

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

MINUTES

NORTH LYON COUNTY FIRE PROTECTION DISTRICT

February 20, 2025

1. Call to Order

The meeting was called to order at 1812.

Directors present included Michael Toombs, Debbie Skinner, and Alyssa Roemer.

Directors Paul Murphy and Jay Rodriguez were absent.

The Pledge of Allegiance was led by Captain Bill Snyder. A moment of silence followed.

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

Public citizen Tammy Dittman shared that she issued public records requests to the city, and the inspections that she was told got done annually were a lie. She stated that they had not done any inspections. The City of Fernley has realized that they are responsible for hydrants. She added that there is a meeting set up to do a new Inter Local Contract Agreement. Mrs. Dittman stated that she had another public records request because of section 8 on page 6 of the agreement.

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

3a. Review and approve of Board Agenda

3b. Review & Approve Board Minutes

3c. Review of Response Statistics

Director Skinner made a motion to approve the CONSENT AGENDA.

Director Roemer seconded the motion.

The motion reads as follows: 3-0-2

Toombs	Aye	Murphy	Absent
Skinner	Aye	Rodriguez	Absent
Roemer	Aye		

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4. Discussion and possible action regarding Revenue and Expenditures*

4a. Enterprise Fund Revenue and Expenditures

4b. General Fund Revenue and Expenditures

Director Skinner noticed that in the Fire budget, the GEMT ambulance was removed and that they had talked about it last month, but she did not see the reflection in the totals.

Mrs. Kasey Miller added that it gets automatically deposited into the fire account, and then we move it into the ambulance account.

Director Skinner made a motion to approve 4a. and 4b. for the Fund Revenue and Expenditures for the General and Enterprise Fund.

Director Roemer seconded the motion.

The motion reads as follows: 3-0-2

Toombs	Aye	Murphy	Absent
Skinner	Aye	Rodriguez	Absent
Roemer	Aye		

5. Discussion and action to give notice to PACT and move forward with the option of 7710 for Worker's Comp provider*

Mrs. Tina Petersen is our Insurance Broker, and she stated that we have currently been with PACT for your workers' comp and another company entered the state of Nevada about 7 years ago, and their name is 7710. She added that they are firefighters that underwrite the workers' comp., and they are specifically only for firefighters. She stated that they have been doing business with them since they came to Nevada. They are all over Arizona and have fabulous records. Mrs. Petersen stated that Truckee Meadows Fire was the first to try out 7710. She stated that PACT is part of a pulling resource and they are not protected by the federal government, and 7710 is. She stated that 7710 is designed by current and former firefighters, exclusively serving fire and EMS agencies nationwide. 7710 Insurance is a specialty workers' comp. insurance company that has over 100 years in the insurance industry. They are not new; they are just new to Nevada.

She added that they have seen great success with a couple of the fire departments that have joined 7710; they have an amazing track record, and the rates are incredible.

Mrs. Petersen stated that with PACT, they require that, pursuant to their article 22, section 2, of the NPAIP Inter Local Agreement with North Lyon County Fire Protection District, you have to give a notice of intent to withdraw 120 days prior to effective. She explained that for a 7-1 effective, she is asking the Board if it would be okay to pursue getting an actual proposal and quote from 7710. Turning in this letter to PACT gives us the opportunity to not be required to renew with them on 7-1. However, going with 7710, and we are unhappy with what they

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provide for us, anytime in May, before June 2025, we can withdraw the letter and request an actual continuation renewal from PACT. Without this letter, we cannot move again until the next cycle on February 1, 2026, for July 1. Mrs. Petersen stated that she has taken the last 4 years of payroll against the rates that PACT has offered us, and she got an indication from 7710 just on a cost basis. She explained that there are perks to being with Pool and PACT. They offer HR resources and grant opportunities. She added that by getting the quote from 7710, we can have that fine line of what programs we are not going to get by leaving PACT. She added that LP Insurance has the ability to service and add those components if we lose anything. The indication came at a 40% decrease in the overall cost of the workers' compensation. Mrs. Petersen asked the Board if they would be willing to have the Chief sign the letter of withdrawal for PACT and to move forward with getting a formal proposal with 7710?

