



## 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](http://www.northlyonfire.org)

### Directors

Paul Murphy

Michael Toombs

Jay Rodriguez

Debbie Skinner

Alyssa Roemer

### MEMO

#14

**TO:** Brian Bunn, Fire Chief

**FROM:** Paul Murphy, Chairman

**DATE:** January 7, 2025

**RE:** Notice of Meeting Pursuant to NRS 241.033

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Per NRS 241.033, you are being notified of a meeting on Thursday, January 16, 2025, 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 9-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 Monday January 13, 2025.

Thank you.

Paul Murphy, Chairperson

North Lyon County Fire Protection District

I hereby acknowledge receipt of this Notice of Meeting on January 16, 2025.

Brian Bunn, Fire Chief

Paul M.



Evaluation  
Return Date: 1/16/2025

*Paul Murphy*

## 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"/>
Nine-month on Probation/Transfer/Promotion	From: 4/11/2024	To: 1/11/2025	<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.

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

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<b>PART I – ALL EMPLOYEES</b>	5	4	3	2	1	W	S	<b>Comments/Justification</b>
<b>15. Willingness to Accept Change and Improvement.</b> How does this individual handle change? Does this person show enthusiasm and willingness to improve in response to change?	X					x2	10	
<b>PART II – EXEMPT EMPLOYEES ONLY</b>	5	4	3	2	1	W	S	
<b>1. Ability to Work with District Board, Labor, the Public and Neighboring Agencies.</b> 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	
<b>2. Communication – I: Verbal</b> – How effectively does this person make oral presentations? Does s/he demonstrate good listening and communication skills?	X					x3	15	
<b>Communication – II: Written</b> – How effective are the writing skills of this person? Does s/he produce acceptable quality memos, letters, and reports?	X					x3	15	
<b>3.</b> Does this person use new and <b>creative</b> ways of accomplishing tasks and goals? How well does this person solve problems <b>analytically</b> ? Does s/he <b>identify</b> critical issues and propose solutions?	X					x2	10	
<b>4. Decision-making Capability.</b> 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	
<b>5. Planning and Organizing Ability:</b> 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	

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

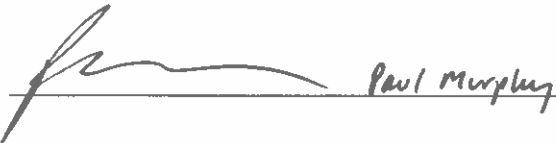
Excellent	248-275	275
Exceeds Standards	193-247	
Meets Standards	138-192	
Improvement Needed	83-137	
Unsatisfactory	55-82	

### Additional Performance Profiles

(a) List any <b>exceptional</b> accomplishments that the employee achieved during the appraisal period.	1.
	2.
	3.
	4.
	5.
(b) Identify goals/tasks/objectives/projects <b>not</b> completed by the employee during the appraisal period.	1.
	2.
	3.
(c) <b>Recommend</b> 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 .....	_____

<b>Administrative Approvals</b>	
Reviewing Supervisor's Signature 	Date <u>1/13/25</u>
District Fire Chief _____	Date _____
NLCFPD Chairman _____	Date _____
Administrative Action by above, if any: _____	Initials _____

<b>Employee's Recognition and Signature</b>	
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 _____

<b>Personnel Action</b>	
Manager of Human Resources _____	Date _____

North Lyon County Fire Protection District is an Equal Opportunity Employer

1/13/25

Part I

1. Brian takes on all assigned duties and beyond, takes ownership and responsibility for all of his actions and work produced.
2. Despite the seemingly insurmountable challenges presented to Brian in his role as Interim Fire Chief, he has met these challenges with enthusiasm and determination. While occasionally expressing frustration towards outcomes out of his control, Brian is undeterred in his commitment to the District's mission, vision, and values.
3. See #2.
4. Upon his appointment as Interim Fire Chief, Brian immediately identified the financial disparities and weaknesses within the District and swiftly implemented controls to optimize spending and reduce waste. Since his appointment, Brian has steadfastly sought out novel ideas and existing mechanisms to enhance revenues. He continues to enhance his knowledge of responsible budgetary practices and seeks professional financial guidance at little to no cost to the District.
5. Brian does exactly what he says he will do and has exuded honesty and integrity: two of the most important virtues in the fire service.
6. Brian is easily the most self-motivated person I've had the pleasure of knowing. Incredible command presence.
7. Brian has maintained a 'one department' mentality at NLF, where all District members are held accountable to the same standard and are afforded the same level of respect. We are a conglomeration of volunteers (Board members, Support Staff); paid, professional union firefighters; and administrative staff (clerical, prevention).
8. Brian has established excellent lines of communication between Labor, the Board, Administrative, and Support staff. He maintains an open line of communication not only between himself and all District members, but to the public and other local agencies.
9. I am continuously impressed at the sheer volume of work that Brian has taken on, and continues to take on, in his Interim role. While some of these tasks have met stagnation for reasons outside of Brian's control, he does not allow himself to become bogged down and quickly shifts focus on matters he can gain ground on. Brian's work continues to be accurate, efficient, and professionally conducted.
10. One of Brian's goals when he started with the District was to collaborate with staff to develop a new mission, vision and departmental values. Through these, Brian has begun the long and complex process of enhancing the culture within the District. Brian continues to lead by example, having become the exemplar of our mission, vision, and values. Through various staffing and role-related mechanisms, and internal and external educational opportunities, Brian has encouraged staff to develop and grow into new and existing roles. A major component of Brian's background before joining the District was training. He has made the training and professional competency of staff a paramount focus during his time at NLF.
11. Through general work practices, training, and professional competency, Brian has worked to improve safety practices at NLF.

12. Always prompt, has never been late or been a no-show.
13. In my personal experience at NLF over the past 20 years, Brian has demonstrated, by far, a breadth and depth of knowledge unrivaled by any past Fire Chief. Brian continues to enhance his knowledge and understanding of the role of Fire Chief by seeking out knowledge where and when possible.
14. Brian has apparently become the embodiment of "performance under pressure". He does not shy away from challenges or interactions, no matter the difficulty or stressfulness. Brian has also demonstrated his ability to thrive in the stressful role of Fire Chief.
15. An extension of #14. Brian has also demonstrated his ability to not only accept change, but to use change as a tool towards achieving the District's mission, vision, and values. Brian has expressed to me how the challenges our District faces has reinvigorated him, only serving to enhance his motivation.

## Part II

1. Brian has made it a top priority to enhance the relationships between the District and both external and internal stakeholders. The trust and honesty between the Fire Chief and Board exists once again. The relationship between the District and the Union has never been as transparent, collaborative, and strong. Many of the relationships between the District and other governmental agencies have been improved, lines of communication reestablished, and new relationships built. While some tenuous relationships remain, Brian has committed to continuing the work towards improving these relationships, even if taking a step back momentarily is the best option at the time.
2. Brian is a fantastic communicator in all mediums. Intently listens to others to gain greater understanding of perspectives and situations.
3. Brian is very methodical, operating on fact and objectivity and not on wishful thinking. He has shown creativity in how the District has navigated financial concerns and the optimization of service delivery to the community through staff restructuring. He has been very quick to identify critical issues internally and externally.
4. Brian continuously demonstrates his ability to make sound decisions for the benefit of the District and our constituency. He is very calculated, does not take rash or reckless actions to achieve District goals, and is prompt in his ability to make difficult decisions.
5. Instead of making huge, sweeping changes, Brian has focused on establishing strong foundations on which to strengthen the District. Much of this has been done collaboratively, primarily with internal stakeholders, but with some external help. While the role of an Interim Fire Chief would normally focus on maintaining status quo, Brian has introduced and implemented many short- and medium-term goals that can easily be built upon as long-term, end-state goals.



