



# North Lyon County Fire Protection District

195 East Main Street

Fernley, Nevada 89408

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

Brian Bunn, Interim Fire Chief

## Notice of Meeting

Date: April 17, 2025

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

Location: 195 East Main Street  
Fernley NV 89408

### Directors

Michael Toombs, Chair            Jay Rodriguez, Director  
Paul Murphy, Vice Chair        Alyssa Roemer, Director  
Debbie Skinner, Secretary/Treasurer

## NLCFPD Board of Directors Meeting Agenda

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

Public Comment: No action will be taken on any subject during public participation until it has been properly placed on an Agenda for a subsequent meeting. Public comment is limited to three (3) minutes per person. Unused time may not be reserved by the speaker, nor allocated to another speaker. The public may comment on any matter that is not specifically included on an agenda as an action item or comment on a specific agenda item. Items not included on the agenda cannot be acted upon other than to place them on a future agenda.

### 2.

CONSENT AGENDA\* All matters listed under the consent agenda are considered routine and may be acted upon by the Board of North Lyon County Fire Protection District with one action, and without an extensive hearing. Any member of the Board or any citizen may request that an item be taken from the consent agenda, discussed, and acted upon separately during this meeting.

### 3.

3a. Review and Approval of Board Agenda

### 4.

BUDGET WORKSHOP: Discussion regarding FY2025-26 Budget *(not to exceed 60 minutes)*

### 5.

Discussion and action regarding Battalion Chief job description\*

### 6.

Discussion and action regarding Battalion Chief promotion process\*

Public Comment No action will be taken on any subject during public participation until it has been properly placed on an Agenda for a subsequent meeting. Public comment is limited to three (3) minutes per person. Unused time may not be reserved by the speaker, nor allocated to another speaker. The public may comment on any matter that is not specifically included on an agenda as an action item or comment on a specific agenda item. Items not included on the agenda cannot be acted upon other than to place them on a future agenda.

### 7.

### 8. Adjourn

- Notices:
1. The Board may act on any of the "\*" items.
  2. At any time, the order of agenda items may be changed, removed, or combined with another item with Board consensus.
  3. The Board may limit the amount of time for public comments based upon the number of speakers on the same subject.
  4. North Lyon Fire will make reasonable efforts to assist and accommodate individuals with disabilities desiring to attend the meeting. Please contact the District Office at (775) 575-3310 in advance so arrangements can be made.
  5. Staff reports and supporting material for the meeting are available at the North Lyon County Fire Admin Office, 195 E. Main Street, Fernley NV 89408, by calling the Admin Office at (775)575-3310 or the District's website at [www.northlyonfire.org](http://www.northlyonfire.org), pursuant to NRS 241.020.

### CERTIFICATE OF POSTING

I, Kasey Miller, do hereby certify that I posted or caused to be posted, a copy of this agenda at the following locations on or before 9:00 a.m. April 14, 2025:

1. North Lyon County Fire Protection District, 195 East Main Street, Fernley, Nevada 89408
2. U.S. Post Office, Hardie Lane Fernley, Nevada 89408
3. City of Fernley – City Hall, 595 Silverlace Blvd, Fernley, Nevada 89408
4. Lyon County Manager, 27 S. Main Street, Yerington, Nevada 89447
5. Nevada Public Notice Website, [www.notice.nv.gov](http://www.notice.nv.gov)

Distribution: To ALL persons requesting notification.

