



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

Directors
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Public Records Request

North Lyon County Fire Protection District (NLCFPD) works to provide access or copies to public records pursuant to Nevada's Public Records Act ([Nevada Revised Statutes Chapter 239](#)). All public records associated with NLCFPD, the contents of which are not otherwise declared by law to be confidential, shall be open for inspection or to obtain copies.

To Submit a Public Records Request.

- Submit your completed form using one of the methods below.
 - Return by email to:
info@northlyonfire.com or kmiller@northlyonfire.com
 - Return by mail:
North Lyon County Fire Protection District
195 East Main Street
Fernley, NV 89408

Guidelines for Submitting a Public Records Request

- Complete and return the Public Records Request Form
- Complete all parts of the Public Records Request Form request, either typewritten or with legible handwriting.
- Be specific and reduce the scope of the request as much as possible. This will help focus and expedite the records search. If necessary, the Department will ask for clarification so it can expedite the search for records.
- Due to the volume of requests, records accessibility, staff availability and legal constraints, we may need a few days or sometimes weeks to locate and produce requested records. Records are not always readily available and may be located in archived files.
- Pursuant to NRS Chapter 239.0107, the Department will acknowledge receipt of your request and provide you with a status report within five business days.

Fees for Public Records

Nevada Revised Statute 239.052 states that a government entity is permitted to charge a fee for the actual cost incurred in the provision of a public record. This includes, without limitation, the cost of ink, toner, paper, media, and postage.

NLCFPD will inform the requester of any fees prior to responding to the request if the cost is expected to exceed \$5.00.

All fees must be paid in full prior to collecting or sending the requested records.

- Black and white copies, up to 8.5" x 11": \$0.05 per page
- Color, up to 8.5" x 11": \$0.50 per page
- Compact Disc/DVD/Thumb Drive: \$5.00 per device
- Cost of Postage/Shipping

Revised 2-2025