

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

August 8, 2024

1. Call to Order

The meeting was called to order at 1815.

Directors present included Paul Murphy, Michael Toombs, Harry Wheeler, Jay Rodriguez, and Debbie Skinner.

The Pledge of Allegiance was led by Director 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 comment is limited to three (3) minutes per person. Unused time may not be reserved by the speaker, nor allocated to another speaker. The public may comment on any matter that is not specially included on an agenda as an action item or comment on a specific agenda item. Items not included on the agenda cannot be acted upon other than to place them on a future agenda.

Mr. Richard Jackson with the Fernley Rotary Club asked to be added to the next Board meeting agenda to discuss having the Thanksgiving Dinner and Breakfast with the Grinch at Station 61. Chairman Murphy added that the next Board meeting will be on September 12, 2024.

3. 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 and approve of Board Agenda

3b. Review & Approve Board Minutes

3c. Review of Summary Reports

Director Toombs made a motion to approve CONSENT AGENDA with the removal of Item 7.
Director Skinner seconded the motion.

The motion carries as follows: 5-0-0

Murphy	Aye
Toombs	Aye
Wheeler	Aye
Rodriguez	Aye
Skinner	Aye

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4. Discussion and possible action regarding Revenues and Expenditures*

4a. Enterprise Revenue and Expenditures

4b. General Fund and Expenditures

Director Wheeler made a motion to approve Revenues and Expenditures.

Director Toombs seconded the motion.

The motion carries as follows: 5-0-0

Murphy	Aye
Toombs	Aye
Wheeler	Aye
Rodriguez	Aye
Skinner	Aye

5. WORKSHOP: Discussion regarding Standard Operating Procedures (not to exceed 60 minutes)

Chairman Murphy stated that we will stop discussion at 1920. He added that we have compiled all of the changes made and presented the old S.O.P. format. Chief Bunn has presented a cleaner format, and it will be easier to navigate and read. Chairman Murphy stated that he did speak with Chief Bunn regarding S.O.P. #4, and how we create and review policy. He shared that he thinks it has been the most important S.O.P. that we have worked on. This is going to be the S.O.P. that sets the standard for everything going forward and we want to make sure that we concrete that because it is important for this district for stability.

Chairman Murphy asked the Board if they were okay with TA-ing Board #1- items for the District Board of Directors Meeting Agenda, and all members agreed.

Board #2- Incident Fee Schedule

Director Skinner shared that she sees the importance of a Fee Schedule, so people have a general idea of what that runs. All Board members discussed and agreed to table Board #2, and if it does hold up he stated that he will bring back a new final with subject to change in parenthesis next to the Fee Schedule #2. We will remove all of the rates that retain the itemization of what we do bill for. Chairman Murphy stated that he did strike clerical, and he explained that 239 outlines what we can and can't do.

Board #3- Mass Gathering / Special Events

Chairman Murphy stated that we changed some spelling issues and added the actual policy and permit application. Director Wheeler asked if there is a different Mass Gathering permit than the city and Mrs. Kasey Miller explained that it is a packet now, that includes the city and ours. All Board members agreed to TA Board #3.

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Board #4- Creation and maintenance of District Policies and Procedures

Chairman Murphy shared that he created an algorithm that he thinks is going to help with the process. He added that he thinks it is going to involve more sit-down time with Chief Bunn to get more details. He is asking the Board to take a look and decide if we want to keep or change anything. Director Toombs proposed to TA Board #4 and give the Board more time to review it and not make a decision tonight. Chief Bunn added that everyone should have gotten an email regarding the Policy Committee, which is a basic outline of the process and how it works. He added that the committee doesn't write the policies. They will edit, format, and ask questions, but the committee's job is to vet that for legality and formatting and make sure it is the right content.

Board #5- Drug and alcohol

This policy does not exist in the Board anymore and will be an administrative policy that will encompass the department.

Board #6- IAFF Recognition

Chairman Murphy stated that nothing had changed except the date, and we would be changing the way we do our approvals which was discussed with the review process.

Board #7- Public Records

Chairman Murphy stated that this mirrors NRS.239 which is all the public records. He shared that #8 was moved to #7. Nothing else has changed except the date. He added that this does reference Nevada's General Retention and Disposition schedule, and that will change when the law changes. All Board members agree to TA #7.

Chairman Murphy added to strike everything from Administrative Records down, keep 1-7 under General Information, and add 239 to references.

Board #8- Responsibilities of NLCFPD Board Members

Chairman Murphy shared that it is broken into 3 parts; Responsibilities and expectations of District Board Members, how we do our elections, and the onboarding process. He shared that he added under #3a, #6, he added 2-8-hour ride-along shifts with line staff. He added that he thinks that it is important for Board Members to see what our guys/girls do. Chairman Murphy shared that one of the pieces was validating which parliamentary procedure to go after and we decided that it was going to be Robert's Rules, and it has been made proper in there.

Chairman Murphy stated that we will be changing #3, sub a., #4, striking the Code of Conduct, and replacing the language with responsibilities and expectations of district Board Members.

All Board Members agreed to TA #8 with changes.