Evaluation  
Return Date: 1/16/2025

*mike Toombs*

# 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"/>
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	5	4	3	2	1	W	S	
PART I – ALL EMPLOYEES	5	4	3	2	1	W	S	Comments/Justification
1. <b>Accountability and Responsibility.</b> 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	
2. Does this person demonstrate a <b>positive attitude to work</b> and to the work environment? Does s/he show interest and enthusiasm in doing his/her work?		<input checked="" type="checkbox"/>				x3	12	
3. Does this person <b>strongly identify</b> with the Fire District and demonstrate <b>commitment</b> to accomplish District goals and objectives in his/her job?		<input checked="" type="checkbox"/>				x3	12	
4. How well does this person use financial/material resources efficiently and demonstrate <b>cost awareness</b> ?		<input checked="" type="checkbox"/>				x2	8	
5. Can this person be relied upon to complete tasks in a <b>dependable and trustworthy</b> manner?		<input checked="" type="checkbox"/>				x3	12	
6. <b>Level of initiative.</b> Does this person take charge of situations and make things happen? Is the individual self-motivated?	<input checked="" type="checkbox"/>					x2	10	Continues to seek methods and processes to improve the district's financial solvency and professionalism
7. <b>Interdepartmental Cooperation.</b> Is this person receptive to the goals of other departments and divisions? Is this person a <b>"team player"</b> ?		<input checked="" type="checkbox"/>				x2	8	
8. How strong are the <b>interpersonal skills</b> 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	10	Demonstrates the interpersonal skills expected of a Chief Officer while demanding accountability and cooperation with external stakeholders
9. i) Job Performance – I: <b>Quantity of work</b> – How productive is this person? How much ability does s/he demonstrate to accomplish tasks and achieve goals?		<input checked="" type="checkbox"/>				x3	12	
ii) Job Performance – II: <b>Quality of work</b> – Does this person perform accurately, efficiently, neatly and in an effective manner?		<input checked="" type="checkbox"/>				x3	12	
10. <b>Leadership/Supervisory Potential.</b> Does this person effectively <b>guide</b> and <b>stimulate</b> others toward the accomplishment of business goals? Does s/he demonstrate the ability to <b>develop</b> and <b>train</b> subordinates?	<input checked="" type="checkbox"/>					x2	10	Superbly leads the district by instilling a more professional culture, professionalism and community focus without being ego or personal agenda driven
11. <b>Observation of Safety Practices and Procedures.</b> How does this person encourage and practice safety procedures and help prevent accidents?		<input checked="" type="checkbox"/>				x2	8	
12. <b>Punctuality/Attendance/ Promptness.</b> i) <b>For Non-Exempt Employees:</b> How punctual is this person in attendance? Does s/he miss work frequently?						x2		
ii) <b>For Exempt Employees:</b> How prompt is this person in attending Fire Board, management-staff, department and/or division meetings?	<input checked="" type="checkbox"/>					x2	10	Sets the standard for all employees of the district. Attended all district meetings and meetings with external stakeholders
13. <b>Specific Job Knowledge.</b> Does this person demonstrate a <b>thorough understanding</b> about various dimensions of his/her job and its complexity if any?		<input checked="" type="checkbox"/>				x3	12	
14. <b>Stress Management.</b> Does this person perform <b>consistently</b> under pressure? Does this person maintain balance, proportion, and <b>productivity</b> while under stress?	<input checked="" type="checkbox"/>					x2	10	This past year has been a stressful time for all District employees. Chief Bunn has shown a mature and seasoned approach to all situations

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<b>15. Willingness to Accept Change and Improvement.</b> How does this individual handle change? Does this person show enthusiasm and willingness to improve in response to change?		☒				x2	8	
<b>PART II – EXEMPT EMPLOYEES ONLY</b>	5	4	3	2	1	W	S	
<b>1. Ability to Work with District Board, Labor, the Public and Neighboring Agencies.</b> 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	Interactions with all stakeholders has been exactly at the level needed to ensure the district moves forward from the past. Professionally articulated current and future requirements in a transparent method while demanding a mutually respected partnership centered on honesty, trust and timely communications
<b>2. Communication – I: Verbal</b> – How effectively does this person make oral presentations? Does s/he demonstrate good listening and communication skills?		☒				x3	12	
<b>Communication – II: Written</b> – How effective are the writing skills of this person? Does s/he produce acceptable quality memos, letters, and reports?		☒				x3	12	
<b>3.</b> 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	
<b>4. Decision-making Capability.</b> 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	
<b>5. Planning and Organizing Ability:</b> 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	

Total Score:   
Non-Exempt Employee

Total Score:   
Exempt Employee

### Overall Evaluation

Non-Exempt Employee		
Excellent	176-195	
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Additional Performance Profiles	
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	2. _____
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(b) Identify goals/tasks/objectives/projects <b>not</b> completed by the employee during the appraisal period.	1. _____
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	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 _____

Chief Bunn has demonstrated a true commitment to improving the North Lyon County Fire Protection District, its employees, and the levels of services provided to the citizens of Fernley. He stepped in at a difficult time and was faced with multiple challenging situations that required the skillset of a seasoned fire leader that could recommend and implement policies that were centered on the future of the district while addressing fiscal concerns in a responsible manner. He has restored trust and confidence in the Chief Officer position. Chief Bunn's performance has been impressive and reflected positively on his character and professionalism. Through countless conversations with citizens and elected officials, their comments reflect that Chief Bunn is exactly the individual the district needs to continue moving us forward. In interactions with our external stakeholders, he was transparent regarding the district's current issues, routinely used the appropriate level of persuasion and tact when addressing his concerns with previous decisions that did not accurately capture future requirements. – Director Toombs



Evaluation  
Return Date: 1/16/2025

*Debbie Skinner*

# NORTH LYON COUNTY FIRE PROTECTION DISTRICT

## EMPLOYEE PERFORMANCE EVALUATION

Employee: Brian Bunn  
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Present Position: Interim Fire Chief Position Date: \_\_\_\_\_

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<b>PART I – ALL EMPLOYEES</b>									
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3. Does this person <b>strongly identify</b> with the Fire District and demonstrate <b>commitment</b> to accomplish District goals and objectives in his/her job?		X				x3	12		
4. How well does this person use financial/material resources efficiently and demonstrate <b>cost awareness</b> ?		X				x2	8		He studies the past years and looks for the trend. The makes a plan/
5. Can this person be relied upon to complete tasks in a <b>dependable and trustworthy</b> manner?		X				x3	12		
6. <b>Level of initiative.</b> Does this person take charge of situations and make things happen? Is the individual self-motivated?		X				x2	8		
7. <b>Interdepartmental Cooperation.</b> Is this person receptive to the goals of other departments and divisions? Is this person a <b>“team player”</b> ?		X				x2	8		Yes
8. How strong are the <b>interpersonal skills</b> 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		Chief, has showed his knowledge and experience while maintaining a level of confidence to help the community plan for future growth.
9. i) Job Performance – I: <b>Quantity of work</b> – How productive is this person? How much ability does s/he demonstrate to accomplish tasks and achieve goals?		X				x3	12		
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11. <b>Observation of Safety Practices and Procedures.</b> How does this person encourage and practice safety procedures and help prevent accidents?		X				x2	8		
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14. <b>Stress Management.</b> Does this person perform <b>consistently</b> under pressure? Does this person maintain balance, proportion, and <b>productivity</b> while under stress?		X				x2	8		

<b>Weight</b> Critical factors 3 points Relevant factors 2 points	5 = Excellent 4 = Exceeds Standards 3 = Meets Standards 2 = Improvement Needed 1 = Unsatisfactory							<b>Key</b> W = Weight S = Score	
<b>PART I – ALL EMPLOYEES</b>	5	4	3	2	1	W	S	<b>Comments/Justification</b>	
15. <b>Willingness to Accept Change and Improvement.</b> How does this individual handle change? Does this person show enthusiasm and willingness to improve in response to change?		X				x2	8	Chief, accepts change he looks out of the regular realm to ensure that the change will work for staff and the district	
<b>PART II – EXEMPT EMPLOYEES ONLY</b>	5	4	3	2	1	W	S		
1. <b>Ability to Work with District Board, Labor, the Public and Neighboring Agencies.</b> 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	12	Chief, has should his willingness and due diligence to work with other departments, city, county, new businesses along with the Directors and staff	
2. <b>Communication – I: Verbal</b> – How effectively does this person make oral presentations? Does s/he demonstrate good listening and communication skills?		X				x3	12	I recently sat with Chief Bunn and we looked at the trend and he explained the process very clear	
<b>Communication – II: Written</b> – How effective are the writing skills of this person? Does s/he produce acceptable quality memos, letters, and reports?		X				x3	12	Chief's written reports to staff and others are written in such a way that you can see the pro's and cons	
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	Chief Bunn, uses his history and explores the history of the department and budget to create ways for the department to strive	
4. <b>Decision-making Capability.</b> 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	8	Yes, He looks at all options before presenting them to the Directors and staff. Chief has an open door and takes the time to share his vision with others	
5. <b>Planning and Organizing Ability:</b> 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	12	Chief, keeps the mission in site and sets goals in a timely matter so that the can be achieved.	

