influence of alcohol or drugs, or prohibited substances, the employee in question will be directed by the District Chief or designee to submit to drug and/or alcohol testing. This test may include a breath or blood test or urinalysis.

Each supervisor shall be responsible to determine if reasonable suspicion exists to warrant drug and/or alcohol testing, and shall be required to document in writing the specific facts, symptoms, or observations which form the basis for such reasonable suspicion. When possible, the documentation will be forwarded to the District Chief or designee to authorize the drug and/or alcohol test of an employee.



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The District Chief or his designated representative shall direct an employee to undergo drug and/or alcohol testing if there is reasonable suspicion that the employee is in violation of this policy. The employee will be placed on administrative leave with pay pending results of the test.

An employee who is required to submit to reasonable suspicion testing:

1. Must sign a consent form. By consenting to testing, the employee acknowledges that s/he is waiving any expectation of privacy.
2. Will be immediately provided transportation by the **employer** to the location of the test.
3. Will be advised to refrain from eating or drinking before being tested.
4. Will be provided transportation by the **employer** or transportation arrangements will be made available by the **employer** after the employee submits to the test or refuses to be tested.

Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:

1. Information provided either by reliable and credible sources or independently corroborated. The first line supervisor or another supervisor/manager receives information from a reliable and credible source as determined by the District Chief that an employee is violating the District's policy.
2. Direct observation of drug, prohibited substance, or alcohol use while on duty.
3. The first line supervisor or another supervisor/manager directly observes an employee using drugs, prohibited substance, or alcohol while an employee is on duty.
4. Employee admits using drugs, prohibited substances, or alcohol prior to reporting to work or while at work.
5. Drug, prohibited substance, or alcohol paraphernalia possibly used in connection with illicit drugs, prohibited substance, or alcohol found on the employee's person or at or near the employee's work area.
6. Evidence that the employee has tampered with a previous test for drug, prohibited substances, and/or alcohol.



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The following behaviors will also contribute toward reasonable suspicion and collectively or independently, on a case-by-case basis may provide a sufficient reason for requesting a test for drug, prohibited substances, and/or alcohol:

1. A pattern of abnormal or erratic behavior. This includes, but is not limited to; a single, unexplainable incident of serious abnormal behavior or a pattern of behavior which is radically different from what is normally displayed by the employee or grossly differing from acceptable behavior in the workplace.
2. Presence of physical symptoms of drug and/or alcohol use.
3. The supervisor observes physical symptoms that could include, but are not limited to, glassy or bloodshot eyes, slurred speech, poor motor coordination, or slow or poor reflex responses different from what is usually displayed by the employee or generally associated with common ailments, such as colds, sinus problems, hay fever, and diabetes.
4. Violent or threatening behavior.

First Incident: If an employee engages in unprovoked, unexplained, aggressive, violent, and/or threatening behavior against any person, the department head may request that the employee submit to drug and/or alcohol testing.

Second Incident: Whether or not an employee has previously received formal counseling or disciplinary action for unprovoked, unexplained, aggressive, violent, or threatening behavior, upon a second or subsequent episode of similar behavior/conduct, the department head will request that the employee undergo drug and/or alcohol testing.

5. Absenteeism and/or tardiness. If an employee has previously received disciplinary action for absenteeism and/or tardiness, a continued poor record that warrants a second or subsequent disciplinary action may, in combination with other relevant behaviors, result in drug and/or alcohol testing.

1.8. Post-Accident Testing

Each employee involved in an accident will be tested for illegal drugs, prohibited substances, and/or alcohol as soon as possible after the accident, but after any necessary emergency medical attention has been provided. Accidents that trigger testing are those that result in:



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Death;

- Medical treatment of employee or another individual, other than first-aid;
- Loss of consciousness; or
- Property damage estimated to be valued at or in excess of \$1,000.00

An employee who is subject to a post-accident test:

- a. Must sign a consent form. By consenting to testing, the employee acknowledges that s/he is waiving any expectation of privacy.
- b. Must remain readily available for testing. An employee who leaves the scene before the test is administered or who does not make him/herself readily available may be deemed to have refused to be tested, and such refusal shall be treated as a positive test.
- c. Will be immediately provided transportation by the **employer** to the location of the test.
- d. Will be advised to refrain from eating or drinking before being tested and must refrain from consuming alcohol for eight hours following the accident or until the employee submits to an alcohol test, whichever comes first.
- e. Will be provided transportation by the **employer** or transportation arrangements will be made available by the **employer** after the employee submits to the test or refuses to be tested.

