

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

June 29, 2021

1. Call to Order

The meeting was called to order by Chairman McCassie at 1800 hours.

Directors present included Greg McCaffrey, Mike Callagy, Jr., Paul Murphy, and Harry Wheeler.

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.

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Director McCaffrey requested clarification of the \$2.8 million in Total Open Inventory on the collections report, to which Chief Nicholl said it is the total of all accounts from the time the District started business with National Business Factors to present.

Director Wheeler reiterated his motion to accept the Consent Agenda as presented.

Director McCaffrey seconded the motion.

The motion carried as follows: 5-0

McCassie	Aye	Murphy	Aye
McCaffrey	Aye	Wheeler	Aye
Callagy	Aye		

4. Discussion and possible action regarding Revenue and Expenditures*

4a. Enterprise Fund Revenue and Expenditures

4b. General Fund Revenue and Expenditures

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

Director McCaffrey seconded the motion.

The motion carried as follows: 5-0

McCassie	Aye	Murphy	Aye
McCaffrey	Aye	Wheeler	Aye
Callagy	Aye		

5. Discussion and possible action to approve a Resolution to Augment the 2020-2021 Ambulance Fund Budget*

Kasey Miller stated it is a standard budget resolution to augment the ambulance fund with the revenue received during Covid.

Director McCassie inquired as to the total amount of the augmentation, to which Chief Nicholl referred to the Resolution with the stated amount of \$469,300.00 for net unanticipated revenues.

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Director McCaffrey made a motion to approve the Resolution to Augment the 2020-2021 Ambulance Fund Budget.

Director Callagy seconded the motion.

The motion carried as follows: 5-0

McCassie	Aye	Murphy	Aye
McCaffrey	Aye	Wheeler	Aye
Callagy	Aye		

6. Discussion and possible action to approve a Resolution to Augment the 2020-2021 Fire Fund Budget*

Kasey Miller stated it is a contingency line item to put money into every year; this year is \$66,000.00.

Director Callagy made a motion to approve the Resolution to Augment the 2020-2021 Fire Fund Budget.

Director Wheeler seconded the motion.

The motion carried as follows: 5-0

McCassie	Aye	Murphy	Aye
McCaffrey	Aye	Wheeler	Aye
Callagy	Aye		

7. Discussion and possible action to approve the 2021-2022 NPAIP Member Coverage*

LP Insurance Sales Executive, Tina Petersen thanked the District for another fabulous year with Pool PACT. She referred to the Coverage Summary saying the \$2,500.00 maintenance deductible has worked very well; Liability Coverage is \$10,000,000.00; Cyber Risk Security Coverage began 5-years ago at \$1 million, and it is now at \$3,000,000.00 with no expense to the members, and Environmental Liability Coverage is unchanged. Mrs. Petersen stated the acquisition of new apparatus and increase in employees and payroll has only increased the Districts' contribution by 12% and she encouraged continued utilization of member benefits and resources including Grants, Target Solutions training and HR Services.

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Mrs. Petersen referred to the Member Data & Loss, saying last year the District had no claims and the monies that would have been spent on claims was pulled back into providing additional grants and services for the members.

Director McCaffrey inquired if all software is covered, to which Mrs. Petersen affirmed.

Chairman McCassie inquired as to coverage if the District were to be hacked, to which Mrs. Petersen affirmed, saying those claims are turned over to the Cyber department and they handle everything.

Director McCaffrey inquired as to upcoming training, to which Mrs. Miller said it will begin in July and the Board will be notified via email.

Chief Nicholl noted that in the last year the District has implemented a server system and hired an IT Specialist with every computer in the District networked to Station 61. He said all operational devices have been upgraded to Apple products which are more robust regarding protection from hacking.

Director Murphy made a motion to accept Pool PACT proposal to continue to provide insurance to the District at the amount specified in the Coverage Summary.

Director McCaffrey seconded the motion.

The motion carried as follows: 5-0

McCassie	Aye	Murphy	Aye
McCaffrey	Aye	Wheeler	Aye
Callagy	Aye		

8. Discussion and possible action to approve Resolution 2021-02, Identifying the terms and conditions for Fire District response away from their official duty station and assigned to an emergency incident with Cal OES*

Chief Nicholl stated as part of the ongoing Wildland development and renewal of Cal OES contract, the District is required to: pass the fee schedule (which was done in May), Resolution 2021-02, and Resolution 2021-03. He said Resolution 2021-22 indicates personnel will be paid portal to portal when assigned to Cal OES fires; this is a requirement to be able to finish the contract.

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Director McCaffrey inquired as to whether each Resolution should specify it is for Cal OES, to which Chief Nicholl stated the two Resolutions were provided the District directly by Cal OES; the District did not write them.