Total Score:  
Non-Exempt Employee

Total Score:  
Exempt Employee

### Overall Evaluation

Non-Exempt Employee		
Excellent	176-195	<input type="text"/>
Exceeds Standards	137-175	<input type="text"/>
Meets Standards	98-136	<input type="text"/>
Improvement Needed	59-97	<input type="text"/>
Unsatisfactory	39-58	<input type="text"/>

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

Additional Performance Profiles	
(a) List any <b>exceptional</b> 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) <b>Recommend</b> 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 <u><i>Tetrah G. Shumier</i></u>	Date <u>1-13-2025</u>
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 _____



Evaluation  
Return Date: 1/16/2025

*Jay Rodriguez*

## 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"/>
Nine-month on Probation/Transfer/Promotion	From: 4/11/2024	To: 1/11/2025	<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
<b>PART I – ALL EMPLOYEES</b>								
1. <b>Accountability and Responsibility.</b> 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 <b>positive attitude to work</b> and to the work environment? Does s/he show interest and enthusiasm in doing his/her work?		X				x3		
3. Does this person <b>strongly identify</b> with the Fire District and demonstrate <b>commitment</b> 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 <b>cost awareness</b> ?		X				x2		
5. Can this person be relied upon to complete tasks in a <b>dependable and trustworthy</b> manner?		X				x3		
6. <b>Level of initiative.</b> Does this person take charge of situations and make things happen? Is the individual self-motivated?		X				x2		
7. <b>Interdepartmental Cooperation.</b> Is this person receptive to the goals of other departments and divisions? Is this person a “ <b>team player</b> ?”		X				x2		
8. How strong are the <b>interpersonal skills</b> 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: <b>Quantity of work</b> – How productive is this person? How much ability does s/he demonstrate to accomplish tasks and achieve goals?		X				x3		
ii) Job Performance – II: <b>Quality of work</b> – Does this person perform accurately, efficiently, neatly and in an effective manner?		X				x3		
10. <b>Leadership/Supervisory Potential.</b> Does this person effectively <b>guide</b> and <b>stimulate</b> others toward the accomplishment of business goals? Does s/he demonstrate the ability to <b>develop</b> and <b>train</b> subordinates?		X				x2		
11. <b>Observation of Safety Practices and Procedures.</b> How does this person encourage and practice safety procedures and help prevent accidents?		X				x2		
12. <b>Punctuality/Attendance/ Promptness.</b> i) <b>For Non-Exempt Employees:</b> How punctual is this person in attendance? Does s/he miss work frequently?		X				x2		
ii) <b>For Exempt Employees:</b> How prompt is this person in attending Fire Board, management-staff, department and/or division meetings?		X				x2		
13. <b>Specific Job Knowledge.</b> Does this person demonstrate a <b>thorough understanding</b> about various dimensions of his/her job and its complexity if any?		X				x3		
14. <b>Stress Management.</b> Does this person perform <b>consistently</b> under pressure? Does this person maintain balance, proportion, and <b>productivity</b> while under stress?		X				x2		

<b>Weight</b> Critical factors 3 points Relevant factors 2 points	5 = Excellent 4 = Exceeds Standards 3 = Meets Standards 2 = Improvement Needed 1 = Unsatisfactory							<b>Key</b> W = Weight S = Score
<b>PART I – ALL EMPLOYEES</b>	5	4	3	2	1	W	S	<b>Comments/Justification</b>
<b>15. Willingness to Accept Change and Improvement.</b> How does this individual handle change? Does this person show enthusiasm and willingness to improve in response to change?						x2		
<b>PART II – EXEMPT EMPLOYEES ONLY</b>	5	4	3	2	1	W	S	
<b>1. Ability to Work with District Board, Labor, the Public and Neighboring Agencies.</b> 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		
<b>2. Communication – I: Verbal</b> – How effectively does this person make oral presentations? Does s/he demonstrate good listening and communication skills?		X				x3		
<b>Communication – II: Written</b> – How effective are the writing skills of this person? Does s/he produce acceptable quality memos, letters, and reports?		X				x3		
<b>3.</b> Does this person use new and creative ways of accomplishing tasks and goals? How well does this person solve problems <b>analytically</b> ? Does s/he <b>identify</b> critical issues and propose solutions?		X				x2		
<b>4. Decision-making Capability.</b> 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		
<b>5. Planning and Organizing Ability:</b> 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



# North Lyon County Fire Protection District

Policy – District Board

#15

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

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

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

**Number:** Board 2

**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 10/16/2024

Number: Board 4

Title: **Creation and Maintenance of District ~~Policies and Procedures~~ Historical Documents**

Scope: This policy applies to all ~~policies under authority~~ members 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~~ Historical Documents.

### Definitions:

1. Historical Documents: Policies, Procedures (SOPs), Guidelines (SOGs), Manuals
  - a. Policy: a course or principle of action adopted or proposed by the District.
  - b. Procedure (SOP): an established or official way of doing something.
  - c. Guideline (SOG): a general rule, principle, or piece of advice.
  - d. Manual: a book of instructions and rules.
2. Best Practices Committee: Comprised of District members, is collectively responsible for the review, revision, creation, and recommendation to rescind District Historical Documents.
  - a. Review: reassessment of existing Historical Documents
  - b. Revision: alteration of existing Historical Documents
  - c. Creation: development of new Historical Documents
  - d. Rescind: elimination and removal of existing Historical Documents

### **Policy:**

1. The Fire District as a political subdivision of the State of Nevada under NRS 474.125 shall adopt policy, procedure, guidelines, and manuals detailing the operational and administrative standards ~~for~~ of 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.~~

# North Lyon County Fire Protection District

## Policy – 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~~

- 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.~~

- 2. The District will create and utilize a Policy Review Best Practices Committee ~~for to be used within and during the creation and ongoing maintenance processes~~ of all District Policy and Procedure Historical Documents.

- a. The Policy Review Best Practices Committee will be comprised of a minimum of the following:

- i. ~~Two (2) District Board members~~
- i. Two (2) Labor Representatives
- ii. Two (2) Support Staff
- iii. One (1) Administrative Staff

- b. Committee members will be appointed by their respective classifications (i.e., the ~~Board~~ Support Staff 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

# North Lyon County Fire Protection District

## Policy – District Board

- c. The Committee will meet monthly to review a select number of ~~policies and procedures~~ Historical Documents per meeting.
  - i. The quantity of ~~policies and procedures~~ Historical Documents to be reviewed per meeting will be determined by the committee.
    - 1. It is understood that some ~~policies and procedures~~ Historical Documents 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~~ Historical Documents 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.
    - 2. Remote access to Committee meetings will be available to off-duty members of the Committee
- d. Individual ~~Policies and Procedures~~ Historical Documents 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~~ Historical Document before the Committee for review, revision, rescinding, or creation.
- f. ~~Policies and Procedures~~ Historical Documents will not be altered, removed, nor created in a unilateral fashion by any member of the District – all ~~policies and procedures~~ Historical Documents must be reviewed by the Committee prior to being enacted and enforced.
- g. The ~~Policy Review~~ Best Practices Committee may designate work groups during the policy review process to aid in fact-finding related to individual ~~policies and procedures~~ Historical Documents.
  - 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.
  - ii. The work group will consult with subject matter experts (SMEs) related to the Historical Document in question. An SME does not need to be a member of the District to be consulted.
- h. All District Historical Documents will be scrutinized during the review process and held against the following fundamental questions:
  - i. Is the Historical Document being implemented as intended?
  - ii. Is the Historical Document having the desired effect?
  - iii. Does the Historical Document conflict with other Historical Documents?
  - iv. Is the Historical Document current, relevant, and congruous with local, state, and federal statutes and laws; contracts?