An employee may be placed on administrative leave with pay pending the results of this test.

Upon completion of the test:

If the employee caused or contributed to the accident, or the **employer** determines there is a risk to return him/her to work, the employee will be provided transportation to his/her home or the **employer** will make transportation arrangements, and the employee will be placed on administrative leave with pay pending the results of this test.

If the **employer** determines the employee did not cause or contribute to the accident, the employee will be transported back to the work site (if medically able) and will resume work.

If the test comes back positive and the **employer** needs to conduct further investigation, the employee will be placed on administrative leave with or without pay.



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Note: NRS 616C states a positive test for illegal drugs, prohibited substances (including marijuana), or alcohol per limits set forth in NRS 484C can cause the denial of workers' compensation claims. By consenting to post-accident testing, the employee waives any expectation of privacy.

In the event an employee is so seriously injured that s/he cannot provide a blood, breath, or urine specimen at the time of the accident, the employee must provide necessary authorization, as soon as the employee's physical condition allows, to enable the **employer** to obtain hospital records or other documents that indicate the presence of drugs, prohibited substances, or alcohol in the employee's system when the accident occurred.

In the event federal, state, or local officials conducted drug and/or alcohol testing following an accident, the employee will be required to sign a release allowing the **employer** to obtain the test results from such officials.

1.9. Department Safety-Sensitive Positions

The District shall conduct pre-employment testing for drugs and random testing for drugs, prohibited substances, and/or alcohol for positions identified as safety-sensitive by the employer. Successfully passing these tests is a condition of either future or continued employment.

District safety-sensitive positions mean positions which may, in the normal course of business:

1. Require the employee to operate the District's vehicles or heavy equipment or private vehicle on company business on a regular and recurring basis; and/or
2. Involve job duties which, if performed with inattentiveness, errors in judgment, or diminished coordination, dexterity, or composure, may result in mistakes that could present a real and/or imminent threat to the personal health and safety of the employee, co-worker, and/or the public, including positions that require use of dangerous tools/equipment; performance of job duties at heights; use of dangerous chemicals; or carrying firearms in the performance of job duties.

The District shall maintain a list entitled "List of Positions Designated as Department Safety-Sensitive." The list shall be a public record.

The final determination to place a position on the list shall be made by the Board of Directors.



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2.1. Pre-Employment Testing

1. The **employer** may require successful applicants for safety-sensitive positions to consent to a pre-employment screen test for drugs/prohibited substances. The **employer** will advise the applicant that the presence of one or more drug metabolites may be cause for rejection from further consideration for employment, and that offers of employment are contingent upon a negative test result. The applicant may be asked to authorize the **employer**, as a condition of employment, to conduct through the **employer's** designated laboratory testing facility, a screen test for drugs/prohibited substances. Refusal to authorize and participate in a screen test shall eliminate the applicant from further consideration for the position.
2. The **employer** may direct applicants to an appropriate collection facility. The screen test must be undertaken as soon after notification as possible, and in no circumstances later than 48 hours after notice to the applicant.
3. The **employer** will advise applicants of the opportunity to submit medical documentation to support a legitimate use for a specific drug. Such information will be reviewed only by medical consultants determining whether the applicant is lawfully using an otherwise illegal drug or prohibited substances.
4. The **employer** will not extend a formal job offer letter to any applicant with a verified positive test result, and such applicant will not be considered for any vacancy of the **employer** for a period of 12 months. The **employer** shall disqualify the applicant on the basis of failure to pass the applicable test(s).

2.2. Return to Duty Testing / Follow-up Testing

If the **employer** agrees to continue employment, an employee who violates this policy and undergoes rehabilitation for drugs, prohibited substances, or alcohol will, as a condition of returning to duty, be required to undergo follow-up testing as established by the District Chief. The extent and duration of the follow-up testing will depend upon the safety and security nature of the employee's position and the nature and extent of the employee's substance abuse problem. The District Chief will review the conditions of continued employment with the employee prior to the employee's returning to work. Any such condition for continued employment shall be given to the employee in writing. The District Chief may consider the employee's rehabilitation program in determining an appropriate follow-up testing program.

Any employee subject to return-to-duty testing that has a confirmed positive drug or alcohol test will be in violation of this policy and subject to termination.



