



North Lyon County Fire Protection District

195 East Main Street

Fernley, Nevada 89408

District Office (775) 575-3310 Fax (775) 575-3314

Brian Bunn, Fire Chief

Notice of Meeting

Date: Thursday August 8, 2024

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

Location: 195 East Main Street
Fernley NV 89408

Directors

Paul Murphy, Chairman Jay Rodriguez, Director
Michael Toombs, Vice Chair Debbie Skinner, Director
Harry Wheeler, Sec/Treasurer

NLCFPD Board of Directors Meeting Agenda

1. Call to Order, Pledge of Allegiance and Moment of Silence

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 specifically 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.

2. **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 Approval of Board Agenda

3b. Review & Approve Board Minutes

3c. Review of Summary Reports

Discussion and possible action regarding Revenue and Expenditures*

4. 4a. Enterprise Fund Revenue and Expenditures

4b. General Fund Revenue and Expenditures

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

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

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*

9. Fire Chief Report

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

- 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 specifically 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.
- 11.

12. Adjourn

- 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. North Lyon Fire will make reasonable efforts to assist and accommodate individuals with disabilities desiring to attend the meeting. Please contact the District Office at (775) 575-3310 in advance so arrangements can be made.
 5. Staff reports and supporting material for the meeting are available at the North Lyon County Fire Admin Office, 195 E. Main Street, Fernley NV 89408, by calling the Admin Office at (775)575-3310 or the District's website at www.northlyonfire.org, pursuant to NRS 241.020.

CERTIFICATE OF POSTING

I, Kasey Miller, 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. August 5, 2024:

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, 595 Silverlace Blvd, Fernley, Nevada 89408
4. Lyon County Manager, 27 S. Main Street, Yerington, Nevada 89447
5. Nevada Public Notice Website, www.notice.nv.gov

Distribution: To ALL persons requesting notification.

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MINUTES

NORTH LYON COUNTY FIRE PROTECTION DISTRICT

June 13, 2024

1. Call to Order

The meeting was called to order at 1703.

Directors present included Paul Murphy, Harry Wheeler, and Michael Toombs.

Director Rodriguez was absent.

The Pledge of Allegiance was led by Chief Bunn. 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, whether on action items or 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 specifically 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. Additionally, if you wish you can comment in person at the meeting or use the Raise your Hand feature in Zoom.)

None.

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 Wheeler made a motion to approve the CONSENT AGENDA.

Director Toombs seconded the motion.

The motion carries as follows: 3-0-1

Murphy	Aye	Rodriguez	Absent
Wheeler	Aye		
Toombs	Aye		

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

Chairman Murphy shared that we left off on S.O.P. #10 but before we start, we are going to revisit the ones we sent out for draft.

Starting with S.O.P. #4- Classification of District Policy per the Board S.O.P.s. This policy is going to apply to the Board, and it outlines all the policies. He added that there will be a Policy Review Committee to ensure that all stakeholders within the department can give input to review policies before they go before the Chief. Director Wheeler added that Volunteer Captain Dan Hiles and Volunteer Christian Sherfy were both very helpful with this as well.

Chairman Murphy shared that we wanted to have a panel of 2 Board members, a volunteer, support staff, an office staff, and labor input. He stated that he would like to meet with Director Wheeler and Chief Bunn, and they all agreed to meet, discuss, and make changes at the next S.O.P. workshop. Chairman Murphy added that we aren't setting anything in stone and thinks it is a good idea to make sure that one is solid and holds for the future. He clarified that this is open forum, we make these changes, and we still have to ratify the changes we make. He added that we are TA-ing as we go. Director Skinner commented that Chairman Murphy indicated to have 2 representatives from the District Board, and it says 1 representative, which would make 5. Chairman Murphy mentioned that they talked about going to 7, and we don't want to have an even vote. He stated that he thinks 5 is appropriate.

S.O.P. #7- Chairman Murphy stated that Director Rodriguez was working on this one and since he is not present, we will table #7 for the next S.O.P. Workshop.

Chairman Murphy mentioned NRS 239- Public Records Requests. We have been educated on that recently, but we will make sure to strengthen that again, to make a smoother process and make sure it is there for that Board S.O.P.

S.O.P. #9- Parliamentary Procedures and Conduct. Part of this is adding in language and how we run our meetings by ZOOM if we choose to do so.

Director Toombs shared how he focused on how the City of Fernley uses their ZOOM, which he thinks is very effective in minimizing distractions to those in attendance and ensuring maximum public participation by using these interactive platforms. He shared his lessons learned on how to utilize ZOOM, how to display in the meeting space, and how to allow interaction from the public who are attending remotely. Also allowing a Board Member to not be here for whatever reason, still allow remote participation and not calling in on a phone. There is a good possibility it is hard for you to hear or for us to hear you. Using this platform to ensure that you can participate and be heard as well. He added that we are giving it a trial tonight to see how it plays out on the screens.

North Lyon County Fire Protection District
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Chairman Murphy stated that per NRS.241, there is a section that goes over information and technology about holding meetings. He added that he thinks it is important and as we continue to use it. Some people are unable to come to the station and participate in the meetings, whether it be because of disability or location. He added that we want people involved in local government, however we want to do this professionally. We also can choose not to use ZOOM or any type of platform that allows people to access our meetings. That is separate from this S.O.P., but he likes the changes made. Chairman Murphy stated that under scope it says any and all other meetings conducting the business of NLCFPD. He stated that the word, any should be removed.

Director Toombs added that the city still uses Robert's Rules of Order.

Mrs. Debbie Skinner mentioned that we should do a workshop for new Board Members who come on for Robert's Rules of Order because a lot of people are not familiar with it.

Chief Brian Bunn asked if they have considered a YouTube channel because it is live, and we would have a historical video library for the public, directors, or staff to reference immediately. The only downfall is the people who can't attend a public meeting. All directors had a discussion and agreed to look into it and see if there is a fee to have a YouTube channel. The downfall of a YouTube channel is not having the opportunity to interact and participate. Mrs. Miller explained that the ZOOM recordings are put on the website. Director Skinner added that on the records request, maybe on the ZOOM we can put a definition as to when it will be posted on the website. Chairman Murphy added that ZOOM recordings will be posted within 5 business days, and we will check NRS for continuity. He mentioned trying a YouTube channel to see how it goes and see if we get any views.

S.O.P. #8- Elections of NLCFPD Board Positions. Chairman Murphy added to strike that Board members shall be in good standing and attend at least 75% of all meetings. Director Skinner explained that it is no different than a letter of a Code of Conduct and that there is a standard that is expected and that there is accountability for that. Chief Bunn stated that the Ethics Commission has a code of conduct. Chairman Murphy added that if you sign up for a position then you should be at the meetings. All Board members discussed and agreed under Scope, to strike the colon and all positions. All Board members agreed to change the title from Elections of NLCFPD Board Positions to Responsibilities of NLCFPD Board Positions. Chairman Murphy confirmed that they are staying with Robert's Rules of Order, adding new member information, we have made the strikes that have been discussed, and the dates will be changed. He added to strike the repealed language at the bottom of this one because it no longer exists. All Board Members agreed to TA #8, make the changes, and present them at the next workshop. He shared that it is the same with #9.

S.O.P. #10- District Board staff interactions and communications. Chairman Murphy stated that this is a huge deal, and there is no way that we as a Board can effectively make informed

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decisions for a constituency. If we are not able to talk to staff, the Chief, or the public, this S.O.P. is limiting us from doing that. He explained that there was a lot of discussion on it. Director Wheeler suggested that he take this one and work with Chairman Murphy and Chief Bunn. Chairman Murphy stated that we will meet on this at the same time as we meet on S.O.P. #4, and we will bring this one back for presentation. Director Toombs stated that paragraph 3, Sub Bullet C, becomes part of our onboarding package and not in the S.O.P. Chairman Murphy stated that we will bring this back.

S.O.P. #11- Exposure Control Plan. Chairman Murphy shared that because we are not operational providers in this district, he doesn't think it needs to be in here. Director Toombs added that he doesn't think it needs to be an S.O.P., it is in the employee handbook and part of the onboarding process for new hires, and annual refresher training. Captain Mendoza asked if there should be documentation if Board members want to do a ride-along. Chief Bunn stated that there should be a professional policy with a waiver, as well as an educational ride-along. It explains all of the policies that the ride-along participant would have to acknowledge and sign. Mrs. Kasey Miller added that there is an administrative policy for ride-a-longs, and it has waivers attached to it, and it is not a Board policy. Chairman Murphy shared that we would talk to POOL PACT to ensure nothing gets messed up on that side of things. Tentatively this will be struck, pending the feedback from POOL PACT.

S.O.P. #12- Purchasing. Chairman Murphy explained that this is an outline for how we purchase. As the Board this is placed on the Chief, and we set limits for spending. Mrs. Kasey Miller shared that she thinks that this was added years ago because it was thought by some that just because it was put in the budget for certain, big-ticket items, they could just purchase it without going to the Board or getting approval to spend excessive amounts of money. She explained that it would be said that it was already in the budget, and they just went ahead and spent it. Chairman Murphy stated that to his knowledge the same language is covered in the Administrative S.O.P.s as well. He added that this is redundant, this is how the Board conducts business, and we are not purchasing things. However, Chief Bunn stated that some of the large purchases should be supported by the Board. Chairman Murphy shared that the Chief's purchasing power ends at \$5,000.00 before having to go to the Board for approval to spend more than that.

Captain Mendoza asked if it is possible to get a monthly expense report on the agenda, so the Board is aware of the purchases because they are fiscally responsible for the fire department. Chairman Murphy shared that the Board gets the expenditure vs. revenues reports every board meeting and he thinks it would be a good idea to also include outside budgetary purchases. He added that if \$5,000.00 is the limit, and when we revisit administration, we should definitely look at the purchasing power that he has.

Chairman Murphy shared that we are good with moving the Board to Admin., correlate languages, make sure it is the same, and talk about that with Admin. S.O.P.'s as far as making major changes. He added that he thinks it is a good idea to strike this, and it is not the place for it in the Board S.O.P.'s.

North Lyon County Fire Protection District
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Chairman Murphy shared that we have to have at least one more meeting to reconvene.

For a quick recap, he added that we are going to revisit S.O.P. #4. He stated that he, Director Wheeler, and Chief Bunn are going to discuss the Policy Review Committee. We are going to revisit S.O.P. #7 and work on getting it cleaned up. Posting ZOOM recordings and making sure that no language in NRS also holds that up.

Director Toombs added that he agrees to TA S.O.P. #9 if the staff feels that it is executable.

Chairman Murphy stated that Director Wheeler and Kasey Miller will work on S.O.P. #8 and we will revisit S.O.P. #9 after people have time to review the changes. Chairman Murphy, Director Wheeler, and Chief Bunn are working on S.O.P. #10, S.O.P. #11 is going to be reviewed by POOL PACT before we touch it, and we are striking S.O.P. #12.

Chairman Murphy called for a 10-minute recess at 1800.

Chairman Murphy resumed the meeting at 1810.

5. Discussion and possible action regarding Revenues and Expenditures*

5a. Enterprise Fund Revenue and Expenditures

5b. General Fund Revenue and Expenditures

Director Wheeler made a motion to approve Revenues and Expenditures.

Director Toombs seconded the motion.

The motion carries as follows: 3-0-1

Murphy	Aye	Rodriguez	Absent
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Wheeler	Aye		
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Toombs	Aye		
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6. Discussion and action to appoint vacant Board of Director position*

Mrs. Kasey Miller stated that we received one letter of intent from Mrs. Debbie Skinner, and it is in the packet. Chairman Murphy explained that if there is only one candidate for a position, they automatically get appointed to that position.

7. Swear in Board Director

Mrs. Debbie Skinner was sworn into the vacant Board position by Judge Lori Matheus.

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

8. Discussion and action to appoint vacant Board of Director Vice Chair position*

Chairman Murphy shared that our Vice Chair is no longer with us, and we will accept nominations for a Vice Chair. All Directors agreed to nominate Director Toombs.

Director Wheeler made a motion to appoint Director Toombs to the Vice Chair position.

Director Skinner seconded the motion.

The motion carries as follows: 4-0-1

Murphy	Aye	Rodriguez	Absent
Wheeler	Aye		
Toombs	Aye		
Skinner	Aye		

9. Discussion and possible action to approve the 2024-25 NPAIP Member Coverage*

Mrs. Tina Petersen with LP Insurance explained that at the annual board meeting, there was an average program cost of about a 2.5% overall increase. She added that 2.5% is unheard of right now. POOL PACT is doing their best to keep down the costs for all of the members. Budgeting purposes for the rate and overall exposure across the board for all members came out to be about 9.5%. She added that the property rates that came across the market provided a 1% increase to the pool. Over the past couple of years, we have seen huge increases in that reinsurance market. She explained that any kind of catastrophic losses worldwide affect those reinsurance markets. Property values and inflation have stabilized over about a 4% increase in value. She added that every building gets about a 4% increase on an annual basis. She added that we are seeing many members put in capital improvement projects that increase the overall total insured value. She explained that casualty reinsurance continues to have concerns wrapped around law enforcement, jail liability, sexual abuse, molestation claims, and social inflation. Those have been doubling over the last 6 years. She added that liability rate increases are driven by these factors. Mrs. Peterson shared that schools have much different liability issues than a city, a county, or a fire department. They are covering the first \$3 million worth of coverage adequately just for your exposure, not including that school exposure for you guys. She included that they did change that a little bit this year.

She added that every year you are going to see the same proposal from pool. Sometimes coverages change, increase, and decrease but this year it was flat. They didn't make any changes to coverage or deductibles. Mrs. Petersen shared a graph that showed a testament as to where we are with our exposure rates. She explained that last year the program cost was \$62,689.71, and this year's total cost is \$70,704.52. She added that this is exposure, rate, and losses, and all of those factors into the rate. Coming in at 12.78 overall is good. There are a lot of factors that go into those numbers. Mrs. Peterson added that if you look at the key exposures, you will see that the payroll increased 30%. To come out with a 12% increase we are still ahead of the game.

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

Total insured value only increased by 2.9%, auto count by 5%, and employee count went up by 6.67%. There has been some fluctuation going on within the department and we did not see it in our rates this year, and she is very happy with that. Mrs. Petersen stated that we are discussing ethics, public meetings, and safety. These are all the things that POOL PACT can provide for you at zero cost. She added that she can set us up and make sure things are compliant in understanding Robert's Rules of Orders. She explained that there are assessments that we do, and you guys take advantage of some of them and there are some that are being underutilized. There are EMS trainings, 2-day HR conferences, harassment and discrimination, and documents disciplines and due process are things that you have taken advantage of. Mrs. Petersen explained that more things are available at no cost. From the 2023-24 fiscal year, the classes that were taken advantage of this year is a value of about \$13,797.00. This is all just an added benefit for just being a member of POOL PACT.

Director Toombs made a motion to approve the 2024-25 NPAIP Member Coverage at the cost of \$70,704.52.

Director Skinner seconded the motion.

The motion carries as follows: 4-0-1

Murphy	Aye	Rodriguez	Absent
Toombs	Aye		
Wheeler	Aye		
Skinner	Aye		

10. Discussion and action to approve an Agreement for services between North Lyon County Fire Protection District and First Due*

Chief Brian Bunn stated that this item is to approve and accept an agreement for service between North Lyon County Fire and First Due. He shared that last month's previous action distributed a termination of service to First Professional Services for their billing and some of their software. First Due software will provide all of that and about 6 or 7 additional modules all together. We are looking to onboard some of these modules immediately, and some will come in September. He added that the initial cost is \$10,600.00, the second cost is \$10,900.00, and the total cost is \$21,500.00. Chief Bunn added that with the \$21,500.00, and the additional 6 to 8 modules, it is still \$2,000.00 less than what we are paying to First Professional. He stated that we would get the same services, plus several more for about \$2,000.00 less. He also explained that the responder module has unlimited users, and everybody can have access to it. It provides pre-plans, hydrant layers, GIS, routing, and we can share that information. If we are out of the district and others respond here, they have all of that information. Chief Bunn shared that his long-term plan is to sit with the 9-1-1 committee and hopefully transfer this module cost to them and provide it countywide. He shared that the Executive Team has spent about 8 to 10 hours working with First Due, doing module training, and evaluating the program. Director Skinner asked Chief Bunn if Exhibit A and B were the quotes for both Phase 1 and Phase 2 with an annual subscription, and he responded yes. He explained that there is an initial start-up fee for

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

the first phase of \$3,000.00 and \$2,200.00 for the second phase. He added that the second phase would be onboard early, and there is no reason to pay for that when we are committed to the existing contract through October 10, 2024, at midnight. Chief Bunn explained that the first quote is prorated based on 10 months because we will not be onboarding that service until September 1, 2024, and we would like to begin Phase 1 on July 1, 2024. He added that there is no 5-year contract and that it will be year to year.

Director Toombs made a motion to approve an agreement for services between NLCFPD and First Due for Phase 1, which includes a one-time fee of \$3,050.00, and an annual subscription of \$10,600.00. Phase 2 includes a one-time fee of \$2,250.00 and an annual subscription of \$10,900.00.

Director Wheeler seconded the motion.

The motion carries as follows: 4-0-1

Murphy	Aye	Rodriguez	Absent
Toombs	Aye		
Wheeler	Aye		
Skinner	Aye		

11. Discussion and action regarding ratification of FY23-24 and FY24-25 CBA*

Chairman Murphy shared that he and Director Toombs took on the responsibility of negotiating with the Union. He shared that the changes that were brought forward that were made on the Unions behalf, and they understood our predicament as a district, and they decided to withdraw some of those things. He added that he thinks it is a very fair contract. If there are questions about the current contract, that is available on the EMRB website. He added that he will only be presenting changes made, in only the sub-articles in which those changes were made.

