

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

MINUTES

NORTH LYON COUNTY FIRE PROTECTION DISTRICT
INCLUDING VIRTUAL ONLINE ZOOM ACCESS

May 18, 2021

1. Call to Order

The meeting was called to order by Chairman McCassie at 1810 hours.
Directors present included Greg McCaffrey, Harry Wheeler.
Directors Callagy and Murphy were absent.

The Pledge of Allegiance was led by Harry Wheeler. A moment of silence followed.

2. Public Comment (No action will be taken on any subject during public participation until it has been properly placed on an Agenda for a subsequent meeting. Public comments are limited to 3 minutes.)

None.

3. Approval of Consent Agenda* (All matters listed under the consent agenda are considered routine and may be acted upon by the Board of North Lyon County Fire Protection District with one action, and without an extensive hearing. Any member of the Board or any citizen may request that an item be taken from the consent agenda, discussed, and acted upon separately during this meeting.)

3a. Review & Approval of Board Agenda

3b. Review & Approve Board Minutes

3c. Review of Summary Reports

Director Wheeler made a motion to accept the Consent Agenda as presented.
Director McCaffrey seconded the motion.
The motion carried as follows: 3-0-2

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McCassie	Aye	Callagy	Absent
McCaffrey	Aye	Murphy	Absent
Wheeler	Aye		

4. Discussion and possible action regarding Revenue and Expenditures*

4a. Enterprise Fund Revenue and Expenditures

4b. General Fund Revenue and Expenditures

Director McCaffrey made a motion to accept Revenue and Expenditures as presented.

Director Wheeler seconded the motion.

The motion carried as follows: 3-0-2

McCassie	Aye	Callagy	Absent
McCaffrey	Aye	Murphy	Absent
Wheeler	Aye		

5. PUBLIC HEARING: Discussion regarding NLCFPD 2021-3033 Fiscal Year Budget

Chief Nicholl reminded the Board of their approval of the Tentative Budget at the last meeting which authorized three additional personnel, as well as an 8% cost-of-living increase for the firefighters, noting the cost-of-living increase is part of the current 3-year Labor Agreement. He referred to the packet spreadsheet and State Final Budget attachments noting the addition of two new GL items: Cadets and Contract Obligations. Chief Nicholl said labor agreement items that cost the District additional monies such as vacation buy-out and deferred compensation do not have a budget mechanism to account for those funds being put in the general fund monies, thus the creation of a new \$8,000.00 line. Chief Nicholl stated a new \$7,500.00 line was created for the Cadets due to its growth, strength, fundraising and donations; the recent Golf Tournament fundraiser was very successful with net proceeds over \$14,000.00.

Director McCaffrey requested clarification for vacation buy-out, to which Chief Nicholl explained that employees with enough accrued vacation time can request a portion of that time to be put into deferred compensation. He the District matches dollar for dollar up to \$150.00; if every eligible employee put \$150.00 into deferred compensation, there would be a significant budgetary impact.

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Chief Nicholl stated normally the line would be \$3,000.00, but there is a \$12,000.00 increase in Personnel Operating Expenses due to the desperate need for Wildland PPE including fire shelters, jackets, helmets, gloves, etc.

Chief Nicholl referred to new Wildland Fleet line item, which is a break-down of apparatus: heavy apparatus, light fleet, ambulance fleet, miscellaneous and other (staff vehicles, utility vehicles), Wildland fleet (Type 3, Type 6, and a portion of the water tenders). He said the creation of the line item is specific to need to Wildland vehicle repair and maintenance; it is funded at \$4,000.00.

Chief Nicholl noted \$7,000.00 was mistakenly put in Personnel Operating Expenses sub-category Prevention and should have been put in Administration. He said it is \$6,000.00 for a new fuel tracking system.

Chief Nicholl stated \$9,000.00 in Equipment (non-Capital) is for the purchase of uniform replacement medical bags for all our apparatus; on average we should expect to replace them every three years.

***Director Callagy arrived at 1815.**

Chief Nicholl moved on to the Repair/Maintenance of Stations 61 and 62 of \$28,000.00 and \$15,000.00; \$20,000.00 additional for Station 61 and \$7,000.00 additional for Station 62. He said this funding is for capital improvements in each; Station 61 includes plumbing issues in living quarters, better workspaces for supervisors, (2) dorm rooms, (1) bathroom and plumbing in kitchen and Station 62 improvement includes an additional dorm room.