# North Lyon County Fire Protection District

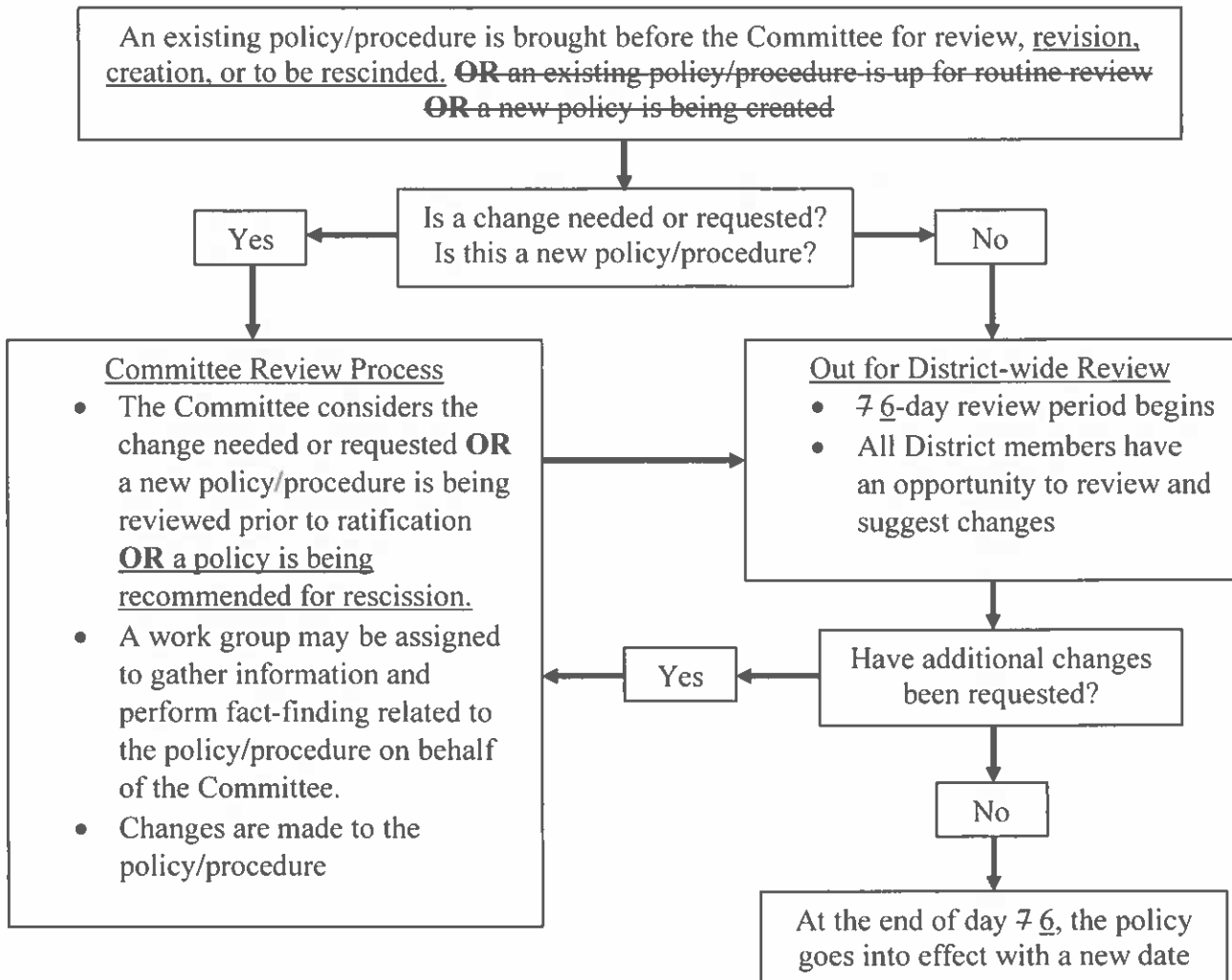
## Policy – District Board

3. All policies, procedures, guidelines, and manuals 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 the newly enacted policy or when a reviewed policy becomes effective following a 7 6-day review period.
  - c. Additionally, electronic versions of these documents will be available via District intranet.
  - d. Following ratification, the Historical Document will be uploaded to Target Solutions and assigned to all District Members included within the scope of the Historical Document.
    - i. All members within the scope of the Historical Document will be required to review and sign in acknowledgement of the newly deployed or re-deployed Historical Document.
    - ii. This assignment will only be available for ten (10) consecutive days

# North Lyon County Fire Protection District

## Policy – District Board

### 4. ~~Policy Review~~ Best Practices Committee Flowsheet



- a. Historical Documents shall only pass through the above process a maximum of three (3) times. Following the third and final pass, the Historical Document becomes enacted as written. The intent of this limitation is to prevent stagnation and impasse during the review process.

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

# **North Lyon County Fire Protection District**

Policy – District Board

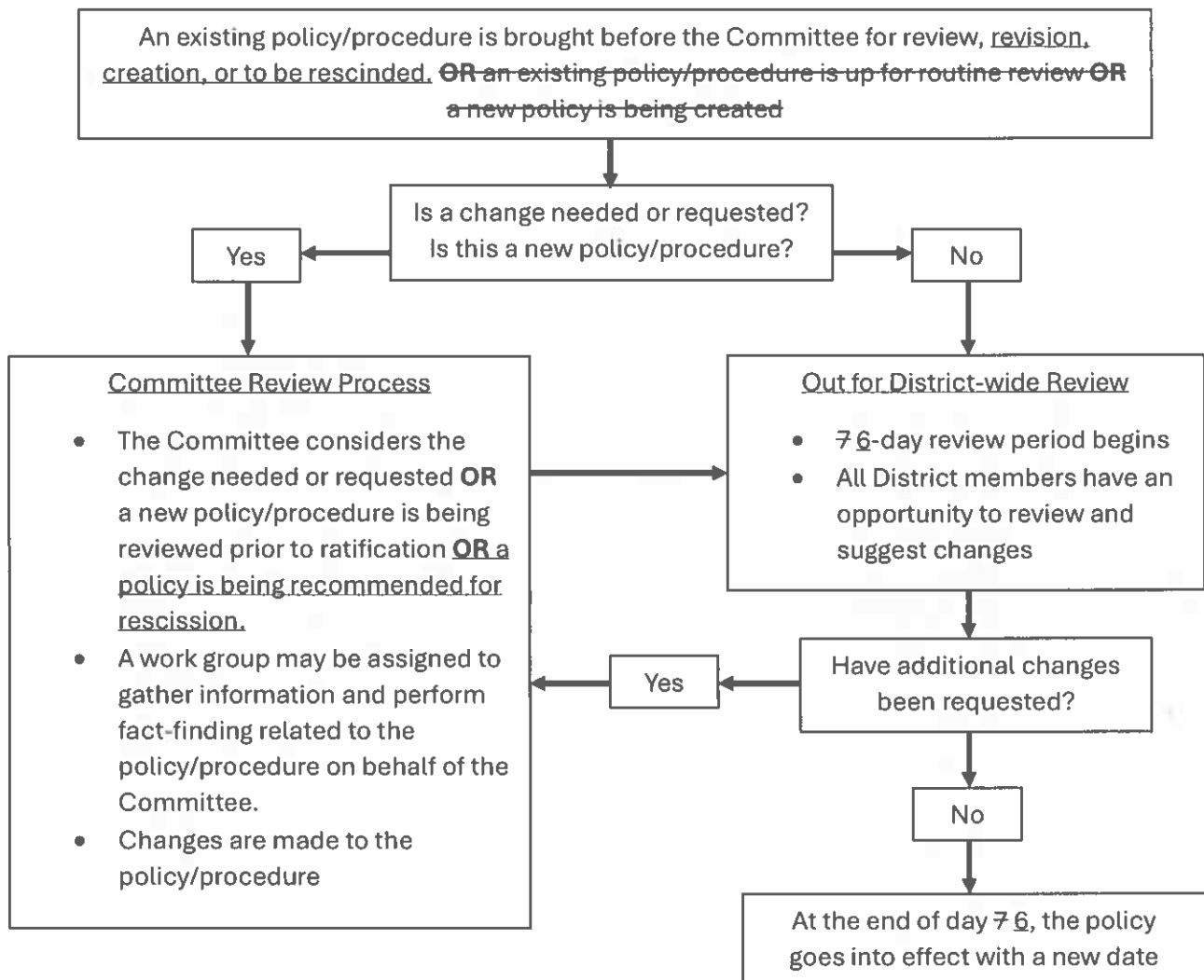
Strike old approvals, add co-signatures for District Fire Chief and Local 4547. Import into new SOP format after ratification.