Lyon County Fire Protection District is an Equal Opportunity Employer & Provider

# FIRE Budget

	FY24-25 Budget	FY24-25 Current	FY24-25 Proj Final	FY25-26 Proposed	Notes
<b>REVENUES</b>					
<u>Taxes</u>					
Ad Valorem	3,048,223.00	2,765,205.00	3,048,223.00	3,271,587.00	per DOTax
C-Tax	244,746.00	173,669.66	244,746.00	235,780.00	per DOTax
<u>Other</u>					
Mutual Aid/OOD*	350,000.00	393,977.87			Wildland FY23-24*
Contracts	0.00	81,908.14	81,908.14	0.00	NVEnergy FY23-24
Ambulance Fees	20,000.00	292,191.70	392,191.70	20,000.00	Amb Fee deposited in Fire Account
Grants	0.00	3,788.30	3,788.30	0.00	Grants
Inspections	5,000.00	3,788.30	5,000.00	5,000.00	Ask Chief Myers
Hazmat Permits	10,000.00	0.00	10,000.00	10,000.00	Ask Chief Myers
F/S Reviews	120,000.00	91,415.66	120,000.00	120,000.00	Ask Chief Myers
Op Permits	6,000.00	4,245.00	6,000.00	6,000.00	Burn Permits
Cost Recovery	0.00	24,373.63	30,000.00	30,000.00	Fire Recovery USA
Misc/Donations	10,000.00	3,550.00	5,000.00	5,000.00	Donations/Misc Revenue
<b>TOTAL REVENUES</b>	<b>3,813,969.00</b>	<b>3,838,113.26</b>	<b>3,946,857.14</b>	<b>3,703,367.00</b>	
<b>EXPENDITURES</b>					
<u>Personnel</u>					
Wages/Salaries	1,194,000.00	1,016,431.14	1,300,000.00	1,290,931.20	4 Admin, 11 FF/EMT
Temp Salaries	137,000.00	1,647.36	1,647.36	0.00	
OT	200,000.00	470,185.27	500,000.00	90,000.00	
Holiday	100,000.00	65,123.04	70,000.00	5,000.00	
Uniforms	20,000.00	4,622.59	8,500.00	10,000.00	
Physicals	15,000.00	10,724.37	11,000.00	12,000.00	
PERS	597,000.00	343,359.55	490,000.00	729,842.88	Fire 58.75%, Admin 36.75%
Emplr Tax/Fee	39,000.00	25,833.88	37,000.00	37,500.00	
Worker's Comp	242,000.00	127,190.62	242,000.00	124,890.00	

Health Ins	300,000.00	125,420.08	170,000.00	311,875.68
Contract Oblig	0.00	949.47		Contract payout/sick, annual, etc.
Cadets	10,000.00	6,565.23	10,000.00	10,000.00 Self Funded
<b>Personnel Total</b>	<b>2,854,000.00</b>	<b>2,198,052.60</b>	<b>2,840,147.36</b>	<b>2,622,039.76</b>
<u>Office Operating</u>				
Supplies/Postage	12,000.00	5,403.32	7,500.00	10,000.00
Equipment/IT	17,000.00	7,664.93	10,000.00	10,000.00
Books/Publication	6,000.00	0.00	2,000.00	5,000.00
Prevention/Edu	6,000.00	800.00	2,000.00	5,000.00 Pub Ed
Insurance	35,500.00	35,352.26	35,352.26	39,050.00 Station/Vehicle/Liability
Professional Fees	100,000.00	78,562.54	90,000.00	75,000.00 Attorney, Audit, Banking, etc.
Dues	2,500.00	934.99	1,000.00	2,500.00
Travel	2,500.00	160.94		6,000.00 Need to add April 25 FDIC Travel
OOD Travel	75,000.00	38,402.73	38,402.73	40,000.00 Wildland OOD
<b>Office Total</b>	<b>256,500.00</b>	<b>167,281.71</b>	<b>186,254.99</b>	<b>192,550.00</b>
<u>Personnel Oper.</u>				
Training	12,500.00	268.26		20,000.00 Need to add April 25 FDIC Training
Recruit/Retain	5,000.00	613.00	2,500.00	5,000.00 Add BC Recruit Process
Safety Equip.	5,000.00	2,712.00	3,500.00	5,000.00
PPE	17,500.00	5,337.55		18,000.00 Turnouts, Wildland, etc.
<b>Pers. Op. Total</b>	<b>40,000.00</b>	<b>8,930.81</b>	<b>6,000.00</b>	<b>48,000.00</b>
<u>Vehicle R&amp;M</u>				
Heavy	50,000.00	20,340.11	30,000.00	40,000.00 Engine, Tender, Ladder
Light	10,000.00	18,046.68	20,000.00	20,000.00 Command, Utilities
Wildland	10,000.00	12,054.91	13,000.00	15,000.00 Type 3/6
Fuel	35,000.00	36,337.83	42,000.00	30,000.00
Misc.	0.00	2,590.70	3,000.00	0.00