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Board #9- Parliamentary Procedures and Conduct

Chairman Murphy stated that he cleaned up Robert's Rules of Order. He added that #3 was added, and submitting comments in writing you could do so. All Board Members agreed to TA #9 with change.

Board #10- District Board Member Interactions with Staff

Chairman Murphy stated that we struck #11- Exposure Control Plan will be administrative, maybe even operational, and purchasing will be administrative. He explained that Director Wheeler and himself got together with Chief Bunn and worked on this one. He believes that the intent here was censorship between elected officials and that is not our position. We retitled District Board Member Interactions with Staff, and that applies to everybody. Chief Bunn commented that on process 1, that he doesn't believe communication concerning operational and administrative items must first be directed through the District Fire Chief. He thinks that if a Board member wants to talk to staff about any educational, or operational component, then they should be able to.

Chairman Murphy added that he shorted up 1a. Subsequent self-education on a topic may involve interactions with Staff, so long as these actions do not interfere with emergency operations and only take place after approaching the Fire Chief first. Chief Bunn stated that he doesn't think that there is any reason to approach the Fire Chief at all. Director Skinner shared that she thinks that it is important for a Board Member who is going to approach any staff, that the Chief should be aware of it. All Board Members discussed and agreed to table #10.

Chairman Murphy did a quick recap and stated that we have TA'd Board #1, tabled Board #2, TA'd Board #3 with changes, Board #4 was tabled but we need to sit down and clean it up. We've TA'd Board #6, Board #7, Board #8, Board #9, and Board #10 is tabled.

6. Discussion and possible action to set dates and times for S.O.P. Workshop*

All Board Members discussed and agreed to have the next S.O.P. Workshop at the beginning of our next regular meeting on September 12, 2024.

7. Discussion and possible action regarding policy violations by Jason Nicholl related to requesting verification of sick leave for an employee*

8. Discussion and possible action regarding Chief Brian Bunn's 3-month evaluation*

Chairman Murphy explained that part of Chief Bunn's contract was to do 3-month evaluations that would allow the Board to give feedback and improve what he is doing for us and what we are doing for him. He added that we received 3 evaluations included in the packet and that there

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are 2 more to be added to the packet to make a complete set of evaluations from all Board Members. At this time all Board members shared some thoughts about Chief Bunn:

Director Toombs shared that he has watched the interaction with the staff and how they respond to Chief Bunn, and it has been remarkable. It highlights his leadership, and he has built collaboration throughout the district in the short time that he has been here. He added that Chief Bunn is the type of leader that we needed in this district at this time. He commented that he could have come in here and done the bare minimum, but he chose to tackle fiscal responsibility, professional standards, and building confidence back in the Chief's position.

Director Skinner stated that Chief Bunn had brought calm to that storm. She appreciated that he took the time to communicate with the Board that he would be out of the area on a Wildland assignment and that communication has been key. He is a man of his word.

Director Rodriguez shared that he had a good feeling from the time he met Chief Bunn that we were making the right choice asking him to be our Interim Chief. He added that he has seen a big difference in the department since he came on board.

Director Wheeler stated that he hasn't had much interaction with Chief Bunn, but he mirrors everything the other Board members said. He added that there have been changes for the good and the department has improved. He added that he could improve himself and do better, along with members of the fire district.

Chairman Murphy commented that Truckee Meadows didn't know what they had to let you Chief Bunn come here, and he is happy that he is here now. He added that the culture and the mood are changing in the department, and people are happy to come to work. Chairman Murphy shared that we have never had a Chief like this before and that he is the best Chief that we have had in this department.

Chief Bunn asked for feedback from staff and put it on record and make it public.

Mr. Bill Snyder, on behalf of Local 4547 shared that the morale is much higher within the department.

Mrs. Linda Carr shared that she feels comfortable walking into the Station again. She explained that watching how it affected the fire department was heartbreaking. We appear to be going in the right direction, and she is grateful for that. She added that she appreciated the meeting on his 60-day outlook and liked that he involved everybody and made sure everyone was following along.

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Captain Bill Snyder added that we have gone through a lot of bad times but the fact that we now have genuine leadership and direction, and the morale in the department has changed for the better.

Mr. Scotty Slatter, with Eternal Image, shared that from a business perspective business is better. There was a time that he didn't want to do work for the department due to problems, and no communication. He stated that since Chief Bunn has been here, communication has picked up, and everyone that comes into the shop is happier. He shared that Chief Bunn and Stephen Emery have kept on him to get things done, and it all came together. He added that it has been a great experience to continue to do the rest of the trucks and ambulances, and it has been an easy transition.

Director Toombs shared that everything that was just mentioned is everything that the Board just said. He added that he thinks this is the culture that Chief Bunn is instilling in our district right now, to embrace the red. A true leader is not afraid to stand up and get feedback from the staff. He added that embracing the red is a huge talent that not a lot of leaders possess.

Director Rodriguez shared that he was told it would be fun when he was brought onto the Board, and he claims that it's fun again.

