



## 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 3, 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
- 3b. Review & Approve Board Minutes
- 3c. Review of Response Statistics

Discussion and possible action regarding Revenue and Expenditures\*

4.

- 4a. Enterprise Fund Revenue and Expenditures
- 4b. General Fund Revenue and Expenditures

5.

Presentation of Cadet Awards

6.

Discussion and action to approve Corrective Action Plan for FY 2024 Audit\*

7.

Discussion and action to approve the FY 2025-2026 Tentative Budget\*

8.

Discussion and action regarding the District Fire Chief contract\*

9.

Discussion and action regarding Battalion Chief job description\*

10.

Discussion and action regarding Battalion Chief promotion process\*

11. Discussion and action to approved Fire Board S.O.P.s\*
12. Fire Chief Report
13. Reports of Directors, Staff, Volunteers, Local 4547, City of Fernley

**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.

## 15. 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. March 31, 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.

**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 |           |        |

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

**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

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

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 |           |        |

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

**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

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

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 |           |        |

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

**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 4<sup>th</sup> 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 2<sup>nd</sup> or 3<sup>rd</sup> 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.



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

**13. 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.

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> |     |
|-------------------------------|------------|----------------|----------------|---------------|-----|
| ___ Approved as Read          | ___        | ___            | ___            | ___           | ___ |
| ___ Approved with Corrections | ___        | ___            | ___            | ___           | ___ |

\_\_\_\_\_  
 Michael Toombs, Chairman  
 North Lyon County Fire Protection District

April 3, 2025  
 Date

**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

March 13, 2025

**1. Call to Order**

The meeting was called to order at 1802.

Directors present included Michael Toombs, Debbie Skinner, and Jay Rodriguez.

Directors Paul Murphy and Alyssa Roemer were absent.

The Pledge of Allegiance was led by Chairman Michael Toombs. 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.

None.

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

**3a. Review and approve of Board Agenda**

**3b. Review & Approve Board Minutes**

**3c. Review of Response Statistics**

Chairman Toombs modified the agenda due to the Board minutes not being included in the packet.

Director Rodriguez made a motion to approve the CONSENT AGENDA 3a. and 3c.

Director Skinner seconded the motion.

The motion carries as follows: 3-0-2

|           |     |        |        |
|-----------|-----|--------|--------|
| Toombs    | Aye | Murphy | Absent |
| Skinner   | Aye | Roemer | Absent |
| Rodriguez | Aye |        |        |

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

**4. Discussion and possible action regarding Revenue and Expenditures\***

**4a. Enterprise Fund Revenue and Expenditures**

**4b. General Fund Revenue and Expenditures**

Director Skinner asked if the difference with the new health insurance with the IAFF is helping reduce the costs, and Chief Bunn answered that it is 100% reducing the costs.

Director Rodriguez made a motion to approve Revenues and Expenditures.

Director Skinner seconded the motion.

The motion carries as follows: 3-0-2

|           |     |        |        |
|-----------|-----|--------|--------|
| Toombs    | Aye | Murphy | Absent |
| Skinner   | Aye | Roemer | Absent |
| Rodriguez | Aye |        |        |

**5. Discussion regarding the FY2025-2026 Budget process and timelines**

Chairman Toombs added this to the agenda because we are near some due dates that are required by NRS for the submission of our budget. The first date we have that is approaching is April 15<sup>th</sup>, and that is when we have to file our Tentative Budget with the Department of Taxation, as outlined in NRS.354.596. He added that when we have the Tentative Budget on May 5<sup>th</sup> that will be when we post a public notice of the hearing for the budget and our final budget is due to the state no later than June 1, 2025. Chairman Toombs added that during the April meeting, we will be reviewing and approving the Tentative Budget that we have been working on. He stated that there is no action for tonight, just simply keeping everyone aware of the timelines for the Tentative Budget, along with the public notice for having the opportunity to review the budget. Director Rodriguez asked if there would have to be a special meeting since it is going to be prior to the main meeting, and Chairman Toombs responded no. He explained that the requirement is that on May 5<sup>th</sup>, Mr. Foli and Mrs. Miller will post the notice of the public hearing. He added that it has to be published 14 to 7 days prior to the actual budget at various locations, including published newspapers.

**6. Discussion and action regarding District Fire Chief position\***

Chairman Toombs requested this be on the agenda to receive direction from the Board on your desires to proceed your desires to proceed the Fire Chief position. He added that Chief Bunn's contract is coming to an end next month. Whether they want to go with a recruitment or give directions to him to initiate negotiations with the Chief and bring back a contract next month.

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

Director Skinner stated that at this point, with the layoffs and the reduction of staff, it would be contradicting to what we have been doing to hire a Chief.

Director Skinner made a motion for Chairman Toombs and Fire Chief Bunn to have an informal negotiation to come back with a proposal for the Board to review.

Director Rodriguez seconded the motion.

The motion carries as follows: 3-0-2

|           |     |        |        |
|-----------|-----|--------|--------|
| Toombs    | Aye | Murphy | Absent |
| Skinner   | Aye | Roemer | Absent |
| Rodriguez | Aye |        |        |

### **7. Fire Chief Report**

Chief Bunn shared that he attended the Sierra Front Cooperators Meeting today in Reno. His main goal for attending this meeting was the State Forester for Nevada Division of Forestry was presenting how they were going to pay back the funds of 33 million dollars that were never billed out. He added that they do not have the money and that they will pay us when they can get it. When they get approval, then we will get reimbursements.

First Due Software update, all of the shape files are loaded, and we are getting close. He added that we got authorization from Lyon County to purchase the NDCs. He stated that everything is on track for being completed, it is just taking a little longer.

Chief Bunn added that he and Chairman Toombs sat with one city council member and the mayor on Monday. They approached them to attempt to negotiate an agreement for the city to help the fire district out. They have another meeting coming up on March 24<sup>th</sup>.

Chief Bunn shared that he, Volunteer Captain Dan Hiles, Captain Snyder, and Captain McCoy will be traveling out of state, beginning April 5<sup>th</sup>. They will be going to Indianapolis for the Fire Department Instructors Conference. The conference is 6 days long, and they will be returning on April 11<sup>th</sup> or 12<sup>th</sup>.

### **8. Reports of Directors, Fire Marshal, Staff, Volunteers, Local 4547, City of Fernley**

Director Rodriguez shared that the 3<sup>rd</sup> Annual Community Easter Egg Hunt will be held on Saturday, April 19, 2025, at the Out of Town Park from 1 p.m.- 3 p.m. He added that there will be an egg stuffing event held on March 29<sup>th</sup> in the early afternoon at Fernley Intermediate School to get all of the eggs stuffed, and adult volunteers will be greatly appreciated. The radio station received close to 20,000 plastic eggs, and we are now looking for candy donations.

Director Skinner- None.

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

Chairman Toombs- None.

Staff- None.

Volunteer Captain Dan Hiles wanted to thank Christian and Wendy Sherfy for all of their help. He added that on March 29<sup>th</sup> they will be doing their Wildland training.

Local 4547- President Joe Mendoza stated that they have had the most boring Union meeting that they have ever had in the last 2 years. He added that working with the district has been awesome. He shared that the Black Bear Diner event will be held on Wednesday, April 2<sup>nd</sup> from 4 p.m.- closing. Firefighters are coming together with Black Bear Diner and will be serving dinner and collecting tips for the Northern Nevada Children's Cancer Foundation. It is a great event for the community to come together, eat locally, and help support.

**9. 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.

None.

All Board members discussed and agreed to schedule the next Board meeting for April 3, 2025.

**10. Adjournment\***

Chairman Murphy adjourned at 1821.

**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 March 13, 2025.

Respectfully Submitted by:

\_\_\_\_\_  
Shannon Moffett, Administrative Assistant  
North Lyon County Fire Protection District

April 3, 2025  
Date

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

Approval of Minutes

March 13, 2025

|                               | <u>For</u> | <u>Against</u> | <u>Abstain</u> | <u>Absent</u> |     |
|-------------------------------|------------|----------------|----------------|---------------|-----|
| ___ Approved as Read          | ___        | ___            | ___            | ___           | ___ |
| ___ Approved with Corrections | ___        | ___            | ___            | ___           | ___ |

\_\_\_\_\_  
Michael Toombs, Chairman  
North Lyon County Fire Protection District