Director Wheeler stated in talking with Central Lyon Fire, they did the same thing the District is doing this night.

Director McCaffrey made a motion to approve Resolution 2021-02, the terms, and conditions for Fire District response away from their official duty station and assigned to incidents with Cal OES.

Director Callagy seconded the motion.

The motion carried as follows: 5-0

McCassie	Aye	Murphy	Aye
McCaffrey	Aye	Wheeler	Aye
Callagy	Aye		

9. Discussion and possible action to approve Resolution 2021-03, Authorizing overtime and portal to portal pay for employees with Cal OES*

Chief Nicholl stated the Resolution is specific to overtime and portal to portal, which Mrs. Miller affirmed.

Mrs. Miller reiterated the language is directly from Cal OES's liaison; the only changes made were in entering the District name to the document.

Director McCaffrey reiterated his inquiry regarding Cal OES specification in the Resolution and asked if it authorizes any incident outside of this District for personnel to be paid portal to portal and overtime, such as going to Utah.

Mrs. Miller stated the Resolution is only relevant to Cal OES and specific to California and Cal OES fires.

Chief Nicholl stated NDF and USFS have separate agreements.

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Director McCaffrey asked again for affirmation of different agreements with other agencies, to which Chief Nicholl affirmed and added there are over a dozen including Sierra Front, Northern Nevada Fire, Lake Tahoe Basin, NDF, USFS, BLM to name a few.

Director Wheeler made a motion to approve Resolution 2021-03 authorizing overtime for federal employees with Cal OES.

Director McCaffrey seconded the motion.

The motion carried as follows: 5-0

McCassie	Aye	Murphy	Aye
McCaffrey	Aye	Wheeler	Aye
Callagy	Aye		

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

Chief Nicholl referred to the document in the packet that was included in his employment contract, stating it is the basis for his annual performance review which is due in July for which he will have to be noticed and included in a public meeting. Chief Nicholl said *that* particular document must be used as the basis for the review and asked for the Boards’ honesty and elaboration in reviewing his performance.

Mrs. Miller stated no action is necessary on this item.

Director McCaffrey asked if this document is the same as last year, to which Chief Nicholl affirmed. Director McCaffrey asked for a copy of last years reviews for comparison as to what is going up or down. He asked if there was a summary, to which Chief Nicholl responded in the negative.

Chief Nicholl stated the previous year’s reviews are in his personnel file, and as his direct Supervisors they have the right to review them; he extended each Director an individual invitation to make an appointment and review them together.

Mrs. Miller stated the Board Packet from last year should contain them as it is public information.

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11. Discussion regarding the Strategic Plan

Chief Nicholl stated the attached revised 2019-25 Strategic Plan has been updated since its introduction last month and the goals for the next one to two years have been set and categorized; there are two parts of the three he will address. Chief Nicholl said in Part I: Page 3, “Reduce the risk of injury or death whether by fire, medical emergency, or combination that residents and visitors to our community face daily. We accomplish this goal by:”; these are guiding goals and remain unchanged. He said the sub-goals change routinely, including emphasis in improvement and implementation of new Enhanced Automatic Aid agreements with Truckee Meadows, Storey County, Pyramid Lake and City of Sparks on a new I-80 corridor response which will automatically enlarge our response boundaries. Chief Nicholl said as the necessity to expand coverage to the North and East areas of our response District will logically require a third Station, work is beginning with various builders and developers to achieve it. Chief Nicholl reported the hiring of three new people coming on after July 1st to expand staffing at Station 62; ultimately the goal is to have 5-person companies at each Station.

He said all four main goals have sub-goals with reasoning, planning and preparation going into them, and he encouraged the Board to contact him with any questions regarding language or intention.

Director McCaffrey asked if the area North of I-80 is in the District, to which Chief Nicholl affirmed and clarified District boundaries go up to the edge of the foothills and beyond is Reservation or Washoe County.

Chairman McCassie asked if the City of Fernley is working to assist the District with regard to a future Station 63, to which Chief Nicholl affirmed.

Chief Nicholl said work is being done with a current business that is bringing a heightened hazardous material risk to help expand hazardous materials response and firefighter safety and as part of their conditional use permit, they will be assisting the District in expanding our response capabilities.

Chairman McCassie asked about impact fees, to which Chief Nicholl said Legal Counsel Ms. Jensen has an impact fee presentation that he will review with the Board. He said they are possible, but whether they meet the needs of the District need to be discussed, in addition to a larger discussion regarding continued financial security with the County. Chief Nicholl said in recently speaking with Commissioner Jacobson, a new dialogue is opening as to how more financial sustainability for the District can be ensured, which may result in fundamental changes within the legal organizational structure of the District.