Chairman Murphy stated that there are 2 years of negotiations in 1 year. There was a bit of a hold-up in 2023-24. At that time, both negotiating teams decided that they would freeze the process until EMRB complaints had been resolved and addressed. He added that they sat back down after adjusting the negotiating committee.

Starting with the Collective Bargaining Agreement 2023-24

Article to recognition- The change that was accepted and TA'd upon was to strike administrative clerical employees, basically saying who can be in the Union. State law dictates this unless the contract says otherwise.

Article 4- Salaries

Due to monetary issues, we did not talk about increasing salaries, or did we have to freeze or reduce salaries. We have committed as a department to making our staff whole. Guys have not been being paid as they should, and those issues have been resolved. Those are intertwined with

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

grievances and other things that have been getting cleaned up. He added that they have eliminated the old Tier schedule which was to bring staff up to comparables. He shared that they are still 16%-20% under average right now. The district recognizes this, and it will be for future discussion, if and when that money becomes available.

Sub-G. There was interpretation over the past few years, and they decided to solidify that because it was not being applied uniformly. All step increases will be years of service-based as it had been done before, and not merit-based.

Article 7- Overtime Compensation

This is standard with the use of sick and annual, and the way that it interacts with overtime compensation. There is no increase in money, purely language changes.

Article 8- Call Back

The only time we have had a call back was during the flood, and we haven't had one since. This says that the district will compensate staff, double time if they have to be called in. This means that they have not been regularly assigned, there is an emergency, and all hands on deck.

Article 9- Vacation

We did comparables with accrual rates on annual leave or vacation. We have increased across the board, roughly .8 to 1 hour accrued per pay period, and this brings us up to comparable for our region. This also includes our non-56-hour workweek employees.

Sub-D. Payouts for unused vacation and sick leave. If our staff come to work and do not call in sick, it is a saving to the district. We aren't paying overtime, and it is the same as vacation. If you are not using it, it is a benefit to our district and we are going to compensate them dollar for dollar, not paying overtime. That language adds that there and reinforces it.

Article 10- Sick Leave

We talked about comparables with accrual rates, sick leave went up by 1.1 hours per pay period. This brings us up to what is comparable for the region. This also breaks out your non-56-hour employees and their accrual rate, and it does change because of the difference. We also defined what is acceptable and unacceptable for taking your sick time, and defined when you need to provide a note and when that note can be asked for. Chairman Murphy explained that we ran into some issues through some disciplinary processes that came to their attention, and we wanted to correct them, making sure that this doesn't happen again. The language is standard, and this is how it has been before. If you take off more than one shift, we are going to ask you for a note. He explained that if you take off a 48-hour shift, you have 10 days off, and if you are not better in 10 days you will need to go see the doctor. Sick leave also encompasses mental health leave. It has been something that has been poorly addressed, and it is something that is hammered on now because it is important.

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

Sub-H. You can buy out your sick and annual time. This cleans up the language where employees could do buyouts on their sick and they are not using it. If you are not using your sick time, it is a benefit to the district.

Article 12- Seniority List

We need to do better in how we hire and promote. That means having an established list, and we are going to keep it refreshed every 2 years. Seniority will have a play in this if we do any type of volunteer or involuntary promotion or demotion type of things. That language cleans that up.

Article 19- Minimum Constant Safety Staffing

This is the bare minimum that the district will staff shifts with to provide service to the community. Not a whole lot of change, this provides for ALS providers, captains at each station, and how we backfill those if those people aren't available to work.

For out-of-district assignments, we decided that there is a balance to be struck between making money by going out of the district, but we also want our guys to get out and have the opportunity to get the experience. It is good for professional development, and it is nice to get a little extra overtime, go out and work hard, and help the district make more money. He added that the bargain we struck was when we send out a Type I engine that is any of our structure engines, you have to be NFPA certified as a firefighter, non-wildland. For those that don't know, you need your structure, paid staff stuff, and all 4 seats need to be filled with paid staff. When it comes to any of the brush engines, Type 3, or Type 6's, at least 2 paid staff, and 2 of seasonal, support, and as long as qualified could be a reserve. Getting more vehicles out means bringing in more money for our district and providing more opportunities for more people. Tenders can be a 1 or 2-person assignment, but at least 1 needs to be paid staff. You still need to be licensed to go out on that assignment. Not everyone outside of the paid ranks has that. Volunteers, Reserves, and Seasonal Personnel can be used to fill any seats for such apparatus if available.

Article 22- Union Business

We have been doing things the same for a long time and it has not worked. Alienating our staff, and Union members is not the way. Labor is roughly 95% of our department. These guys provide us service, give us our time, and that is time away from their families. Union business is one of the things where we give back, understanding the business between the district and labor management includes grievances, negotiations, and trainings. These things strengthen the district and strengthen the relationship, and for that reason it is something that is in place to allow Union members who would otherwise be on duty to function as Union personnel. Chairman Murphy explained that if discipline happens and someone wants their union representative, that person now goes onto a union leave position to represent their fellow union members. He added that they talked about having a bank of time, so if this happens, we have it budgeted, and we are not just pulling money out of nowhere. This also outlines how many people can be off for certain things at a time, and there is a notice time frame for certain things. This is all going to be determined on a case-by-case basis at the discretion of the district.

North Lyon County Fire Protection District
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District Office (775) 575-3310 District Fax (775) 575-3314

Article 26- Military Leave

This is defined in law, and we just made it mirror that.

Article 28- Retirement

The district will pay 100% of all retirement contributions for employees covered under this contract per NRS286. The district will pay the defined contribution towards PERS for the employees, as it always has done here. There is no change, it is just being solidified in language.

Article 31- Grievance Procedure

This is an area that they felt could be improved for the sake of the process and to help eliminate any issues. He explained that if a grievance comes up, the union can say that they don't like this, and we are going to have a pre-grievance meeting with the Chief if we can't resolve this by talking. If they are still in pass, we go to step 1. Step one is that there is an official grievance, and we want to officially sit down with you and do more talking. If they are still in pass after the time frames, it will go to step 2. Chairman Murphy shared that previously, step 2 was just the Chairman of the Board, and he does not think that 1 person shouldn't have that power. We are going to be a 5-person Board, and we need to have representation. He added that this will strengthen how we do our grievances and that the Fire District Board as a whole will respond to grievances and take part in the discussion to try to avoid Step 3-Arbitration. He shared that we have been involved in 3 arbitrations in the history of the department, and the district has won zero of them.

Article 36- Personnel Reduction

Firefighter EMTA and Firefighter Paramedics being within the same classification. If there is a reduction in staff for inability to pay or lack of work.

Article 49- Longevity

Our pay scale ends at 5 years, once you hit 5 steps you are done. From that point on you accrue longevity. This is a retention feature, and .5% per year after your 5 years. Chairman Murphy explained that this is maxed out at 12.5%.

Chairman Murphy stated that the Consolidation article is unnumbered, and if it is ratified tonight as-is, we will renumber these and clean up the format. It will not change language, but it will change how it is slotted into the contract. He explained that it was found that a few articles were unilaterally omitted from the contract, and that is not how Collective Bargaining works. It places the district in a position that is an easy EMRB complaint for us to lose by changing the contract without coming to the table mutually. Chairman Murphy added that we reinstated consolidation, which is the old language.

Stand by compensation – Chairman Murphy explained that this is a new article that was intertwined with grievances. We found opportunities for improvement in the district, and this is

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one of the things that we did not have. He explained that we didn't have the language to make sure that people were getting stand-by time, and part of this was language that was struck from another article. It was a sub-article, and it was unilaterally removed. We have reinstated and strengthened it to prevent more grievances that we have dealt with and worked with the Union to resolve. Chairman Murphy explained that if you need to be put on standby, this provides language to make sure you are being compensated by law.

Article 53- Duration

This explains that this is a 2023-24 contract, and the dates are there. He shared that we did ask the Union if they would like to enter into a longer-duration contract, and at this time the comfort level is not where it needs to be for that to happen. He stated that we are going to do a 1-year contract for 2024-25, and the previous fiscal year that we are wrapping up right now. Chairman Murphy added that as the relationship improves, we would like to see us enter a longer-term contract. Chairman Murphy stated that the 2023-24 Fiscal Year should have been done by April 2023 by state law. He added that we are finishing this up on June 13, 2024.

Mr. Joe Mendoza presented the Board with the document that corrects Article 4. He presented the Board with the current contract for step grades with the correct language. He stated that this is the addition to the Battalion Chiefs, and the rate change for Step 1 Captain, was an MOU discussed in a board meeting in 2022. He added that that wasn't the original contract, this was an MOU. He gave them the correct language for that article itself. Chairman Murphy shared that when he and Director Toombs sat down to negotiate, we agreed that we would use the 2020-23 Fiscal Year contract that he had in his possession. That language wasn't in there, and we didn't talk about the language being a negotiable item. He shared that the Union's lead negotiator, Mr. Espinoza, and himself discussed this and decided to strike Battalion Chief numbers. He stated that he was not aware of the captain and that he was not aware of the M.O.U. and that he would have to go back and review it. Chairman Murphy added that he thinks the disconnect was that there were multiple versions of the same contract and caused a lot of confusion. He stated that we want to make sure we are working off what is right.

Mr. Joe Mendoza asked for a few minutes to provide the language that was struck out as well as the corrections with the red line. Chairman Murphy stated that we cannot negotiate in this forum.

Director Skinner had a question regarding Stand by Compensation for 2023-24. She is asking to define what stand-by compensation looks like. Chief Bunn explained that there could be something in the future for somebody to be available from their home. This means you are not going to dinner, not going to a baseball game, or having a cocktail. The potential to recall that person to active duty is immediate and pay them 10% to be ready at their home. Chief Bunn added that when somebody is on standby, they are not eligible for a callback because they are already being compensated for that 10% on standby. If we have a disaster and he has to recall people, then we will pay them double.

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Collective Bargaining Agreement 2024-25

Chairman Murphy stated that many of these articles were covered in 2023-24, and they were predicated on 2023-24 not being resolved. He explained that they were reopened in 2024-25 and a majority of these were struck. We did not need to talk about them because we resolved them with the 2023-24 cycle of the ones that remained, and we have 3 articles that we did discuss. Mr. Mendoza explained that the top page is the actual board agenda in the meeting that it was approved, as well as the language that was struck out and re-entered and added for that MOU. Chief Bunn commented that the agenda and the context is great, but when documenting approval, the minutes are important. Chairman Murphy stated that he doesn't want to hold this up anymore, but he wants to do it right. He added that he wants to make sure we do what was agreed upon but feels that we need to review that to make sure everything is copesetic. Chief Bunn recommended that Mrs. Miller confirm that we have minutes on this, that will provide everything you will need for that. Director Skinner asked if we could tentatively make a motion to approve this with the option to review Article 4 within the next 60 days. Chairman Murphy stated that we would have to ratify it as a whole or not at all for final ratification. He added that it might be best if we wait to have it complete for full ratification because we still need to do some fact-finding on this article that just came up.

Chairman Murphy called for a 10-minute recess at 1902.
Chairman Murphy resumed the meeting at 1919.

Chairman Murphy continued with discussing the presentation of an alternative, Article 4- Salaries with differences our negotiating team used. In light of this change, it is important to make sure we are getting it right. He added that we did go back, and we are going to have to re-address, and table this particular item. We will go talk with the Union, make this right and bring back language to be approved or re-ratified at the next opportunity that we can. He stated that if everybody is okay with it, he is going to go over 2024-25, with 3 articles, and that will leave us with only 1 article. Chairman Murphy thanked Joe Mendoza for bringing this up.

Collective Bargaining Agreement 2024-25

Chairman Murphy shared that a lot of this was duplications because 2023-24 was still ongoing and no one can see the future in what was going to happen with that.

Article 32- Health Accident Insurance

We put in the language that parties will work together to find a plan that is mutually acceptable to both parties. He added that labor is roughly 90% of the department.

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New article- Prevailing Rights.

This is an article that had been in here previously, and Chief Bunn shared that it is generally in most of the contracts. Moving forward, Chairman Murphy stated that instead of striking articles out and replacing them, we are going to leave them blank. Mr. Mendoza added that prevailing rights were initially Article 45 and TA'd 2016-2019. Chairman Murphy stated that it is being placed back in, and we will renumber it once everything is ratified. He explained that it is common language, and you will see this in many labor contracts, but there is no change in the contract without mutual agreement by the parties, and it is outlined in NRS.288.

Duration 2024-25

This will probably retain Article #53, that is what it was in 2023-24. This is a 1-year contract on July 1, 2024, and it will end June 30, 2025. Chairman Murphy stated that those are the changes. He explained that part of this agreement was a package, withdrawing the discussions of salary increases, and withdrawing the discussion of opening incentives, which have been closed for a long time. We would accept an MOU between the district and Local 4547 that discusses the understanding of the financial situation of the department. If and when the money situation improves or if we make it through the first few quarters of this fiscal year. Then we can sit back down and talk about these things again. He added that this is done in good faith and keeping lines of communication open, and this solidifies it. With this, we will be having monthly meetings to discuss financial changes with Local 4547. He explained that this is something that we were doing before, and we are going to come back to it. This is part of Labor Management relations and having those meetings is important. Parties will work cooperatively to reduce costs and increase revenues for the district, and that has been reflected in some of the contract changes that we have discussed already. He added that if anyone is eligible for any type of an increase if one gets it, everyone gets it. Chairman Murphy added that we are going to continue the normal negotiating process and the time frames. We understand and agree that we've negotiated for both 2023-24 and 2024-25, and this is going to be a complete Collective Bargaining Agreement up until June 30, 2025, with the exceptions of sections 1a. and 1e., mentioned above. This cannot be amended except in writing by both parties. He explained that because we are not ratifying tonight, this will be the language unless we see something that we would like to change and have discussion about it, and that is the same with 2024-25. We will go back to this at the next meeting that we have. Chairman Murphy stated that we would table this item and re-address it at the next meeting.

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

All Board members discussed and agreed to schedule the next S.O.P. Workshop for July 18, 2024, starting at 5 p.m. before our regularly scheduled meeting, not to exceed one hour.

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

Director Skinner shared that she appreciates being able to serve on the Board. She would like to look into the POOL PACT training to get a refresher and thinks it would be beneficial.

Director Toombs welcomed Director Skinner and thanked the Chief and the staff for looking at ways to reduce operating costs.

Director Wheeler also welcomed Director Skinner and thanked Chairman Murphy for all of the work he did for the negotiations and the Union for working with us.

Chairman Murphy shared that we will be holding a special meeting on July 1, 2024, at 6 p.m., and we can do the next ratification pass at that time. It is important to get it done because we are already outside of both years' time frames. That gives up time to go back and do fact-finding on those discrepancies and bring back a complete article for ratification. He added that on that date there will only be 1 other item. He added that we have been working with the Union very well and we are doing a lot of cleanup. Chairman Murphy thanked Chief Bunn for all of the hard work that he has been doing and took on a lot since he has been here. He shared that he's heard nothing but good things from the staff, and he is glad that we have him here.

Fire Chief Bunn shared that Firefighter Karigan McDonough gave her resignation and we currently have one vacancy to be filled. We made some changes to the Firefighter Class Specifications and received a review back from POOL PACT. He explained next, we will sit with the Union to review that, and hopefully, as early as July 2nd, we will fill that position. The intent is to have a list of candidates for two years, or until the list is exhausted, and at that point we will retest again, so we will always have an active list.

Chief Bunn shared that Firefighter Ben Reynolds is a fully certified Paramedic. He added that he went from a basic to a paramedic, skipping advanced and that is an example of a talented individual that we want to retain. He stated that he would resume the role as a Paramedic as early as this Sunday.

Social media (Chit Chat) – Chief Bunn stated that he does try to monitor all aspects of North Lyon Fire, good and bad. He shared a couple of statements that he read regarding our firefighters, and that he is extremely pleased to hear great comments about our employees truly caring about the people they serve.

Chief Bunn stated that fire season is here and 2 nights ago, Washoe County had 2 fires, both less than 200 acres, and one was still moving at night. Yesterday Pyramid Lake and D.O.T. were doing a controlled burn that got away and we responded to that. We have done all of the clinical training and are prepared to go to work.

Operational Reorganization has been implemented and going well, and we are fine-tuning how the shift officers are working with the crews.

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Union President, Joe Mendoza shared that the response from the membership throughout the district on every shift has been positive with the reorganization and how things are being managed. He added that there is a span of control and a chain of control that is being followed, and we can be more efficient around the district while running calls. The membership is happy with the way things are going right now. He added that the responsibilities that have been given to the captains to fill some of these positions to make sure that our community is covered.

Chief Bunn shared that he has assigned oversight to 3 of our captains. Captain McCoy will be retaining the responsibility and oversight of all training for the district. Captain Kuntz has been assigned the oversight of all operations of the district, and Captain Criscione has been assigned to the oversight of all functions of district EMS. He explained the accountability of narcotics, there are some gaps in the process of how we did business, as well as our reporting. There was no QA/QI, but there is now.

Chief Bunn stated that mandated reporting is a critical one. The district has had administrative oversight of required reporting and mandated reporting of EMS and NFIRS. The state of Nevada has not received any EMS reporting. The State Fire Marshalls office has not received any NFIRS reporting. He added that there is potential for fines and loss of license is real. Chief Bunn stated that Captain Criscione worked with the State of Nevada, no fine, they understand the situation and are looking forward to the new software program First Due, they work with it already. They will be expecting updates beginning in the middle of October.