April 3, 2025  
Date

DRAFT



North Lyon County Fire Protection District

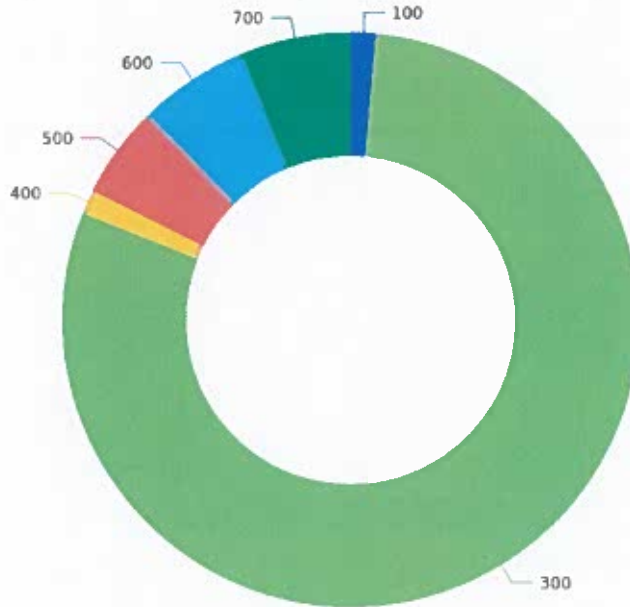
# Response Statistics



June 2024



**FDR-NFIRS: Incident Type Summary, February 2025**

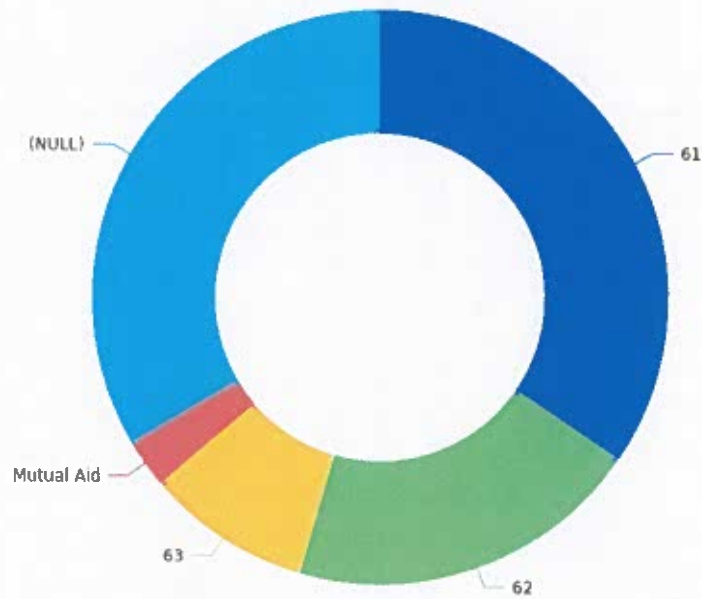


| INCIDENT TYPE SERIES | COUNT | PERCENT |
|----------------------|-------|---------|
| 100                  | 4     | 1.38%   |
| 300                  | 231   | 79.66%  |
| 400                  | 4     | 1.38%   |
| 500                  | 15    | 5.17%   |
| 600                  | 18    | 6.21%   |
| 700                  | 18    | 6.21%   |
| Total                | 290   | 100.00% |





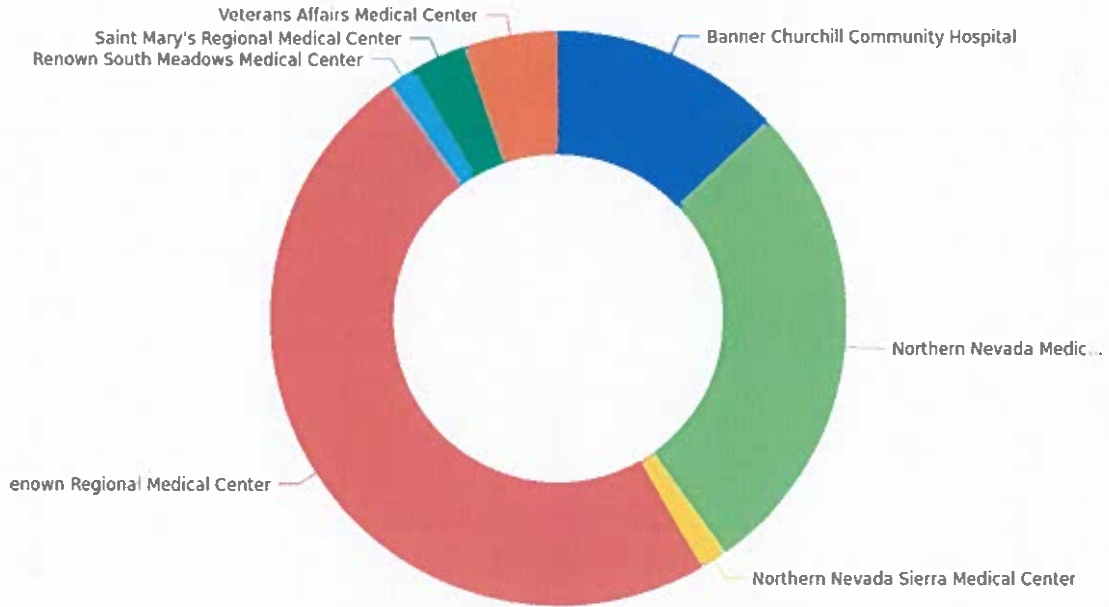
**FDR-NFIRS: Incident Count by Response Zone - February 2025**



| RESPONSE ZONE | INCIDENT COUNT | PERCENT OF TOTAL |
|---------------|----------------|------------------|
| 61            | 100            | 34.48%           |
| 62            | 58             | 20.00%           |
| 63            | 27             | 9.31%            |
| Mutual Aid    | 8              | 2.76%            |
| (NULL)        | 97             | 33.45%           |
| Total         | 290            | 100.00%          |



**FDR-EPCR-007: Count of Total Transports, February 2025**



| DESTINATION/TRANSFERRED TO, NAME - EDISPOSITION.01 | COUNT      | PERCENT        |
|--|------------|----------------|
| Banner Churchill Community Hospital                | 17         | 12.88%         |
| Northern Nevada Medical Center                     | 36         | 27.27%         |
| Northern Nevada Sierra Medical Center              | 2          | 1.52%          |
| Renown Regional Medical Center                     | 64         | 48.48%         |
| Renown South Meadows Medical Center                | 2          | 1.52%          |
| Saint Mary's Regional Medical Center               | 4          | 3.03%          |
| Veterans Affairs Medical Center                    | 7          | 5.30%          |
| <b>Total</b>                                       | <b>132</b> | <b>100.00%</b> |

**Description:** Report of transport counts for 2024.



### FDR-NFIRS: Detailed Incident Type Breakdown, February 2025

| ACTUAL INCIDENT TYPE FOUND                             | COUNT      | PERCENT        |
|--|------------|----------------|
| 111 - Building fire                                    | 1          | 0.34%          |
| 113 - Cooking fire, confined to container              | 1          | 0.34%          |
| 131 - Passenger vehicle fire                           | 1          | 0.34%          |
| 154 - Dumpster or other outside trash receptacle fire  | 1          | 0.34%          |
| 320 - Emergency medical service incident, other        | 26         | 8.97%          |
| 321 - EMS call, excluding vehicle accident with injury | 196        | 67.59%         |
| 322 - Motor vehicle accident with injuries             | 1          | 0.34%          |
| 323 - Motor vehicle/pedestrian accident (MV Ped)       | 1          | 0.34%          |
| 324 - Motor vehicle accident with no injuries.         | 7          | 2.41%          |
| 412 - Gas leak (natural gas or LPG)                    | 2          | 0.69%          |
| 440 - Electrical wiring/equipment problem, other       | 1          | 0.34%          |
| 444 - Power line down                                  | 1          | 0.34%          |
| 500 - Service Call, other                              | 1          | 0.34%          |
| 550 - Public service assistance, other                 | 11         | 3.79%          |
| 553 - Public service                                   | 2          | 0.69%          |
| 554 - Assist invalid                                   | 1          | 0.34%          |
| 611 - Dispatched & canceled en route                   | 9          | 3.10%          |
| 622 - No incident found on arrival at dispatch address | 4          | 1.38%          |
| 631 - Authorized controlled burning                    | 2          | 0.69%          |
| 632 - Prescribed fire                                  | 1          | 0.34%          |
| 651 - Smoke scare, odor of smoke                       | 1          | 0.34%          |
| 652 - Steam, vapor, fog or dust thought to be smoke    | 1          | 0.34%          |
| 700 - False alarm or false call, other                 | 16         | 5.52%          |
| 746 - Carbon monoxide detector activation, no CO       | 2          | 0.69%          |
| <b>Total</b>   | <b>290</b> | <b>100.00%</b> |



### FDR-NFIRS: Aid Given/Received Detail Report - Last Calendar Month

| INCIDENT ID | PSAP CALL DATE/TIME | INCIDENT NUMBER | INCIDENT TYPE  | FIRE STATION | ADDRESS               | AID RECEIVED DEPARTMENT NAME(S) LIST | TOTAL MUTUAL AID PERSONNEL | INCIDENT NUMBER OF RECEIVING AID | AID TYPE            |
|-------------|---------------------|-----------------|--|--------------|-----------------------|--------------------------------------|----------------------------|----------------------------------|---------------------|
| 20689050    | 2025-03-05 10:35:57 | 25-0700         | 321 - EMS call, excluding vehicle accident with injury | Station 62   | 1343 W Newlands Dr    | Pyramid Lake                         | 2                          |                                  | Mutual aid received |
| 20689728    | 2025-03-06 11:17:17 | 25-0714         | 321 - EMS call, excluding vehicle accident with injury |              | 211 Lois Ln           |                                      | 2                          |                                  | Mutual aid received |
| 20723246    | 2025-03-08 15:45:42 | 25-0735         | 321 - EMS call, excluding vehicle accident with injury | Station 61   | 1 Firstdale Way       | Central Lyon Fire                    |                            |                                  | Mutual aid received |
| 20737842    | 2025-03-10 06:53:35 | 25-0751         | 322 - Motor vehicle accident with injuries             | Station 61   | 180 WB Mile 41        |                                      |                            | 25LY09471                        | Mutual aid given    |
| 20791529    | 2025-03-12 13:41:30 | 25-0776         | 321 - EMS call, excluding vehicle accident with injury |              | 241 Nixon Loop        |                                      |                            |                                  | Mutual aid given    |
| 20845621    | 2025-03-15 00:49:14 | 25N-0802        | 321 - EMS call, excluding vehicle accident with injury | Station 62   | 469 4th St            |                                      |                            |                                  | Mutual aid given    |
| 20861034    | 2025-03-16 13:48:37 | 25-0819         | 100 - Fire, other                                      | Station 61   | 2150 Farm District Rd | Central Lyon Fire                    | 2                          |                                  | Mutual aid received |
| 20861844    | 2025-03-16 14:41:53 | 25-0820         | 142 - Brush or brush-and-grass mixture fire            |              | 3390 Farm District Rd |                                      |                            |                                  | Mutual aid received |
| 20879053    | 2025-03-17 12:19:08 | 25-0831         | 321 - EMS call, excluding vehicle accident with injury | Station 62   | 191 Jennys Ln         | Pyramid Lake Fire                    | 2                          |                                  | Mutual aid received |