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2.3. Consequence of Refusal to Submit to Testing / Adulterated Specimen

The following shall be treated as a positive test and will result in disciplinary action, up to and including termination.

- Refusal to submit to testing for drugs, prohibited substances, and/or alcohol, or who consents to a test but fails to appear timely at the collection site or who fails to give their urine sample after reasonable opportunity to do so so, or engages in conduct which attempts to or does impact the validity of any such testing, will be treated as a refusal to submit to an alcohol or drug test. Such refusal shall be treated as a positive test.
- Submission of an invalid, substituted, or adulterated specimen will be considered a refusal test and such refusal shall be treated as a positive test.
- A diluted specimen positive test result shall be treated as a positive test.

2.4. Testing Guidelines

1. The District will test for alcohol and illegal substances including but not limited to:

- Marijuana (THC)*
- Cocaine, including crack
- Opioids, including heroin, codeine, morphine, hydrocodone, hydromorphone, oxycodone, and oxycodone
- Amphetamines, including methamphetamines
- Phencyclidine (PCP)

*Tests for marijuana for workers' compensation purposes must be a blood test per requirements set forth in NRS 616C.230.

2. In addition to testing for the above substances, CDL holders are subject to testing for the following substances:

- 6-Acetylmorphine
- MDMA (Ecstasy)

Where applicable, the **employer** will follow federal testing procedures for drugs and alcohol set forth by the Federal Department of Transportation (DOT) 49 CFR Part 40 and the Federal Motor Carrier Safety Regulations (FMCSR). These regulations may be amended from time to time.



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2.5. Option for Drug/Prohibited Substance Retest

1. In the event that an employee is required to submit to a screen test for drugs/prohibited substances within 30 days of employment, the employee shall have the right to submit an additional screening test, at his/her own expense, to rebut the results of the initial screening test. The **employer** shall accept and give appropriate consideration to the results of such a screening test. This provision does not apply to the extent that it is inconsistent or otherwise conflicts with an applicable collective bargaining agreement or federal law, or to a position funded by a federal grant.
2. In all other cases: No later than seventy-two (72) hours after receipt of a positive test, an employee may request a confirmatory retest of the same sample at his/her expense at a certified laboratory of his/her choice.

Upon request, the medical review officer will authorize the laboratory holding the employee's sample to release to a second laboratory approved by the U.S. Department of Health and Human Services a sufficient quantity of the sample to conduct a second testing analysis. The employee will be required to authorize the laboratory to provide the District with a copy of its test results. The accuracy of the test results will be verified by the laboratory conducting the analysis. The results of the confirmatory test are final.

Requirement for Drug/Prohibited Substance Retest

An employee who tests negative dilute will be required to immediately retest. The employee will:

- Be given the minimum possible advance notice of retest,
- Will be accompanied by a supervisor to the collection site, and
- Will not be allowed to eat or drink between the period of being noticed of the retest and the actual test.
- The retest will not be under direct observation unless directed so by the Medical Review Officer. If the retest is also negative dilute, the test will be considered negative and the **employer** will not conduct a third test unless directed to do so by the medical review officer.

2.6. Searches

If the **employer** suspects that an employee is in possession of illegal drugs, prohibited substances, alcohol, or contraband in violation of this policy, the **employer** may search **employer** vehicles, lockers, desks, and work areas as outlined in **employer's** Use of Employer Property and Premises policy.



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3. *Violation of Policy*

1. Employees in violation of the provisions of this policy will be subject to disciplinary action, up to and including termination.
2. An employee may be found to have violated this policy on the basis of any appropriate evidence including, but not limited to:
 - a. Direct observation of illegal use of drugs, or use of prohibited substances, prohibited use of alcohol, or possession of illegal drugs, prohibited substances, or alcohol or related contraband;
 - b. Evidence obtained from an uncontested motor vehicle citation or a conviction for use or possession of illegal drugs, prohibited substances, or for the use or being under the influence of alcohol on the job;
 - c. A verified positive test result; or
 - d. An employee's voluntary admission.
3. Prior to determining its course of action, the District may direct an employee who has tested positive to submit to an evaluation by a substance abuse professional. The evaluation will attempt to determine the extent of the employee's use of or dependence on the abused substance(s) and, if necessary, recommend an appropriate program of treatment.
4. If an evaluation is conducted which results in a recommendation for treatment, continued employment may, but is not required to, be allowed if the recommended treatment is immediately begun and successfully completed. The treatment program may include, but is not limited to, rehabilitation, counseling, and after-care to prevent future substance use/abuse problems. The treatment program will not be at the District's expense; however, employees may use benefits provided by applicable insurance coverage.