Chief Bunn shared that he has a meeting next week with another agency regarding health insurance. We are going to start discussing group insurance with multiple vendors, and multiple options. Potentially at this point, we are looking at a 400-member group option with better insurance at a lower cost. He added that as that proceeds, he will provide an update.

Fire Marshall- None.

Staff- None.

Volunteers- None.

Local 4547, Union President Joe Mendoza thanked the Board for doing the work and getting on top of things. He thanked Chief Bunn for communicating with them and coming up with good ideas and helping with these issues. He wanted to thank the Rehab Team for all that they do. We have had fires on every shift for the last few shifts and it is extremely helpful to be able to get a snack and water. Mr. Mendoza added that there are no community events scheduled yet. There has been a new E-Board member that has been assigned to community outreach. The membership's morale and enthusiasm have increased in the last month.

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Director Wheeler asked Mr. Mendoza if he has been asked if the Fire District is going to provide for the Fourth of July Parade. Mr. Mendoza responded that Captain Snyder would be the Duty Officer for that day, and he is putting together an IEP, and we will be requesting extra staffing to staff that. He added that Mrs. Howlett is going to have a booth with EMS contact.

City of Fernley- None.

14. 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, whether on action items or 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 specifically 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. Additionally, if you wish you can comment in person at the meeting or use the Raise your Hand feature in Zoom.)

Mrs. Becki Howlett shared that the Fernley Fourth of July will be having a meeting on July 3rd at the Out of Town Park at 1 p.m. to go over all of the final details.

Mr. Joe Mendoza shared that he has noticed the Volunteer Firefighters have been coming in and training. Volunteer Captain, Dan Hiles and Christian Sherfy are doing a great job at keeping everyone motivated and getting them through the training.

15. Adjournment*

Chairman Murphy adjourned at 1948.

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 13, 2024

Respectfully Submitted by:

Shannon Moffett, Administrative Assistant
North Lyon County Fire Protection District

August 8, 2024
Date

North Lyon County Fire Protection District

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District Office (775) 575-3310 District Fax (775) 575-3314

Approval of Minutes

June 13, 2024

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

Paul Murphy, Chairman
North Lyon County Fire Protection District

August 8, 2024
Date

DRAFT

North Lyon County Fire Protection District
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MINUTES

NORTH LYON COUNTY FIRE PROTECTION DISTRICT

July 1, 2024

1. Call to Order

The meeting was called to order at 1801.

Directors present included Paul Murphy, Michael Toombs, Harry Wheeler, and Debbie Skinner. Director Rodriguez was absent.

The Pledge of Allegiance was led by Director Skinner. 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.)

None.

3. Discussion and action regarding ratification of FY23-24 and FY24-25 CBA*

Chairman Murphy explained there was an article that came to their attention, that was not the currently agreed upon article. We worked with the Union's negotiating team, and we found minutes from the August 2022 meeting. Unfortunately, we could not find the minutes from the meeting before this, and that is where the actual actionable item is being discussed.

He stated that in these minutes, Item #8- Discussion regarding Local 4547 negotiations.

Chief Nicholl shared that there was the first step Captain's wage. It was a rollover issue when this contract was initially negotiated two years ago. Chief Nicholl and Local 4547 Union President, Joe Mendoza met and were able to agree on a couple of very small changes to Article 4. They also added the Battalion Chief grade, which is one of the pay scales that we approved prior to passing the current budget. Chairman Murphy added Mr. Mendoza added item G.-Language regarding acting officers. Based on the language we received from IAFF 4547, President Joe Mendoza at the last meeting, Article 4-Salaries. This is the currently accepted form of that article. He added that there was an MOU between the District and Local 4547 that was approved, and it was never pushed forward in the contracts that we all have in our possession now. He stated that we would rectify that, and he added that he feels it would be

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appropriate to accept Article 4, specifically the box with the grades in it, the pay scales. The language is going to be what was proposed in the TA'd article at the last meeting. Chairman Murphy explained that if you look at just the boxes, the Step 1 Captain's Wage was corrected to reflect the current MOU language, and a Battalion Chief Scale, Steps 1-5 was added. Director Toombs stated that the difference was \$25.47. He added that there was a percentage difference, looking at the steps from 3, 4, and 5. They are appropriate in percentage spread and Step 1 wasn't adjusted appropriately, and it was adjusted to mirror the percent spread. He shared that it was 5% or 10 % that was added from the Firefighter/Paramedic/Engineer grade. Chairman Murphy explained that the Battalion Chief's wages were comparable at that time, to his understanding when that MOU was pushed forward. Mr. Joe Mendoza added that we've carried on the same percentage spread from Step 5 Captain. He stated that it was when the Board allowed the contract to be opened that the negotiations between the Union and the Fire Chief that we agreed to, that was presented.

Chairman Murphy stated that with this addition to the rest of the TA'd packet, this would complete a TA'd copy of all of the articles that were discussed and agreed upon for both fiscal years. At this point, we can ratify the document as a whole. The changes that were presented to the Board were specifically the articles and the language that was changed. He explained that we could ratify at this point, and then it would go to the Union Membership to ratify. Once both parties have reached a consensus and ratified, it now becomes a legally binding document and the new CBA for the duration of this fiscal year coming up that will end on June 30, 2025, and he added that it is a 1-year contract. Based on the previous relationships, the Union wasn't comfortable entering into a multi-year contract. He added that we have made some big strides in rebuilding a lot of that trust in those relationships to work us into a multi-year contract.

Chairman Murphy explained that once everyone ratifies it, it will become the new contract.

Director Toombs asked Chief Bunn if he was comfortable with the language in the modified agreement, and Chief Bunn responded, yes. Director Toombs added that he took his responsibilities in carrying out NRS.288 very seriously because it was something that we jumped into immediately upon him getting on the Board. He added that he is very happy that we have gotten to an agreement that we can provide to the Union with our ratification.

Chairman Murphy explained that the Union's lead negotiator, Joe Espinoza, has provided him with a rough draft with all of the changes. If it is approved, it will be the new contract. He added that we are still doing some formatting. He explained that based on how the draft looks, the articles that were specific to 2023-24, were denoted on the title, for the sake of saving paper and keeping it clean. He added that in the next contract cycle, we will bring a new contract to ratify, and it will be the new contract cycle, and not 2 years' worth of negotiating in one contract.

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Director Wheeler made a motion to ratify the CBA contract as written for Fiscal Year 2023-24, and Fiscal Year 2024-25.

Director Skinner seconded the motion.

The motion carries as follows: 4-0-1

Murphy	Aye	Rodriguez	Absent
Toombs	Aye		
Wheeler	Aye		
Skinner	Aye		

Chairman Murphy thanked everyone involved in working on the negotiations, and everyone worked well together.

4. 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.)

Mrs. Becki Howlett reminded everyone to come out to the Fourth of July Parade starting at 10 a.m.

Mrs. Debbie Skinner commented as a citizen that her aunt recently lost her home to a fire. She wanted to say how thankful she was to all of the firefighters for doing such a great job.

5. Adjournment*

Chairman Murphy adjourned at 1815.

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 July 1, 2024

Respectfully Submitted by:

Shannon Moffett, Administrative Assistant
North Lyon County Fire Protection District

August 8, 2024
Date

North Lyon County Fire Protection District

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Approval of Minutes

July 1, 2024

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

Paul Murphy, Chairman
North Lyon County Fire Protection District

August 8, 2024
Date

DRAFT

Management Analysis

Prepared for you by

National Business Factors, Inc.

Prepared for:
NORTH LYON COUNTY FPD
 Client # NLFPD6020C

Period Ending: **06/30/24**

Date	Assignments		Cancelled		Average	
	#	Amount	#	\$ Amount	Age	\$ Bal
Jul-23	-	-	2	3,844	-	-
Aug-23	-	-	-	-	-	-
Sep-23	-	-	-	-	-	-
Oct-23	-	-	-	-	-	-
Nov-23	-	-	-	-	-	-
Dec-23	-	-	-	-	-	-
Jan-24	-	-	1	922	-	-
Feb-24	-	-	-	-	-	-
Mar-24	-	-	-	-	-	-
Apr-24	-	-	-	-	-	-
May-24	-	-	-	-	-	-
Jun-24	-	-	-	-	-	-
Totals	-	\$ -	3	\$ 4,766	-	\$ -
Net Assignments this year	(3)	\$ (4,766)				

One year ago this month - \$ -

Contingent Fee Collections	
Date	
Jul-23	150
Aug-23	150
Sep-23	50
Oct-23	250
Nov-23	200
Dec-23	100
Jan-24	250
Feb-24	100
Mar-24	100
Apr-24	1,010
May-24	100
Jun-24	100
Totals	\$ 2,560

One year ago this month \$ 50

Total Open Inventory \$ 2,802,897

This Year's recovery % 8%

Inception Date (01-16-12) Recovery % 8%

Management Analysis
Prepared for you by
National Business Factors, Inc.

Prepared for:
NORTH LYON COUNTY FPD
Client # NLFPD6250C

Period Ending: 06/30/24

Date	Assignments		Cancelled		Average	
	#	Amount	#	\$ Amount	Age	\$ Bal
Jul-23	23	67,260	-	-	432	2,924
Aug-23	36	100,117	1	678	332	2,781
Sep-23	-	-	1	2,726	-	-
Oct-23	13	41,822	-	-	390	3,217
Nov-23	-	-	1	1,643	-	-
Dec-23	26	68,494	1	2,043	374	2,634
Jan-24	5	17,521	-	-	395	3,504
Feb-24	13	40,282	-	-	379	3,099
Mar-24	-	-	-	-	-	-
Apr-24	100	211,504	-	-	297	2,115
May-24	-	-	-	-	-	-
Jun-24	66	157,884	3	5,686	354	2,392
Totals	282	\$ 704,883	7	\$ 12,776	369	\$ 2,833
Net Assignments this year	275	\$ 692,108				

One year ago this month - \$ -

Contingent Fee Collections	
Date	
Jul-23	25
Aug-23	100
Sep-23	-
Oct-23	2,745
Nov-23	1,834
Dec-23	1,648
Jan-24	-
Feb-24	2,885
Mar-24	1,100
Apr-24	194
May-24	2,914
Jun-24	3,750
Totals	\$ 17,195

One year ago this month \$ 1,164

Total Open Inventory **\$ 1,738,999**

This Year's recovery % **3%**

Inception Date (01-16-12) Recovery % **2%**



North Lyon County Fire Protection District

Response Analytics

June 2024



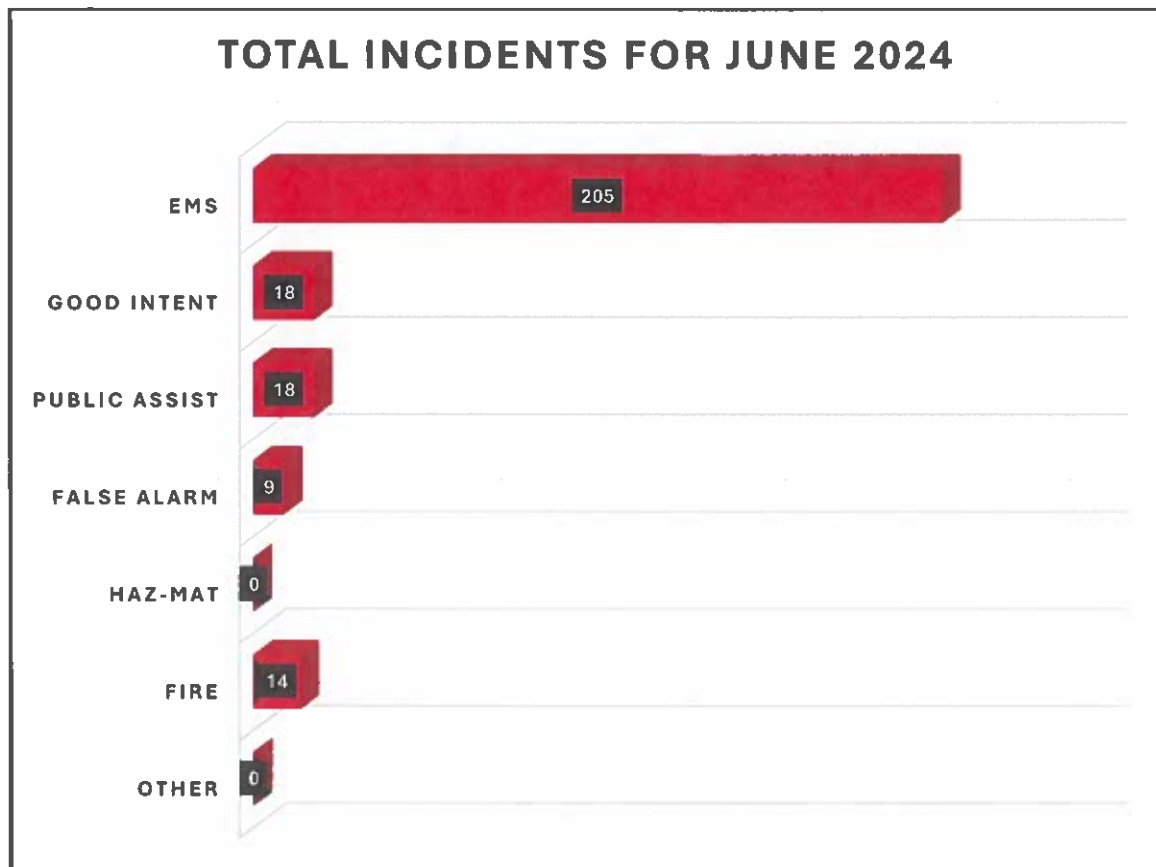
June 16, NLCFPD Firefighters arrive on the scene of a well involved residential structure fire on N. Clover. No injuries to the public or firefighters.

June 2024 Summary

June came in with continued a warm drying trend, preparing native and invasive fuels to become very receptive to ignition and sustained burning. NLCFPD responded to three (3) calls for assistance to vegetation fires outside our District.

Crews responded to a working structure fire in the early hours of June 15. Upon their arrival, crews found a well-established single family dwelling fire with heavy smoke and fire showing. The structure was occupied by one adult and two pets. The occupant and one pet escaped without injury; crews were unable rescue the second pet. This structure was a total loss and there were no reported injuries.

Crews responded to a multiple vehicle MVA, with heavy commercial vehicles, on Interstate 80 in the early hours of June 10. Crews found heavy damage with entrapment and a reportable quantity of diesel fuel spillage.



NLCFPD

Statement of Revenues and Expenditures - Revenues Expenditures VS Budget - Fire 2024
From 7/1/2023 Through 6/30/2024

	Current Period Budget - 2024Original	Current Year Actual	Total Budget Variance - 2024Original
REVENUES			
Taxes			
Ad Valorem Taxes	2,698,864.00	2,778,387.60	79,523.60
Consolidated Taxes	243,167.00	216,377.27	(26,789.73)
Total Taxes	2,942,031.00	2,994,764.87	52,733.87
Other Revenue			
Mutual Aid	550,000.00	0.00	(550,000.00)
Contracts	642,000.00	169,264.56	(472,735.44)
Interlocal	16,000.00	0.00	(16,000.00)
Grants	0.00	0.00	0.00
Inspections	25,000.00	4,170.00	(20,830.00)
Hazmat Permits	97,000.00	19,600.00	(77,400.00)
Fire and Safety Reviews	160,000.00	204,363.90	44,363.90
Operational Permits	20,000.00	8,620.00	(11,380.00)
Cost Recovery	0.00	2,000.09	2,000.09
Ambulance Fees	0.00	49,517.50	49,517.50
GEMT Ambulance	0.00	0.00	0.00
Ambulance Subscription	0.00	0.00	0.00
Miscellaneous Revenue	35,000.00	80,424.91	45,424.91
Other	0.00	0.00	0.00
Total Other Revenue	1,545,000.00	537,960.96	(1,007,039.04)
Total REVENUES	4,487,031.00	3,532,725.83	(954,305.17)
EXPENDITURES			
Personnel Expenses			
Salaries and Wages	1,475,440.00	1,334,852.29	140,587.71
Temporary Salaries	79,272.00	60,149.56	19,122.44
Overtime	348,500.00	434,309.32	(85,809.32)
Holiday	100,456.00	88,250.43	12,205.57
Uniforms	20,000.00	14,307.34	5,692.66
Employee Physicals	26,000.00	6,986.00	19,014.00
PERS Retirement	750,787.00	557,960.61	192,826.39
Employer Taxes and Fees	19,250.00	32,783.24	(13,533.24)
Workers Comp	109,325.00	220,613.99	(111,288.99)
Health Insurance	342,362.00	192,227.94	150,134.06
Contract Obligations	61,000.00	0.00	61,000.00
Cadets	22,000.00	8,124.86	13,875.14
Total Personnel Expenses	3,354,392.00	2,950,565.58	403,826.42
Office Operating Expenses			
Office Supplies and Postage	13,000.00	11,080.33	1,919.67
Office Equipment & IT	29,000.00	11,721.77	17,278.23
Books and Publications	8,000.00	4,514.80	3,485.20
Fire Prevention Public Education	3,000.00	4,643.24	(1,643.24)
Insurance	75,000.00	31,344.85	43,655.15
Professional Fees	91,000.00	146,525.41	(55,525.41)
Dues	4,000.00	2,553.93	1,446.07
Travel	2,500.00	1,632.17	867.83
Wildland Travel	14,000.00	59,890.44	(45,890.44)
Other	0.00	5,091.72	(5,091.72)
Total Office Operating Expenses	239,500.00	278,998.66	(39,498.66)
Personnel Operating Expenses			