Chief Bunn shared that he had to use 7710 two times for shoulder injuries. He added that Central Lyon and East Fork are also on 7710, and they wish they would've done this 5 years sooner. Mrs. Petersen explained that POOL is the general liability, property, and auto coverage. PACT is just the workers' comp. We would still have POOL, but the PACT side of it would go to 7710. Mrs. Petersen explained that HR is under POOL or PACT, and you will get HR services as long as you have one foot in the gate. She stated that moving forward with 7710, she will get the list of what is PACT and what is POOL. She added that when she brings the formal proposal to the Board, they can decide what they need and what they don't need, so they can see what that looks like to provide that service. Mrs. Peterson added that once everything is finalized, she will bring it back to the Board and give the option for rates.

Director Toombs made a motion to direct Chief Bunn to sign the notice of intent to PACT to potentially move forward with the 7710 for workers' compensation.

Director Skinner seconded the motion.

The motion reads as follows: 3-0-2

Toombs	Aye	Murphy	Absent
Skinner	Aye	Rodriguez	Absent
Roemer	Aye		

6. Discussion and action to approve the Fiscal Year 2024 Audit*

Mrs. Miller shared that some of the ending fund balances were better than last year.

Director Skinner made a motion to approve the Fiscal Year 2024 audit.

Director Roemer seconded the motion.

The motion reads as follows: 3-0-2

Toombs	Aye	Murphy	Absent
Skinner	Aye	Rodriguez	Absent
Roemer	Aye		

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7. Discussion and action to approve Fire Board S.O.P.s*

Chairman Toombs stated that we started this last month and had major substantial changes to most of them. Director Roemer added that she was going to add some word searches for references and talk to someone about what we want changed on that. Director Skinner asked if the Best Practice Committee was the same as the Blue-Ribbon Committee, and Chief Bunn responded no. He explained that the Best Practice Committee writes, reviews, and publishes policies, procedures, and guidelines. All Board members discussed and agreed to table #7 until next month's meeting and bring it back before the Board to give additional time for administrative work.

8. Discussion and action to approve an add-on staffing module with First Due*

Chief Bunn shared that we are currently using a program called Aladtec, and it is very limited in it's abilities. We currently pay \$6,300.00 per year for that program for staffing. He added that First Due Software offers a staffing program, and Captain Snyder did the demo with Chief Bunn, and it is expandable and user-friendly. He stated that they are working on a new update that will be out this year. He added that they got a sneak peek at a fully automated system and that our Battalion Chiefs need to visually check it, and it basically will run itself. Chief Bunn added that it is \$850.00 cheaper to go with First Due, and it will also provide payroll reports directly to Kasey. Director Skinner asked if any training was included in the program, and Chief Bunn responded that with this module, their Personnel Time Specialists will be working with us in building the module.

Director Skinner made a motion to approve the add-on staffing module with First Due.

Director Toombs seconded the motion.

The motion carries as follows: 3-0-2

Toombs	Aye	Murphy	Absent
Skinner	Aye	Rodriguez	Absent
Roemer	Aye		

9. Discussion and action to approve a Memorandum of Understanding, 25-01, between North Lyon Fire and IAFF Local 4547*

Chief Bunn explained that this MOU for Article 19, which is Minimum Constant Safety Staffing. As the Chief, he is trying to get control of the finances and out of the situation that we are in. We had to stop paying what we were paying. Due to the contract, we were having 1 to 2 overtime shifts a day, and an overtime roughly costs \$900.00 per shift. After the meeting, he stated that he had put out an Administrative Directive and changed the staffing, which prompted Labor to file a grievance, which was appropriate. Chief Bunn added that that allowed them to

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PEOPLE FIRST

North Lyon County Fire Protection District is an Equal Opportunity Employer

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come in with their grievance committee, have a conversation, and came up with a resolution, which is the MOU that is attached to this. He added that this is the same thing that was presented to Labor before the last month. He stated that the minimum staffing levels will be a total of 5 people per day at a minimum. Chief Bunn explained that right now, one shift has 6, one shift has 5, and the other has 6. The shift that has 5 people, if one person calls in sick, we will have to fill it. With the other shifts, we won't have to fill it unless it is a captain or a qualification piece. This is going to reduce the expenses that we are paying out with the overtime. Chief Bunn added that when funding allows, we will increase the staffing and get back to normal staffing.

Director Skinner made a motion to approve the Memorandum of Understanding, 25-01, between North Lyon Firefighters Association Local 4547 and North Lyon Fire.

Director Roemer seconded the motion.