Failure by the employee to enroll within the required time frame in the recommended treatment program, to consistently comply with the program requirement, to complete it successfully, and/or to complete any continuing care program shall be grounds for immediate termination from employment.

5. When an employee undergoes treatment under this policy, the employee may be required to comply with the following as a condition of continued employment:
 - a. Monitoring of the treatment program and the employee's participation by the District;
 - b. Submission to return-to-duty testing as required under this policy and continuing follow-up testing as provided in the Return to Duty Testing/Follow-up Testing section; and



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- c. Any other reasonable condition that the District deems necessary to maintain a safe and healthy workplace for all employees.
6. Failure by the employee to enroll in a required treatment program, to consistently comply with the program requirements, to successfully complete the program, and/or to complete any continuing care or testing program will be grounds for immediate termination of employment.
7. Appropriate disciplinary action will also be taken for any job performance or behavior that would otherwise be cause for disciplinary action.

3.3. Confidentiality

Test results may only be disclosed to the employee; the appropriate medical and substance abuse treatment providers; the **employer's** attorney; an **employer** representative necessary to respond to an alleged violation of this policy; individuals within the **employer** who have a need-to-know of drug and/or alcohol testing results; and a court of law or administrative tribunal, as required.

3.4. Definitions

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Alcohol Use: The consumption of any beverage, mixture, or preparation including any medication containing alcohol.

Applicant: A person, including a current District employee, applying for any position with the District.

Contraband: Any item such as illegal drugs, drug paraphernalia, or other related items whose possession is prohibited by this policy.

Conviction: A finding of guilt, including a plea of no contest, or imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or state laws.

District Premises: All District property and facilities, their surrounding grounds and parking lots, leased space, District motor-driven equipment/vehicles, offices, desks, cabinets, closets, etc.

Drug Test: A urinalysis (urine) test that includes specimen collection and testing by a U.S. Department of Health and Human Services (DHHS) certified laboratory. Both a screening test and a confirmation test must be used to establish a positive test result.

Employee: Shall include both paid staff and volunteer firefighters.



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Illegal Drugs: Any controlled substance or drug, the sale, possession, cultivation, transfer, use, purchase, or distribution of which is illegal to sell, possess, cultivate, transfer, use, purchase, or distribute.

Legal Drugs: Prescription drugs and over-the-counter drugs that have been legally obtained and are being used in the manner, combination, and quantity for which they were prescribed or manufactured.

Positive Drug or Alcohol Test: Any detectable level of drugs or its metabolite (in excess of trace amounts attributable to secondary exposure) in an employee's blood or urine. With respect to alcohol, a blood alcohol concentration of 0.02 constitutes a positive test.

Prohibited Substances: Medical and recreational marijuana; prescription drugs not legally obtained, not being used in the manner, combination, or quantity prescribed, or by the individual for whom prescribed; over-the-counter medications used contrary to manufacturer instructions; or consumer products not meant for human consumption.

Substance Abuse Professional (SAP): A licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with the knowledge of, and clinical experience in, the diagnosis and treatment of drug and alcohol-related disorders.

Substituted Specimens: Substituted specimens have creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine as determined by U.S. Department of Health and Human Services.

Supervisor: A District employee or an elected official who has been authorized to schedule and review the work of other employees and to make decisions or effectively recommend actions related to the hiring, evaluation, and discipline of assigned employees.

Repealed: Drug and Alcohol Policy dated 9/16/20

Approval:

Jason Nicholl, Fire Chief

North Lyon County Fire Protection District



Administrative Assistant to the Chief
QA-QI Clerk
Updated 11/09/2020

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THE POSITION

Under the direction of District Administration, the position of Administrative Assistant to the Chief/QA-QI Clerk is responsible for providing various administrative assistance to the Fire Chief. The position is also responsible for the primary quality assurance and quality improvement of district incident documentation. The position is part-time and primarily will work an average of 16 hours per week.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

The applicant will demonstrate experience, skills and characteristics which include, but not limited to:

- Perform all interactions with the public and other agencies with a professional attitude of cooperation and an understanding
- Routine clerical assistance to all members of the Administrative staff.
- Routine review of all EMS and Fire documentation produced by the district for accuracy and compliance with District, State, and National guidelines.
- Coordinate and communicate effectively with the District's billing company to ensure the accurate and efficient transfer of information for medical billing.
- Compilation and analysis of performance graphs, data, and other information.
- Coordination with the Training Officer for the effective and efficient delivery of training identified through the District's QA/QI process.
- Occasionally run errands and other off-site travel for District Administration.