# FDR-NFIRS: Aid Given/Received Detail Report - Last Calendar Month

North Lyon County FD NV  
Address: 195 E Main St, Fernley, NV, 89408



| INCIDENT ID | PSAP CALL DATE/TIME | INCIDENT NUMBER | INCIDENT TYPE  | FIRE STATION | ADDRESS               | AID RECEIVED DEPARTMENT NAME(S) LIST | TOTAL MUTUAL AID PERSONNEL | INCIDENT NUMBER OF RECEIVING AID | AID TYPE            |
|-------------|---------------------|-----------------|--|--------------|-----------------------|--------------------------------------|----------------------------|----------------------------------|---------------------|
| 20901375    | 2025-03-19 08:13:24 | 25-0857         | 321 - EMS call, excluding vehicle accident with injury | Station 62   | 440 Main St           |                                      |                            | 25-0857                          | Mutual aid given    |
| 20913000    | 2025-03-19 19:35:02 | 25-0864         | 321 - EMS call, excluding vehicle accident with injury | Station 61   | 1343 W Newlands Dr    | Central Lyon Fire                    | 2                          |                                  | Mutual aid received |
| 20913102    | 2025-03-19 19:55:03 | 25-0865         | 321 - EMS call, excluding vehicle accident with injury | Station 62   | 1 Firstdale Way       | Storey County Fire                   | 2                          |                                  | Mutual aid received |
| 20913188    | 2025-03-19 23:02:29 | 25-0868         | 321 - EMS call, excluding vehicle accident with injury | Station 62   | 1990 Cheyenne Ct      | Central Lyon Fire                    | 2                          |                                  | Mutual aid received |
| 20914098    | 2025-03-20 00:44:02 | 25-0869         | 611 - Dispatched & canceled en route                   | Station 61   | 2500 Desert Flower Ln |                                      |                            | 1724176                          | Mutual aid given    |
| 21118721    | 2025-03-24 12:43:16 | 25-0915         | 321 - EMS call, excluding vehicle accident with injury | Station 61   | 1300 US-95 ALT        | Central Lyon Fire                    | 2                          |                                  | Mutual aid received |
| 21222657    | 2025-03-26 16:07:10 | 25-0935         | 321 - EMS call, excluding vehicle accident with injury | Station 62   | 636 Brook Ln          | Central Lyon Fire                    | 2                          |                                  | Mutual aid received |
| 21222601    | 2025-03-26 20:17:52 | 25-0939         | 611 - Dispatched & canceled en route                   | Station 61   | 150 Sagebrush St      |                                      |                            |                                  | Mutual aid given    |
| 21326431    | 2025-03-30 09:01:35 | 25-0979         | 321 - EMS call, excluding vehicle accident with injury | Station 61   | 575 Farm District Rd  | Pyramid Lake                         | 2                          |                                  | Mutual aid received |

# FDR-NFIRS: Aid Given/Received Detail Report - Last Calendar Month

North Lyon County FD NV  
 Address: 195 E Main St, Fernley, NV, 89408



| INCIDENT ID | PSAP CALL DATE/TIME | INCIDENT NUMBER | INCIDENT TYPE  | FIRE STATION | ADDRESS            | AID RECEIVED DEPARTMENT NAME(S) LIST | TOTAL MUTUAL AID PERSONNEL | INCIDENT NUMBER OF RECEIVING AID | AID TYPE            |
|-------------|---------------------|-----------------|--|--------------|--------------------|--------------------------------------|----------------------------|----------------------------------|---------------------|
| 21333537    | 2025-03-31 04:46:36 | 25-0992         | 321 - EMS call, excluding vehicle accident with injury |              | 408 Gregory St     |                                      |                            |                                  | Mutual aid given    |
| 21405878    | 2025-03-31 17:41:14 | 25-1001         | 151 - Outside rubbish, trash or waste fire             | Station 61   | Sunshine Ln        | Central Lyon Fire                    | 4                          |                                  | Mutual aid received |
| 21410707    | 2025-03-31 17:44:46 | 25-1002         | 321 - EMS call, excluding vehicle accident with injury | Station 61   | 116 Michaelsen Dr  | Pyramid Lake Fire                    | 2                          |                                  | Mutual aid received |
| 21410538    | 2025-03-31 18:01:53 | 25-1003         | 321 - EMS call, excluding vehicle accident with injury | Station 61   | 1343 W Newlands Dr | Central Lyon Fire                    | 2                          |                                  | Mutual aid received |



## 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

Michael Toombs

Paul Murphy

Debbie Skinner

Jay Rodriguez

Alyssa Roemer

### MEMO

**TO:** Board of Directors

**FROM:** Kasey Miller

**DATE:** April 3, 2025

**RE:** Expenditure/Revenue Report  
Agenda Item #4a, 4b

Due to the early date of the meeting there is no Expenditure/Revenue Report as the current statements are not available yet.

Thank you for your understanding.



STATE OF NEVADA  
DEPARTMENT OF TAXATION

MAIN OFFICE  
3850 Arrowhead Drive  
Carson City, Nevada 89706

JOE LOMBARDO  
*Governor*

GEORGE KELESIS  
*Chair, Nevada Tax Commission*

SHELLIE HUGHES  
*Executive Director*

March 7, 2025

Kasey Miller, Office Manager  
North Lyon County Fire Protection District  
195 East Main Street  
Fernley, NV 89408

Re: Annual Audit Report – Fiscal Year 2024

Dear Ms. Miller:

Pursuant to NRS 354.6245, the Department of Taxation is charged with the review of all annual audits to determine their compliance with statutes and/or regulations. The Department must also identify all violations of statute and/or regulations reported therein.

On March 3, 2025, the Department received the final FY24 annual audit report for North Lyon County Fire Protection. In our review of your audit, we identified a violation of NRS 354.6118 that was noted by your auditor on page 18 (Note 2) of the audit report. The following are the details of this violation:

- The Ambulance Fund owed the General Fund \$62,963

Per NRS 354.6245, within 60 days after delivery of the annual audit to the local government, the governing body shall advise the Department of Taxation on what action(s) have been taken to prevent recurrence of violation(s) of law or regulation and to correct each continuing violation(s). Also, each governing body (per NAC 354.721) shall submit with its proposed plan of correction a statement of the date on which it reviewed and approved the plan for submission to the Department.

If you should have any questions, please do not hesitate to contact me at 775-684-2027 or e-mail at [llukacs@tax.state.nv.us](mailto:llukacs@tax.state.nv.us).

Sincerely,

A handwritten signature in blue ink that reads "Lynn Lukacs".

Lynn Lukacs, Budget Analyst  
Local Government Finance  
Department of Taxation





## 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

Michael Toombs  
Paul Murphy  
Debbie Skinner  
Jay Rodriguez  
Alyssa Roemer

April 3, 2025

Nevada Department of Taxation  
3850 Arrowhead Drive  
Carson City, NV 89706

RE: Corrective Action Plan – June 30, 2024 Audit

The following was noted in our June 30, 2024 audit (Note 2, page 18):

*NRS 354.6118 contains the requirements for interfund loans. As of June 30, 2024, the District's Ambulance Fund owed the General Fund \$62,963. It does not appear that the provisions of this statute were followed for the administration of the loan.*

The District's planned corrective action is as follows:

- In connection with the District's public hearing on its FY26 Budget, we will have a separate agenda item for this interfund loan.
- In connection with the District's public hearing on its FY26 Budget, we will have a separate agenda item (if applicable) for any additional loans which may need to be considered for the year ended June 30, 2025.

Please feel free to contact our Office Manager, Kasey Miller, with any questions.

Thank you.

Respectfully submitted,

Michael Toombs, Board Chairman  
North Lyon County Fire Protection District

# NORTH LYON FIRE PROTECTION DISTRICT

195 East Main Street  
Fernley, Nevada 89408  
775/575-3310

Nevada Department of Taxation  
3850 Arrowhead Drive  
Carson City, NV 89706

**NORTH LYON FIRE PROTECTION DISTRICT** herewith submits the **TENTATIVE** budget for the  
fiscal year ending **June 30, 2026**

This budget contains 1 funds, including Debt Service, requiring property tax revenues totaling \$ 3,271,587

The property tax rates computed herein are based on preliminary data. If the final state computed revenue limitation permits, the tax rate will be increased by an amount not to exceed 1 If the final computation requires, the tax rate will be lowered.

This budget contains 2 governmental fund types with estimated expenditures of \$ 3,673,918 and  
1 proprietary funds with estimated expenses of \$ 2,430,900

Copies of this budget have been filed for public record and inspection in the offices enumerated in NRS 354.596 (Local Government Budget and Finance Act).

## CERTIFICATION

I Paul Murphy  
(Print Name)  
Director  
(Title)  
certify that all applicable funds and financial  
operations of this Local Government are  
listed herein

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## APPROVED BY THE GOVERNING BOARD

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SCHEDULED PUBLIC HEARING

Date and Time: \_\_\_\_\_ Publication Date: \_\_\_\_\_

Place: North Lyon Fire Protection District-Hdqtrs Station-Mng Room-195 East Main Str. Fernley, NV 89408

Page: 1  
Schedule 1

**NORTH LYON FIRE PROTECTION DISTRICT  
2026 TENTATIVE BUDGET**

**INDEX**

|   | <b>PAGE</b> |
|---|-------------|
| <b>INTRODUCTION</b>                                       |             |
| Transmittal Letter  | 1           |
| Index to the Budget                                       | 2           |
| <b>SUMMARY SCHEDULES</b>                                  |             |
| Schedule S-2 - Statistical Data                           | 3           |
| Schedule S-3 - Property Tax Rate Reconciliation           | 4           |
| Schedule A - Governmental Fund Types - Revenues           | 5           |
| Schedule A-1 - Governmental Fund Types - Expenditures     | 6           |
| Schedule A-2 - Proprietary Fund Type                      | 7           |
| <b>GOVERNMENTAL FUND TYPES</b>                            |             |
| <b>GENERAL FUND</b>                                       |             |
| Schedule B-9 - Revenues                                   | 8           |
| Schedule B-10 - Expenditures by Function                  | 9           |
| Schedule B-11 - Expenditures, Other Uses and Fund Balance | 10          |
| <b>ACQUISITION FUND</b>                                   |             |
| Schedule B-14 - Revenues and Expenditures                 | 11          |
| <b>PROPRIETARY FUND</b>                                   |             |
| Schedule F-1 - Ambulance Fund - Revenues and Expenses     | 12          |
| Schedule F-2 - Ambulance Fund - Cash Flows                | 13          |
| <b>SUPPLEMENTARY INFORMATION</b>                          |             |
| Schedule C-1 - Indebtedness                               | 14          |
| Schedule T - Transfer Reconciliation                      | 15          |
| Schedule 31 - Existing Contracts                          | 18          |
| Schedule 32 - Privatization Contracts                     | 19          |