NLCFPD

Statement of Revenues and Expenditures - Revenues Expenditures VS Budget - Fire 2024
From 7/1/2023 Through 6/30/2024

	Current Period Budget - 2024Original	Current Year Actual	Total Budget Variance - 2024Original
Training	17,000.00	2,719.00	14,281.00
Recruitment and Retention	9,500.00	0.00	9,500.00
Safety Equipment	5,000.00	9,107.00	(4,107.00)
Turnouts	23,000.00	30,926.26	(7,926.26)
Total Personnel Operating Expenses	54,500.00	42,752.26	11,747.74
Vehicle Operating Expenses			
Heavy Apparatus	25,000.00	36,655.67	(11,655.67)
Light Fleet	5,000.00	9,216.88	(4,216.88)
Ambulance Fleet	0.00	0.00	0.00
Wildland Fleet	8,000.00	0.00	8,000.00
Misc and Other	2,500.00	8,231.59	(5,731.59)
Vehicle Fuel	179,500.00	47,135.33	132,364.67
Total Vehicle Operating Expenses	220,000.00	101,239.47	118,760.53
Equipment Supplies Operating Expenses			
Medical Supplies	2,000.00	21.21	1,978.79
Equipment Non Capital	13,000.00	3,608.00	9,392.00
Communications	25,500.00	19,567.54	5,932.46
Operating Supplies	6,000.00	5,141.60	858.40
Small Equipment R & M	13,000.00	18,046.44	(5,046.44)
Total Equipment Supplies Operating Expenses	59,500.00	46,384.79	13,115.21
Station Operating Expenses			
Station Repair & Maintenance 61	110,000.00	31,175.79	78,824.21
Station Repair & Maintenance 62	8,000.00	292.51	7,707.49
Utilities 61	15,000.00	32,017.45	(17,017.45)
Utilities 62	13,000.00	0.00	13,000.00
Total Station Operating Expenses	146,000.00	63,485.75	82,514.25
Other Non Operating Expenses			
Contingency	0.00	0.00	0.00
Capital Outlay	228,241.00	43,447.50	184,793.50
Depreciation	0.00	0.00	0.00
Debt Payments	0.00	42,000.00	(42,000.00)
Lease Payments	185,759.00	143,758.22	42,000.78
Interfund Transfers	0.00	0.00	0.00
Total Other Non Operating Expenses	414,000.00	229,205.72	184,794.28
Total EXPENDITURES	4,487,892.00	3,712,632.23	775,259.77
REVENUES IN EXCESS OF EXPENDITURES	(861.00)	(179,906.40)	(179,045.40)

NLCFPD

Statement of Revenues and Expenditures - Revenues Expenditures VS Budget - Ambulance 2024
From 7/1/2023 Through 6/30/2024

	Current Period Budget - 2024Original	Current Year Actual	Total Budget Variance - 2024Original
REVENUES			
Other Revenue			
Operational Permits	12,000.00	0.00	(12,000.00)
Ambulance Fees	2,000,000.00	1,396,460.46	(603,539.54)
GEMT Ambulance	520,000.00	650,577.42	130,577.42
Ambulance Subscription	35,000.00	21,549.42	(13,450.58)
Miscellaneous Revenue	5,000.00	3,495.57	(1,504.43)
Total Other Revenue	<u>2,572,000.00</u>	<u>2,072,082.87</u>	<u>(499,917.13)</u>
Total REVENUES	<u>2,572,000.00</u>	<u>2,072,082.87</u>	<u>(499,917.13)</u>
EXPENDITURES			
Personnel Expenses			
Salaries and Wages	1,067,420.00	812,006.88	255,413.12
Temporary Salaries	156,600.00	8,256.00	148,344.00
Overtime	150,000.00	203,795.25	(53,795.25)
Holiday	52,785.00	40,411.44	12,373.56
Uniforms	8,500.00	6,669.38	1,830.62
Employee Physicals	0.00	18,777.00	(18,777.00)
PERS Retirement	560,102.00	557,960.67	2,141.33
Employer Taxes and Fees	15,000.00	28,037.58	(13,037.58)
Workers Comp	93,375.00	123,154.25	(29,779.25)
Health Insurance	175,337.00	194,018.60	(18,681.60)
Cadets	0.00	108.85	(108.85)
Total Personnel Expenses	<u>2,279,119.00</u>	<u>1,993,195.90</u>	<u>285,923.10</u>
Office Operating Expenses			
Office Supplies and Postage	0.00	1,326.19	(1,326.19)
Office Equipment & IT	1,000.00	8,412.81	(7,412.81)
Books and Publications	0.00	887.80	(887.80)
Insurance	0.00	31,344.86	(31,344.86)
Professional Fees	0.00	26,669.35	(26,669.35)
Dues	0.00	367.24	(367.24)
Travel	0.00	708.85	(708.85)
Total Office Operating Expenses	<u>1,000.00</u>	<u>69,717.10</u>	<u>(68,717.10)</u>
Personnel Operating Expenses			
Training	7,000.00	(7,330.67)	14,330.67
Safety Equipment	3,500.00	0.00	3,500.00
Turnouts	6,000.00	0.00	6,000.00
Total Personnel Operating Expenses	<u>16,500.00</u>	<u>(7,330.67)</u>	<u>23,830.67</u>
Vehicle Operating Expenses			
Ambulance Fleet	12,000.00	30,972.76	(18,972.76)
Wildland Fleet	0.00	52.97	(52.97)
Misc and Other	0.00	100.00	(100.00)
Vehicle Fuel	70,000.00	37,688.81	32,311.19
Total Vehicle Operating Expenses	<u>82,000.00</u>	<u>68,814.54</u>	<u>13,185.46</u>
Equipment Supplies Operating Expenses			
Medical Supplies	60,000.00	86,538.11	(26,538.11)
Equipment Non Capital	2,000.00	0.00	2,000.00
Communications	4,000.00	4,712.66	(712.66)
Operating Supplies	2,000.00	2,045.89	(45.89)
Small Equipment R & M	20,000.00	4,001.08	15,998.92

NLCFPD**Statement of Revenues and Expenditures - Revenues Expenditures VS Budget - Ambulance 2024
From 7/1/2023 Through 6/30/2024**

	Current Period Budget - 2024Original	Current Year Actual	Total Budget Variance - 2024Original
Total Equipment Supplies Operating Expenses	<u>88,000.00</u>	<u>97,297.74</u>	<u>(9,297.74)</u>
Station Operating Expenses			
Station Repair & Maintenance 61	12,000.00	0.00	12,000.00
Station Repair & Maintenance 62	4,000.00	7,720.38	(3,720.38)
Utilities 61	7,000.00	0.00	7,000.00
Utilities 62	<u>5,000.00</u>	<u>19,889.56</u>	<u>(14,889.56)</u>
Total Station Operating Expenses	28,000.00	27,609.94	390.06
Other Non Operating Expenses			
Capital Outlay	0.00	192,985.00	(192,985.00)
Depreciation	121,000.00	0.00	121,000.00
Debt Payments	<u>0.00</u>	<u>100,000.00</u>	<u>(100,000.00)</u>
Total Other Non Operating Expenses	<u>121,000.00</u>	<u>292,985.00</u>	<u>(171,985.00)</u>
Total EXPENDITURES	<u>2,615,619.00</u>	<u>2,542,289.55</u>	<u>73,329.45</u>
REVENUES IN EXCESS OF EXPENDITURES	<u>(43,619.00)</u>	<u>(470,206.68)</u>	<u>(426,587.68)</u>



North Lyon County Fire Protection District

Policy – District Board

Date: 09/12/2019 8/8/2024

DRAFT
Number: Board 1

Title: Items for the District Board of Directors Meeting Agenda

Scope: This standard operating procedure applies to all persons desiring to submit items to be placed on the meeting agenda of the Fire District Board of Directors.

Purpose: This standard operating procedure applies to all persons desiring to submit items to be placed on the Fire District Board of Directors Meeting Agenda.

Procedure:

1. The Fire District Board reserves the sole right to determine agenda items. There are ~~three~~ two methods to request items on the District Board agenda:
 - a. Agenda items from District members shall be submitted to the District Fire Chief, Office Manager, Clerical Assistant, or any designee by the Board during normal business hours.
 - ~~b. Board members may place items on the agenda as allowed by Board rules.~~
 - e. b. Any member of the public may request directly from the Board any item be placed on the Board agenda.
2. Agenda items from District members must be submitted no less than fourteen (14) days prior to the regularly scheduled meeting at which it is to be considered by the Board.
3. District staff will prepare agenda items in proper form and attach supporting materials, when requested by a Board Member.
4. District staff will research the issue and, if appropriate, make a recommendation to the Board, when requested by a Board Member.
5. District staff will determine the fiscal impact of the issue and include it with the supporting materials, when requested by a Board Member.
- ~~6. District staff shall submit all agenda items to the District Office Manager no less than seven (7) days prior to the meeting of the Board of Directors.~~
6. Legal review may be conducted on any agenda item at the discretion of the Board.
7. The District ~~Office Manager~~ Administrative staff shall prepare the final agenda, make proper notification and post in accordance with the Nevada Open Meeting Law, (NRS 241).
8. Agenda items of an emergency nature may be placed on the agenda at any time with approval of the Chairman of the Board or next appropriate Board Member.

Other Related References:

NRS 241 - Nevada Open Meeting Law

Approvals:

Strike old approvals, add co-signatures for District Fire Chief and Local 4547. Import into new SOP format after ratification.



North Lyon County Fire Protection District

Policy – District Board

DRAFT
Number: Board 2

Date: 07/01/2022 8/8/2024

Title: Incident Fee Schedule

Scope: This Policy identifies fees for District cost recovery procedures.

Purpose: To identify and publish fees associated with administration and operational costs associated with the provision of services by the District.

Procedure:

1. The North Lyon Fire Protection District shall utilize cost recovery for the services rendered. These services include, but are not limited to

- Fire incidents
- Medical incidents
- Wildland incidents
- Arson investigations
- Plans reviews
- Occupancy inspections
- Hazardous materials permitting
- Special events and mass gathering permits
- Damaged equipment due to public negligence or criminal activity
- Burn Permits

2. Fee schedule

- Vehicles (per hour)
 - Quint \$300.00
 - Type I Engine \$300.00
 - Type III Engine \$200.00
 - Rescue Unit \$150.00
 - Water Tender \$200.00
 - Type VI Engine \$200.00
 - Command/Support \$100.00
 - Ambulance \$200.00



North Lyon County Fire Protection District

Policy – District Board

- Personnel (per hour)

○ Chief Officers / FMO	\$95.00
○ Officers	\$70.00
○ Paramedic/Paramedic Firefighter	\$50.00
○ EMT/AEMT Firefighter	\$40.00
○ Firefighter	\$35.00
○ Engine Boss	\$70.00
○ Wildland Firefighter	\$40.00
○ Administrative Staff	\$30.00

- Damaged equipment Cost of replacement

- ~~Clerical~~
 - ~~○ Report copies (first report free to occupant or patient)~~ ~~\$22.50~~
 - ~~○ Document copies (B/W only)~~ ~~\$0.25/page~~

- Inspections

○ Residential (Single Family)	NC
○ Residential (Multi-Family)	\$65.00
▪ >10 units	Add \$6.00/Unit
○ Commercial (up to 5000 sqft)	\$100.00
○ Commercial (5001 – 10,000 sqft)	\$150.00
○ Commercial (10,001 – 20,000 sqft)	\$230.00
○ Commercial (20,001 – 50,000 sqft)	\$450.00
○ Commercial (50,001 and greater sqft)	\$650.00
○ Commercial (sqft not determined)	\$200.00
○ Re-inspection (up to 5000 sqft)	\$35.00
○ Re-inspection (5001 – 10,000 sqft)	\$75.00
○ Re-inspection (10,001 – 20,000 sqft)	\$150.00
○ Re-inspection (20,001 – 50,000 sqft)	\$250.00
○ Re-inspection (50,001 and greater sqft)	\$350.00
○ Daycare facility	\$35.00
○ Medical clinics (with medical gasses)	Add \$120.00
○ Commercial sprinkler systems	Add \$200.00
○ Hood systems	Add \$100.00
○ Special Events / Mass Gatherings	\$50.00

- Plan Reviews

○ Application fee	(Valuation)
▪ \$1.00-\$500.00	\$25.00
▪ \$501.00-\$2,000.00	\$75.00
▪ \$2,001.00-\$25,000.00	\$300.00
▪ \$25,001.00-\$50,000.00	\$500.00



North Lyon County Fire Protection District

Policy – District Board

▪ \$50,001.00-\$100,000.00	\$1,000.00
▪ \$100,001.00-\$500,000.00	\$3,200.00
▪ \$500,001.00-\$1,000,000.00	\$6,000.00
▪ \$1,000,001.00-\$6,000,000.00	\$9,500.00
▪ Greater than \$6,000,001.00	\$12,250.00
○ Residential single	\$15.00
○ Residential (2-4)	\$65.00
○ Residential (Multi-Family)Minimum \$65.00	Add \$6.00/unit
○ Commercial (up to 5000 sqft)	\$45.00
○ Commercial (5001-10000 sqft)	\$145.00
○ Commercial (above 10000 sqft)	\$250.00
○ Sprinklered	Add \$200.00
• Permits	
○ Special events (Refer to resource matrix on Board 03) +	\$25.00
○ Burn	
▪ Agricultural (Annually)	\$20.00
▪ Residential (Burn Season)	\$20.00
▪ Commercial (Burn Season)	\$50.00
○ Hazardous Materials IFC 2018 Part V (Annual permit)	
▪ Category I (Determination based on HMIS)	\$400.00
▪ Category II (Determination based on HMIS)	\$1,450.00
▪ Category III (Determination based on HMIS)	\$2,800.00
▪ HM Disposal site	\$5,800.00
▪ Explosives/blasting	\$1,000.00
• Permitting Late Fees (over 90 days)	100% fee
• Nuisance Alarm responses (After notification)	\$400.00
• Sundry fees	
○ Absorbent	\$52.50/container
○ Foam	\$250.00/container
○ Patch kit	\$90.00/each
○ Level A suit	\$1500.00/each
○ Level B suit	\$210.00/each
○ Fuels Mitigation	Bid/Contract
• Medical	
○ Ambulance base rate	\$1,875.00
○ Mileage	\$32.50/mile
○ When national average cost of Diesel Fuel exceeds \$5.25	41.75/mile
○ Treat, No transport	\$365.00



North Lyon County Fire Protection District

Policy – District Board

○ Disposable supplies/services	Reasonable and customary
○ CPR classes	\$85.00/person
○ Ambulance saver program (Annual)	
▪ Individual	\$80.00
▪ Family	\$120.00

3. The Fire Chief shall have the authority to recommend new fees as deemed necessary.
4. This Fee Schedule shall be re-approved each year in conjunction with annual budget approval.
5. Any temporary fee included in the Fee Schedule after approval shall be valid through the next approval time and may be formally approved at that time.
6. Temporary fees that are not approved during the budget approval process shall be nullified.
7. Non-medical fee waiver requests shall be submitted to the Administrative staff and be discussed and acted upon at the most appropriate subsequent District Board meeting.
8. Medical fee waivers shall be submitted with requested documentation to Administrative staff and be reviewed and acted upon by the Fire Chief according to the Medical Fee Waiver Application Policy.

Approvals:

Strike old approvals, add co-signatures for District Fire Chief and Local 4547. Import into new SOP format after ratification.



North Lyon County Fire Protection District

Policy – District Board

Date: 09/12/2019 8/8/2024

Number: Board 03

Title: Mass Gathering / Special Events

Scope: This Standard Operating Procedure applies to all mass gatherings and special events requiring permits within Fire District jurisdiction.

Purpose:

The purpose of this Policy is to define the need and identify the process for mass gatherings and special events within District boundaries.

Policy:

1. The North Lyon Fire Protection District, in order to adequately provide for the safety of the residents and visitors of the District has adopted a mass gathering and special events permitting process. The permitting process gives the District the ability to adequately provide fire and EMS services to planned events.
2. The process is outlined in the North Lyon Fire Protection District Special Event/Mass Gathering permit application

Other Related References:

Special Event/Mass Gathering permit application

District Policy: Board 2. Fee Schedule

Approvals:

Strike old approvals, add co-signatures for District Fire Chief and Local 4547. Import into new SOP format after ratification.



County Fire Protection District

Policy – District Board

Date: 09/12/2019 8/8/2024

Number: Board 4

Title: **Creation and Maintenance of District Policies and Procedures**

Scope: This policy applies to all policies under authority of the North Lyon County Fire Protection District.

Purpose: This policy ~~identifies policy classifications and authority~~ outlines the process and procedure for the creation and maintenance for of all District Policies.