2. The District will create and utilize a ~~Policy Review~~ Best Practices Committee ~~for to be used within and during the creation and ongoing maintenance processes of all District Policy and Procedure~~ Historical Documents.
  - a. The ~~Policy Review~~ Best Practices Committee will be comprised of a minimum of the following:
    - i. ~~Two (2) District Board members~~
    - i. Two (2) Labor Representatives
    - ii. Two (2) Support Staff
    - iii. One (1) Administrative Staff
  - b. Committee members will be appointed by their respective classifications (i.e., the ~~Board Support Staff~~ 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~~ Historical Documents per meeting.
    - i. The quantity of ~~policies and procedures~~ Historical Documents to be reviewed per meeting will be determined by the committee.
      1. It is understood that some ~~policies and procedures~~ Historical Documents 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~~ Historical Documents 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.
      2. Remote access to Committee meetings will be available to off-duty members of the Committee
  - d. Individual ~~Policies and Procedures~~ Historical Documents 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~~ Historical Document before the Committee for review, revision, rescinding, or creation.
  - f. ~~Policies and Procedures~~ Historical Documents will not be altered, removed, nor created in a unilateral fashion by any member of the District – all ~~policies and procedures~~ Historical Documents must be reviewed by the Committee prior to being enacted and enforced.



- g. The ~~Policy Review Best Practices~~ Committee may designate work groups during the policy review process to aid in fact-finding related to individual ~~policies and procedures~~ Historical Documents.
    - 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.
    - ii. The work group will consult with subject matter experts (SMEs) related to the Historical Document in question. An SME does not need to be a member of the District to be consulted.
  - h. All District Historical Documents will be scrutinized during the review process and held against the following fundamental questions:
    - i. Is the Historical Document being implemented as intended?
    - ii. Is the Historical Document having the desired effect?
    - iii. Does the Historical Document conflict with other Historical Documents?
    - iv. Is the Historical Document current, relevant, and congruous with local, state, and federal statutes and laws; contracts?
- 3. All policies, procedures, guidelines, and ~~manuals 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 the newly enacted policy or when a reviewed policy becomes effective following a 7 6-day review period.
  - c. Additionally, electronic versions of these documents will be available via District intranet.
  - d. Following ratification, the Historical Document will be uploaded to Target Solutions and assigned to all District Members included within the scope of the Historical Document.
    - i. All members within the scope of the Historical Document will be required to review and sign in acknowledgement of the newly deployed or re-deployed Historical Document.
    - ii. This assignment will only be available for ten (10) consecutive days

#### 4. Policy Review Best Practices Committee Flowsheet



- Historical Documents shall only pass through the above process a maximum of three (3) times. Following the third and final pass, the Historical Document becomes enacted as written. The intent of this limitation is to prevent stagnation and impasse during the review process.

#### 5. **THIS POLICY IS EXEMPT FROM THE POLICY REVIEW BEST PRACTICES COMMITTEE PROCESS AND MAY ONLY BE CHANGED OR REMOVED BY A UNANIMOUS VOTE BY THE NLCPD 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

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

**Number:** Board 7

**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

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

**Number:** Board 08

**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

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

**Number:** Board 09

**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

**Date:** 08/13/2020 8/8/2024 **Number:** Board 10

**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~~**

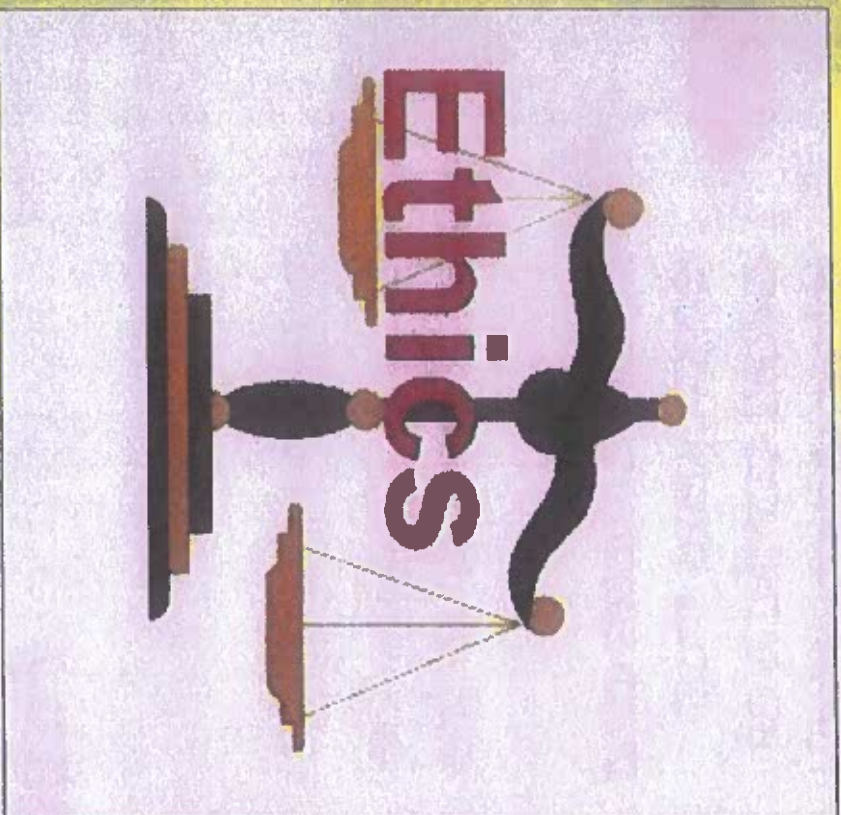
**Approval:**

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**

Policy – District Board



# **Nevada Ethics in Government Law**

**NRS 281A**

**Rules to Live By as  
a Nevada Public  
Official**



# Public Policy

Public office is a public trust for the sole benefit of the people

Public officers and employees must avoid conflicts of interest between their private interests and public duties





## Duty to Inform About Ethics Law



**Inform about** statutory ethical standards



**File an acknowledgment** with the Ethics Commission

Inform public employee within 30 days after begins employment



## To Whom does the Code of Ethical Standards Apply?

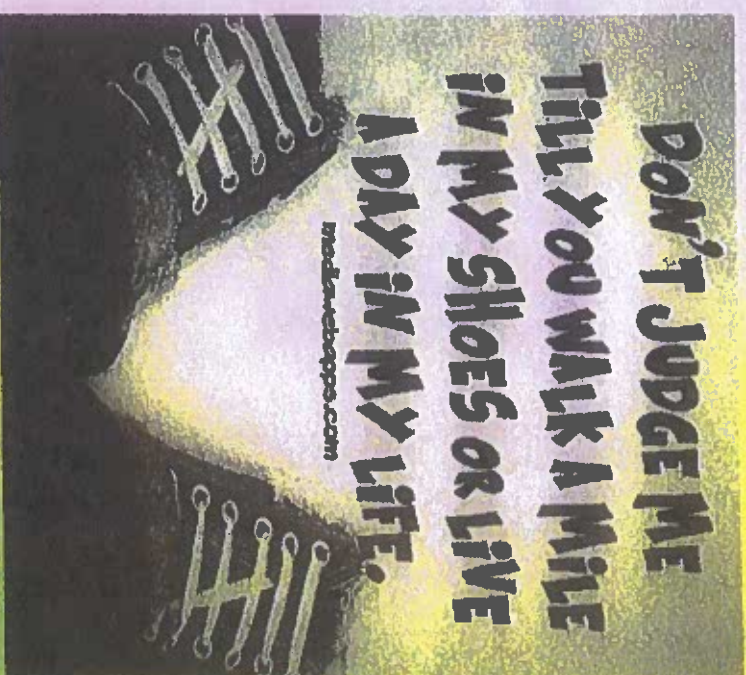
- Public Officers Elected or Appointed to a position created by
  - Constitution
  - State Law
  - Ordinance
- And who exercises public power, trust or duty
- Specifically includes county manager, city manager, superintendent of schools
- Applies whether employed, appointed or under contract with or without compensation and regardless whether acting, temporary or interim