**FULL TIME EQUIVALENT EMPLOYEES BY FUNCTION**

|   | ACTUAL<br>PRIOR YEAR<br>ENDING 06/30/24                    | ESTIMATED<br>CURRENT YEAR<br>ENDING 06/30/25 | BUDGET YEAR<br>ENDING 06/30/26 |
|---|--|--|--------------------------------|
| General Government                              |  |  |                                |
| Judicial  |  |  |                                |
| Public Safety                                   | 34.0   | 34.0   | 34.0                           |
| Public Works                                    |  |  |                                |
| Sanitation                                      |  |  |                                |
| Health  |  |  |                                |
| Welfare   |  |  |                                |
| Culture and Recreation                          |  |  |                                |
| Community Support                               |  |  |                                |
| <b>TOTAL GENERAL GOVERNMENT</b>                 | <b>34.0</b>  | <b>34.0</b>                                  | <b>34.0</b>                    |
| Utilities                                       |  |  |                                |
| Hospitals                                       |  |  |                                |
| Transit Systems                                 |  |  |                                |
| Airports  |  |  |                                |
| Other   |  |  |                                |
| <b>TOTAL</b>                                    | <b>34.0</b>  | <b>34.0</b>                                  | <b>34.0</b>                    |
| <b>POPULATION (AS OF JULY 1)</b>                | <b>23,210</b>  | <b>24,394</b>                                | <b>25,311</b>                  |
| <b>SOURCE OF POPULATION ESTIMATE*</b>           | FY2025-2026 Final Revenue Projections-Population Data Base |  |                                |
| Assessed Valuation (Secured and Unsecured Only) | 1,217,582,163  | 1,319,967,114                                | 1,390,221,532                  |
| Net Proceeds of Mines                           | -  | -  | -                              |
| <b>TOTAL ASSESSED VALUE</b>                     | <b>1,217,582,163</b>                                       | <b>1,319,967,114</b>                         | <b>1,390,221,532</b>           |
| <b>TAX RATE</b>                                 |  |  |                                |
| General Fund                                    | 0.3449   | 0.3456                                       | 0.3462                         |
| Special Revenue Funds                           |  |  |                                |
| Capital Projects Funds                          |  |  |                                |
| Debt Service Funds                              |  |  |                                |
| Enterprise Fund                                 |  |  |                                |
| Other   |  |  |                                |
| <b>TOTAL TAX RATE</b>                           | <b>0.3449</b>  | <b>0.3456</b>                                | <b>0.3462</b>                  |

\* Use the population certified by the state in March each year. Small districts may use a number developed per the instructions (page 6) or the best information available.

**NORTH LYON FIRE PROTECTION DISTRICT**  
(Local Government)

SCHEDULE S-2 - STATISTICAL DATA

PROPERTY TAX RATE AND REVENUE RECONCILIATION

|   | (1)              | (2)                | (3)  | (4)             | (5)  | (6)                                  | (7)                         |
|---|------------------|--------------------|--|-----------------|--|--------------------------------------|-----------------------------|
|   | ALLOWED TAX RATE | ASSESSED VALUATION | ALLOWED AD VALOREM REVENUE [(1) X (2)/100] | TAX RATE LEVIED | TOTAL AD VALOREM REVENUE WITH NO CAP [(2, line A)X(4)/100] | AD VALOREM TAX ABATEMENT [(5) - (7)] | AD VALOREM REVENUE WITH CAP |
| OPERATING RATE:   |                  |                    |  |                 |  |                                      |                             |
| A. PROPERTY TAX Subject to Revenue Limitations                    | 0.2394           | 1,390,221,532      | 3,328,190                                  | 0.2394          | 3,328,190  | 1,065,585                            | 2,262,605                   |
| B. PROPERTY TAX Outside Revenue Limitations Net Proceeds of Mines |                  |                    |  |                 | XXXXXXXXXXXXXXXXXXXX                                       |                                      |                             |
| VOTER APPROVED:   |                  |                    |  |                 |  |                                      |                             |
| C. Voter Approved Overrides                                       | 0.0900           | 1,390,221,532      | 1,251,199                                  | 0.0900          | 1,251,199  | 400,596                              | 850,603                     |
| LEGISLATIVE OVERRIDES   |                  |                    |  |                 |  |                                      |                             |
| D. Accident Indigent (NRS 428.195)                                |                  |                    |  |                 |  |                                      |                             |
| E. Indigent (NRS 428.285)   |                  |                    |  |                 |  |                                      |                             |
| F. Capital Acquisition (NRS 354.59815)                            |                  |                    |  |                 |  |                                      |                             |
| G. Youth Services Levy (NRS 62B.150, 62B.160)                     |                  |                    |  |                 |  |                                      |                             |
| H. Legislative Overrides  |                  |                    |  |                 |  |                                      |                             |
| I. SCCRY Loss (NRS 354.59813)                                     | 0.0168           | 1,390,221,532      | 232,969                                    | 0.0168          | 232,969  | 74,590                               | 158,379                     |
| J. Other:   |                  |                    |  |                 |  |                                      |                             |
| K. Other:   |                  |                    |  |                 |  |                                      |                             |
| L. SUBTOTAL LEGISLATIVE OVERRIDES                                 | 0.0168           | 1,390,221,532      | 232,969                                    | 0.0168          | 232,969  | 74,590                               | 158,379                     |
| M. SUBTOTAL A, C, L   | 0.3462           | 1,390,221,532      | 4,812,358                                  | 0.3462          | 4,812,358  | 1,540,771                            | 3,271,587                   |
| N. Debt   |                  |                    |  |                 |  |                                      |                             |
| O. TOTAL M AND N  | 0.3462           | 1,390,221,532      | 4,812,358                                  | 0.3462          | 4,812,358  | 1,540,771                            | 3,271,587                   |

NORTH LYON FIRE PROTECTION DISTRICT

SCHEDULE S-3 - PROPERTY TAX RATE AND REVENUE RECONCILIATION

The Allowed Revenue required for column 3 can be obtained from the March 15 Final Revenue Projections or manually calculated. If an entity chooses to budget for an amount in column 5 which is lower or higher than the amount produced by the formula, please attach an explanation.









| <b>REVENUES</b>                         | (1)                                     | (2)   | (3) BUDGET YEAR ENDING 06/30/26 |                   |
|---|---|---|---------------------------------|-------------------|
|   | ACTUAL PRIOR<br>YEAR ENDING<br>06/30/24 | ESTIMATED<br>CURRENT<br>YEAR ENDING<br>06/30/25 | TENTATIVE<br>APPROVED           | FINAL<br>APPROVED |
| <b>PROPERTY TAXES</b>                   |   |   |                                 |                   |
| Ad Valorem                              | 2,771,830                               | 3,048,223                                       | 3,271,587                       |                   |
| <b>INTERGOVERNMENTAL</b>                |   |   |                                 |                   |
| State - CTX                             | 236,657                                 | 244,746   | 235,780                         |                   |
| Federal/State grants                    | -                                       | -   | -                               |                   |
|   | 236,657                                 | 244,746   | 235,780                         | -                 |
| <b>CHARGES FOR SERVICES</b>             |   |   |                                 |                   |
| Mutual Aid / Cost recovery              | 116,043                                 | 393,978   | 401,900                         |                   |
| Contract revenues                       | 169,265                                 | 81,908  | 83,500                          |                   |
| Inspection fees and permits             | 12,790                                  | 7,258   | 7,400                           |                   |
| Fire and safety reviews                 | 223,964                                 | 85,351  | 87,100                          |                   |
|   | 522,062                                 | 568,495   | 579,900                         | -                 |
| <b>MISCELLANEOUS</b>                    |   |   |                                 |                   |
| Other                                   | 82,425                                  | 1,100   | 1,100                           | -                 |
|   | 82,425                                  | 1,100   | 1,100                           | -                 |
| <b>SUBTOTAL REVENUE ALL SOURCES</b>     | <b>3,612,974</b>                        | <b>3,862,564</b>                                | <b>4,088,367</b>                | -                 |
| <b>OTHER FINANCING SOURCES</b>          |   |   |                                 |                   |
| Transfers In (Schedule T)               |   |   |                                 |                   |
| Proceeds of Long-term Debt              | -                                       | -   | -                               |                   |
| Other                                   |   |   |                                 |                   |
| <b>SUBTOTAL OTHER FINANCING SOURCES</b> | -                                       | -   | -                               | -                 |
| <b>BEGINNING FUND BALANCE</b>           | <b>368,889</b>                          | <b>380,310</b>                                  | <b>242,874</b>                  |                   |
| Prior Period Adjustments                |   |   |                                 |                   |
| Residual Equity Transfers               |   |   |                                 |                   |
| <b>TOTAL BEGINNING FUND BALANCE</b>     | <b>368,889</b>                          | <b>380,310</b>                                  | <b>242,874</b>                  | -                 |
| <b>TOTAL AVAILABLE RESOURCES</b>        | <b>3,981,863</b>                        | <b>4,242,874</b>                                | <b>4,331,241</b>                | -                 |