Policy:

1. The Fire District as a political subdivision of the State of Nevada under NRS 474.125 shall adopt policy detailing the operational and administrative standards for the District.
2. ~~Policy shall be categorized in four areas:~~
 - a. ~~Policy – District Board~~
 - i. ~~This policy classification is for items directly concerning the general operations of the Fire District Board.~~
 - ii. ~~This policy classification is voted and approved through the Fire District Board.~~
 - iii. ~~In the event of conflict between policy classification, District Board policy supersedes all other policy.~~
 - b. ~~Policy – Administration~~
 - i. ~~This policy classification is for items directly concerning the routine administration of the Fire District.~~
 - ii. ~~This policy classification is enacted by the Fire Chief as authorized by the Fire District Board.~~
 - c. ~~Policy – Operations~~
 - i. ~~This policy classification is for items directly concerning the day to day operations and system delivery for the Fire District.~~
 - ii. ~~This policy classification is enacted by the Fire Chief.~~
 - iii. ~~This policy classification of policy usually is formulated through the District Policy Committee.~~
 - d. ~~Policy – Temporary or Operational Orders~~

North Lyon County Fire Protection District

Policy – District Board

- ~~i. This policy classification is for immediate concerns, events, and/or issues.~~
- ~~ii. This policy classification may be used in the form of a temporary policy or an operational order.
 - ~~1. Temporary policy includes an expiration date.~~
 - ~~2. Operational orders may be open-ended.~~~~
- ~~iii. This policy classification is enacted by the Fire Chief or designee.~~

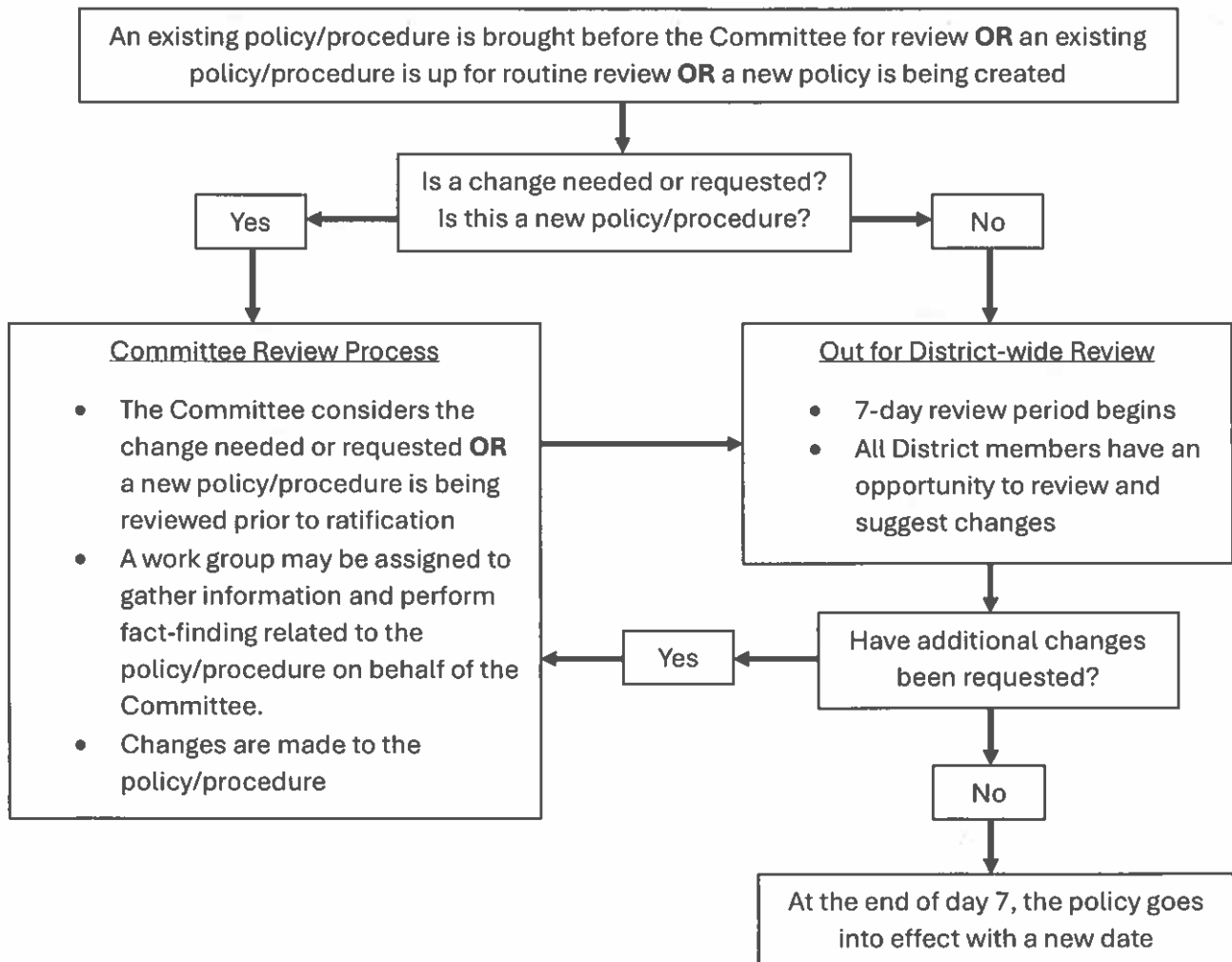
SEE ATTACHED DOCUMENT FOR POLICY REVIEW COMMITTEE.

Strike old approvals, add co-signatures for District Fire Chief and Local 4547. Import into new SOP format after ratification.

2. The District will create and utilize a Policy Review Committee for the creation and ongoing maintenance of all District Policy and Procedure.
 - a. The Policy Review Committee will be comprised of the following:
 - i. Two (2) District Board members
 - ii. Two (2) Labor Representatives
 - iii. Two (2) Support Staff
 - iv. One (1) Administrative Staff
 - b. Committee members will be appointed by their respective classifications (i.e., the Board will appoint their two representatives, Labor will appoint their two representatives, etc.).
 - i. These appointments are not bound by internal term limits
 - ii. Committee member changes will be announced at the first meeting following the change
 - iii. The Committee Chairperson will be appointed by the Committee at large. Subsequent Chairperson appointments will take place if and when the Chairperson resigns from the Committee
 - c. The Committee will meet monthly to review a select number of policies and procedures per meeting.
 - i. The quantity of policies and procedures to be reviewed per meeting will be determined by the committee.
 1. It is understood that some policies and procedures may not require frequent changes whereas others may require a more extensive review to maintain relevance to the District's mission. The Committee will consider this prior to selecting policies and procedures for review to respect the time of all involved.
 - ii. Meetings will be held at Station 61
 1. The time and day of the subsequent meeting will be determined by the current Committee membership during the current meeting.
 - d. Individual Policies and Procedures will be reviewed by the Committee every two (2) years at a minimum, and may be reviewed more frequently, as needed.
 - e. At any time, any member of the District may bring a policy or procedure before the Committee for review or creation.
 - f. Policies and Procedures will not be altered, removed, nor created in a unilateral fashion by any member of the District – all policies and procedures must be reviewed by the Committee prior to being enacted and enforced.
 - g. The Policy Review Committee may designate work groups during the policy review process to aid in fact-finding related to individual policies and procedures.
 - i. The work group is attached to a single policy during review and may be comprised of any number of people from any classification within the District.
3. All policies, procedures, guidelines, and operational orders/directives will be made readily available to all District members at time of hire/appointment, and as requested.

- a. These documents will be maintained in physical master copy form by the Office Manager.
- b. Editable electronic versions of these documents will be provided to all District members upon ratification of newly enacted policy or when a reviewed policy becomes effective following a 7-day review period.
- c. Additionally, electronic versions of these documents will be available via District intranet.

4. Policy Review Committee Flowsheet



5. **THIS POLICY IS EXEMPT FROM THE POLICY REVIEW COMMITTEE PROCESS AND MAY ONLY BE CHANGED OR REMOVED BY A UNANIMOUS VOTE BY THE BOARD AT FULL STRENGTH (5-0-0).**



North Lyon County Fire Protection District

Policy –District Board

Date: ~~November 14, 2019~~ 8/8/2024

Number: Board 6

Title: IAFF recognition

Purpose: The purpose of this policy is to identify the employee bargaining unit.

The North Lyon Fire Protection District recognizes IAFF Local 4547 North Lyon Firefighters Association and the exclusive bargaining agent for all full-time Firefighters

Approval:

Strike old approvals, add co-signatures for District Fire Chief and Local 4547. Import into new SOP format after ratification.



North Lyon County Fire Protection District

Policy – District Board

DRAFT
Number Board 7

Date: ~~November 14, 2019~~ 8/8/2024

Title: Public records

Scope: This policy applies to all documents, publications, communications, and any other public document created by District personnel.

Purpose: **To identify the dissemination, retention, and disposal of public records created by District personnel.**

Policy:

General Information

1. Multiple types of documentation are produced routinely by District personnel. Each public record is mandated by statute to have a specific retention duration and in some cases a method of destruction or archiving identified. The following is intended as a guide to records identification, retention, and destruction/archiving for public records.
2. NRS 239 and any other Federal, State, or Local requirements supersede this policy.
3. District Administration shall routinely review pertinent law for modifications to this policy.
4. All public records shall be maintained according to pertinent Federal, State, and Local regulations.
5. All public records shall be destroyed/archived according to pertinent Federal, State, and Local regulations.
6. Any Request for public records shall be fulfilled according to mandated State requirements.
- ~~7. Public records requests may incur fees associated with the request.~~
 - ~~a. All fees shall be paid in full prior to the release of public records unless the records request is pursuant to a court order.~~
- ~~8.~~ 7. This policy is not a complete listing of all public records the District may produce. A full description and detail of public records retention and destruction should be reviewed routinely.

Administrative records:

1. Administrative records include, but are not limited to:
 - a. Department communications
 - i. Email
 - ii. Memo

- iii. Policy
 - iv. Procedure
 - v. Operational orders
 - vi. Texts or other electronic communication pertaining to department administration or operations.
- b. Personnel files
- c. Permits
- d. Plan reviews
- e. Fire inspections
- f. Purchasing requests
- g. Exposure reports
- h. Fire Code amendments
- i. Inter-governmental agreements
- j. Payroll
- k. Applications
- l. Calendars
- m. Board Meeting minutes and related materials
- n. Records requests

Operational records:

1. Many operational records are sensitive and or protected documents. Care should be take to ensure sensitive or restricted information is not released without just cause and/or a court order.
2. Nothing in this policy implies the limiting of record sharing with partner agencies or organizations that require the routine transfer of documents for the provision of efficient and effective service.
3. Operational records include, but are not limited to:
 - a. Fire reports
 - b. Medical reports
 - c. Training reports/records
 - d. Staffing reports/records
 - e. Accident/injury reports/records
 - f. Activity reports
 - g. Fleet records
 - h. Maintenance records
 - i. PPE/safety records
 - j. Equipment records

Retention and Destruction Schedule:

1. Email – Email is retained based on the content of the email and not the email transmission medium. Emails are broadly divided into four categories
 - a. Routine Business Correspondence (day-to-day communications for office administration and activities) – 1 Year and then routine delete

- b. Transitory Correspondence (emails that do not document core functions or activities and do not require an official action) – As long as the document holds value to the agency and then routine delete
 - c. Executive correspondence (emails pertaining to significant decisions, policies, or the administration of the District or District Board) – 4 years from the end of the calendar year they pertain to and then transfer to State archives.
 - d. Subject-matter Correspondence (emails that do not fit into the other categories) – Retain according to Nevada General Retention and Disposition Schedule.
- 2. Routine reports and activity logs
 - a. 5 years from the end of the year they pertain and then securely destroyed
- 3. Annual reports
 - a. Permanently
- 4. Procedures, policy, Guidelines
 - a. Until superseded and then 6 years and then securely destroyed
- 5. Permits
 - a. 5 years and then securely destroyed
- 6. Medical records
 - a. 10 years and then securely destroyed
- 7. Fire records
 - a. 6 years from the end of the year they pertain and 90 days after submittal to the State Fire Marshal
- 8. Inspections
 - a. 6 years from the end of the year they pertain and then securely destroyed
- 9. Purchasing
 - a. 1 fiscal year and then securely destroyed
- 10. Apparatus
 - a. Life of the Unit plus 3 years and then securely destroyed
- 11. Training records
 - a. 3 years from the end of the year they pertain and then securely destroyed
- 12. Controlled Substance inventory
 - a. 2 years from date of record and then securely destroyed

Other Related References:

Nevada General Retention and Disposition Schedule

Approval:

Strike old approvals, add co-signatures for District Fire Chief and Local 4547. Import into new SOP format after ratification.



North Lyon County Fire Protection District

Policy – District Board

DRAFT
Number: Board 08

Date: ~~July 16, 2020~~ 8/8/2024

Title: ~~Elections~~ Responsibilities of NLCFPD Board Positions Members

Scope: This standard operating procedure applies to the ~~election of~~ North Lyon County Fire Protection District Board of Directors: ~~Chairman/person, Vice Chairman/person and Secretary/Treasurer.~~

Purpose:

To ensure leadership for one year and to keep continuity on the Board of Directors. To outline the responsibilities and expectations of District Board Members, the annual election of Board officer positions, and the onboarding process for new District Board Members.

Procedure:

- ~~• Elections will be held each year at the January regular meeting.~~
- ~~• The Chairman/person shall have served on the Board for one year.~~
- ~~• Board members shall be in good standing and have attended at least 75% of all meetings.~~
- ~~• The elected Board Officers term shall run for one year from the regular meeting in January to the regular Board meeting the following January.~~
- ~~• Nominations will be received from the Board members and voted on according to "Roberts Rules of Order."~~
- ~~• Order of nominations shall be: Chairman/person
Vice Chairman/person
Secretary/Treasurer~~

Repealed: Fire Board 01 dated 01/08/2009

1. Responsibilities and Expectations of District Board Members:

- a. Board Members/Directors are publicly elected or Board-appointed public servants who represent the North Lyon County Fire Protection District.
- b. The primary responsibility of the Board is to represent the best interests of the public by ensuring safe, efficient, and fiscally responsible Fire and Emergency Medical services are provided to the community.
- c. Board Members are expected to function as responsible stewards of taxpayer money.
- d. To fulfill these responsibilities and expectations, attendance at meetings and due diligence in fact-finding is paramount.

- e. Board Members will not identify themselves to the Public as NLCFPD Firefighters, Paramedics, nor EMTs, regardless of their current professions.
2. Annual Elections of Board Officer Positions:
- a. Elections for Chairperson, Vice-Chairperson, and Secretary/Treasurer will be held each year at the January regular meeting.
 - b. To be eligible for nomination as Chairperson, Board Members must have maintained at least 75% attendance at all Board meetings and have served on the District Board for a minimum of one (1) year.
 - c. The term for Board officers is one (1) year (January to the following January).
 - d. Nominations will be received from the Board members and voted upon according to Robert's Rules of Order.
 - e. The order of nominations will be as follows: Chairperson, Vice-Chairperson, Secretary/Treasurer.
3. New Board Member Onboarding:
- a. To maintain a minimum standard of knowledge for Board Members, all new Board Members are expected to attend and/or possess the following District-provided training and materials within their first year of service:
 - i. State of Nevada Ethics Training (NRS 281A)
 - ii. State of Nevada Open Meeting Law Training (NRS 241)
 - iii. A copy of Robert's Rules of Order
 - iv. Board Member Code of Conduct
 - v. ICS 100
 - vi. Two (2) eight-hour ride-along shifts with line staff
 - b. Upon completion and possession of the aforementioned items, the Chairperson will present the new Board Member with a signed Proof of Onboarding Completion, to be retained by the new Board Member.

Approval:

Strike old approvals, add co-signatures for District Fire Chief and Local 4547. Import into new SOP format after ratification.



North Lyon County Fire Protection District

Policy – District Board

DRAFT
Number Board 09

Date: 08/13/2020 8/8/2024

Title: Parliamentary Procedures and Conduct

Scope: This standard operating procedure applies to any parliamentary disputes during Board meetings, workshops, committee meetings, ~~any~~ and all other meetings conducting the business of NLCFPD.

Purpose: To establish direction to the Board of Directors for a commonsense approach to rules for group leadership and to ensure orderly meetings and conduct.

Procedure:

1. Use of ~~“Roberts Rules of Order”~~ *Robert’s Rules of Order* may be used for the meetings ~~as long as~~ if in compliance with the Nevada Open Meeting Law for all meetings conducted.
2. Ground rules as established are:

Board of Directors and District Staff

- Follow the agenda as published unless Board consent redirects an agenda item.
- Be respectful and courteous.
- Only one conversation at a time.
- Listen, be patient, and understanding of opinions of others.
- Encourage equal participation.
- Be a team player.

Participants from the Audience/Public/Guests

- When recognized by the Board Chairman/person, please identify yourself at the podium and state your purpose of speaking.
- Be respectful and courteous.
- Only one conversation at a time.
- Be prepared to be limited on all remarks based upon number of speakers on a given subject.
- Leave and/or be removed from the meeting when disruptive to the meetings proceedings.
- Public participation related to the discussed agenda item will be allowed prior to the motion being made and limited to no more than ~~five~~ three minutes.

Online Video Platform Participation (i.e., ZOOM, etc.)

- The Administrative staff will log into the meeting using the link provided on the agenda at least 10 minutes before the scheduled start time but will not start the meeting until directed to do so by the Chairperson or his/her acting.
- All online attendees will remain in the waiting room until admitted to join the meeting.
- Video (camera) for attendees will not be allowed.
- All attendees will be muted and must use the raise your hand feature to address the Board or make public comment. All public participation will be limited to public comment periods only.

- At the start of the meeting, the list of online attendees will not be displayed on any public viewable screen in the meeting space (attendees will only be seen by the District's staff member logged into the platform).
- For any Board member participating via the online platform, they will be authorized video and audio capability throughout the meeting. Board members will be responsible for informing the Chairperson and Administrative Staff prior to the meeting of their intention to participate remotely. This should be reserved solely when out of the area and not for convenience.
- Any district employee, including Union leadership members, will not have their video or audio permission allowed unless speaking, and then only during that agenda item or report period. This is to ensure remote attendees do not create distractions due to backgrounds, settings or bring unintentional embarrassment on the District.
- For a remote member who is providing a presentation, the administrative staff may grant the presenter the ability to share their screen (presentation) during the agenda item, if requested by the presenter. Once the presentation has been completed, the Administrative staff will remove the presenter's ability to share their screen.