KNOWLEDGE, SKILLS AND ABILITIES

- Must have exceptional customer service skills and ability to work as a member of a team.
- Must have computer proficiency regarding various industry relative programs.
- Must have computer proficiency with basic work processing and data analysis programs.
- Must possess adequate EMS and firefighting knowledge to ensure proper QA/QI review.
- Must be detail oriented.
- Must be able to work independent of immediate supervision.

WORKING CONDITIONS

Work is performed primarily in an office setting and will require occasional work in the public forum. Work requires frequent standing, walking, bending. The duties of this position also require sufficient mobility to work in an office setting using standard office equipment including a personal computer, copy machines and audio-visual teaching aids.

PHYSICAL AND MENTAL REQUIREMENTS

In compliance with applicable disability laws, reasonable accommodations may be provided for

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qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

MINIMUM QUALIFICATIONS

Must meet the following requirements at time of appointment and during employment:

- 18 years of age or older
- High School Diploma or GED
- Nevada Driver's License

DESIRABLE QUALIFICATIONS

Possession of the following may add preference to hiring:

- Experience in the EMS / Firefighting.
- EMS certifications
- Fire Certifications
- Experience providing QA/QI services

SPECIAL CONDITIONS:

- All candidates being considered for a position with the NLCFPD will be required to submit to an extensive background investigation, physical exam and drug screen.

FLSA STATUS

Non-Exempt

COMPENSATION PACKAGE

- \$18.00 hourly Part-time (1039 hours)
- No Benefits

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I have read and understand the Administrative Assistant to the Chief / QA-QI Clerk job description.

Print Name: _____

Signature: _____

Date: _____

This job description in no way implies an offer or contract for employment.

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In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.***

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Timeline Task List

July 2020

Task	Goal reference	Completed / Reviewed date
Meet with Local 4547 leadership to discuss strategic plan, identify deficiencies, maximize opportunities, plot solutions, and coordinate efforts. (Quarterly)		Ongoing
Meet with District Board of Directors to discuss strategic plan, identify deficiencies, maximize opportunities, plot solutions and coordinate efforts (Monthly Board meetings)		07/16/2020
Complete purchase agreement for Type IV		06/11/2020
Complete purchase agreement for Ambulance		06/11/2020
Ratify new labor contract		06/11/2020
Meet with community contractors/architects for guidance on station safety		07/22/2020
Nicholl performance review		7/16/2020
Begin Fire Marsal services (promotion)		07/01/2020
Hire new Reserve Firefighters		08/17/2020
Re-issue fee schedule		07/16/2020
Purchase new Zoll		07/01/2020
Re-issue updated City of Fernley Interlocal		07/16/2020
Continue 271 process		Ongoing
Captains Academy		PUSH
Implement company inspections		SCHEDULED

August 2019

Task	Goal reference	Completed / Reviewed date
Review six-month ambulance billing comparisons		ONGOING
AFG purchase (if awarded)		08/13/2020
Captain exam		SCHEDULED
Continue 271 process		Ongoing
Contractor meeting		ONGOING

Operational Profiles FY20-21

Phase 1 (July 1, 2020 –December 1, 2020)

Total FTE's: 27.5 (19.5 Operations / 3 Wildland / 5 Administration)

Daily minimum staffing: 6.5

Total volunteers and reserves: 21

Total cadets: 5

Operational Budget: \$4,146,405.00

Station 61: 4.5 personnel

Station 62: 2 personnel

Battle Born Crew: 3 personnel

WLC: 1

Fire Marshal: 1

Fire Chief: 1

Office Manager: 1

Administrative Assistant: 1

Phase 2 (December 1, 2020- June 30, 2020)

Total FTE's: 29 (19.5 Operations / 4 Wildland / 5.5 Administration)

Daily minimum staffing: 6.5

Total volunteers and reserves: 25

Total cadets: 11

Operational Budget: No Change

Station 61: 4.5 personnel

Station 62: 2 personnel

Battle Born Crew: 3 personnel

WLC: 1

Fire Marshal: 1

Fire Chief: 1

Office Manager: 1

Administrative Assistant: 1

QA/QI Clerk: .5