**NORTH LYON FIRE PROTECTION DISTRICT**  
(Local Government)

**SCHEDULE B - GENERAL FUND**





|   | (1)                                     | (2)   | (3) BUDGET YEAR ENDING 06/30/26 (4) |                   |
|---|---|---|-------------------------------------|-------------------|
|   | ACTUAL PRIOR<br>YEAR ENDING<br>06/30/24 | ESTIMATED<br>CURRENT<br>YEAR ENDING<br>06/30/25 | TENTATIVE<br>APPROVED               | FINAL<br>APPROVED |
| <b>REVENUES</b>   |   |   |                                     |                   |
| MISCELLANEOUS REVENUES                                  | -                                       | -   | -                                   |                   |
|   |   |   |                                     |                   |
| <b>OTHER FINANCING SOURCES:</b>                         |   |   |                                     |                   |
| Operating Transfers In (Schedule T)                     | 160,029                                 | 206,000   | 210,000                             |                   |
| Medium-Term Financing                                   |   |   |                                     |                   |
|   |   |   |                                     |                   |
|   |   |   |                                     |                   |
| <b>BEGINNING FUND BALANCE</b>                           |   |   |                                     |                   |
| Prior Period Adjustment(s)                              | -                                       | -   | -                                   | -                 |
| Residual Equity Transfers                               | -                                       | -   | -                                   | -                 |
| <b>TOTAL BEGINNING FUND BALANCE</b>                     | <b>68,455</b>                           | <b>42,725</b>                                   | <b>62,967</b>                       | <b>-</b>          |
| <b>TOTAL RESOURCES</b>                                  | <b>228,484</b>                          | <b>248,725</b>                                  | <b>272,967</b>                      | <b>-</b>          |
| <b>EXPENDITURES</b>                                     |   |   |                                     |                   |
| Public Safety - Fire:                                   |   |   |                                     |                   |
| Capital outlay  |   |   |                                     |                   |
| Debt Service:   |   |   |                                     |                   |
| Principal   | 153,103                                 | 159,259   | 163,913                             |                   |
| Interest  | 32,656                                  | 26,499  | 21,845                              |                   |
| Subtotal  | <b>185,759</b>                          | <b>185,758</b>                                  | <b>185,758</b>                      | <b>-</b>          |
| <b>OTHER USES</b>                                       |   |   |                                     |                   |
| CONTINGENCY (not to exceed 3% of<br>total expenditures) |   |   |                                     |                   |
| Transfers Out (Schedule T)                              |   |   |                                     |                   |
| <b>ENDING FUND BALANCE</b>                              | <b>42,725</b>                           | <b>62,967</b>                                   | <b>87,209</b>                       | <b>-</b>          |
| <b>TOTAL COMMITMENTS &amp; FUND BALANCE</b>             | <b>228,484</b>                          | <b>248,725</b>                                  | <b>272,967</b>                      | <b>-</b>          |

**NORTH LYON FIRE PROTECTION DISTRICT**  
(Local Government)

**ACQUISITION FUND**  
(Capital Projects Fund)

| <b>PROPRIETARY FUND</b>                      | (1)                                     | (2)   | (3) (4)<br>BUDGET YEAR ENDING 06/30/26 |                   |
|--|---|---|--|-------------------|
|  | ACTUAL PRIOR<br>YEAR ENDING<br>06/30/24 | ESTIMATED<br>CURRENT<br>YEAR ENDING<br>06/30/25 | TENTATIVE<br>APPROVED                  | FINAL<br>APPROVED |
| <b>OPERATING REVENUE</b>                     |   |   |  |                   |
| Ambulance Fees, net of bad debts             | 2,581,310                               | 1,208,000                                       | 1,232,200                              |                   |
|  |   |   |  |                   |
| <b>OPERATING EXPENSE</b>                     |   |   |  |                   |
| Salaries and wages                           | 1,059,331                               | 1,073,022                                       | 1,094,500                              |                   |
| Employee benefits                            | 1,074,872                               | 1,013,011                                       | 1,033,300                              |                   |
| Services and supplies                        | 287,448                                 | 149,205   | 155,200                                |                   |
| Depreciation                                 | 144,819                                 | 145,000   | 147,900                                |                   |
|  |   |   |  |                   |
| <b>Total Operating Expense</b>               | <b>2,566,470</b>                        | <b>2,380,238</b>                                | <b>2,430,900</b>                       | -                 |
| <b>Operating Income or (Loss)</b>            | <b>14,840</b>                           | <b>(1,172,238)</b>                              | <b>(1,198,700)</b>                     | -                 |
| <b>NONOPERATING REVENUES</b>                 |   |   |  |                   |
| Miscellaneous                                | 16,656                                  | 1,891   | 1,900                                  |                   |
| GEMT   |   | 763,789   | 750,000                                |                   |
| Grants                                       |   |   |  |                   |
|  |   |   |  |                   |
| <b>Total Nonoperating Revenues</b>           | <b>16,656</b>                           | <b>765,680</b>                                  | <b>751,900</b>                         | -                 |
| <b>NONOPERATING EXPENSES</b>                 |   |   |  |                   |
|  |   |   |  |                   |
| <b>Net Income before Operating Transfers</b> | <b>31,496</b>                           | <b>(406,558)</b>                                | <b>(446,800)</b>                       | -                 |
| <b>Transfers (Schedule T)</b>                |   |   |  |                   |
| In   | -                                       | 440,000   | 400,000                                |                   |
| Out  | -                                       | -   | -                                      | -                 |
| <b>Net Operating Transfers</b>               | <b>-</b>                                | <b>440,000</b>                                  | <b>400,000</b>                         | -                 |
|  |   |   |  |                   |
| <b>CHANGE IN NET POSITION</b>                | <b>31,496</b>                           | <b>33,442</b>                                   | <b>(46,800)</b>                        | -                 |

**NORTH LYON FIRE PROTECTION DISTRICT**  
(Local Government)

**SCHEDULE F-1 REVENUES, EXPENSES AND NET POSITION**

**AMBULANCE FUND**

| <u>PROPRIETARY FUND</u>  | (1)                                     | (2)   | (3) (4)<br>BUDGET YEAR ENDING 06/30/26 |                   |
|--|---|---|--|-------------------|
|  | ACTUAL PRIOR<br>YEAR ENDING<br>06/30/24 | ESTIMATED<br>CURRENT<br>YEAR ENDING<br>06/30/25 | TENTATIVE<br>APPROVED                  | FINAL<br>APPROVED |
| <b>A. CASH FLOWS FROM OPERATING<br/>ACTIVITIES:</b>                                  |   |   |  |                   |
| Net ambulance fees, GEMT, misc.  | 2,196,600                               | 1,973,680                                       | 1,984,100                              |                   |
| Personnel costs  | (1,297,215)                             | (2,086,033)                                     | (2,127,800)                            |                   |
| Services and supplies  | (333,089)                               | (149,205)                                       | (155,200)                              |                   |
| Grant revenues   |   |   |  |                   |
| a. Net cash provided by (or used for)<br>operating activities                        | <b>566,296</b>                          | <b>(261,558)</b>                                | <b>(298,900)</b>                       | -                 |
| <b>B. CASH FLOWS FROM NONCAPITAL<br/>FINANCING ACTIVITIES:</b>                       |   |   |  |                   |
| Transfers from (to) General Fund   | (380,000)                               | 440,000   | 400,000                                |                   |
| b. Net cash provided by (or used for)<br>noncapital financing<br>activities          | (380,000)                               | 440,000   | 400,000                                | -                 |
| <b>C. CASH FLOWS FROM CAPITAL AND<br/>RELATED FINANCING ACTIVITIES:</b>              |   |   |  |                   |
| Purchase of equipment  | (292,985)                               |   | -                                      |                   |
| Grant revenues   |   |   | -                                      |                   |
| c. Net cash provided by (or used for)<br>capital and related<br>financing activities | (292,985)                               | -   | -                                      | -                 |
| <b>D. CASH FLOWS FROM INVESTING<br/>ACTIVITIES:</b>                                  |   |   |  |                   |
| d. Net cash provided by (or used in)<br>investing activities                         | -                                       | -   | -                                      | -                 |
| <b>NET INCREASE (DECREASE) in cash and<br/>cash equivalents (a+b+c+d)</b>            | <b>(106,689)</b>                        | <b>178,442</b>                                  | <b>101,100</b>                         | -                 |
| <b>CASH AND CASH EQUIVALENTS AT<br/>JULY 1, 20xx</b>                                 | 149,932                                 | 43,243  | 221,685                                |                   |
| <b>CASH AND CASH EQUIVALENTS AT<br/>JUNE 30, 20xx</b>                                | <b>43,243</b>                           | <b>221,685</b>                                  | <b>322,785</b>                         | -                 |

**NORTH LYON FIRE PROTECTION DISTRICT**  
(Local Government)

**SCHEDULE F-2 STATEMENT OF CASH FLOWS**

**AMBULANCE FUND**











**SCHEDULE OF EXISTING CONTRACTS**  
**Budget Year 2025 - 2026**

**Local Government:** NORTH LYON FIRE PROTECTION DISTRICT  
**Contact:** Kasey Miller, Office Manager  
**E-mail Address:** [KMiller@northlyonfire.com](mailto:KMiller@northlyonfire.com)  
**Daytime Telephone:** 775-575-3310

**Total Number of Existing Contracts:** None

| Line | Vendor                             | Effective Date of Contract | Termination Date of Contract | Proposed Expenditure FY 2025-26 | Proposed Expenditure FY 2026-27 | Reason or need for contract: |
|------|------------------------------------|----------------------------|------------------------------|---------------------------------|---------------------------------|------------------------------|
| 1    | None Reported                      |                            |                              |                                 |                                 |                              |
| 2    |                                    |                            |                              |                                 |                                 |                              |
| 3    |                                    |                            |                              |                                 |                                 |                              |
| 4    |                                    |                            |                              |                                 |                                 |                              |
| 5    |                                    |                            |                              |                                 |                                 |                              |
| 6    |                                    |                            |                              |                                 |                                 |                              |
| 7    |                                    |                            |                              |                                 |                                 |                              |
| 8    |                                    |                            |                              |                                 |                                 |                              |
| 9    |                                    |                            |                              |                                 |                                 |                              |
| 10   |                                    |                            |                              |                                 |                                 |                              |
| 11   |                                    |                            |                              |                                 |                                 |                              |
| 12   |                                    |                            |                              |                                 |                                 |                              |
| 13   |                                    |                            |                              |                                 |                                 |                              |
| 14   |                                    |                            |                              |                                 |                                 |                              |
| 15   |                                    |                            |                              |                                 |                                 |                              |
| 16   |                                    |                            |                              |                                 |                                 |                              |
| 17   |                                    |                            |                              |                                 |                                 |                              |
| 18   |                                    |                            |                              |                                 |                                 |                              |
| 19   |                                    |                            |                              |                                 |                                 |                              |
| 20   | <b>Total Proposed Expenditures</b> |                            |                              | 0                               | 0                               |                              |