3. Comments may be submitted in writing at least forty-eight (48) hours prior to any regularly scheduled meeting of the Board.

~~Repealed: Fire Board 6 dated 04/10/2008~~

Approval:

Strike old approvals, add co-signatures for District Fire Chief and Local 4547. Import into new SOP format after ratification.



North Lyon County Fire Protection District

Policy – District Board

DRAFT
Number: Board 10

Date: 08/13/2020 8/8/2024

Title: District Board Member ~~staff~~ Interactions with Staff ~~and communication~~

Scope: ~~This policy provides guidance for District Board member interactions with District staff.~~ All District Board Members

Purpose: ~~The North Lyon County Fire Protection Board of Directors official adopts a policy of non-interference with District operations. This policy is adopted to maintain a clear line of communication between the District Board and Fire District staff. To develop and foster a culture of direct, respectful, honest, and open communications between Board Members, the Fire Chief, Administrative Staff, Labor, and Support Staff.~~

Process:

1. All communication concerning operational and administrative items must first be directed through the District Fire Chief.
 - a. ~~This is not to limit communication of between District staff and the Board of Directors, but to streamline the process and ensure the information is timely and accurate.~~ Subsequent self-education on a topic may involve interactions with Staff, so long as these interactions do not interfere with emergency operations and only take place after approaching the Fire Chief first.
2. ~~District Board members shall not interfere with any staff members while engaged in daily work activities emergency operations.~~
3. District Board members shall not interfere with any staff members while engaged in emergency response operations.
 - a. ~~As appropriate, the District Fire Chief may include District Board Member(s) in the incident command system.~~
 - b. ~~Unless specifically involved in an emergency response operation, District Board members must follow all regulations and expectations of the public.~~
 - e. a. District Board members shall not identify themselves as firefighters or attempt to use their position for financial or non-pecuniary gain.
4. District Board Members shall not enter the living quarters of a fire station without first knocking or calling on-duty line staff, unless specifically invited by a staff member, and they shall always be escorted by a staff member.
 - a. The living quarters serve as our Firefighters' home and private space during their time on duty. It is an expectation of Board Members to respect this boundary and gain permission before entering.



North Lyon County Fire Protection District

Policy – District Board

5. The Fire Chief is the primary conduit for communication with the press and public concerning District operations and administration. A District Board member that communicates with the press or public concerning District operations and/or administration shall follow all records and information release policy, rules, and law concerning the release of such information
- ~~6. Fire Board members that are approached by members of the District to discuss operational and/or administrative issues must determine the following~~
 - ~~a. Does the staff member have the authority to discuss the issues with the Fire Board member?~~
 - ~~b. Has the staff member attempted to communicate the issues through their chain of command?~~
 - ~~c.~~

~~Repealed: Fire Board 2 and 3 dated 04/10/2008~~

Approval:

Strike old approvals, add co-signatures for District Fire Chief and Local 4547. Import into new SOP format after ratification.



North Lyon County Fire Protection District

195 East Main Street
Fernley, Nevada 89408
District Office (775) 575-3310 District Fax (775) 575-3314
www.northlyonfire.org

Directors

Paul Murphy
Michael Toombs
Harry Wheeler
Jay Rodriguez
Debbie Skinner

MEMO

TO: Jason Nicholl, Fire Chief (via certified mail to last known addresses)
CC: Shannon Pierce, Esq. (via e-mail)
FROM: Paul Murphy, Chairman
DATE: July 2, 2024
RE: Notice of Meeting Pursuant to NRS 241.033

COPY

Pursuant to NRS 241.033, and in connection with complaints brought by employees [REDACTED] and [REDACTED] of the North Lyon County Fire Protection District ("NLCFPD"), its Board may consider your character, alleged misconduct, professional competence or health at its meeting on **August 8, 2024, located at 195 East Main Street, Fernley, Nevada.** The complaints allege that you and another employee created false narratives to harass District employees by requesting doctors' notes for sick leave against policy.

The Investigator found that as to [REDACTED], your request was justified, and the claim was **unsubstantiated**. As to [REDACTED], the investigator found by a preponderance of the evidence, you did not have reasonable suspicion to request a doctor's note, and the improper conduct directed at [REDACTED] was **substantiated**. The Investigator found violations of the sick leave provisions in Section F of Article 10 of the *Collective Bargaining Agreement*. He also found that you violated §12.1.1 of the District Personnel Manual that prohibits conduct unbecoming a paid member of the District's service or discourteous treatment of a fellow paid member. In addition, he found that you violated §12.1.1.12 of the Personnel Manual that prohibits willfully or intentionally violating or failing to comply with the District's policies, rules, regulations and/or procedures, specifically: the Sick Leave policy of the *Collective Bargaining Agreement*.

The meeting will begin at 6 p.m. at 195 East Main Street, Fernley, Nevada. The meeting is a public meeting, and you are welcome to attend. The meeting must be conducted in open at all times. The Board will consider the following general topics:



North Lyon County Fire Protection District

195 East Main Street

Fernley, Nevada 89408

District Office (775) 575-3310 District Fax (775) 575-3314

www.northlyonfire.org

Directors

Paul Murphy
Michael Toombs
Harry Wheeler
Jay Rodriguez
Debbie Skinner

1. What action, if any, should be taken regarding your conduct of requesting a doctor's note for sick leave, which was found by the investigator to be against policy.

You may be represented by an attorney or other representative. You may present written evidence, provide testimony, and present witnesses relating to your character, alleged misconduct, professional competence, or physical or mental health.

If the Board determines it is necessary after considering your character, alleged misconduct, professional competence, or physical or mental health, it may also take administrative action against you at the meeting, including but not limited to disciplinary action up to and including all discipline available under your contract and the policies of the NLCFPD, as well as other action as it deems appropriate and for which it is authorized to administer, e.g., written documentation to be placed in your personnel file.

Thank you.

A handwritten signature in black ink, appearing to be 'Paul Murphy', with a long horizontal stroke extending to the right.

Paul Murphy
Chairperson



FERNLEY
315 E. MAIN ST
FERNLEY, NV 89408-7747
(800)275-8777

07/02/2024 05:04 PM

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First-Class Mail® Letter	1		\$0.68
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Weight: 0.10 U.S. oz
Estimated Delivery Date
Sat 07/06/2024
Certified Mail® \$4.40
Tracking #: 7017145000092808611
Return Receipt \$3.65
Tracking #: 9590 9402 2055 6132 4001 09
Affixed Postage -\$8.69
Affixed Amount: \$8.69

Total \$0.04

First-Class Mail® Letter	1		\$0.68
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Weight: 0.10 U.S. oz
Estimated Delivery Date
Sat 07/06/2024
Certified Mail® \$4.40
Tracking #: 7017145000092808642
Return Receipt \$3.65
Tracking #: 9590 9402 2055 6132 4024 31
Affixed Postage -\$8.69
Affixed Amount: \$8.69

Total \$0.04

Grand Total: \$0.08

Cash \$0.08

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Track your Packages
Sign up for FREE @
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Thank you for your business.

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Go to: <https://postalexperience.com/Pos>
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☐ Return Receipt (hardcopy) \$3.65
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☐ Adult Signature Required \$0.00
☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.68
Total Postage and Fees \$8.73

Jason Nicholl

PS Form 3800, April 2015 PSN 7530-02-000-9047

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☐ Return Receipt (hardcopy) \$3.65
☐ Return Receipt (electronic) \$0.00
☐ Certified Mail Restricted Delivery \$0.00
☐ Adult Signature Required \$0.00
☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.68
Total Postage and Fees \$8.73

Jason Nicholl

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions



North Lyon County
Fire Protection District
195 E Main Street
Fernley, NV 89408

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Jason Nicholl

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7-13 RTN 723



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

Directors
Paul Murphy
Michael Toombs
Harry Wheeler
Jay Rodriguez
Debbie Skinner

MEMO

TO: Brian Bunn, Fire Chief
FROM: Paul Murphy, Chairman
DATE: July 31, 2024
RE: Notice of Meeting Pursuant to NRS 241.033

Per NRS 241.033, you are being notified of a meeting on Thursday, August 8, 2024, at 1800 hours in the meeting room of the North Lyon County Fire Protection office located at 195 E. Main Street, Fernley, Nevada, for the purpose of discussion and possible action regarding the following:

1. Discussion and possible action regarding your 3-month performance evaluation.

You may be represented by an attorney or other representative. You may present written evidence, provide testimony, and present witnesses relating to your character, alleged misconduct, professional competence, or physical or mental health.

Please sign below to acknowledge receipt of this notification and return to Kasey Miller, Office Manager no later than Tuesday August 6, 2024.

Thank you.
Paul Murphy, Chairperson
North Lyon County Fire Protection District

I hereby acknowledge receipt of this Notice of Meeting on August 8, 2024.

Brian Bunn
Brian Bunn, Fire Chief

Paul Murphy



Evaluation
Return Date: 8/8/2024

NORTH LYON COUNTY FIRE PROTECTION DISTRICT

EMPLOYEE PERFORMANCE EVALUATION

Employee: Brian Bunn
Department or Division: _____ Hire Date: 4/11/2024
Present Position: Interim Fire Chief Position Date: _____

OCCASION FOR EVALUATION

Annual	From:	To:	<input type="checkbox"/>
Confirmation for Non-Exempt	From:	To:	<input type="checkbox"/>
Six-month Review for Exempt	From:	To:	<input type="checkbox"/>
Three-month on Probation/Transfer/Promotion	From: <u>4/11/2024</u>	To: <u>7/15/2024</u>	<input checked="" type="checkbox"/>
Special for Recognition/Discipline	From:	To:	<input type="checkbox"/>

Instructions for Completing Performance Evaluation

- This Performance Evaluation has two parts. PART I is to be filled out for both Non-Exempt and Exempt; while PART II is for Exempt employees only.
- Check (✓) the appropriate rating box for each work profile. Multiply each rating with the assigned weight and record the total in the score column. After totaling the score column, check the box indicating the appropriate range, which indicates the Overall Employee Evaluation.
- The supervisor and employee must develop goals, work-targets and benchmarks on which the supervisor will evaluate the employee's performance for a given period.
- Specific justification is required (in the Comment/Justification columns) when an employee is rated excellent or unsatisfactory. Give examples of acceptable performance or lack thereof.

Weight Critical factors 3 points Relevant factors 2 points	5 = Excellent 4 = Exceeds Standards 3 = Meets Standards 2 = Improvement Needed 1 = Unsatisfactory							Key W = Weight S = Score	
	5	4	3	2	1	W	S	Comments/Justification	
PART I – ALL EMPLOYEES									
1. Accountability and Responsibility. How willing is this person to assume and carry out assigned jobs and be accountable for his/her results and actions?		X				x3	12	Brian came to this department as an interim chief and quickly became the most accountable and responsible chief in department history.	
2. Does this person demonstrate a positive attitude to work and to the work environment? Does s/he show interest and enthusiasm in doing his/her work?		X				x3	12	Brian is very enthusiastic about the challenges facing the District.	
3. Does this person strongly identify with the Fire District and demonstrate commitment to accomplish District goals and objectives in his/her job?	X					x3	15		
4. How well does this person use financial/material resources efficiently and demonstrate cost awareness ?	X					x2	10	Brian quickly identified the financial challenges facing the District and took immediate action to correct and stabilize.	
5. Can this person be relied upon to complete tasks in a dependable and trustworthy manner?		X				x3	12		
6. Level of initiative. Does this person take charge of situations and make things happen? Is the individual self-motivated?	X					x2	10	Very self motivated, leads by example.	
7. Interdepartmental Cooperation. Is this person receptive to the goals of other departments and divisions? Is this person a "team player" ?		X				x2	8		
8. How strong are the interpersonal skills of this person? Does this person demonstrate the ability to effectively work and help individuals and groups at various levels in and out of the Fire District?		X				x2	8	Evidenced by the massive morale boost within the District.	
9. i) Job Performance – I: Quantity of work – How productive is this person? How much ability does s/he demonstrate to accomplish tasks and achieve goals?		X				x3	12	Brian has admitted that he has not accomplished all priority tasks he had assigned himself, however,	
ii) Job Performance – II: Quality of work – Does this person perform accurately, efficiently, neatly and in an effective manner?		X				x3	12	he continues to accomplish these tasks and others with diligence.	
10. Leadership/Supervisory Potential. Does this person effectively guide and stimulate others toward the accomplishment of business goals? Does s/he demonstrate the ability to develop and train subordinates?	X					x2	10	See # 8.	
11. Observation of Safety Practices and Procedures. How does this person encourage and practice safety procedures and help prevent accidents?		X				x2	8	Has made adjustments within the department to improve overall safety.	
12. Punctuality/Attendance/ Promptness. i) For Non-Exempt Employees: How punctual is this person in attendance? Does s/he miss work frequently?						x2		N/A	
ii) For Exempt Employees: How prompt is this person in attending Fire Board, management-staff, department and/or division meetings?	X					x2	10	Prompt and timely always.	
13. Specific Job Knowledge. Does this person demonstrate a thorough understanding about various dimensions of his/her job and its complexity if any?		X				x3	12	Considering that Brian went from a Training Captain to the Fire Chief, his knowledge and ability has been astonishing.	
14. Stress Management. Does this person perform consistently under pressure? Does this person maintain balance, proportion, and productivity while under stress?		X				x2	8	Brian handles the stress of Fire Chief very well.	

Weight Critical factors 3 points Relevant factors 2 points	5 = Excellent 4 = Exceeds Standards 3 = Meets Standards 2 = Improvement Needed 1 = Unsatisfactory							Key W = Weight S = Score
PART I – ALL EMPLOYEES	5	4	3	2	1	W	S	Comments/Justification
15. Willingness to Accept Change and Improvement. How does this individual handle change? Does this person show enthusiasm and willingness to improve in response to change?		X				x2	8	Brian has shown determination towards accomplishing his tasks, many which involve change.
PART II – EXEMPT EMPLOYEES ONLY	5	4	3	2	1	W	S	
1. Ability to Work with District Board, Labor, the Public and Neighboring Agencies. What is the level of this person's perceptions, sensitivity and sense of timing in his/her role related to interactions with internal and external stakeholders?	X					x3	15	Mended relationships with labor, the Board, support staff, and admin staff. Has also begun repairing dept. reputation w/ public
2. Communication – I: Verbal – How effectively does this person make oral presentations? Does s/he demonstrate good listening and communication skills?	X					x3	15	Excellent communicator.
Communication – II: Written – How effective are the writing skills of this person? Does s/he produce acceptable quality memos, letters, and reports?		X				x3	12	
3. Does this person use new and creative ways of accomplishing tasks and goals? How well does this person solve problems analytically? Does s/he identify critical issues and propose solutions?		X				x2	8	Brian identifies critical issues and has shown creativity in resolving these issues.
4. Decision-making Capability. Does this person demonstrate the ability to make decisions effectively and in a timely manner? Does s/he take calculated and prudent risks in the decision-making process?	X					x2	10	Does not hesitate or waver. Excellent decision-making.
5. Planning and Organizing Ability: Does this person demonstrate the ability to set and implement priorities? How capable is this person in meeting and developing long and short-term objectives?	X					x3	15	Very organized and flexible.

Total Score:
Non-Exempt Employee

Total Score:
Exempt Employee

242

Overall Evaluation

Non-Exempt Employee

Excellent	176-195	
Exceeds Standards	137-175	
Meets Standards	98-136	
Improvement Needed	59-97	
Unsatisfactory	39-58	

Exempt Employee

Excellent	248-275	
Exceeds Standards	193-247	X
Meets Standards	138-192	
Improvement Needed	83-137	
Unsatisfactory	55-82	

Additional Performance Profiles

(a) List any **exceptional** accomplishments that the employee achieved during the appraisal period.

1. Brian came into an absolute financial ~~mess~~ mess and has navigated these challenges exceptionally.
2. Additionally, Brian has vastly improved relations between internal and external stakeholders.

(b) Identify goals/tasks/objectives/projects not completed by the employee during the appraisal period.

1. N/A
2.
3.

(c) **Recommend** a developmental action plan that will help strengthen the employee's skills in area(s) needed.

1. No recommendations at this time.
2.
3.

Recommendation for Pay Adjustment

(i) Merit Increase %
(ii) Incentive Increase %
(iii) Other Increase %
(iv) No Increase at this time %

N/A

Administrative Approvals

Reviewing Supervisor's Signature

 Paul Murphy

Date

8/5/24

District Fire Chief

Date

NLCFPD Chairman

X

Date

Administrative Action by above, if any:

Initials

Employee's Recognition and Signature

The contents of this evaluation have been reviewed with me. I understand that this evaluation will be used by the North Lyon County Fire Protection District Board of Directors in connection with salary administration, development and placement functions.

Employee's Signature

Date

Personnel Action

Manager of Human Resources

Date

North Lyon County Fire Protection District is an Equal Opportunity Employer

Jan Rodriguez



Evaluation
Return Date: 8/8/2024

NORTH LYON COUNTY FIRE PROTECTION DISTRICT

EMPLOYEE PERFORMANCE EVALUATION

Employee: Brian Bunn
Department or Division: _____ Hire Date: 4/11/2024
Present Position: Interim Fire Chief Position Date: _____

OCCASION FOR EVALUATION

Annual	From:	To:	<input type="checkbox"/>
Confirmation for Non-Exempt	From:	To:	<input type="checkbox"/>
Six-month Review for Exempt	From:	To:	<input type="checkbox"/>
Three-month on Probation/Transfer/Promotion	From: 04/11/2024	To: 07/15/2024	<input type="checkbox"/>
Special for Recognition/Discipline	From:	To:	<input type="checkbox"/>

Instructions for Completing Performance Evaluation

- This Performance Evaluation has two parts. PART I is to be filled out for both Non-Exempt and Exempt; while PART II is for Exempt employees only.
- Check (✓) the appropriate rating box for each work profile. Multiply each rating with the assigned weight and record the total in the score column. After totaling the score column, check the box indicating the appropriate range, which indicates the Overall Employee Evaluation.
- The supervisor and employee must develop goals, work-targets and benchmarks on which the supervisor will evaluate the employee's performance for a given period.
- Specific justification is required (in the Comment/Justification columns) when an employee is rated excellent or unsatisfactory. Give examples of acceptable performance or lack thereof.