<b>Vehicles Total</b>	<b>105,000.00</b>	<b>89,370.23</b>	<b>108,000.00</b>	<b>105,000.00</b>
<u>Fire Equip./Supplies</u>				
Medical Supplies	0.00	39,737.64	40,000.00	10,000.00 Medical Supplies on Engines
Equip. (non-capital)	5,000.00	11,712.00	12,000.00	20,000.00 Small Engine, Tools, Hose, etc.
Communications	12,500.00	4,465.84	5,000.00	12,000.00 Radios, Pagers, Maintenance
Sm. Equip. R&M	15,000.00	0.00	5,000.00	15,000.00 repairs and maintenance
<b>Fire Eq./Sup. Total</b>	<b>32,500.00</b>	<b>55,915.48</b>	<b>62,000.00</b>	<b>57,000.00</b>
<u>Station 61 Operating</u>				
Station R&M	32,000.00	12,595.25	15,000.00	40,000.00 St 61 - Riser
Utilities	34,000.00	22,889.00	30,000.00	34,000.00 Water, Gas, Electric, Phone/Internet
Operating Supplies	0.00	3,335.56	4,500.00	5,000.00 Janitorial, Water, etc.
<b>Station 61 Op. Total</b>	<b>66,000.00</b>	<b>38,819.81</b>	<b>49,500.00</b>	<b>79,000.00</b>
<u>Non-Operating</u>				
Contingency				Max 3% per NRS
Capital Outlay	20,000.00	0.00		115,000.00 BC P/U
Depreciation	0.00	0.00		
Debt Payments	0.00	31,500.00	42,000.00	42,000.00 USDA Station 61 loan
Lease Payments	186,000.00	143,758.22	143,758.22	143,758.22 Fire Trucks purchased in 2020
Interfund Transfers	0.00	0.00		Augments, PRN
<b>Non-op Total</b>	<b>206,000.00</b>	<b>175,258.22</b>	<b>185,758.22</b>	<b>300,758.22</b>
<b>TOTAL EXPENDITURES</b>	<b>3,560,000.00</b>	<b>2,733,628.86</b>	<b>3,437,660.57</b>	<b>3,404,347.98</b>
<b>BALANCE TOTAL</b> (rev-exp)	<b>253,969.00</b>	<b>1,104,484.40</b>	<b>509,196.57</b>	<b>299,019.02</b>

# EMS Budget

	FY24-25 Budget	FY24-25 Current	FY24-25 Proj Final	FY25-26 Proposed	Notes
<b>REVENUES</b>					
<u>Taxes</u>					
Ad Valorem	0.00	0.00	0.00	0.00	per DOTax
C-Tax	0.00	0.00	0.00	0.00	per DOTax
<u>Other</u>					
Mutual Aid/OOD*	0.00	56,456.40	54,456.40	0.00	Transfer to FIRE Wildland FY25
Cost Recovery	0.00	678.33	5,000.00	10,000.00	Bad Debt Recovery
Ambulance Fees	1,200,000.00	657,526.88	900,000.00	900,000.00	Ambulance Fees
GEMT Ambulance	800,000.00	763,788.52	763,788.52	500,000.00	GEMT
Amb Subscription	8,000.00	9,266.00	10,000.00	10,000.00	Ambulance Saver Program
Misc/Donations	0.00	1,213.02	1,500.00	0.00	
<b>TOTAL REVENUES</b>	<b>2,008,000.00</b>	<b>1,488,929.15</b>	<b>1,734,744.92</b>	<b>1,420,000.00</b>	
<b>EXPENDITURES</b>					
<u>Personnel</u>					
Wages/Salaries	967,022.00	604,299.29	740,000.00	439,071.36	6 FF/EMT
Temp Salaries	0.00	0.00	0.00	20,000.00	
OT	61,000.00	277,876.38	300,000.00	30,000.00	
Holiday	45,000.00	36,293.64	40,000.00	19,772.64	
Uniforms	20,000.00	2,250.00	5,000.00	3,000.00	
Physicals	12,000.00	9,700.00	9,700.00	4,800.00	
PERS	483,511.00	202,405.59	390,000.00	257,954.42	Fire 58.75%, Admin 36.75%
Emplr Tax/Fee	27,000.00	17,452.45	23,000.00	14,280.00	
Worker's Comp	170,500.00	75,858.38	120,000.00	49,956.00	
Health Ins	300,000.00	74,711.53	120,000.00	96,575.40	
Contract Oblig	0.00	0.00			Contract payout/sick, annual, etc.
<b>Personnel Total</b>	<b>2,086,033.00</b>	<b>1,300,847.26</b>	<b>1,747,700.00</b>	<b>935,409.82</b>	