Additional Explanations (Reference Line Number and Vendor):

**SCHEDULE OF PRIVATIZATION CONTRACTS**  
Budget Year 2025 - 2026

**Local Government:** NORTH LYON FIRE PROTECTION DISTRICT  
**Contact:** Kasey Miller, Office Manager  
**E-mail Address:** [KMiller@northlyonfire.com](mailto:KMiller@northlyonfire.com)  
**Daytime Telephone:** 775-575-3310

Total Number of Privatization Contracts: None

| Line | Vendor        | Effective Date of Contract | Termination Date of Contract | Duration (Months/ Years) | Proposed Expenditure FY 2025-26 | Proposed Expenditure FY 2026-27 | Position Class or Grade | Number of FTEs employed by Position Class or Grade | Equivalent hourly wage of FTEs by Position Class or Grade | Reason or need for contract: |
|------|---------------|----------------------------|------------------------------|--------------------------|---------------------------------|---------------------------------|-------------------------|--|---|------------------------------|
| 1    | None Reported |                            |                              |                          |                                 |                                 |                         |  |   |                              |
| 2    |               |                            |                              |                          |                                 |                                 |                         |  |   |                              |
| 3    |               |                            |                              |                          |                                 |                                 |                         |  |   |                              |
| 4    |               |                            |                              |                          |                                 |                                 |                         |  |   |                              |
| 5    |               |                            |                              |                          |                                 |                                 |                         |  |   |                              |
| 6    |               |                            |                              |                          |                                 |                                 |                         |  |   |                              |
| 7    |               |                            |                              |                          |                                 |                                 |                         |  |   |                              |
| 8    | <b>Total</b>  |                            |                              |                          | 0                               | 0                               |                         | N/A  |   |                              |

Attach additional sheets if necessary.

## EMPLOYMENT AGREEMENT

### NORTH LYON COUNTY FIRE PROTECTION DISTRICT INTERIM FIRE CHIEF

**THIS AGREEMENT** is made and entered into this ~~14th~~ 14th day of April, ~~2024~~ 2025, by and between the NORTH LYON COUNTY FIRE PROTECTION DISTRICT ("DISTRICT"), an independent self-taxing NRS 474 District formed under the laws of the State of Nevada, and **BRIAN BUNN** ("EMPLOYEE"), both of whom agree as follows:

#### RECITALS

**WHEREAS**, the DISTRICT elects a Board of Fire Directors, who is empowered to appoint certain employees of the DISTRICT;

**WHEREAS**, the North Lyon County Fire Protection District Board of Directors is empowered to approve contracts between the DISTRICT and other persons;

**WHEREAS**, the DISTRICT desires to retain the services of EMPLOYEE as Interim Fire Chief for the North Lyon County Fire Protection District;

**WHEREAS**, EMPLOYEE is an individual who has the education, training, and experience in the field and position to which EMPLOYEE has been appointed;

**WHEREAS**, it is the desire of the DISTRICT to provide certain benefits, establish certain conditions of employment, and set working conditions of EMPLOYEE; and

**WHEREAS**, EMPLOYEE desires to be employed as Interim Fire Chief of the DISTRICT;

**NOW, THEREFORE**, in consideration of the mutual covenants contained in this Agreement, the EMPLOYEE and DISTRICT agree as follows:

#### Section 1. Duties

The DISTRICT agrees to employ EMPLOYEE as the DISTRICT's ~~Interim~~ Fire Chief ("Position") to perform the functions and duties described in the Job Description, attached hereto and incorporated herein as Exhibit A.

- A. EMPLOYEE shall faithfully perform the duties prescribed in the Job Description, this Agreement, and as may be lawfully assigned by the DISTRICT, and shall comply with all lawful directives, state and federal law, DISTRICT policies, and ordinances as they exist or may hereafter be amended.
- B. EMPLOYEE shall perform all duties of the Position with reasonable care, diligence, skill, and expertise.
- C. All duties assigned to the EMPLOYEE shall be appropriate to and consistent with the professional role and responsibility of the EMPLOYEE.
- D. Nothing in this Agreement shall restrict the DISTRICT's right to assign and allocate responsibilities or job duties to EMPLOYEE or reclassify the Position. Nothing in this Agreement shall limit or restrict the DISTRICT's right to discipline EMPLOYEE or decrease EMPLOYEE's salary as provided in this Agreement.

**Section 2. Base Salary**

The DISTRICT agrees to pay EMPLOYEE for services described in Section 1 above, and other duties assigned, an annual base salary of \$150,000.00 per year beginning the first day of work following approval of this Agreement. EMPLOYEE's base salary shall be subject to the following provisions.

A. Each two (2) week period shall constitute a pay period. The pay period shall commence at midnight (12:00am) on Saturday and end fourteen (14) days later at 11:59pm on the second Friday. Payday is Friday, biweekly. If payday falls on a holiday, then the payday will occur on the day ~~preceeding~~preceding the holiday. The basic work week shall commence each Monday at 12:00 a.m. and end on Sunday at 11:59 p.m.

~~A.B.~~ Upon allowable revenues and/or the annual review/renewal of this Contract, the DISTRICT may agree to negotiate a pay increase with the EMPLOYEE.

~~B.C.~~ In special circumstances and with DISTRICT approval, EMPLOYEE may choose to reduce his/her base salary. Such reductions are voluntary and will only be considered if requested in writing. If approved by the DISTRICT, such a reduction is effective for the duration of this Agreement. If EMPLOYEE voluntarily accepts a reduction in pay, benefits, or hours worked, the DISTRICT may make non-monetary considerations for the benefit of such EMPLOYEE.

~~C.D.~~ EMPLOYEE shall be compensated on an annual, salaried-hourly (Salary divided by 2080 hours) rate basis and shall not be entitled to worked holiday pay. The pay of EMPLOYEE is not subject to ~~deductions an~~ deductions for absences of ~~less than one (1) workday~~.

**Commented [BB1]:** I find this to be more clear language and definitely something I have not utilized. However, in the event of a need, this can be in lieu of any increased compensation.

### Section 3. Other Pay and Benefits

In addition to the base salary and all-hazard incident management described in Section 5, EMPLOYEE shall receive the following benefits:

- A. The DISTRICT shall match dollar for dollar up to One Hundred Fifty Dollars (\$150.00) into EMPLOYEE'S deferred compensation program, annually. EMPLOYEE shall be eligible for those benefits provided under this plan.

A.1 EMPLOYEE shall be eligible for overtime when engaged in any billable incident in or out of the jurisdiction of North Lyon Fire.

A.2 A billable incident is defined as any incident accompanied by a resource order.

A.3 While EMPLOYEE is assigned to a billable incident with a resource order, EMPLOYEE shall be compensated portal to portal.

A.3 All hours in excess of eight (8) hours a day and forty (40) hours in a week shall be compensated at an overtime rate: Annual salary divided by 2080, multiplied by 1.5.

Commented [BB2]: This is to provide clear language so there is no confusion in the future of a "Salaried" position v overtime.

- B. DISTRICT will pay One Hundred percent (100%) of EMPLOYEE's contribution to the Public Employment Retirement System for the State of Nevada, in Police/Fire.
- C. EMPLOYEE will have the retirement rights of employees as provided by NRS 286.
- D. DISTRICT will reimburse EMPLOYEE a maximum of One Hundred FIFTY DOLLARS (\$150.00) for eyeglass frames, Seventy-Five Dollars (\$75.00) for each watch, and the actual cost of prescription eye glass lenses, that is lost, damaged, or destroyed while performing job duties as certified by EMPLOYEE and approved by the DISTRICT.
- E. The Parties recognize the Fire Chief is required to maintain uniforms, and the DISTRICT shall pay EMPLOYEE a uniform allowance in the amount of Five Hundred Dollars (\$500.00) annually.
- F. The DISTRICT shall provide a DISTRICT vehicle to EMPLOYEE with home storage.

G. The DISTRICT shall not require the EMPLOYEE to reside within the DISTRICT boundaries

Commented [BB3]: My residence is 40 miles from station 61. I would prefer to leave it as is.

#### H. Group Health, Dental, Life, and Long-Term Disability Insurance

1. ELIGIBILITY: EMPLOYEE is eligible for group health (medical, dental, vision, pharmacy, and life) insurance and long-term disability insurance and may, on the first day of DISTRICT employment, be eligible to enroll in the DISTRICT's group insurance plan and long-term disability insurance plan, provided EMPLOYEE is not excluded from enrollment of the Group Health Plan Document.
2. Insurance Premium
  - i. DISTRICT shall pay One Hundred percent (100%) of the premium for the EMPLOYEE-only coverage category and Eighty percent (80%) of the premium

attributable to dependent coverage for each dependent coverage category. The EMPLOYEE is solely liable for the payment of Twenty percent (20%) of the premium for dependent coverage via automatic payroll deduction. EMPLOYEE shall be provided term life insurance under a policy which offers coverage in an amount of forty thousand dollars (\$40,000) for the duration of this Agreement.

- ii. DISTRICT shall pay One Hundred percent (100%) of the total premium for the basic long-term disability plan offered by the DISTRICT. Additional premium for any "buy-up" to the plan shall be the EMPLOYEE's sole responsibility.
- iii. Employee may choose to provide their own medical, dental, and vision provider, so long as it does not exceed the cost of the District's chosen provider premium.
- iv. If EMPLOYEE opts out of the DISTRICT-offered group health, dental, life, and/or long-term disability plans and wishes to utilize an outside insurance provider, the DISTRICT will contribute to the outside plan an amount not to exceed the current premium cost for individual and/or dependent coverage plans.

