

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

MINUTES

NORTH LYON COUNTY FIRE PROTECTION DISTRICT

October 16, 2024

1. Call to Order

The meeting was called to order at 1815.

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

The Pledge of Allegiance was led by Director Toombs. 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. 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

Chairman Murphy recapped that we tabled 3b and 3c from the last meeting. He stated that we do not have that at this meeting but will have it for the next meeting to get it approved. Director Skinner asked if the Summary Reports were in the packet, and Chairman Murphy stated that we only had the minutes and no Summary Reports for this meeting. He added that we would only be approving the agenda and last meetings board minutes.

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Director Skinner made a motion to approve 3a. and 3b.

Director Rodriguez seconded the motion.

The motion carries as follows: 4-0-1

Murphy	Aye	Wheeler	Absent
Toombs	Aye		
Rodriguez	Aye		
Skinner	Aye		

Chairman Murphy stated that we will table 3c. and include that with two meetings ago and get it all buttoned up.

4. Discussion and possible action regarding Revenues and Expenditures*

4a. Enterprise Revenue and Expenditures

4b. General Fund and Expenditures

Chairman Murphy stated that we do not have a report for this month, and we will table 4a and 4b, to be included in our next meeting for approval.

5. Discussion and possible action regarding Chief Bunn's 6-month evaluation*

Chairman Murphy explained that part of Chief Bunn's contract was to give him interval evaluations on a 3-month basis. He shared that 3 evaluations were turned in. All Board members discussed and agreed to wait until all 5 evaluations are turned in to review them all at the next meeting. Chairman Murphy stated that he is very satisfied with the direction that we are going, and he appreciates him being here. Chairman Murphy added that we will table #5 and move it to next month.

6. Discussion and possible action regarding contract with Gary Cardinal to perform in investigation into employee complaints*

Attorney, Rebecca Bruch stated that 2 employee complaints have come in, and they are 2 separate claims. She has determined that we need an outside investigator, per our regular protocol. She added that Mr. Cardinal has done some investigations, and he is willing to take on these 2 investigations. Mrs. Bruch stated that she has provided his contract for review and approval.

Director Rodriguez made a motion to approve the contract for the complaint dated October 1, 2024, and the contract for the complaint dated October 2, 2024.

Director Toombs seconded the motion.

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Murphy	Aye	Wheeler	Absent
Rodriguez	Aye		
Toombs	Aye		
Skinner	Aye		

7. Fire Chief Report

First Due Software

Chief Bunn shared that First Due Software is up and running as of October 10th at 2359 hours. Everything is working well, and we may have to fine-tune some things to fit the district's needs.

Ambulance Billing

He stated that Sharp Ambulance billing is up and running as of October 10th, and all the bugs have been worked out, prior to them launching. We hope to get a quarter's worth of billing cycle through, to be able to evaluate a lot further.

New Ambulance

Chief Bunn added that North Lyon Fire was awarded \$300,000.00 from the American Rescue Plan Act (ARPA). He stated that Labor and management are finalizing a draft contract for a new Type I ambulance, that must be completed by December 31st with a signed contract to the vendor. He added that we will be bringing a contract in November for Board approval. Looking at delivery for the Fiscal Year 2026-27. That was done tactically because it is going to be a little over \$300,000.00.

Firefighter Vacancy

Chief Bunn stated that there was 1 Firefighter vacancy, and Spencer York was offered the position, and he accepted the position. His official start date will be November 1, 2024. We are excited to have him, and he has been a long-time reserve. He added that the staff says he is fantastic to work with, and we are all excited to work with him.

Communications/Dispatch

Chief Bunn has been working with all 4 Fire Chiefs in Lyon County, and Lieutenant Willy from the sheriff's office. He stated that we are going to do intent-based planning to develop our end state to improve our communications, and safety, and reduce our response times.

Health Insurance

We have it down to IAFF health and wellness. It is nationwide health, vision, and dental. He stated that we are still waiting on the prices but anticipate having that for the Board in November for approval.

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Labor/Management

Chief Bunn stated that all employees' sick leave and annual leave bank and accrual rates have been updated to meet the current CBA. He added that all employees are at their appropriate step per the CBA. However, we are still lacking the funds to get the backpay portion of all of those steps. As the revenues come in, we will be making our employees whole.