## Who is NOT a Public Officer?

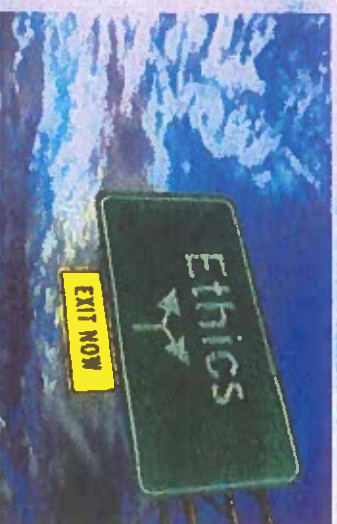
- ➡ Judges
- ➡ Justices
- ➡ Officers of the Court System
- ➡ Members of board, commission or other body that is advisory
- ➡ Member of board of GID or special district only if duties do not include budget or expenditure approval
- ➡ County Health Officer (per NRS 439.290)





# Code of Ethical Standards for Public Officer or Employee

- Shall not seek or accept any
- Gift
- Service
- Favor
- Employment
- Engagement
- Emolument or
- Economic opportunity

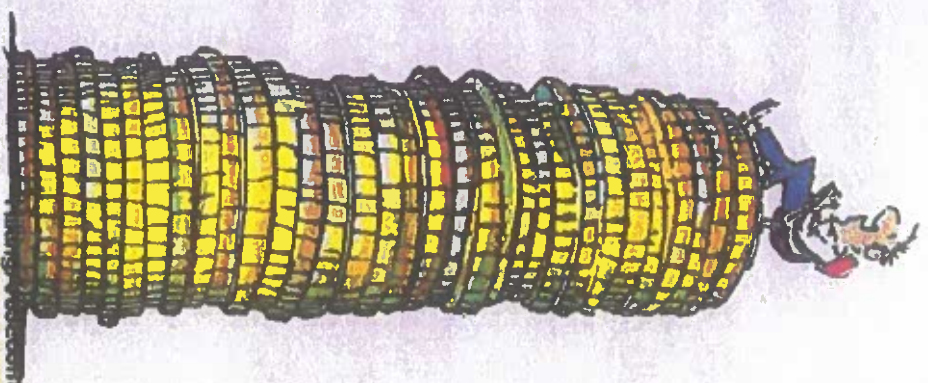


for self or others to whom there is a commitment in a private capacity that would tend improperly to influence the impartial discharge of public duties



## Code of Ethical Standards for Public Officer or Employee

- **Shall not use public position** to
  - Negotiate for
  - Secure or
  - Grant
- unwarranted privileges, preferences, exemptions or advantages for self or any business entity in which he has a pecuniary interest or a commitment in a private capacity to the interests of that person





# Code of Ethical Standards for Public Officer or Employee



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► **Shall not accept** any compensation for self or others to whom there is a commitment in a private capacity from any private source for performance of public duties



## Code of Ethical Standards for Public Officer or Employee

- **Shall not bid on or contract with agency whom he serves as a public officer (except under limited circumstances)**





## Code of Ethical Standards for Public Officer or Employee

➡ Shall not use  
information not  
available to public to  
further his own  
significant pecuniary  
interests or the  
interests of others to  
whom there is a  
commitment in a  
private capacity





## Code of Ethical Standards for Public Officer or Employee



- Shall not suppress any official governmental documents because it might tend to affect unfavorably significant pecuniary interests for self or others to whom there is a commitment in a private capacity



## Code of Ethical Standards for Public Officer or Employee

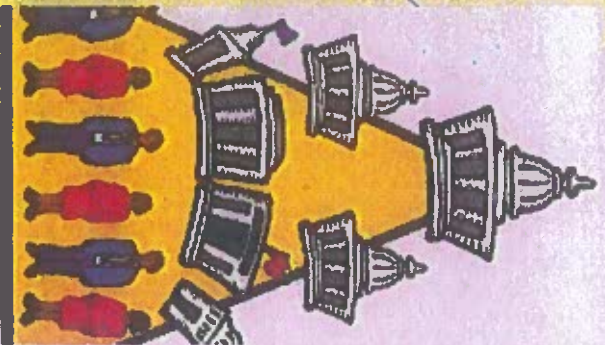
- Shall not use governmental
  - Time
  - Property
  - Equipment or
  - Other facility
- to benefit significant personal or pecuniary interest for self or others to whom there is a commitment in a private capacity except limited use if authorized:
  - Emergency use
  - No interference with public duties
  - Minimal cost
  - No appearance of impropriety





## Code of Ethical Standards for Public Officer or Employee

- ▶ Shall not use official position to benefit personal pecuniary interests or contracts for self or others to whom there is a commitment in a private capacity





## Selling Goods or Services to Public Agency

Prohibits board members from selling goods or services to public agency.

Exception: Sole source of supply of the goods or services within the territorial jurisdiction of the local agency governed

Meeting has a clear and conspicuous statement that it is considering purchasing such goods or services

Member discloses significant pecuniary interest, does not vote upon or advocate the approval and

Is approved in accordance with all other applicable provisions of law.

May request Ethics Commission to waive this prohibition under certain circumstances.





## **Code of Ethical Standards for Public Officer or Employee**

Representation or counseling of private person for compensation before public agency prohibited

Representation or counseling of private person for compensation before another local agency if the territorial jurisdiction of the other local agency includes any part of the county in which the member serves is prohibited. Exceptions must be requested from Ethics Commission.

Shall not spend funds to support or oppose a ballot question or a candidate (may provide a public issues forum for discussion and debate)

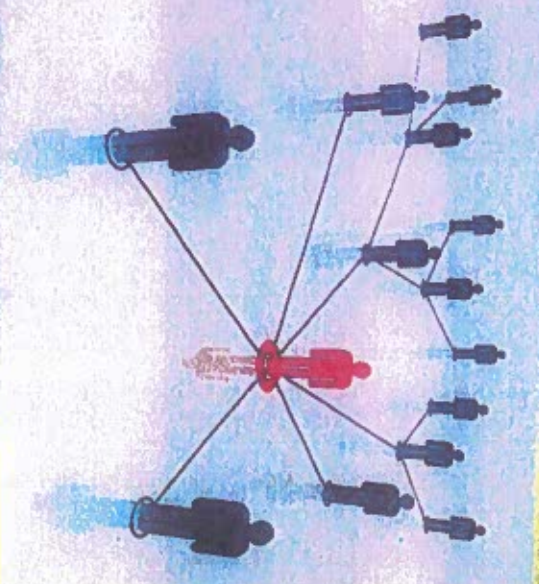


## Disclosure Requirements

Must provide information sufficient to inform the public of the potential effect of the action or abstention

Disclosure must be made at the time the matter is considered

Must make the disclosure in public





## Voting by Public Officers



- Shall NOI :
- Approve
- Disapprove
- Vote
- Abstain
- Act
- Advocate passage or failure (but may participate in the consideration)...
- On any matter in which the independence of judgment of a reasonable person would be materially affected by his
  - acceptance of a gift or loan
  - significant pecuniary interest
  - commitment in private capacity to the interests of others (household members, relatives, employer or business or similar relationships)



# Abstention



- ▶ Requires abstention only in clear cases where the independence of judgment of a reasonable person in the public officer's situation would be materially affected by:
  - ▶ accepted gift or loan
  - ▶ Significant pecuniary interest
  - ▶ Reasonably affected by commitment in private capacity
  - ▶ If lobbyist in previous year



