

**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

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 Roriguez 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.

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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 NLFCPD. 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 NLFCPD 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 NLFCPD Board Positions to Responsibilities of NLFCPD 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.

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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

Wheeler    Aye

Toombs    Aye

**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.

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**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.

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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

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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



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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.

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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.

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**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 us 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 2<sup>nd</sup>, 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 3<sup>rd</sup> at the Out of Town Park at 1 p.m. to go over all of the final details.

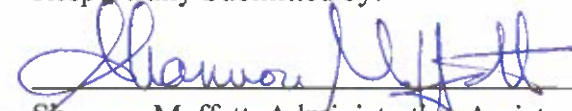
Mr. Joe Mendoza shared that he has noticed the Volunteer Firefighters have been coming in and training. Volunteer Captain, Dan Hiles and Christian Sherfy are doing a great job at keeping everyone motivated and getting them through the training.

**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

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Approval of Minutes

June 13, 2024

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

  
\_\_\_\_\_  
Paul Murphy, Chairman  
North Lyon County Fire Protection District

August 8, 2024  
Date