Breast Cancer Awareness

Chief Bunn shared that Mrs. Becki Howlett helped with getting T-shirts made, and he thanked everybody who purchased them. He stated that we made over \$1,100.00 and that money has been placed into an account for future breast cancer events with NLCFPD. He added that his plan for next year is to honor our local victims of breast cancer survivors and wrap one of our fire engines in a pink wrap.

2024 Fire Season

Chief Bunn shared that we have had resources on fires nationally in the western states for just over 100 days and he is anticipating \$320,000.00 to \$350,000.00 in revenues. That is in addition to back pay for all of the wages. He mentioned that the Northern Nevada Fire Chiefs Association has decided to follow the Nevada State Forestry's recommendation on fire seasons. We have not allowed open burning in the district, but we are going with the state of Nevada and that will be November 1, 2024.

Stakeholder Relations

Chief Bunn shared that over the last month, he was able to meet with Assemblyman Gregory Koenig, City of Fernley, Mayor Neil McIntyre, and Councilmember Ryan Hanan. He added that these are opportunities to make our fire district better and that Mr. Koenig is very conservative and helped him out a lot. He stated that the councilman and the mayor want complete control of the fire department. He expressed that they are one of the only cities of the Union of the U.S. that is getting free emergency services, and they are not paying their fair share. Chief Bunn told them that he is looking for a long-term agreement with an end state. He added that the mayor was open to the idea, and he told him that as in good faith, he is looking forward to having a conversation to build an agreement and the city funding a minimum of 2 positions beginning July 1st of the next Fiscal Year. He added that the mayor reassured him that he believes that they should be funding North Lyon Fire for services.

Incident Update

Monday, September 23rd, North Lyon Fire responded to a fully involved residential structure fire on Woodchuck Road. Upon arrival, an elderly lady was being extracted from a window in her home by 2 bystanders. Chief Bunn stated that we have ordered some awards, and when they are done, he would like to invite the 2 individuals before the Board to recognize them.

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Future Fire Chief

Chief Bunn has hit the 6 months of his 1-year Interim Fire Chief contract and mentioned that the Board should discuss and determine the residency requirements for the position. He stated that he has no desire to relocate, and if that is something that the Board wishes, he recommends that they start doing a national search now.

Legal Name vs. Trade Name

North Lyon County Fire Protection District is our legal governing name. Chief Bunn explained that a trade name is what it presents to the public. Our uniforms and trucks already say North Lyon Fire, and he would like to formally adopt a trade name of North Lyon Fire and keep our business name as North Lyon County Fire Protection District. He stated that he would bring that up as an agenda item in the future.

Upcoming Events

10/24 - Fernley Boys & Girls Club Trunk or Treat 1700-1900

10/26 - Biggest Little Radio Trunk or Treat 1500-1700

10/31 - Cottonwood Elementary Trunk or Treat 830-1230

10/31 - City of Fernley Spooktacular Trunk or Treat 1600- 1900

Chief Bunn mentioned the Vials of Life and explained that he is going to build a flyer and post it on social media and have the public come to the station. He likes the idea of doing blood pressure checks and handing them out during that time.

Director Rodriguez asked about the City of Fernley Public Works terminating services.

Chief Bunn explained that a tear-down is when a structure fire has to be pulled apart for public safety. Generally, the city has always helped with heavy equipment and an operator. There was a request made to the city and it was denied, but thankfully Lyon County Emergency Management stepped in and sent us equipment and an operator.

Chief Bunn included that the city has decided that they are no longer going to do any services beyond basic preventative maintenance. He added that he is extremely disappointed in the lack of cooperation.

Director Skinner asked what basic services were and Chief Bunn responded that it was an oil change, tire rotation, windshield wipers, and maybe a fuse. Chairman Murphy asked if there was a contract, and Chief Bunn is not 100% sure. Director Skinner wanted to confirm that the City of Fernley was providing maintenance for equipment. Chief Bunn confirmed that they have done additional services and are currently replacing a sensor in the fuel truck of a fuel tank, but that will no longer be taken care of by the city.

Director Skinner mentioned getting a letter from the City of Fernley stating that they are terminating that.

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Chief Bunn stated that if there is some sort of agreement that turns up, it will probably say that either party can terminate or amend. This was brought to his attention 48 hours ago and he will be doing his research to get more information.

Mrs. Becki Howlett wanted to clarify that the Cottonwood celebration scheduled for October 31st is for their Nevada Day Celebration.