Weight Critical factors 3 points Relevant factors 2 points	5 = Excellent 4 = Exceeds Standards 3 = Meets Standards 2 = Improvement Needed 1 = Unsatisfactory						Key W = Weight S = Score
PART I – ALL EMPLOYEES	5	4	3	2	W	S	Comments/Justification
1. Accountability and Responsibility. How willing is this person to assume and carry out assigned jobs and be accountable for his/her results and actions?	X				x3		
2. Does this person demonstrate a positive attitude to work and to the work environment? Does s/he show interest and enthusiasm in doing his/her work?					x3		N/A
3. Does this person strongly identify with the Fire District and demonstrate commitment to accomplish District goals and objectives in his/her job?	X				x3		
4. How well does this person use financial/material resources efficiently and demonstrate cost awareness ?	X				x2		
5. Can this person be relied upon to complete tasks in a dependable and trustworthy manner?	X				x3		
6. Level of initiative. Does this person take charge of situations and make things happen? Is the individual self-motivated?	X				x2		
7. Interdepartmental Cooperation. Is this person receptive to the goals of other departments and divisions? Is this person a “ team player ?”	X				x2		
8. How strong are the interpersonal skills of this person? Does this person demonstrate the ability to effectively work and help individuals and groups at various levels in and out of the Fire District?	X				x2		
9. i) Job Performance – I: Quantity of work – How productive is this person? How much ability does s/he demonstrate to accomplish tasks and achieve goals?	X				x3		
ii) Job Performance – II: Quality of work – Does this person perform accurately, efficiently, neatly and in an effective manner?	X				x3		
10. Leadership/Supervisory Potential. Does this person effectively guide and stimulate others toward the accomplishment of business goals? Does s/he demonstrate the ability to develop and train subordinates?	X				x2		
11. Observation of Safety Practices and Procedures. How does this person encourage and practice safety procedures and help prevent accidents?					x2		N/A
12. Punctuality/Attendance/ Promptness. i) For Non-Exempt Employees: How punctual is this person in attendance? Does s/he miss work frequently?					x2		N/A
ii) For Exempt Employees: How prompt is this person in attending Fire Board, management-staff, department and/or division meetings?	X				x2		
13. Specific Job Knowledge. Does this person demonstrate a thorough understanding about various dimensions of his/her job and its complexity if any?					x3		N/A
14. Stress Management. Does this person perform consistently under pressure? Does this person maintain balance, proportion, and productivity while under stress?					x2		N/A

15. Willingness to Accept Change and Improvement. How does this individual handle change? Does this person show enthusiasm and willingness to improve in response to change?	X					x2	
PART II – EXEMPT EMPLOYEES ONLY	5	4	3	2	1	W	S
1. Ability to Work with District Board, Labor, the Public and Neighboring Agencies. What is the level of this person's perceptions, sensitivity and sense of timing in his/her role related to interactions with internal and external stakeholders?	X					x3	
2. Communication – I: Verbal – How effectively does this person make oral presentations? Does s/he demonstrate good listening and communication skills?	X					x3	
Communication – II: Written – How effective are the writing skills of this person? Does s/he produce acceptable quality memos, letters, and reports?	X					x3	
3. Does this person use new and creative ways of accomplishing tasks and goals? How well does this person solve problems analytically? Does s/he identify critical issues and propose solutions?	X					x2	
4. Decision-making Capability. Does this person demonstrate the ability to make decisions effectively and in a timely manner? Does s/he take calculated and prudent risks in the decision-making process?	X					x2	
5. Planning and Organizing Ability: Does this person demonstrate the ability to set and implement priorities? How capable is this person in meeting and developing long and short-term objectives?	X					x3	

Total Score:
Non-Exempt Employee

Total Score:
Exempt Employee

Overall Evaluation

Non-Exempt Employee		
Excellent	176-195	
Exceeds Standards	137-175	
Meets Standards	98-136	
Improvement Needed	59-97	
Unsatisfactory	39-58	

Exempt Employee		
Excellent	248-275	
Exceeds Standards	193-247	
Meets Standards	138-192	
Improvement Needed	83-137	
Unsatisfactory	55-82	

Additional Performance Profiles	
(a) List any exceptional accomplishments that the employee achieved during the appraisal period.	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
(b) Identify goals/tasks/objectives/projects not completed by the employee during the appraisal period.	1. _____ 2. _____ 3. _____
(c) Recommend a developmental action plan that will help strengthen the employee's skills in area(s) needed.	1. _____ 2. _____ 3. _____

Recommendation for Pay Adjustment	
(i) Merit Increase	_____ %
(ii) Incentive Increase	_____ %

(iii) Other Increase _____	_____ %
(iv) No Increase at this time _____	_____

Administrative Approvals	
Reviewing Supervisor's Signature _____	Date _____
District Fire Chief _____	Date _____
NLCFPD Chairman _____	Date _____
Administrative Action by above, if any: _____	Initials _____

Employee's Recognition and Signature	
The contents of this evaluation have been reviewed with me. I understand that this evaluation will be used by the North Lyon County Fire Protection District Board of Directors in connection with salary administration, development and placement functions.	
Employee's Signature _____	Date _____

Personnel Action	
Manager of Human Resources _____	Date _____



8/7/24

PEOPLE FIRST
North Lyon County Fire Protection District is an Equal Opportunity Employer

Debbie Skinner



Evaluation
Return Date: 8/8/2024

NORTH LYON COUNTY FIRE PROTECTION DISTRICT

EMPLOYEE PERFORMANCE EVALUATION

Employee: Brian Bunn

Department or Division: _____ Hire Date: 4/11/2024

Present Position: Interim Fire Chief Position Date: _____

OCCASION FOR EVALUATION

Annual	From: _____	To: _____	<input type="checkbox"/>
Confirmation for Non-Exempt	From: _____	To: _____	<input type="checkbox"/>
Six-month Review for Exempt	From: _____	To: _____	<input type="checkbox"/>
Three-month on Probation/Transfer/Promotion	From: <u>04/11/2024</u>	To: <u>07/15/2024</u>	<input type="checkbox"/>
Special for Recognition/Discipline	From: _____	To: _____	<input type="checkbox"/>

Instructions for Completing Performance Evaluation

- This Performance Evaluation has two parts. PART I is to be filled out for both Non-Exempt and Exempt; while PART II is for Exempt employees only.
- Check (✓) the appropriate rating box for each work profile. Multiply each rating with the assigned weight and record the total in the score column. After totaling the score column, check the box indicating the appropriate range, which indicates the Overall Employee Evaluation.
- The supervisor and employee must develop goals, work-targets and benchmarks on which the supervisor will evaluate the employee's performance for a given period.
- Specific justification is required (in the Comment/Justification columns) when an employee is rated excellent or unsatisfactory. Give examples of acceptable performance or lack thereof.

Weight Critical factors 3 points Relevant factors 2 points	5 = Excellent 4 = Exceeds Standards 3 = Meets Standards 2 = Improvement Needed 1 = Unsatisfactory							Key W = Weight S = Score
PART I – ALL EMPLOYEES	5	4	3	2	1	W	S	Comments/Justification
1. Accountability and Responsibility. How willing is this person to assume and carry out assigned jobs and be accountable for his/her results and actions?			✓			x3	9	
2. Does this person demonstrate a positive attitude to work and to the work environment? Does s/he show interest and enthusiasm in doing his/her work?		✓				x3	12	
3. Does this person strongly identify with the Fire District and demonstrate commitment to accomplish District goals and objectives in his/her job?		✓				x3	12	
4. How well does this person use financial/material resources efficiently and demonstrate cost awareness ?		✓				x2	8	
5. Can this person be relied upon to complete tasks in a dependable and trustworthy manner?		✓				x3	12	
6. Level of initiative. Does this person take charge of situations and make things happen? Is the individual self-motivated?		✓				x2	8	
7. Interdepartmental Cooperation. Is this person receptive to the goals of other departments and divisions? Is this person a “team player” ?		✓				x2	8	
8. How strong are the interpersonal skills of this person? Does this person demonstrate the ability to effectively work and help individuals and groups at various levels in and out of the Fire District?		✓				x2	8	
9. i) Job Performance – I: Quantity of work – How productive is this person? How much ability does s/he demonstrate to accomplish tasks and achieve goals?		✓				x3	12	
ii) Job Performance – II: Quality of work – Does this person perform accurately, efficiently, neatly and in an effective manner?	✓					x3	15	
10. Leadership/Supervisory Potential. Does this person effectively guide and stimulate others toward the accomplishment of business goals? Does s/he demonstrate the ability to develop and train subordinates?		✓				x2	8	
11. Observation of Safety Practices and Procedures. How does this person encourage and practice safety procedures and help prevent accidents?		✓				x2	8	
12. Punctuality/Attendance/ Promptness. i) For Non-Exempt Employees: How punctual is this person in attendance? Does s/he miss work frequently?		✓				x2	8	
ii) For Exempt Employees: How prompt is this person in attending Fire Board, management-staff, department and/or division meetings?	✓					x2	10	
13. Specific Job Knowledge. Does this person demonstrate a thorough understanding about various dimensions of his/her job and its complexity if any?	✓					x3	15	
14. Stress Management. Does this person perform consistently under pressure? Does this person maintain balance, proportion, and productivity while under stress?		✓				x2	8	

(i) Merit Increase	_____ %
(ii) Incentive Increase	_____ %
(iii) Other Increase _____	_____ %
(iv) No Increase at this time	_____

Administrative Approvals	
Reviewing Supervisor's Signature _____	Date _____
District Fire Chief _____	Date _____
NLCFPD Chairman _____	Date _____
Administrative Action by above, if any: _____	Initials _____

Employee's Recognition and Signature	
The contents of this evaluation have been reviewed with me. I understand that this evaluation will be used by the North Lyon County Fire Protection District Board of Directors in connection with salary administration, development and placement functions.	
Employee's Signature _____	Date _____

Personnel Action	
Manager of Human Resources _____	Date _____

[Handwritten Signature]

8/7/2024

PEOPLE FIRST
North Lyon County Fire Protection District is an Equal Opportunity Employer

Weight Critical factors 3 points Relevant factors 2 points	5 = Excellent 4 = Exceeds Standards 3 = Meets Standards 2 = Improvement Needed 1 = Unsatisfactory							Key W = Weight S = Score
PART I – ALL EMPLOYEES	5	4	3	2	1	W	S	Comments/Justification
15. Willingness to Accept Change and Improvement. How does this individual handle change? Does this person show enthusiasm and willingness to improve in response to change?		✓				x2	8	
PART II – EXEMPT EMPLOYEES ONLY	5	4	3	2	1	W	S	
1. Ability to Work with District Board, Labor, the Public and Neighboring Agencies. What is the level of this person's perceptions, sensitivity and sense of timing in his/her role related to interactions with internal and external stakeholders?	✓					x3	15	
2. Communication – I: Verbal – How effectively does this person make oral presentations? Does s/he demonstrate good listening and communication skills?		✓				x3	12	
Communication – II: Written – How effective are the writing skills of this person? Does s/he produce acceptable quality memos, letters, and reports?		✓				x3	12	
3. Does this person use new and creative ways of accomplishing tasks and goals? How well does this person solve problems analytically? Does s/he identify critical issues and propose solutions?		✓				x2	8	
4. Decision-making Capability. Does this person demonstrate the ability to make decisions effectively and in a timely manner? Does s/he take calculated and prudent risks in the decision-making process?		✓				x2	8	
5. Planning and Organizing Ability: Does this person demonstrate the ability to set and implement priorities? How capable is this person in meeting and developing long and short-term objectives?	✓					x3	15	

Total Score:

Non-Exempt Employee

Total Score:

Exempt Employee

Overall Evaluation

Non-Exempt Employee

Excellent	176-195	
Exceeds Standards	137-175	
Meets Standards	98-136	
Improvement Needed	59-97	
Unsatisfactory	39-58	

Exempt Employee

Excellent	248-275	
Exceeds Standards	193-247	
Meets Standards	138-192	
Improvement Needed	83-137	
Unsatisfactory	55-82	

Additional Performance Profiles

(a) List any exceptional accomplishments that the employee achieved during the appraisal period.	1.
	2.
	3.
	4.
	5.
(b) Identify goals/tasks/objectives/projects not completed by the employee during the appraisal period.	1.
	2.
	3.
(c) Recommend a developmental action plan that will help strengthen the employee's skills in area(s) needed.	1.
	2.
	3.

Recommendation for Pay Adjustment



Evaluation
Return Date: 8/8/2024

NORTH LYON COUNTY FIRE PROTECTION DISTRICT

EMPLOYEE PERFORMANCE EVALUATION

Employee: Brian Bunn

Department or Division: _____ Hire Date: 4/11/2024

Present Position: Interim Fire Chief Position Date: _____

OCCASION FOR EVALUATION

Annual	From:	To:	<input type="checkbox"/>
Confirmation for Non-Exempt	From:	To:	<input type="checkbox"/>
Six-month Review for Exempt	From:	To:	<input type="checkbox"/>
Three-month on Probation/Transfer/Promotion	From: <u>4/11/2024</u>	To: <u>7/15/2024</u>	<input checked="" type="checkbox"/>
Special for Recognition/Discipline	From:	To:	<input type="checkbox"/>

Instructions for Completing Performance Evaluation

- This Performance Evaluation has two parts. PART I is to be filled out for both Non-Exempt and Exempt; while PART II is for Exempt employees only.
- Check (✓) the appropriate rating box for each work profile. Multiply each rating with the assigned weight and record the total in the score column. After totaling the score column, check the box indicating the appropriate range, which indicates the Overall Employee Evaluation.
- The supervisor and employee must develop goals, work-targets and benchmarks on which the supervisor will evaluate the employee's performance for a given period.
- Specific justification is required (in the Comment/Justification columns) when an employee is rated excellent or unsatisfactory. Give examples of acceptable performance or lack thereof.

Weight Critical factors 3 points Relevant factors 2 points	5 = Excellent 4 = Exceeds Standards 3 = Meets Standards 2 = Improvement Needed 1 = Unsatisfactory							Key W = Weight S = Score	
PART I – ALL EMPLOYEES	5	4	3	2	1	W	S	Comments/Justification	
1. Accountability and Responsibility. How willing is this person to assume and carry out assigned jobs and be accountable for his/her results and actions?		<input checked="" type="checkbox"/>				x3	12	Chief Bunn has continually demonstrated the willingness and expectation to be held to accountable for his actions.	
2. Does this person demonstrate a positive attitude to work and to the work environment? Does s/he show interest and enthusiasm in doing his/her work?		<input checked="" type="checkbox"/>				x3	12	Chief Bunn's attitude is as expected of a Chief Officer and has created an environment of trust and professionalism	
3. Does this person strongly identify with the Fire District and demonstrate commitment to accomplish District goals and objectives in his/her job?		<input checked="" type="checkbox"/>				x3	12	Worked diligently to create new goals and staff has responded positively – a direction reflection of his ability to build bridges and lead with commitment to making NLFCPF the best district in the county.	
4. How well does this person use financial/material resources efficiently and demonstrate cost awareness ?		<input checked="" type="checkbox"/>				x2	8	Completely committed to working the board, senior leadership and the union in restoring the fiscal health of the district.	
5. Can this person be relied upon to complete tasks in a dependable and trustworthy manner?		<input checked="" type="checkbox"/>				x3	12	Chief Bunn has devoted himself to turning the district around and is not driven by ego but by his passion for NLFCPD and demonstrates the professionalism expected of a seasoned senior fire officer.	
6. Level of initiative. Does this person take charge of situations and make things happen? Is the individual self-motivated?		<input checked="" type="checkbox"/>				x2	8	Chief Bunn could have done the minimum and still been successfully, but he has dug in deep to look for efficiencies across all facets of the district to increase professional standards and find cost ineffective practices and contracts.	
7. Interdepartmental Cooperation. Is this person receptive to the goals of other departments and divisions? Is this person a “ team player ?”		<input checked="" type="checkbox"/>				x2	8	Works collaboratively with Union, Senior Leadership Team, Admin Staff and the Board, and respected by all for his teamwork and ability to professionally interact with everyone.	
8. How strong are the interpersonal skills of this person? Does this person demonstrate the ability to effectively work and help individuals and groups at various levels in and out of the Fire District?		<input checked="" type="checkbox"/>				x2	8	Chief Bunn is a respected fire leader in Northern Nevada, and he has brought those skills to NLFCPD and has worked to rebuild trust in the Chief's position.	
9. i) Job Performance – I: Quantity of work – How productive is this person? How much ability does s/he demonstrate to accomplish tasks and achieve goals?	<input checked="" type="checkbox"/>					x3	15	Chief Bunn is exactly the type of leader people respond to positively. He has consistently led with sternness, empathy, fairness, and a commitment to making NLFCPD better.	
ii) Job Performance – II: Quality of work – Does this person perform accurately, efficiently, neatly and in an effective manner?	<input checked="" type="checkbox"/>					x3	15	Chief Bunn has spent a great deal of time reviewing policies, procurement policies, and various other documents to seek cost effective alternatives, and to implement policies and procedures that are more closely aligned with professional standards and expectations.	
10. Leadership/Supervisory Potential. Does this person effectively guide and stimulate others toward the accomplishment of business goals? Does s/he demonstrate the ability to develop and train subordinates?	<input checked="" type="checkbox"/>					x2	10	I could explain my thoughts, but watching the positive interactions and the respect the district's personnel have for Chief Bunn speak volumes to his leadership.	