<u>Office Operating</u>								
Supplies/Postage	5,000.00	1,556.68	4,500.00	5,000.00				
Equipment/IT	13,000.00	3,224.00	7,000.00	10,000.00				
Books/Publication	1,500.00	0.00	1,500.00	2,000.00				
Prevention/Edu	0.00	0.00	1,000.00	1,000.00 Pub Ed				
Insurance	35,500.00	35,352.26	35,352.26	39,050.00 Station/Vehicle/Liability				
Professional Fees	20,000.00	2,533.17	10,000.00	15,000.00 Attorney, Audit, Banking, etc.				
Dues	400.00	0.00	400.00	500.00				
Travel	1,000.00	0.00	500.00	1,500.00				
<b>Office Total</b>	<b>76,400.00</b>	<b>42,666.11</b>	<b>60,252.26</b>	<b>74,050.00</b>				
<u>Personnel Oper.</u>								
Training	12,500.00	6,000.00	7,000.00	12,500.00 EMS Training				
Recruit/Retain	0.00	0.00	1,000.00	1,000.00				
Safety Equip.	1,000.00	0.00	500.00	1,000.00				
PPE	17,500.00	0.00		8,000.00 Turnouts, Wildland, etc.				
<b>Pers. Op. Total</b>	<b>31,000.00</b>	<b>6,000.00</b>	<b>8,500.00</b>	<b>22,500.00</b>				
<u>Vehicle R&amp;M</u>								
Ambulance Fleet	30,000.00	5,855.36	20,000.00	35,000.00 Ambulances				
Fuel	60,000.00	11,961.23	40,000.00	65,000.00				
Misc.	0.00	0.00	0.00	0.00				
<b>Vehicles Total</b>	<b>90,000.00</b>	<b>17,816.59</b>	<b>60,000.00</b>	<b>100,000.00</b>				
<u>Fire Equip./Supplies</u>								
Medical Supplies	90,000.00	28,009.58	50,000.00	83,000.00 Medical Supplies on Ambulance				
Equip. (non-capital)	2,000.00	0.00	2,000.00	2,000.00 Ambulance Equip				
Communications	12,500.00	0.00	5,000.00	0.00 Radios, Pagers, Maintenance				
Sm. Equip. R&M	5,000.00	0.00	2,500.00	2,500.00 Repairs, Maintenance of Equip				

<b>Fire Eq./Sup. Total</b>	<b>109,500.00</b>	<b>28,009.58</b>	<b>59,500.00</b>	<b>87,500.00</b>
<u>Station 61 Operating</u>				
Station R&M	12,000.00	4,110.76	6,000.00	8,000.00 St 62
Utilities	16,000.00	15,622.82	20,000.00	20,000.00 Water, Gas, Electric, Phone/Internet
Operating Supplies	0.00	572.85	2,000.00	2,500.00 Janitorial, Water, etc.
<b>Station 61 Op. Total</b>	<b>28,000.00</b>	<b>20,306.43</b>	<b>28,000.00</b>	<b>30,500.00</b>
<u>Non-Operating</u>				
Contingency				3% per NRS?
Capital Outlay	0.00	0.00	0.00	45,000.00 Stryker cot-ARPO Ambulance
Depreciation	122,000.00	0.00	0.00	
Debt Payments	0.00	0.00	0.00	0.00
Lease Payments	0.00	0.00	0.00	0.00 Ambulance Purchase
Interfund Transfers	0.00	0.00		Augments, PRN
<b>Non-op Total</b>	<b>122,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>45,000.00</b>
<b>TOTAL EXPENDITURES</b>	<b>2,542,933.00</b>	<b>1,415,645.97</b>	<b>1,963,952.26</b>	<b>1,294,959.82</b>
<b>BALANCE TOTAL</b> (rev-exp)	<b>-534,933.00</b>	<b>73,283.18</b>	<b>-229,207.34</b>	<b>125,040.18</b>