- 3. Long-Term Disability Insurance Upon Separation from DISTRICT Service: If EMPLOYEE separates from DISTRICT service, he may be eligible to convert the long-term disability coverage through the insurance company. If EMPLOYEE elects to convert any such policy, EMPLOYEE is responsible for One Hundred percent (100%) of the premium cost and shall pay the premium directly to the insurance company.

**J. Medical Examination**

- 1. EMPLOYEE shall be required to have a complete medical examination conducted each calendar year as prescribed by Nevada law. The physical examination shall consist of all those essential elements as determined by Nevada law.
- 2. The DISTRICT will designate the physician who is to perform the physical examination. In the event the EMPLOYEE does not concur with the physician selected by the DISTRICT, EMPLOYEE may select a physician of EMPLOYEE's choice. The DISTRICT, however, shall not be responsible for payment of charges beyond those expenses that would have been incurred if the DISTRICT-selected physician had been used. Nothing in this section shall prohibit the EMPLOYEE from submitting excess medical bills to the medical insurance company.
- 3. The physician who conducts the medical examination shall report to the Human Resources Director whether the EMPLOYEE is fit for duty.

**K. Holidays**

- 1. EMPLOYEE shall receive the following paid legal holidays:

|   |       |                                     |
|---|-------|-------------------------------------|
| New Year's Day                                    | _____ | January 1                           |
| Birthday of Martin Luther King, Jr.               | _____ | 3 <sup>rd</sup> Monday in January   |
| <u>Inauguration Day (Sec. 6103(c) of title 5)</u> | _____ | January 20                          |
| President's Day                                   | _____ | 3 <sup>rd</sup> Monday in February  |
| Memorial Day                                      | _____ | Last Monday in May                  |
| Juneteenth  | _____ | June 19                             |
| Independence Day                                  | _____ | July 4                              |
| Labor Day   | _____ | 1 <sup>st</sup> Monday in September |
| Nevada Day  | _____ | Last Friday in October              |
| Veteran's Day                                     | _____ | November 11                         |



Thanksgiving Day \_\_\_\_\_ 4<sup>th</sup> Thursday in November  
Family Day \_\_\_\_\_ Friday after Thanksgiving Day  
~~Christmas Eve \_\_\_\_\_ December 24~~  
Christmas Day \_\_\_\_\_ December 25

2. In addition, EMPLOYEE shall receive as a paid holiday any other day that may be declared a holiday by the Governor of the State of Nevada or the President of the United States. Special holidays granted by the President of the United States for Federal Employees under Executive Order 11582 or any other Executive Order are not District holidays for purpose of this Agreement.
3. Holidays shall be observed as follows:
  - i. If a legal holiday falls on the first day of EMPLOYEE's scheduled day off, the day preceding shall be observed as a holiday.
  - ii. If a holiday falls on the second or succeeding day of consecutive scheduled days off, the next succeeding workday shall be observed as a holiday.
  - iii. If EMPLOYEE chooses to work a recognized holiday, EMPLOYEE may flex time, hour-for-hour, during the normal work week within the same pay period.

#### L. Annual Leave

1. For the purposes of determining eligibility for Annual Leave allowance, the term "continuous service" shall be the service commencing with employment with the DISTRICT continuing until termination. For the purposes of determining Annual Leave earned, the term "actual service" shall mean the number of days actually worked on the job, provided, however, that absence from work due to Sick Leave with pay, Annual Leave with pay, Voluntary Unpaid Leave as specified in this Agreement, or injury or illness incurred in the DISTRICT service shall be deemed actual service.
2. EMPLOYEE will be advanced 218.4 hours of prorated Annual Leave at the start of employment (*8.4 hours per pay period multiplied by 26 pay periods equals 218.4 hours total*)
3. Annual leave taken in excess of two (2) weeks must be approved in advance by the DISTRICT.
4. EMPLOYEE shall not be charged annual leave for a legal holiday described in Section 3 Holidays.
5. EMPLOYEE may elect to cash out the remainder of the prorated amount of advanced unused annual leave upon termination of this Agreement.
6. If EMPLOYEE is approaching resignation or retirement, EMPLOYEE may use accrued annual leave prior to the effective date of EMPLOYEE's resignation or retirement. In lieu of using such annual leave, EMPLOYEE may receive a lump sum payment for accrued but unused annual leave. Subject to all the provisions of this Agreement, EMPLOYEE may use a portion of accrued annual leave and may receive a lump sum payment for the remainder of accrued annual leave.

**M. Sick Leave**

1. For the purposes of determining eligibility for Sick Leave allowance, the term "continuous service" shall be that service commencing with employment with the DISTRICT and continuing until termination. For the purpose of determining Sick Leave earned, the term "actual service" shall mean the number of days actually worked on the job; provided, however, that absence from work due to Sick Leave with pay, Annual Leave with pay, Voluntary Unpaid Leave as specified herein, injury or illness incurred in the DISTRICT service, shall be deemed actual service.
2. EMPLOYEE will be advanced 130 hours of prorated Sick Leave at the start of employment (*5 hours per pay period multiplied by 26 pay periods equals 130 hours total*)
3. Sick Leave with pay may be used in the case of a bona fide illness of EMPLOYEE or a member of the EMPLOYEE's family within the third degree of consanguinity.
4. Evidence in the form of a physician's certificate or certificate of illness executed by EMPLOYEE and upon the form approved by DISTRICT shall be furnished as proof of adequacy of the reason for the EMPLOYEE's absence during the time when sick leave was requested if requested by the DISTRICT. Certificates may be required by the DISTRICT when there is: (a) absence in excess of three (3) days, or (b) reason to believe that the Sick Leave privilege is being abused.
5. EMPLOYEE shall not be entitled to Sick Leave while absent from duty on account of any of the following:
  - i. Disability arising from any conduct which is in violation of federal, state, or local statute, or written DISTRICT policy.
  - ii. Sickness or disability sustained while on Leave Without Pay.
6. Recovery for Damages: If EMPLOYEE recovers damages for time lost, EMPLOYEE shall not receive Sick Leave pay under this Agreement for the same time; or having received sick leave prior to the recovery of damages, EMPLOYEE shall repay the DISTRICT for any amount paid.
7. Return to Work: If EMPLOYEE is certified by a physician to be absent from work for a specified period of time due to illness or injury, EMPLOYEE must present a physician's release if EMPLOYEE wishes to return to work prior to the date originally specified by the physician.
8. EMPLOYEE may elect to cash out the remainder of the prorated amount of advanced unused sick leave upon termination of this Agreement.

**N. Workers' Compensation Leave**

1. EMPLOYEE is entitled to Workers' Compensation Leave as outlined in Nevada Revised Statutes 616 and 617.
2. The following procedures shall be followed when EMPLOYEE is compensated by the DISTRICT, within the maximum of sixty (60) days in a twelve (12)-month period.

- i. All Workers' Compensation payments will be credited to the DISTRICT.
- ii. EMPLOYEE shall be credited first for annual leave, then sick leave hours charged during this disability. The hours charged to and compensated for by Workers' Compensation are multiplied by two thirds (2/3) and credited to the EMPLOYEE.
- iii. In no event shall EMPLOYEE be allowed to receive EMPLOYEE's Workers' Compensation payment as well as compensation from the DISTRICT.

**O. Court Leave**

1. If EMPLOYEE appears in any court or before a grand jury as a party to an action arising out of DISTRICT employment or as a witness to either a civil or criminal case for the purpose of giving testimony as to facts or knowledge received in the course of DISTRICT employment, EMPLOYEE shall receive full compensation as though actually on the job during such time. EMPLOYEE shall claim any jury, witness, or other fee to which EMPLOYEE may be entitled by reason of such appearance and forthwith pay the same over to the Chief Financial Officer to be deposited in the General Fund of the DISTRICT. In all cases, however, EMPLOYEE shall retain any mileage allowance. If EMPLOYEE is on duty and witnesses an event not related to the performance of his/her duty, but as a bystander witness, EMPLOYEE will not be compensated for any court or other appearance. Additionally, EMPLOYEE will not be paid court pay for any court appearance as a witness against the DISTRICT.
2. Reporting on Timecard: Notation will be made on the timecard for the hours of court leave granted to EMPLOYEE while absent from the EMPLOYEE's regularly scheduled duties.

**P. Bereavement Leave**

If EMPLOYEE experiences the death of the EMPLOYEE's spouse, children, parents, siblings, grandparents, grandchildren, parents-in-law, siblings-in-law, or other legal dependent, the EMPLOYEE shall be granted Bereavement Leave upon request and notice to the DISTRICT of such death. The EMPLOYEE must notify the Board prior to taking such leave. Bereavement Leave shall not be counted against the EMPLOYEE's accrued vacation or sick leave and shall be granted from the time of notice until the end of funeral services not to exceed ten (10) calendar days.

**S. Retiree Medical Insurance**

In the event of a job-related death or job-related total permanent disability, DISTRICT shall pay One Hundred percent (100%) of EMPLOYEE's remaining advanced sick leave.

T. The DISTRICT shall pay the professional dues and subscriptions of EMPLOYEE necessary for his continuation and participation in national, regional, state, and local associations and organizations

necessary and desirable for EMPLOYEE's continued professional participation, growth, and advancement and for the good of the DISTRICT, including but not limited to maintaining any licenses or certifications held by EMPLOYEE at time of appointment to the Position.

U. The DISTRICT agrees to pay the reasonable travel and subsistence expenses of EMPLOYEE for professional and official business travel and meetings adequate to continue professional development of EMPLOYEE and to adequately pursue necessary official functions and matters of interest to DISTRICT on a case-by-case basis. Requests for reimbursement will be brought before the Board for consideration.