The motion reads as follows: 3-0-2

Toombs	Aye	Murphy	Absent
Skinner	Aye	Rodriguez	Absent
Roemer	Aye		

10. Discussion and action to approve a Memorandum of Understanding, 25-02, between North Lyon Fire and IAFF Local 4547*

Chief Bunn stated that he put out an Administrative Directive that we are freezing any payouts upon separation of employment because we cannot afford it. We worked with finance on what we could afford to pay upon separation, and we agreed to \$500.00 a pay period for sick leave and \$500.00 a pay period for vacation. He added that if we owe money and we don't have the lump sum, and it is small, we might be able to pay it. For some, that is nearly \$100,00.00, and we cannot exert that. Chief Bunn stated that we would revisit finances monthly, and when we get caught up, we will be able to start creating a fund for these liabilities.

Chairman Toombs made a motion to approve the Memorandum of Understanding, 25-02, between North Lyon Firefighters Association Local 4547 and North Lyon Fire.

Director Skinner seconded the motion.

The motion carries as follows: 3-0-2

Toombs	Aye	Murphy	Absent
Skinner	Aye	Rodriguez	Absent
Roemer	Aye		

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11. Fire Chief Report

Chief Bunn stated that the audit wasn't great but showed improvement, and he is pleased with that. He added that we continue to collaborate with Lyon County Emergency Management, the Sherriff's Office, Lyon County Dispatch Supervisor, and all Fire Administration. He stated that the CAD to CAD link has been troublesome but we are working through it. He spoke with the state of Nevada today, and he is getting a pathway put through into the state server. It will go from the Lyon County server to the state server and then back to us. He added that Lyon County refuses to provide access for us. He added that one of the modules is still a work in progress, but we will get through it.

Chief Bunn added a draft of the letter explaining what the Blue-Ribbon Committee is. He stated that he would like 2 from Labor and 2 from the Board to be on the committee.

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

Director Skinner appreciates the reports being in to see the activity and what is going on.

Director Roemer is glad to be part of the Board and is excited for what is to come.

Chairman Toombs wanted to thank Chief Bunn and Labor for collaborating positively to get us to these 2 MOUs tonight. It shows significant improvement in the relationship inside the walls of the house here.

Tim Myers has an update for our sprinkler system, and he shared that we found the drawing for this building. Western States are trying to figure out all the calculations so they can make sure that they can line the 6-inch pipe with the 4-inch pipe to the main. Mr. Myers added that out at Station 62, while being remodeled, the captain's bedroom does not have a sprinkler head. We got a quote from Western States for \$3,745.00 to add a sprinkler head, and the fire department connection out there is bent. They are going to hydro that, flush it, and make sure it doesn't leak, do the sprinkler head, hydro test the system and put it back in service.

Local 4547- Bill Snyder added that everything is going well as far as everybody working together. He added that President Joe Mendoza wanted to invite the Board to any of the Union meetings and that the next meeting is on March 4th at 8:30 a.m. at Station 61. He also added that the Fundraiser event with Black Bear Diner is coming up on either the 2nd or 3rd week in March. We do not have a date yet, but as soon as we do we will get that information out.

City of Fernley- None.

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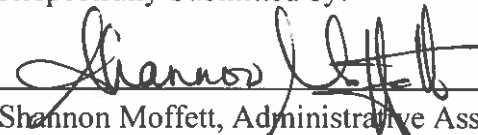
None.

14. Adjournment*

Chairman Murphy adjourned at 1904.

NOTE(s): All items indicated by an asterisk (“*”) were Action Items. A complete and detailed record of this meeting was recorded on Micro SD Recorder February 20, 2025.

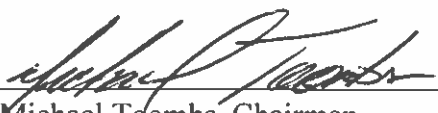
Respectfully Submitted by:


 Shannon Moffett, Administrative Assistant
 North Lyon County Fire Protection District

April 3, 2025
 Date

Approval of Minutes
 February 20, 2025

	<u>For</u>	<u>Against</u>	<u>Abstain</u>	<u>Absent</u>	_____
<u>X</u> Approved as Read	<u>4</u>	<u>0</u>	<u>0</u>	<u>1</u>	_____
___ Approved with Corrections	_____	_____	_____	_____	_____


 Michael Toombs, Chairman
 North Lyon County Fire Protection District

April 3, 2025
 Date