## Commitment in a Private Capacity Defined

Commitment, interest or relationship to a party includes:

Spouse or domestic partner

Member of the household

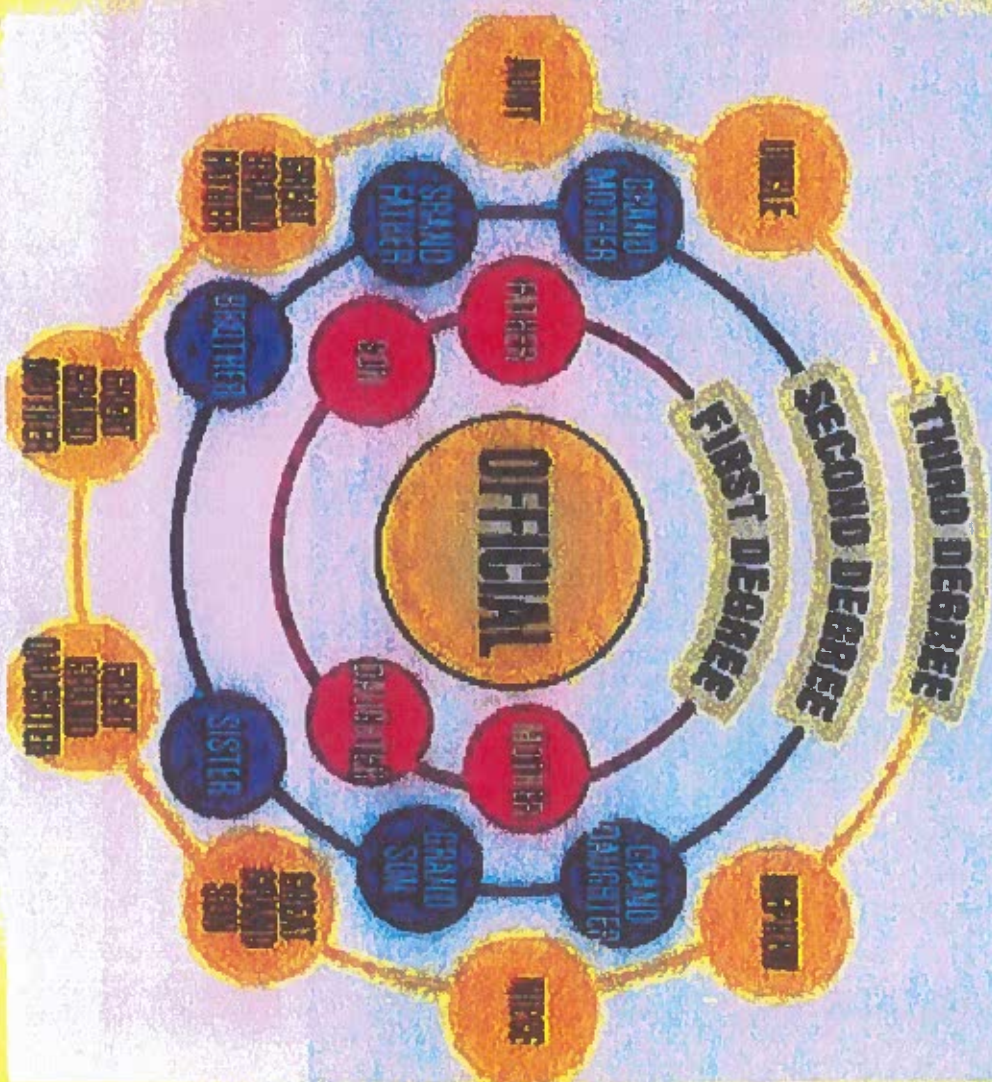
Related by blood, marriage, adoption, domestic partnership within 3<sup>rd</sup> degree of consanguinity

Employer of you, your spouse, domestic partner, household member

With whom you have a substantial and continuing business relationship

Anyone with whom you have any other commitment that is a substantially similar relationship to those listed above







## Pecuniary Interest Defined

- ▶ Beneficial or detrimental interest involved in, measured in or related to money, including:
  - ▶ Economic value
  - ▶ Payments or money owed by law, regulation, contract or agreement





## Voting by Public Officers

- MAY VOTE if the benefit or detriment to public officer is not greater than that accruing to any other member of the general business, profession, occupation or group affected by the matter before the board





# Independent Judgment

1

Judgment NOT affected if the benefit or detriment accruing to him/her is no greater than to any other member of the group, business, profession or occupation - MAY VOTE AFTER DISCLOSURE

2

IF Judgment WOULD BE affected, the individual shall NOT vote or advocate passage or failure, but may participate in consideration of the matter IF FULL DISCLOSURE IS MADE

3

DISCLOSURE must provide sufficient information to inform the public of the potential effect of the conflict of interest





## Role of Ethics Commission

Investigation of  
alleged violations

Inform the Attorney  
General or district  
attorney of all cases  
of noncompliance  
with ethics law

Conduct hearings  
on requests for an  
opinion and render  
decisions

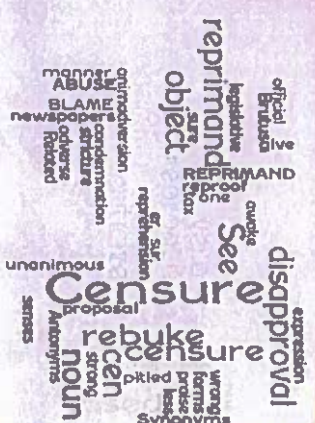
Recommend  
legislation to  
strengthen law

Publish ethics law  
manual



## Consequences of Ethics Law Violations

- Reviews, conducts hearing and makes determination of violation or no violation
- May issue letter of caution or instruction or a public admonition, reprimand or censure
- May issue a deferral agreement pending additional training or corrective action such as public apology





## Consequences of Ethics Law Violations

May impose civil fines

\$5,000 for first willful violation

\$10,000 for second willful violation

\$25,000 for third willful violation

\$5,000 for person who interferes with investigation

**If a financial gain occurred, an additional penalty of up to 2 times the gain**

May report willful violations for initiating impeachment proceedings

May report willful violations to court for removal from office

Violation not willful if obtained legal counsel advice and if not contrary to prior Ethics Commission opinions