**NORTH LYON COUNTY FIRE PROTECTION DISTRICT  
CLASS SPECIFICATION**



---

<b>CLASS TITLE:</b>	Battalion Chief - Ops	<b>FLSA:</b>	Non-Exempt
<b>LAST REV:</b>	04/2025	<b>PROBATION:</b>	12 Months

**SALARY RANGE**

\$99,852.48 to \$116,800.32

---

**CLASSIFICATION DESCRIPTION SUMMARY**

Under the supervision of the Fire Chief, the Battalion Chief is responsible for planning, organizing, directing, coordinating, and supervising activities on an assigned shift which includes the management of personnel, fire prevention, and training. The Battalion Chief performs administrative duties that may include the work of specialized functions within the fire district including Operations, EMS, Training & Safety, program and policy review and development, and providing staff assistance to the Fire Chief. The Battalion Chief will perform duty officer responsibilities and work closely with our mutual aid partners.

The Battalion Chief position is a non-exempt management position which involves a high degree of discretion and requires independent judgement, self-motivation and high ethical standards. The position requires all-risk emergency response, technical skills, and administrative leadership abilities.

In the absence of the Fire Chief, the Battalion Chief may act as the Chief Officer of the fire district.

**Essential Functions**

*Essential functions will vary according to the work environment and may include, but are not limited to, the following:*

**DIRECTS DAILY OPERATIONS AND SUPERVISES ASSIGNED PERSONNEL:** Assure proper daily maintenance and operational combat readiness of apparatus, equipment, facilities, and personnel. Assure assigned personnel complete required training. Promote teamwork within the department. Authorizes and controls daily purchase of materials and supplies. Maintains appropriate daily staffing levels and manages personnel's vacations, holidays and other absences. Support the other district divisions in achieving district goals. Conduct company evaluations. Maintains discipline through administration of district policies and procedures, including issuing discipline to the level authorized in policy, and makes effective recommendations to the Fire Chief on other related personnel actions. Accurately completes and processes forms, incident reports and other documents and ensures reporting performed by others on assigned shift are accurately completed.



#### PROVIDES EFFECTIVE EMERGENCY SCENE MANAGEMENT:

Lead efforts to mitigate emergencies by providing command and control at fire scenes, EMS incidents, rescue scenes, hazardous materials incidents, man-made and natural disasters, etc. Determines need for any type of equipment and personnel appropriate to the situation and dispatches in a timely manner, making appropriate decisions and acting deliberately in emergency scenarios

#### RESPONDS TO MEDICAL EMERGENCIES AND RESCUES:

Delivers safe medical care and treatment based on the individual needs of the patient and in accordance with North Lyon Fire policies and procedures. Delivers compassionate care and treatment of sick or injured individuals of a diverse community, suffering from non-urgent to life-threatening problems, frequently under unfavorable conditions. Effectively applies technical knowledge to complex problem assessment and solving to rescue persons or property, under diverse, and often stressful, circumstances. Drives medium-size vehicles under adverse and stressful conditions and assures safe driving practices and policies are followed by employees.

#### PERFORMS SUPPRESSION ACTIVITIES:

In unforeseen circumstances, the Battalion Chief may have to participate in treating patients or performing other emergency actions. This would include performing extremely strenuous physical work while wearing self-contained breathing apparatus (SCBA), under some of the following conditions:

- Selects and deploys various hose lines and nozzles up to 5 inches in diameter to be used to direct water or chemicals onto fire.
- Carries, positions, climbs and works from ladders and other high areas under adverse conditions.
- Removes injured or incapacitated victims from danger and administer first aid as required.
- Using power tools, and other mechanical equipment, to breach doors, walls roofs or floors, for various reasons.
- Communicates clearly and concisely using electronic devices and equipment. This includes the ability to do so while wearing personal protective equipment (PPE) and SCBA under adverse conditions such as high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).

#### MANAGES ASSIGNED PROJECTS AND PROGRAMS:

Organize, implement and manage assigned District programs or specialized activities in support of District goals and operations. This may include working closely with outside service providers/vendors, identifying and resolving problems that may arise, and escalating issues as needed to the Fire Chief, meeting committed timelines, researching and summarizing findings to Fire Chief or the Board of Fire Directors, and preparing reports or other documents.