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Chief Nicholl reviewed Part II of Operational Profiles: FY 21-22 has 31.5 current FTE's including the addition of three additional hires that have accepted job offers, and the transition of the Part-Time QA/QI to Battalion Assistant; FY 22-23 reflects staffing increases, with Station and Administration breakdowns; FY 23-24 reflects anticipated opening of Station 63. Chief Nicholl said the Areas of Responsibility are additional responsibility areas each firefighter has; these will be presented at the next meeting.

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

Director Murphy: None

Director McCaffrey: None.

Chairman McCassie requested the an addition to the July Agenda to discuss extending Chief Nicholl's employment contract.

Director Callagy: None.

Director Wheeler congratulated Mrs. Miller on her daughter's Scholarship from Republican Women.

Chief Nicholl reported two crews having been on fires in Utah, one crew out for 8-days on the Bear Fire, and the other for a full run on the Pack Creek Fire. He said Wildland season is here and it will be a doozie.

Chief Nicholl reported two recent house fires: a mobile home with one civilian injury though the structure is repairable; the second, a house in the Highland area directly South of Station 62 where there is no water. He said the District had help from Central Lyon Fire, Remsa and Fallon Churchill Fire; there was significant structural damage, but it is repairable. Chief Nicholl said it is a testament to the four Firefighters on scene as they worked hard and had one firefighter injury that was heat related; a risk we are trying to mitigate by hiring more Firefighters. He said the response time was very fast from Station 62 which is also why it is so important to push resources toward that Station as the area risk profile is high.

Chief Nicholl reported making four formal job offers: three budgeted, and one replacement position; a Wildland Firefighter is transitioning to structural, and a long-time volunteer and Fernley resident will serve as the new wildland firefighter.

Chief Nicholl reported City relations are going very well; today he was asked to prepare a list of needs for potential Covid money; he submitted a request for \$1.2 million to include an ambulance, a Type 3 Fire Engine, various medical equipment, and emergency management logistics in operations capability development that would consist of building a facility on District

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property that would allow a logistics center for natural disasters, types of crises and emergency management Pandemic, in addition to serving as the backup for the emergency operations center at City Hall. He said if it all works, the back lot of Station 61 could be completely paved, as well as security fencing around the entire perimeter.

Chief Nicholl reported the ambulance dealership Professional Sales informed him that chassis availability is delayed up to 22-months; he has authorized them to look for a new chassis as an ambulance will need to be replaced this fiscal year or the beginning of next due to having 250,000 miles *and* being part of the capital replacement plan. He said the hope is a chassis will come through sooner than 22-months, and he will present a spec sheet for a new ambulance at the next meeting; if the City monies do not come through, in-house financing will be explored.

Chief Nicholl reported the Quantum Engine slated for sale has significant issues; a DOT inspection revealed problems with the pump, air system and electrical system. He said he is comfortable making the repairs as the money will come back in the sale; it will also allow the choice of the better of the two engines to keep.

Chief Nicholl reported working on staffing for July 4th, with the goal of 15 staff on duty; currently there are 13 confirmed and incentives are being offered for others.

Stacey Rowling: None.

Kasey Miller thanked Director Callagy/Grocery Outlet for his part with Safe and Sober, and Chief Nicholl with his daughter Morgan for chaperoning during Safe and Sober.

Volunteers: None.

Local 4547: None.

City of Fernley: None.

13. 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.


14. Adjournment*

Chairman McCassie adjourned at 1857.

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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 June 29, 2021.

Respectfully Submitted by:

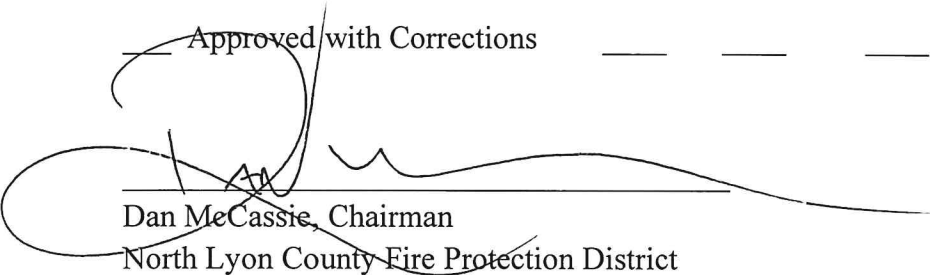

 Stacey Rowling, Administrative Assistant
 North Lyon County Fire Protection District

July 15, 2021
 Date

Approval of Minutes

	<u>For</u>	<u>Against</u>	<u>Abstain</u>	<u>Absent</u>	
<u> </u> Approved as Read	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5</u>

<u> </u> Approved with Corrections	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
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 Dan McCassie, Chairman
 North Lyon County Fire Protection District

July 15, 2021
 Date