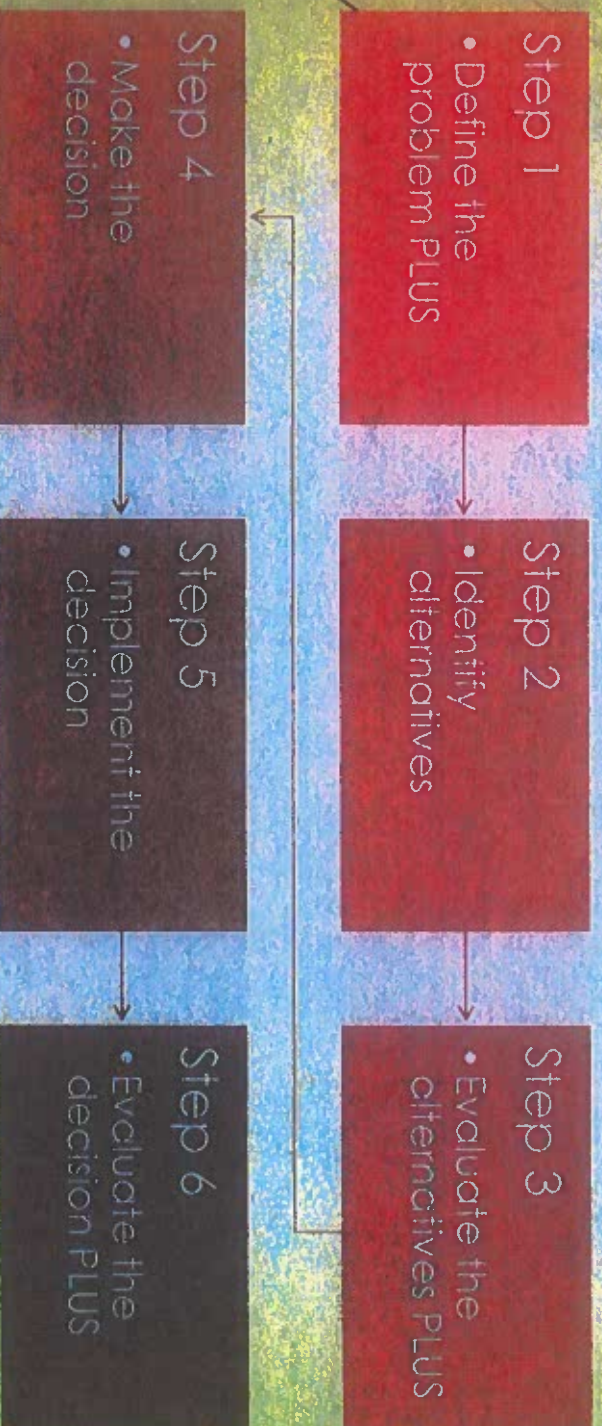


## Ethics Management As Cultural Change

- **PLUS** Ethical Decision Making Filters
  - **P**=Policy   **L**=Legal   **U**=Universal   **S**=Self
- **Universal Principles and Values**
  - **E** - Empathy - understanding the thoughts and needs of others
  - **P** - Patience - taking the time to understand before we act
  - **I** - Integrity - honesty and truth in all situations
  - **C** - Courage - doing what is right even when it is difficult
- The Ethics Resource Center: [www.ethics.org](http://www.ethics.org)



## Six Steps to Ethical Decision Making





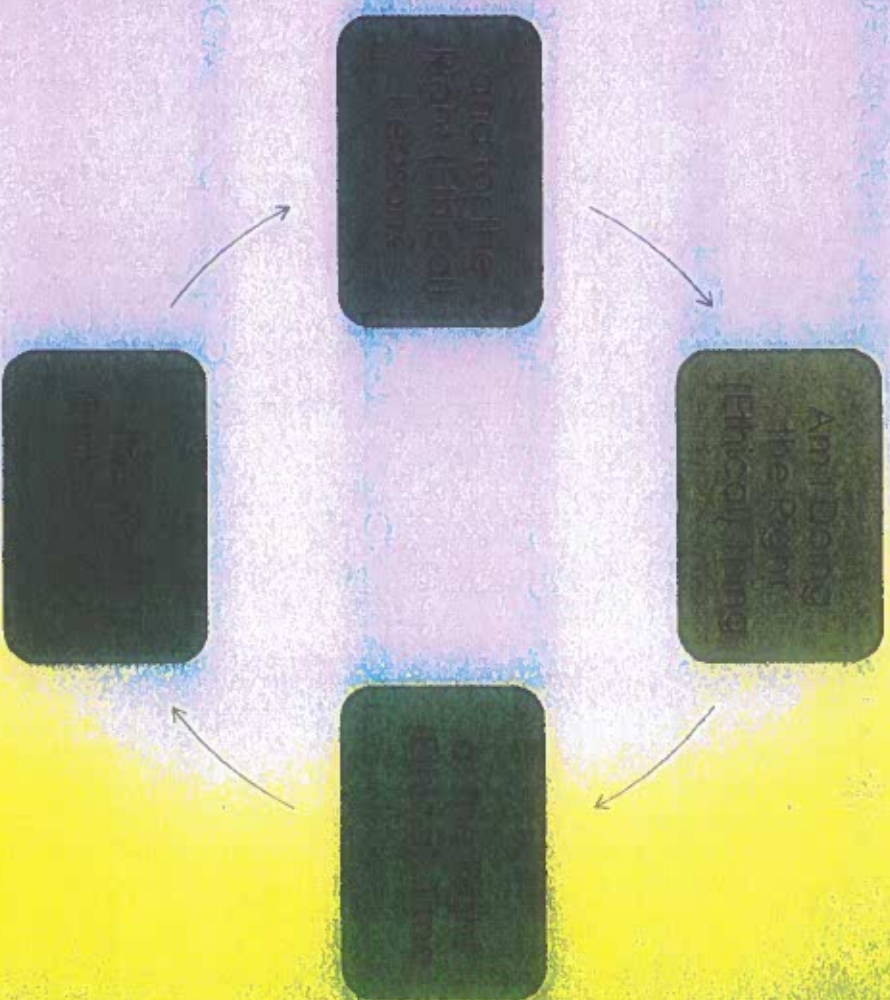


## Ethics Simplified


- ▶ Follow the law and ethical standards
- ▶ Authority to act comes from official board action
- ▶ Personal goals are subordinate to board's goals
- ▶ Act collectively, not individually
- ▶ Focus on the highest and best interests of all whom you serve



# The Leadership Test







## Mission Critical

"A board must ultimately be judged...by how effectively **(and ethically)** it achieves the mission of the institution."

– Cyril Hoole



# North Lyon County Fire Protection District

Policy – District Board

**Date:** 07/01/2023

**Number:** Board 2

**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
- Elevated hazard / risk assessment
- 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
- Personnel (per hour)
  - Chief Officers / FMO \$95.00
  - Officers \$70.00
  - Paramedic/Paramedic Firefighter \$50.00



## North Lyon County Fire Protection District

Policy - District Board

- 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 \$ PER NRS 239
  - Document copies (B/W only) \$0.25/page
- Inspections
  - Residential (Single Family) NC
  - Residential (Multi-Family) \$100.00
    - >10 units Add \$10.00/Unit
  - Commercial (up to 5000 sqft) \$100.00
  - Commercial (5001 - 10,000 sqft) \$200.00
  - Commercial (10,001 - 20,000 sqft) \$250.00
  - Commercial (20,001 - 50,000 sqft) \$450.00
  - Commercial (50,001 - 100,000 sqft) \$700.00
  - Commercial (100,001 - 300,000 sqft) \$800.00
  - Commercial (300,000 and greater sqft) \$1,000.00
  - Commercial (sqft not determined) \$400.00
  - 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 - 100,000 sqft) \$350.00
  - Re-inspection (100,001 - 300,000 sqft) \$400.00
  - Re-inspection (300,001 and greater sqft) \$500.00
  - 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
  - Permit 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
    - \$50,001.00-\$100,000.00 \$1,000.00

PEOPLE FIRST



## North Lyon County Fire Protection District

### Policy – District Board

▪ \$100,001.00-\$500,000.00	\$3,750.00
▪ \$500,001.00-\$1,000,000.00	\$6,000.00
▪ \$1,000,001.00-\$5,000,000.00	\$9,500.00
▪ \$5,000,001.00-\$8,000,000.00	\$12,500.00
▪ \$8,000,001.00-\$10,000,000.00	\$15,000.00
▪ \$10,000,001.00-\$30,000,000.00	\$20,000.00
▪ Greater than \$30,000,001.00	\$30,000.00
○ Residential single	\$15.00
○ Residential (2-4)	\$65.00
○ Residential (Multi-Family) Minimum \$65.00	Add \$6.00/unit
○ Commercial (up to 5,000 sqft)	\$145.00
○ Commercial (5,001-10,000 sqft)	\$250.00
○ Commercial (10,001- 100,000 sqft)	\$300.00
○ Commercial (100,001 – 500,000 sqft)	\$500.00
○ Commercial (Greater than 500,001 sqft)	\$700.00
○ 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
○ Hazard / risk assessment (Annual permit)	
\$235.00	
▪ No elevated risk	-\$235.00
▪ Low elevated risk	\$0.00
▪ Moderate elevated risk	\$1,200.00/year
▪ High elevated risk	\$4,300.00/year
▪ Extreme elevated risk	\$12,300.00/year
• 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





## North Lyon County Fire Protection District

### Policy – District Board

- Level B suit  
\$210.00/each
- Fuels Mitigation  
Bid/Contract
- Medical
  - Ambulance base rate  
\$2,150.00
  - Mileage  
\$37.25/mile
  - When national average cost of Diesel Fuel exceeds \$5.25  
\$47.85/mile
  - Treat, No transport  
\$418.30
  - 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:

\_\_\_\_\_  
Dan McCassie  
Fire District Board Chairman