#### CONTINUOUSLY PARTICIPATES IN INITIAL AND ONGOING TRAINING:

Complete training as required to meet District, State and federally recognized and accepted standards, which may include classroom instruction, creating lesson plans, practical and hands-on instruction, evaluations of assigned individuals or group, examinations and certification in a variety of areas, and physical fitness training. Remain current on fire service principles and practices.

## ACTIVELY PARTICIPATES IN FIRE PREVENTION / PUBLIC EDUCATION / PUBLIC RELATIONS ACTIVITIES:

Following District policies and procedures, projects a professional public image. Coordinates and participates in public education and relations activities. Positively interacts with a diverse population, including children.

## KNOWLEDGE, SKILLS, ABILITIES

### Knowledge of:

- Current methods, principles, techniques and practices applied to firefighting, fire behavior, hydraulics, fire inspection, natural or man-made disasters, operation and maintenance of firefighting equipment and working knowledge of fire extinguishing systems, fire prevention methods and fire safety, related fields and combat readiness;
- Principles and practices of first aid including EMT training;
- Traffic laws, ordinance and regulations involving equipment operation and extensive knowledge of Federal, State and District regulations, procedures and fire codes;
- Hazards of chemical properties of a variety of materials and ability to recognize environmental and workplace hazards, and implement safeguards to prevent accidents or injury to employees or damage to District facilities and/or equipment;
- Current computer applications utilized by the District and utilized applications to perform and complete tasks and/or requirements of the job and ability to learn and apply new technologies and skills;
- Business letter writing, extensive report preparation, and principles and procedures of record keeping;
- Working knowledge of computers and applicable computer software applications, including specific knowledge of Microsoft Word, Excel, PowerPoint, and Access.
- Modern office procedures, methods and equipment.

### Skill in:

- Effectively handle difficult or sensitive issues, using professionalism and an understanding of organizational culture;
- Interacting with others using tact, patience and courtesy;
- Coaching and encouraging employees to constantly seek improvement and provide mentoring;
- Using interpersonal and problem solving skills, including anticipating, analyzing, diagnosing and resolving problems;
- Using initiative and independent judgment within established guidelines;
- Delivering effective instructor-led training, both formal and informal, to various audiences and ability to effectively present information to moderate size groups;

### Ability to:

- Understand, interpret and apply documents such as operating instructions, applicable policies, procedures, fire codes, adopted ordinances and safety rules;
- Perform current EMS policies and procedures and their written location in effect in North Lyon Fire;
- Maintain confidentiality;
- Learn and possess working knowledge of geography and street locations of District response areas;
- Perform under considerable stress while confronted with emergency situations related to the job of a Battalion Chief;

- Plan, assign, supervise, and review the work of assigned company;
- Maintain and establish effective and cooperative working relationships with District employees, public and public officials and to work effectively in a team environment;
- Adapt to changes in the work environment and to shifts in organizational philosophy and expectations;
- Conduct themselves in a professional manner as defined by District policy;
- Carry out special and general assignments requiring organization and development of procedures without direct supervision;
- Effectively present information to moderate size groups;
- Complete comprehensive work assignments and meet deadlines;
- Communicate in English clearly, concisely, and effectively, both orally and in writing;
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals;

### **SUPERVISORY RESPONSIBILITIES**

This is a management level position involving the coordination and administration of activities of an entire shift and provides direct supervision to assigned Captains.

### **EDUCATION/EXPERIENCE**

Required:

- High school diploma or equivalent AND at least five (5) years of full-time paid fire suppression experience, with a minimum of two (2) years Company Officer experience.

Preferred:

- Associate degree in Fire Science or related field.

### **CERTIFICATES AND LICENSES**

Required at time of application:

- A valid Nevada State Driver's License is required.
- Nevada State or National Registry Emergency Medical Technician (EMT) certification is required.
- Nevada, IFSAC, or Pro Board Fire Instructor I
- Nevada, IFSAC, or Pro Board Fire Officer I

Required before the completion of probation:

- Nevada, IFSAC, or Pro Board Fire Instructor II
- Nevada, IFSAC, or Pro Board Fire Officer II

### **Supplemental Information**

Candidates successfully passing the exam process will be placed on a list to fill immediate and future vacancies based on their District's needs. The list shall remain valid for twenty-four (24) months. Candidates successfully passing the exam process and not promoted shall be eligible to move up and act when required.