Chief Nicholl referred to Personnel Operating Expenses Depreciation saying he is a huge proponent of actual funded depreciation; when funding depreciation of a course of time the money will be in the bank to replace the equipment when necessary. He reiterated the Board's agreement at the last meeting of not depreciating the brand-new engines this year due to the advance payment made the year prior to receiving the engines thus, saving the \$147,000.00 out of this budget, and beginning depreciation next year and continuing five years beyond the payoff date. He said the payments will also continue for an additional four years which would give us our ten-year timeline for frontline apparatus, and by that time if we have depreciated in cash, or hard depreciation over those four additional years, plus the three years, we will have the cash in the bank to buy another engine to cycle those engines out. Chief Nicholl said they really only have a frontline life span of ten years, and then reserve life span of fifteen to twenty years; that is the strategy and why depreciation is at zero.

Chief Nicholl asked for any questions regarding any other line items, or items included in the spreadsheet and operational budget, to which there were none.

Chief Nicholl introduced District Accountant, Dave Silva to explain the State Budget.

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Dave Silva stated he took the numbers gathered by Chief Nicholl and put them in the State mandated Budget Form that has been used for the last twenty to thirty years. He said Page 8, Column 3 shows the agreed upon Tentative Budget and Column 4 shows the Final Budget proposal; the differences having just been explained by Chief Nicholl.

Director McCaffrey asked if USDA on Page 14 is actually Station 61, to which Chief Nicholl affirmed.

Director McCaffrey asked if a balance is due, to which Dave Silva affirmed in Column 8 of the amount of \$416,000.00 with maturity scheduled in 2034.

Chairman McCassie asked why we are still doing operations transfers from fire to ambulance, to which Chief Nicholl explained the switch in billing company caused a delayed ramp-up of billing making last years' projected revenue of 1.25 million come in under what we anticipated; only in the past two months have we hit stride in that number and the fund transfer is making up the over estimation of last year.

Chairman McCassie stated it seems like these transfers are a yearly occurrence that was started when North Lyon County took over the ambulance service, and he would like to see it eventually go; it seems we run more ambulance calls than fire calls.

Chief Nicholl affirmed and noted the substantial increase in rates two years ago with additional increases called for this year, both of which are helping to close the gap; the hope is to get the point that we are completely self-sustaining on the ambulance side.

Chairman McCassie said it seems it has not reduced, and public perception is that it would pay for itself, to which Chief Nicholl said we are getting better, and we are committed to continuing to get better.

Chairman McCassie said he would hold Chief Nicholl to it, to which Chief Nicholl said, "You can quote me on anything I say."

Chairman McCassie asked for any Public Comment to which there was none.

6. Discussion and action to approve the Fiscal Year 2021-2022 Final Budget, establish the tax rate and spending authorization for Fiscal Year 2021-2022*

Director Wheeler made a motion to approve the Fiscal Year 2021-2022 Final Budget with established tax rate and spending authorization for Fiscal Year 2021-2022.

Director McCaffrey seconded the motion.

The motion carried as follows: 4-0-1

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

7. Discussion regarding Hydrant Identification System

PIO Jim Sullivan re-counted a fire last year at a mobile home park in which the fire hydrant was not in the location indicated on their map, resulting in the firefighters spending crucial time searching for it. He said he suggested to Chief Nicholl a possible solution of installing blue reflectors as clear indicators of where the hydrants actually are, thus facilitating faster suppression response.

Mr. Sullivan said with the help of Councilman Albert Torres, the City of Fernley is purchasing said reflectors and will begin installing them sometime in the coming weeks. He said the reflectors will be regularly maintained and part of the city’s annual hydrant inspections.

Chairman McCassie asked if the City has GSI and whether or not they can be linked with dispatch.

Chief Nicholl affirmed and added that only about 82% of hydrants are shown, some just get lost; work with dispatch has been unsuccessful.

Mr. Sullivan noted the reflectors will also be very beneficial to mutual aid responders.

Councilman Torres stated that GIS is mostly plotted; Spillman will give live action mapping, but it is expensive. He said in the past a proposal to purchase Spillman was presented to all the Districts with the cost divided between them, but it did not come to fruition. Mr. Torres offered to help in any way he can and encouraged emails, calls and personal visits if needed.

Director Wheeler asked if the street department will be installing the reflectors, to which Mr. Torres affirmed the City will install and track them. Chief Nicholl added that the reflectors will be part of annual highway maintenance.