Chief Bunn has been working with Victory Logistics on the city fire station, and he shared that he was asked how he likes his new position. He stated that it is a blast, but the boots and the staff make it easy. Everyone is motivated and eager to work and make positive changes to move forward in the department. He added that he is happy to be here.

Chairman Murphy added that this was not a financial benefit or an upgrade for Chief Bunn. He added that Chief Bunn did this because there was an opportunity for a challenge, and he wanted to do good for this department. In 4 months, Chairman Murphy stated that is all he has seen and heard from everyone that he has spoken with.

9. Fire Chief Report

Chief Bunn stated that he added response analytics, and Mr. Stephen Emery worked hard trying to get the data from the current reporting systems. He added that it is nearly impossible to get the data, and this is the best we got until the software changes in October-November, and we will have some real analytics to present.

Effective this Monday, the office hours will be changed to 10-hour days, Monday-Thursday. Due to the data collected, we had a low percentage of customer service, whether it was in person or via phone. Most recently we had a couple of odd individuals here at the station and no one needs to be at the station alone on Fridays during business hours.

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Chief Bunn added that we have collected a very small pool of applicants, and we do have another vacancy coming up, and we will have 2 vacancies to fill. They will go through a formal process: a written test, skills evaluation, and an oral board.

He shared that Fire Marshal, Tim Myers and himself spent all day today with Victory Logistics and the City of Fernley regarding the fire station that they are planning to construct. Chief Bunn added that he told the incident commander and the Nevada Fire Board that he is only giving them 2 roles because it is too much to be away from the desk. He added that he brings in about \$3,800.00 to \$4,000.00, and he feels that going on these assignments is not pulling him away from things to be taken care of back at home. He added that he has been fully engaged with the Executive Team.

Director Toombs thanked Chief Bunn for working with the city on Victory Logistics. He added that whatever the outcome is there will be the right one. He commented that the city sees the crews and all of the great things that you do but when they see the raw numbers it really shows how much you contribute to this community for public safety.

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

Director Skinner shared that she was out of town for the National Night Out and she would have liked to have attended. As a director, she hopes to be more involved in those community events. We are going down the right path, the morale is good, and she is happy to be here.

Director Rodriguez thanked the fire department for showing up for everything that took place on the fourth of July from the parade to the park. He thanked everyone who helped out with the National Night Out.

Director Toombs- None.

Director Wheeler- None.

Chairman Murphy shared that we received a letter from the Department of Taxation that they do accept our final budget and is in accordance with NRS.354.598. He added that we are dealing with some financial issues as anticipated, but we came into this knowing that we would be under a tight budget. We did a lot of work pairing the budget down and he feels confident that it is the right thing to stick to. He shared that 2 of the big items that put us in a tight spot right now are not receiving the \$550,000.00 for out-of-district assignments, through a lot of diligence with staff. At that time, we hadn't received as much in AdValorem as we knew was possible. There was some discussion about getting a loan or a line of credit to help float payroll. He stated that we know the money will be coming to us, but we just don't have it right now. We pulled our remaining funds from the Acquisition to keep people paid and trucks moving.

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Chairman Murphy stated that as far as he knows we have not received anything, but we are still talking with some banks to secure either a line of credit or a loan.

Chief Bunn shared that while he was out on assignment, and he got the message of the possibility of not being able to make payroll. He stated that he pulled the plug, made an executive decision, and gave directions to go after a loan because his number one concern is making sure that staff can put food on the table and make their mortgages.

Fire Marshall- None.

Chief Bunn shared that Stephen Emery has taken on some additional classes and has gotten some certifications. He is working with Prevention and doing building inspections.

Volunteer Captain, Dan Hiles shared that we have several new applicants coming in.

Mrs. Becki Howlett shared that at the City Council meeting, there was a letter read thanking the district for trying to save their dog Blue. She added that the Main Street Committee has 2 sidewalks approved and that Rehab got a donation of Gatorade given to them.

Mrs. Kasey Miller shared that all Board Members received district phones and if anyone needs help setting them up Tim Myers would gladly help with that.

City of Fernley- None.

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Mrs. Linda Carr shared that the 911 Ceremony will be held at the Out of Town Park on September 11, 2024, from 9 a.m.–10 a.m.

Mr. William Shaddock, a public citizen, shared that the National Night Out is getting better every year, along with the Fourth of July event. He stated that seeing people out in uniforms, and rigs being out there feels like you're becoming a part of the community again.

12. Adjournment*

Chairman Murphy adjourned at 1956.

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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 August 8, 2024

Respectfully Submitted by:


 Shannon Moffett, Administrative Assistant
 North Lyon County Fire Protection District

September 12, 2024
 Date

Approval of Minutes
 August 8, 2024

	<u>For</u>	<u>Against</u>	<u>Abstain</u>	<u>Absent</u>	
<input checked="" type="checkbox"/> Approved as Read	<u>4</u>	<u>0</u>	<u>0</u>	<u>1</u>	_____
<input type="checkbox"/> Approved with Corrections	_____	_____	_____	_____	_____


 Paul Murphy, Chairman
 North Lyon County Fire Protection District

September 12, 2024
 Date