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

Director Skinner thanked Chief Bunn for doing the research for the Vials of Life, and the Fernley Senior Advisory Committee is always looking for someone to present. Providing them with a flyer would be nice. She added that she liked seeing the Breast Cancer Tee shirts available to the public. Mrs. Skinner asked Chief Bunn if he had heard from The Rotary Club regarding the Thanksgiving Dinner and Breakfast with the Grinch, and he responded that he had not heard from anybody.

Local 4547 President, Joe Mendoza shared that he heard that it will be held at the Boys and Girls Club this year, and they are looking to use the new Community Center in the years to come. Director Skinner asked if both events would be held there, and Mr. Mendoza stated that he was only aware of Breakfast with the Grinch. Chairman Murphy added that he thinks we should reach out to the Rotary Club, so we know if we need to prepare for the event. Director Skinner added that she also thinks it may reassure them that we are willing to work with them whatever their decision may be.

Director Rodriguez - None.

Director Toombs - None.

Chairman Murphy shared that in regards to the Interim Chief contract the residency requirement is nice, but we've maintained a residency requirement with fire chiefs in the past and we have gotten less qualified chiefs. We currently have someone more than qualified to continue on, and I would like to see this happen. He added that he would like to see this discussion in November whether we want to go forward with that process or if we want to continue with the evaluations and start talking about an extension.

Chief Bunn stated that he still has a son in high school and retirement still coming. To make that much of a change for 4 to 6 years is big.

Fire Marshall - None.

Staff - None.

Support Staff - Captain Dan Hiles stated that there are a few people going through trainings. We had a couple volunteers go to the Woodchuck Fire, and to the trash fire out on Highway 80. He

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stated that they like to help out as much as they can and will also be helping with the October events coming up.

Chief Bunn added that the Washoe County Commissioners and Truckee Meadows Fire hosted a Night of Gratitude. He stated that Mrs. Wendy Sherfy covered at the station so some of the on-duty staff could go be a part of the event.

Chairman Murphy asked what the numbers are at for the Support Staff, and Captain Hiles responded that there are 6 certified firefighters and EMTs. We have 7 recruits in training right now, and 6 members in Rehab. Chairman Murphy asked if they could include that information in their monthly report, so everyone has an update.

Chief Bunn added that we will not be taking on any new additional support members due to the lack of funding.

Local 4547, Union President, Joe Mendoza shared that we are getting ready to do the Annual Turkey drive for the Living Faith Food Bank. Any turkeys that are collected, local 4547 will match, and this is the 4th or 5th year participating in this event. He added that last year there were 125 turkeys. Mr. Mendoza added that the Turkey Drive will begin on November 1st. Mr. Mendoza added that they were at Black Bear Diner over the weekend for their Make a Wish Foundation event.

City of Fernley - None.

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Mrs. Becki Howlett shared that this year's Christmas party will be on Saturday, December 14, 2024, at the Senior Center. Cocktails start at 5 p.m., and dinner will be served at 6 p.m.

Mrs. Linda Carr asked the Board if the district is going to be participating in the City of Fernley Spooktacular. Chief Bunn responded that you cannot use taxpayers' dollars for that event. Mrs. Carr asked if the department would like candy donations, and he responded, yes.

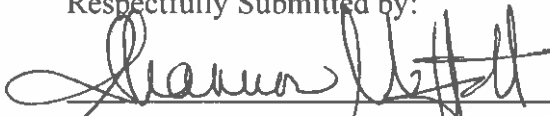
10. Adjournment*

Chairman Murphy adjourned at 1853.

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NOTE(s): All items indicated by an asterisk (“*”) were Action Items. A complete and detailed record of this meeting was recorded on Micro SD Recorder October 16, 2024

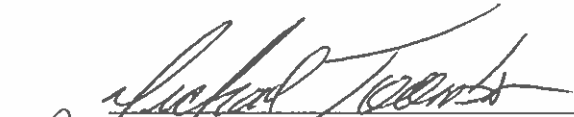
Respectfully Submitted by:


 Shannon Moffett, Administrative Assistant
 North Lyon County Fire Protection District

November 14, 2024
 Date

Approval of Minutes
 October 16, 2024

	<u>For</u>	<u>Against</u>	<u>Abstain</u>	<u>Absent</u>	
<input checked="" type="checkbox"/> Approved as Read	<u>3</u>	<u>0</u>	<u>0</u>	<u>2</u>	<u> </u>
<input type="checkbox"/> Approved with Corrections	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>


 Paul Murphy, Chairman
 North Lyon County Fire Protection District

November 14, 2024
 Date