8. Discussion and possible action to approve Ordinance #2021-01 Creating the North Lyon County Fire Protection District Citation Authority*

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Chief Nicholl stated the Ordinance #2021-01 gives code enforcement abilities to our Fire Marshal Division similar the powers of City Code Enforcement Officers in that he will be able to issue misdemeanor citations for Fire Code and WUI Code violations as defined in the District adopted 2018 IFC as well as 2018 WUI Fire Codes.

Director Wheeler asked if they need to be peace officers, to which Chief Nicholl replied in the negative; they do not need to be law enforcement officers to function as Code Enforcement Officers as they will only enforce fire code violations.

Director Callagy made a motion to approve Ordinance #2021-01 Creating the North Lyon County Fire Protection District Citation Authority.

Director McCaffrey seconded the motion.

The motion carried as follows: 4-0-1

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

9. Discussion and possible action to adopt Resolution regarding FT2021-2022 Fee Schedule*

Kasey Miller reported the new Resolution Draft was placed in the Board Packet just prior to the meeting with the following corrections made by legal that morning: Page 1, Paragraph II was struck; Page 1, added sentence before 1. Fee schedule: Page 4, numbers 2 through 5 were stricken and numbers 6 and 7 became 2 and 3.

Chief Nicholl stated upon his inception as Fire Chief, each year at budget time the Fee Schedule has been presented for adjustments of the rates charged for services. He said historically the process has been done as Policy, but legal recommended Policy as well as Resolution. Chief Nicholl said page 3 reflects significant changes: Medical with a base rate increase, and the Hazardous Materials Disposal site fee from \$3,500.00 to \$5,800.00 due to the increased risk to our community, along with the need to fund the Hazardous Materials Program.

Chairman McCassie asked if the Plan Review/Application fee is standard in the industry to which Chief Nicholl affirmed, saying the standard application is four to five pages long with

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small gaps in the values; he bundled the values in a such a way that condensed the evaluations to 10-lines.

Chairman McCassie asked for clarification of multi-lines to which Chief Nicholl stated when construction and building inspections are done, the inspection fee is \$65.00 for up to 10-units; each unit above is an additional \$6.00. He said the plan review evaluation is separate of the inspection fee.

Chairman McCassie voiced his concern over the inexpensive nature of the inspection fee for multi-family facilities, to which Chief Nicholl explained the typical multi-family dwellings are replicas of one another, thus less complex than that of an industrial facility that require much more attention to detail.

Director McCaffrey asked if ambulance is divided between ALS and BLS services, to which Chief Nicholl clarified that we do not provide BLS services as we are only licensed to provide ALS services.

Director McCaffrey asked for clarity of the resource matrix reference, to which Chief Nicholl said the matrix determines the need of service in the interest of public safety at Special Events; the matrix is a suggestion.

Director McCaffrey made a motion to accept Resolution 2021-01 Fee Schedule.

Director Callagy seconded the motion.

The motion carried as follows: 4-0-1

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

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

Director Wheeler commented that Stacey Rowling’s transcription of the April 14, 2021 Board Meeting Minutes were outstanding, and she did an excellent job.

Director Callagy reported the Cadet Golf Scholarship Tournament was a fantastic event.

Director McCaffrey: None.

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Chief Nicholl reported he is excited about the approved budget and moving forward in July with additional staff; he gave props to his staff and PIO James Sullivan work on the smurf program; he commended Mrs. Miller on her work with Safe and Sober Program for the graduating class of Fernley High School; NLCFPD will be financially contributing also; he reminded the Board of his upcoming performance evaluation.

Stacey Rowling: None.

Kasey Miller reported Safe and Sober will be June 4th after graduation at the Senior Center parking lot; the City and Fire District have signed-off on the permit and the SO will be contacted as well; she thanked the Fire District and City for their support and donations.

Volunteers: None.

Local 4547: None.

City of Fernley: None.

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.)

Fernley resident and Realtor Dana Uhlhorn stated his appreciation of Chief Nicholl saying he is doing an absolutely fantastic job and noted his many accomplishments such as additional staffing, the reopening of Station 62, two new fire engines, and shorter response times. Mr. Uhlhorn asked the Board to back the Chief's budget request, "and give him what he is asking for."

12. Adjournment*

Chairman McCassie adjourned at 1913.

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 May 18, 2021.

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Respectfully Submitted by:

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

June 29, 2021
 Date

Approval of Minutes

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

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

June 29, 2021
 Date