Weight Critical factors 3 points Relevant factors 2 points	5 = Excellent 4 = Exceeds Standards 3 = Meets Standards 2 = Improvement Needed 1 = Unsatisfactory							Key W = Weight S = Score	
PART I – ALL EMPLOYEES	5	4	3	2	1	W	S	Comments/Justification	
11. Observation of Safety Practices and Procedures. How does this person encourage and practice safety procedures and help prevent accidents?		☒				x2	8		
12. Punctuality/Attendance/ Promptness. i) For Non-Exempt Employees: How punctual is this person in attendance? Does s/he miss work frequently?						x2			
ii) For Exempt Employees: How prompt is this person in attending Fire Board, management-staff, department and/or division meetings?		☒				x2	8		
13. Specific Job Knowledge. Does this person demonstrate a thorough understanding about various dimensions of his/her job and its complexity if any?		☒				x3	12		
14. Stress Management. Does this person perform consistently under pressure? Does this person maintain balance, proportion, and productivity while under stress?		☒				x2	8		
15. Willingness to Accept Change and Improvement. How does this individual handle change ? Does this person show enthusiasm and willingness to improve in response to change?	☒					x2	10	During this period, Chief Bunn has not only embraced change and improvement, but he has also driven change and improvement in the district's culture and various other process improvements.	
PART II – EXEMPT EMPLOYEES ONLY	5	4	3	2	1	W	S		
1. Ability to Work with District Board, Labor, the Public and Neighboring Agencies. What is the level of this person's perceptions, sensitivity and sense of timing in his/her role related to interactions with internal and external stakeholders?		☒				x3	12		
2. Communication – I: Verbal – How effectively does this person make oral presentations? Does s/he demonstrate good listening and communication skills?		☒				x3	12		
Communication – II: Written – How effective are the writing skills of this person? Does s/he produce acceptable quality memos, letters, and reports?		☒				x3	12		
3. Does this person use new and creative ways of accomplishing tasks and goals? How well does this person solve problems analytically ? Does s/he identify critical issues and propose solutions?	☒					x2	10	Sought out ways and methods to improve various functions within the district. Used experience, knowledge and employed proactive problem-solving skills to increase the organizational efficiency and structure of the district while striving to increase the fiscal solvency of the district.	
4. Decision-making Capability. Does this person demonstrate the ability to make decisions effectively and in a timely manner? Does s/he take calculated and prudent risks in the decision-making process?	☒					x2	10	Superb decision-making capability through effective leadership that centered around team-building, mutual respect and forward thinking.	
5. Planning and Organizing Ability: Does this person demonstrate the ability to set and implement priorities? How capable is this person in meeting and developing long and short-term objectives?	☒					x3	12	Metric used was the staff's believe in Chief Dunn's abilities and how they responded to him to develop and execute short- and long-term objectives.	

Total Score:
Non-Exempt Employee

Total Score: 232
Exempt Employee

Overall Evaluation

Non-Exempt Employee		
Excellent	176-195	
Exceeds Standards	137-175	
Meets Standards	98-136	
Improvement Needed	59-97	
Unsatisfactory	39-58	

Exempt Employee		
Excellent	248-275	
Exceeds Standards	193-247	<input checked="" type="checkbox"/>
Meets Standards	138-192	
Improvement Needed	83-137	
Unsatisfactory	55-82	


Additional Performance Profiles

(a) List any exceptional accomplishments that the employee achieved during the appraisal period.	1. Aggressively sought out effective but cost saving measures!
	2. Instilled confidence and trust back in the Chief's position.
	3. Worked collaboratively with staff, Board and stakeholders.
	4. Changed the culture within the organization – POSITIVE CHANGE!
	5. Staff responds well to the Chief; they trust him and respect him.
(b) Identify goals/tasks/objectives/projects not completed by the employee during the appraisal period.	1.
	2.
	3.
(c) Recommend a developmental action plan that will help strengthen the employee's skills in area(s) needed.	1.
	2.
	3.

Recommendation for Pay Adjustment

- (i) Merit Increase %
- (ii) Incentive Increase %
- (iii) Other Increase %
- (iv) No Increase at this time Due to short term period and budget.

Administrative Approvals

Reviewing Supervisor's Signature	Director Toombs 	Date	8/6/2024
District Fire Chief		Date	
NLCFPD Chairman		Date	
Administrative Action by above, if any:		Initials	

Employee's Recognition and Signature

The contents of this evaluation have been reviewed with me. I understand that this evaluation will be used by the North Lyon County Fire Protection District Board of Directors in connection with salary administration, development and placement functions.

Employee's Signature _____ Date _____

Personnel Action

North Lyon County Fire Protection District is an Equal Opportunity Employer



Evaluation
Return Date: _____

NORTH LYON COUNTY FIRE PROTECTION DISTRICT

EMPLOYEE PERFORMANCE EVALUATION

Employee: IRLIND BROWN
Department or Division: FIRE CHIEF - DEPT 1 Hire Date: 4-1-24
Present Position: FIRE CHIEF Position Date: 4-1-24

OCCASION FOR EVALUATION

Annual	From:	To:	<input type="checkbox"/>
Confirmation for Non-Exempt	From:	To:	<input type="checkbox"/>
Six-month Review for Exempt	From:	To:	<input type="checkbox"/>
Three-month on Probation/Transfer/Promotion	From:	To:	<input type="checkbox"/>
Special for Recognition/Discipline	From:	To:	<input type="checkbox"/>

Instructions for Completing Performance Evaluation

- This Performance Evaluation has two parts. PART I is to be filled out for both Non-Exempt and Exempt; while PART II is for Exempt employees only.
- Check (✓) the appropriate rating box for each work profile. Multiply each rating with the assigned weight and record the total in the score column. After totaling the score column, check the box indicating the appropriate range, which indicates the Overall Employee Evaluation.
- The supervisor and employee must develop goals, work-targets and benchmarks on which the supervisor will evaluate the employee's performance for a given period.
- Specific justification is required (in the Comment/Justification columns) when an employee is rated excellent or unsatisfactory. Give examples of acceptable performance or lack thereof.

Weight Critical factors 3 points Relevant factors 2 points	5 = Excellent 4 = Exceeds Standards 3 = Meets Standards 2 = Improvement Needed 1 = Unsatisfactory							Key W = Weight S = Score	Comments/Justification
	5	4	3	2	1	W	S		
PART I – ALL EMPLOYEES									
1. Accountability and Responsibility. How willing is this person to assume and carry out assigned jobs and be accountable for his/her results and actions?				X		x3			
2. Does this person demonstrate a positive attitude to work and to the work environment? Does s/he show interest and enthusiasm in doing his/her work?			X			x3			
3. Does this person strongly identify with the Fire District and demonstrate commitment to accomplish District goals and objectives in his/her job?				X		x3			
4. How well does this person use financial/material resources efficiently and demonstrate cost awareness ?			X			x2			
5. Can this person be relied upon to complete tasks in a dependable and trustworthy manner ?			X			x3			
6. Level of initiative. Does this person take charge of situations and make things happen? Is the individual self-motivated?			X			x2			
7. Interdepartmental Cooperation. Is this person receptive to the goals of other departments and divisions? Is this person a “ team player ?”				X		x2			
8. How strong are the interpersonal skills of this person? Does this person demonstrate the ability to effectively work and help individuals and groups at various levels in and out of the Fire District?				X		x2			
9. i) Job Performance – I: Quantity of work – How productive is this person? How much ability does s/he demonstrate to accomplish tasks and achieve goals? ii) Job Performance – II: Quality of work – Does this person perform accurately, efficiently, neatly and in an effective manner?				X		x3			
				X		x3			
10. Leadership/Supervisory Potential. Does this person effectively guide and stimulate others toward the accomplishment of business goals? Does s/he demonstrate the ability to develop and train subordinates?			X			x2			
11. Observation of Safety Practices and Procedures. How does this person encourage and practice safety procedures and help prevent accidents?				X		x2			
12. Punctuality/Attendance/ Promptness. i) For Non-Exempt Employees: How punctual is this person in attendance? Does s/he miss work frequently? ii) For Exempt Employees: How prompt is this person in attending Fire Board, management-staff, department and/or division meetings?				X		x2			
				X		x2			
13. Specific Job Knowledge. Does this person demonstrate a thorough understanding about various dimensions of his/her job and its complexity if any?						x3			
14. Stress Management. Does this person perform consistently under pressure? Does this person maintain balance, proportion, and productivity while under stress?				X		x2			

Weight Critical factors 3 points Relevant factors 2 points	5 = Excellent 4 = Exceeds Standards 3 = Meets Standards 2 = Improvement Needed 1 = Unsatisfactory							Key W = Weight S = Score
PART I – ALL EMPLOYEES	5	4	3	2	1	W	S	Comments/Justification
15. Willingness to Accept Change and Improvement. How does this individual handle change? Does this person show enthusiasm and willingness to improve in response to change?				X		x2		
PART II – EXEMPT EMPLOYEES ONLY	5	4	3	2	1	W	S	
1. Ability to Work with District Board, Labor, the Public and Neighboring Agencies. What is the level of this person’s perceptions, sensitivity and sense of timing in his/her role related to interactions with internal and external stakeholders?						x3		
2. Communication – I: Verbal – How effectively does this person make oral presentations? Does s/he demonstrate good listening and communication skills?				X		x3		
Communication – II: Written – How effective are the writing skills of this person? Does s/he produce acceptable quality memos, letters, and reports?				X		x3		
3. Does this person use new and creative ways of accomplishing tasks and goals? How well does this person solve problems analytically? Does s/he identify critical issues and propose solutions?				X		x2		
4. Decision-making Capability. Does this person demonstrate the ability to make decisions effectively and in a timely manner? Does s/he take calculated and prudent risks in the decision-making process?				X		x2		
5. Planning and Organizing Ability: Does this person demonstrate the ability to set and implement priorities? How capable is this person in meeting and developing long and short-term objectives?				X		x3		

Total Score:
Non-Exempt Employee

Total Score:
Exempt Employee

Overall Evaluation

Non-Exempt Employee		
Excellent	176-195	
Exceeds Standards	137-175	
Meets Standards	98-136	
Improvement Needed	59-97	
Unsatisfactory	39-58	

Exempt Employee		
Excellent	248-275	
Exceeds Standards	193-247	
Meets Standards	138-192	
Improvement Needed	83-137	
Unsatisfactory	55-82	

Additional Performance Profiles

(a) List any exceptional accomplishments that the employee achieved during the appraisal period.	1.
	2.
	3.
	4.
	5.
(b) Identify goals/tasks/objectives/projects not completed by the employee during the appraisal period.	1.
	2.
	3.
(c) Recommend a developmental action plan that will help strengthen the employee's skills in area(s) needed.	1.
	2.
	3.

Recommendation for Pay Adjustment

(i) Merit Increase	_____ %
(ii) Incentive Increase	_____ %
(iii) Other Increase _____	_____ %
(iv) No Increase at this time	_____

Administrative Approvals

Reviewing Supervisor's Signature	_____	Date	_____
District Fire Chief	_____	Date	_____
NLCFPD Chairman	_____	Date	_____
Administrative Action by above, if any:	_____	Initials	_____

Employee's Recognition and Signature

The contents of this evaluation have been reviewed with me. I understand that this evaluation will be used by the North Lyon County Fire Protection District Board of Directors in connection with salary administration, development and placement functions.

Employee's Signature	_____	Date	_____
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Personnel Action

Manager of Human Resources	_____	Date	_____
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North Lyon County Fire Protection District

Employee Performance Evaluation

Attachment and Additional Comments

Employee: Brian Bunn, Interim Fire Chief

Date: April 1, 2024 through August 1, 2024 (3 Month Evaluation)

Evaluation prepared by: Harry J. Wheeler, NLCFPD Director, 2020-2024

Item 1: Accountability and Responsibility:

For this 3-month evaluation, there has not been sufficient opportunity to Evaluate this objective.

Item 2: Demonstrate Attitude to work and to the work environment:

There has been some limited time to access this quality, mostly positive.

Item 3: Show strong identity with the Fire District. And demonstrate accomplishment:

There has not been sufficient opportunity to evaluate these objectives.

Item 4: Dealing with financial/materials, demonstrate cost awareness:

There has been time to evaluate this objective. Very positive, and good consideration to finance restraints.

Item 5: Dependability and Trustworthy:

Upon this evaluation period, has demonstrated very good dependability And Trustworthy.

Item 6: Level of initiative:

Upon this evaluation period, has demonstrated positive initiative.

Item 7: Interdepartmental Cooperation:

There has not been sufficient opportunity to evaluate this objective.

Item 8: Strong interpersonal skills, Work and Help individuals of the Fire District.

There has not been sufficient opportunity to evaluate this objective,

Item 9: job Performance. Quantity of work, Quality of work.

There has not been sufficient opportunity to evaluate this objective(s)

Item 10: Leadership/Supervisory Potential.

During this evaluation period, there was not sufficient opportunity for this objective to be evaluated. However, currently Leadership/Supervisory potential is evident.

Item 11: Observation and Safety Practices and Procedures:

During this evaluation period, there was not sufficient opportunity for These objectives to be evaluated.

Item 12: Punctuality/Attendance/Promptness:

During this evaluation period, 3 months, has attended limited Fire Board Meetings. (agenda items not prepared). There has not been sufficient opportunity to evaluate these objectives.

Item 13: Specific Job Knowledge, Thorough understanding:

N/A: Non-Applicable

Item 14: Stress Management, Balance, Productivity:

During this evaluation period, there was not sufficient opportunity to evaluate this objective.

PART 1 ALL EMPLOYEES

Item 1: Willingness to Accept changes, and Improvement:

During this evaluation period, improvements have been initiated.

Item 2: Communication. Verbal and written:

During the evaluation period, verbal communication has been limited. Written communication has been limited as well.

Item 3: Creative ways of accomplishing tasks: Analytically:

During this evaluation period, these objectives were unable to be observed.

Item 4: Decision -making Capability

During this evaluation period, these objectives were unable to be observed.

Item 5: Planning and Organizing Ability:

During this evaluation period, there was insufficient opportunity to observe these objectives.



MEMORANDUM

July 18, 2024

**To: Board of Fire Directors
North Lyon County Fire Protection District**

From: Brian Bunn, Interim Fire Chief

Re: Chief's Report for July 2024

1. First Due Software

North Lyon County Fire Protection District and First Due have begun phase I of implementation to complete data transfers. The City of Fernley GIS is assisting the District with GIS files for the mobile responder. The expectation is that most of the software will be up and running in four to six weeks.

2. Donations

Truckee Meadows Fire & Rescue donated over 1K feet of new hose and appliances valued over \$5500. This equipment has been placed into service on E61. Thank you TMFR.

Mario Dalfonso and Christine Karg, from Reno, donated a new in the box 12' patio canopy valued at \$1200. This item will be earmarked to our cadet program as a raffle item for next year's golf tournament. Thank you, Mario and Christine.

Regina Bush of Fernley donated \$200 in the names of Don Parsons and Dan McCassie. This money will be placed into the general fund. Thank you Regina Bush.

3. Operational Reorganization

The reorganization of operations is roughly five weeks in. Our Command Officers (AKA Duty Officer) are adjusting to their new areas of responsibilities of personnel supervision, incident command, daily staffing, and reviewing reports. Command Officers and staff are beginning to focus on operational readiness which focuses on resource management, training, and combat readiness mindset. The intent remains the same, once funding is

secured, we will conduct an internal promotional process and establish formal Battalion Chief positions.

4. Firefighter Vacancy

NLCFPD has flown the job announcement for Firefighter EMT/Paramedic and will close on July 26, 2024. The entire process will take approximately ten weeks to complete. The candidates that pass will remain on an eligibility list for two years.

5. Off District Assignments

To date, NLCFPD has mobilized and returned from two billable incidents in Schurz, NV. Currently B61 is deployed to Northern California with a crew of three. When requested, NLCFPD mobilizes our resources per FEMA's National Response Framework (NRF). The NRF establishes a single, comprehensive approach to domestic incident management. The NRF is used to prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies.

7. Apparatus Status

NLCFPD apparatus, for lack of better words, has been neglected for many years. At best, there are minimal records and memories from staff that validate any preventive maintenance (PM) work completed. This has clearly increased the number of repairs and the cost. We are currently rotating apparatus through the City of Fernley's Public Works Fleet to complete PM, DOT inspections, and identify priority repair needs. Fleet is doing a fantastic job at a greatly reduced cost to the District.

All pumps, ladders, and hose require annual testing. The last records on file with the District are from 2020 for pump and ladder testing. There are no records of hose testing. Additionally, staff reports it's been several years since they remembered completing any annual testing. Truckee Meadows Fire & Rescue will be loaning, free of charge, their testing equipment this fall so we can complete our pump and ladder testing. NLCFPD owns a hose tester that will require certification before we can begin hose testing.

Currently Truck 61 and Water Tender 161 are out of service with extremely expensive repair needs.

The apparatus is deficiently equipped to appropriately respond to all-risk incidents. As inventory is being completed, I conservatively anticipate approximately \$50K on needed equipment soon.

8. Run Data

See attached "Response Analytics".