## 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  
Brian Bunn, Interim Fire Chief

Directors  
Paul Murphy  
Mike Toombs  
Jay Rodriguez  
Debbie Skinner  
Alyssa Roemer

### STAFF REPORT

Board Meeting Date: April 3, 2025

**DATE:** April 3, 2025  
**TO:** North Lyon County Fire Protection District Board of Directors  
**FROM:** Brian Bunn, Interim Fire Chief  
**SUBJECT:** Recommendation to approve and accept the North Lyon Fire class specification and promotion of three (3) positions to Battalion Chief.  
**FOR POSSIBLE ACTION**

---

#### SUMMARY

This item is to approve and accept the North Lyon Fire class specification and promotion of three (3) positions to Battalion Chief.

#### BACKGROUND

North Lyon Fire reorganized its operations effective June 2, 2024.

The reorganization included a shift officer, AKA acting Battalion Chief. All Captains rotated bi-weekly for the remainder of 2024. Effective January 2025, Captains are rotating quarterly (3 months). This provided an enhanced learning opportunity to establish consistent roles and responsibilities that include but are not limited to; Staffing, combat readiness, resource management, duty officer responsibilities, personnel management, effective incident command, consistency, approving EMS and fire reports, and establishing an appropriate chain of command.

The reorganization also included critical areas of responsibilities in EMS, Operations, and Safety & Training. These areas of responsibilities provided a single point of contact, established standard operating procedures, and consistency in the respective areas.

Establishing the permanent position of operational Battalion Chiefs is a critical step to a functional chain of command, resource management, and 24/7 duty officer coverage.



## 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  
Brian Bunn, Interim Fire Chief

Directors  
Paul Murphy  
Mike Toombs  
Jay Rodriguez  
Debbie Skinner  
Alyssa Roemer

### **FISCAL IMPACT**

North Lyon Fire is currently compensating (Incentivising) the acting Battalion Chief two and one half (2.5) percent of base wage while in the acting position. North Lyon Fire is also compensating five (5) percent of base wage to employees assigned to EMS, Operations, and Safety & Training. In total, North Lyon Fire is compensating seven and one half (7.5) percent on a daily basis.

Upon establishment of permanent Battalion Chiefs, the responsibilities of EMS, Operations, and Safety & Training and incentives will be absorbed into the hourly rate of the Battalion Chief position. The total base expenditure to promote three Battalion Chiefs will be one thousand three hundred eighty six dollars and eighty-four cents (**\$1,386.84**) in base wages.

Using the new Public Employees' Retirement System (PERS) rate of 58.75% (Effective 7/1/25), there will be an additional PERS contribution of four thousand three hundred forty-five dollars and forty-three cents (\$4,345.43) annually per position or thirteen thousand thirty-six dollars and thirty cents (**\$13,036.30**) annually for all three positions.

Total increase of wages and retirement for three positions is fourteen thousand four hundred twenty-three dollars and fourteen cents (**\$14,423.14**) annually. The increased expense is within projected revenues for FY25/26 budget.

### **Example**

Step 5 Captain base rate is \$31.75/hour at 2912 hours per year, which equals \$92,456.00 annually. \$92,456.00 plus 7.5% (\$6,934.20), current incentive for acting BC and area of responsibility, equals \$99,390.20 annually.

Step 1 Battalion Chief base rate is \$34.29/hour at 2912 hours per year which equals \$99,852.48 annually.

The difference in expenditure is \$462.28 annually, per position or \$1,386.84 annually for three positions.

### **RECOMMENDATION**

Staff recommends the Board of Fire Directors approve and accept the North Lyon Fire class specification and promotion of three (3) positions to Battalion Chief.



## 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)

Brian Bunn, Interim Fire Chief

### Directors

Paul Murphy

Mike Toombs

Jay Rodriguez

Debbie Skinner

Alyssa Roemer

### **POSSIBLE MOTION**

Should the Board of Fire Directors agree with staff's recommendation, a possible motion could be:

*"I move to approve and accept the North Lyon Fire class specification and promotion of three (3) positions to Battalion Chief."*