V. The DISTRICT agrees to provide EMPLOYEE with a DISTRICT procurement card for expenses that are non-personal and are job-related for EMPLOYEE in the normal course of his duties. DISTRICT reserves the right to review any and all transactions EMPLOYEE makes using a DISTRICT procurement card and to demand reimbursement from EMPLOYEE for any transactions deemed personal and/or not job-related. The DISTRICT further reserves the right to discipline EMPLOYEE, up to and including termination for cause, for misuse of the DISTRICT procurement card. These remedies are not exclusive, and the DISTRICT may seek any other remedies available at law or in equity.

#### **Section 4. Term of Agreement**

This Agreement shall commence on April ~~15<sup>th</sup>~~14<sup>th</sup>, ~~2024~~2025, and shall continue until April 14<sup>th</sup>, ~~2025~~2026, unless otherwise concluded or terminated pursuant to the terms and conditions of this Agreement. Nothing in this Agreement is intended to restrict the Parties' rights and abilities to enter into subsequent amendments to this Agreement.

#### Section 5. Performance Evaluation and Salary Review

- A. The DISTRICT shall review and evaluate the EMPLOYEE's performance ~~every three (3) months annually~~, to be completed on or before the regularly scheduled District meetin in April. This review will be conducted during a public meeting and the EMPLOYEE will be notices, in accordance with NRS 241, July 15<sup>th</sup>, 2024, October 15<sup>th</sup>, 2024, and January 15<sup>th</sup>, 2025. ~~Prior to the end of the term of this Agreement on April 14<sup>th</sup>, 2025, an annual performance evaluation will be provided to EMPLOYEE.~~
- B. During these 3-month reviews, the DISTRICT may establish specific performance criteria to assist with the next review of EMPLOYEE. The DISTRICT will meet and confer with the EMPLOYEE as part of the performance criteria setting process. Any specific performance criteria established by the DISTRICT shall be applied prospectively only and shall not be applied retroactively to evaluate the performance of the EMPLOYEE.
- C. In addition to the ~~3-month annual~~ performance evaluations provided in this Section, the DISTRICT shall use best efforts to provide to EMPLOYEE, in a timely manner, substantive criticisms, complaints, and suggestions for study and/or appropriate action by EMPLOYEE.
- D. During any of the ~~3-month performance evaluation processes~~ or at such other time as is appropriate based on the circumstances and this Agreement, the DISTRICT may, upon finding that EMPLOYEE has failed to maintain the standard of work required, evaluate this Agreement for termination of EMPLOYEE.

## Section 6. Termination

For purposes of interpreting this Agreement, whenever the general term "terminate" or any of its derivative forms is used, such term shall generally mean separation from employment, whether or not cause is established. The use of the term "termination" is not intended to and does not create any legal requirement that termination be premised on a determination of cause or breach of this Agreement. The services of EMPLOYEE may be terminated by any of the following methods:

- A. **Mutual Agreement.** EMPLOYEE's employment in the service of the DISTRICT may be terminated by written mutual agreement executed by both parties.
- B. **Termination Without Cause.** This Agreement may be terminated for any legal reason whatsoever and/or for no reason at all, in the sole, absolute, and unreviewable discretion of the DISTRICT, upon written notice by the Board Chairperson to EMPLOYEE. The DISTRICT may terminate EMPLOYEE's employment without cause by providing Thirty (30) days' advance written notice to EMPLOYEE. During such Thirty (30) day period, the DISTRICT, in its sole discretion, may determine if EMPLOYEE is to maintain regular business hours for the DISTRICT or if EMPLOYEE should be placed on administrative leave with pay. If the DISTRICT terminates EMPLOYEE's employment without cause, DISTRICT shall pay to EMPLOYEE within Two (2) weeks following the end of the 30-day notice period, the following severance package:
  - 1. One (1) months' base salary;
  - 2. All salary and benefits due and owing under this Agreement as of the termination date;
  - 3. Payment for all unused advanced annual leave and sick leave; and
  - 4. One-time payment equivalent to the cost of one (1) months of DISTRICT paid health, dental, vision, life and long-term disability insurance premium.
  - 5. Such severance package shall constitute liquidated damages in lieu of any and all claims by EMPLOYEE against DISTRICT and all of its officials, directors, officers, employees, and agents arising out of this Agreement and shall be in full and complete satisfaction of any and all rights EMPLOYEE may enjoy hereunder. No portion of such severance package shall be payable until five (5) business days after EMPLOYEE delivers to DISTRICT a duly executed unconditional release of liability. EMPLOYEE is not entitled to any other remedies, contractual or otherwise, for termination without cause except as required by law.
- C. **Termination For Cause.** The DISTRICT may, upon Thirty (30) days' written notice to EMPLOYEE specifically identifying a deficiency in EMPLOYEE's performance and after reasonable opportunity for EMPLOYEE to cure the same, terminate this Agreement for cause. For the purposes of this Agreement, "cause" shall mean any of the following: EMPLOYEE's failure to perform the duties of the Position in a satisfactory manner; commission of fraud, misappropriation, embezzlement, any act of misappropriation or failure to account for public funds, or any act of moral turpitude or any act that would tend to diminish public confidence in the government of the DISTRICT should EMPLOYEE remain in the Position, or similar acts of dishonesty, including but not

limited to making false statements under oath, on any official report, during any administrative or governmental proceeding, on any employment application or during interviews leading to employment; conviction of any crime involving moral turpitude or violence; conviction of any felony; arrest, indictment, or other charge for a felony under circumstances indicating EMPLOYEE committed a felony without legal justification, regardless of whether EMPLOYEE is convicted of a felony; intentional misconduct that may subject DISTRICT to criminal or civil liability; breach of EMPLOYEE's duty of loyalty, including the disruption of opportunities properly belonging to DISTRICT; willful disregard of DISTRICT policies and procedures; breach of any of the material terms of this Agreement; and insubordination or deliberate refusal to follow the lawful instructions of the DISTRICT. Upon termination of this Agreement by DISTRICT under this subsection, EMPLOYEE shall be entitled to receive all salary and benefits due and owing under this Agreement as of the termination date.

- D. Early Termination by Employee. EMPLOYEE may terminate this Agreement upon Ninety (90) days' written notice to the DISTRICT. EMPLOYEE shall continue to perform all duties under this Agreement until the end of such Ninety (90) day period, provided, however, that the DISTRICT may, at its sole option, immediately terminate this Agreement upon written notice to EMPLOYEE, and in the event the DISTRICT elects to so terminate this Agreement, the DISTRICT shall continue to pay EMPLOYEE's Total Compensation through the end of the Ninety (90) day period. Thereafter, EMPLOYEE shall not be entitled to receive compensation or other benefits under this Agreement, provided, however, that EMPLOYEE shall be entitled to receive all rights and benefits vested under this Agreement as of the date of termination and may elect COBRA benefits if EMPLOYEE is eligible.
- F. Termination by Death. EMPLOYEE'S employment shall terminate automatically upon his death. The DISTRICT shall pay to EMPLOYEE's beneficiaries or estate, as appropriate and as permitted by applicable law, any compensation then due and owing, including but not limited to a lump sum payment for remaining advanced sick and annual leave; however, there shall be no entitlement to severance or non-renewal package benefits. Nothing in this section shall affect any entitlements of EMPLOYEE's heirs, beneficiaries, or estate to the benefits of any life insurance plan or other applicable benefits.



## Section 7. Termination Obligations

- A. Duties of Employee. Upon termination for any reason, EMPLOYEE shall:
1. Leave the premises of the DISTRICT if requested by the Board of Directors;
  2. Immediately turn over all records, books, papers, computers (including all computer devices), computer disks or other storage devices, keys, phones, uniforms, tools, credit cards, identification cards or badges, vehicles, and all other property owned by the DISTRICT or used by EMPLOYEE in connection with EMPLOYEE's duties;
  3. Discuss with anyone designated by the DISTRICT all work in progress and reveal all information that may be needed by a person who will perform the duties of the Position;
  4. Participate in a termination interview with representatives of the DISTRICT if requested, and
  5. Reimburse or indemnify the DISTRICT for any costs or claims owed by EMPLOYEE or as a result of EMPLOYEE's conduct for the DISTRICT.
- B. Cooperate in Pending Work and Litigation. Following any termination of EMPLOYEE's employment for any reason, EMPLOYEE shall fully cooperate with the DISTRICT in all matters relating to winding down or transfer of pending work and duties to other DISTRICT employees. EMPLOYEE shall also cooperate with DISTRICT in any litigation or administrative action in which the DISTRICT or any of the DISTRICT's employees is a party that relates in any way to EMPLOYEE's acts, omissions, or knowledge while employed by the DISTRICT. If after termination EMPLOYEE's cooperation in defense of any such litigation or administrative action requires more than five (5) hours of time, EMPLOYEE shall be paid at an hourly rate of One Hundred Fifty dollars (\$150.00) for his time and all reasonable associated expenses.

**Section 8. Agreement Non-Renewal**

The DISTRICT shall give EMPLOYEE at least thirty (30) days' written notice if EMPLOYEE's Agreement will not be renewed. The DISTRICT, in its sole discretion, may place EMPLOYEE on administrative leave with pay until EMPLOYEE's Agreement ends. In the event EMPLOYEE's Agreement is not renewed, EMPLOYEE shall receive the following Non-Renewal Package:

- A. Three (3) months' base salary;
- B. Payment for all unused advanced annual leave and sick leave; and
- C. One-time payment equivalent to the cost of six (3) months of DISTRICT paid health, dental, vision, and long-term disability insurance premiums.

**Section 9. Termination of Agreement by Employee**

If EMPLOYEE terminates this Agreement for any reason or elects not to renew this Agreement for any reason, no severance or Non-Renewal package will be due and owing to EMPLOYEE. EMPLOYEE shall receive payment for unused advanced annual and sick leave.

#### Section 10. Ethical Commitments

- A. EMPLOYEE agrees to adhere to all ethical standards applicable to employees and officers of DISTRICT, including but not limited to the provisions of NRS Chapter 281A.
- B. EMPLOYEE shall not endorse, make financial contributions, sign or circulate petitions, or participate in fundraising activities for any individual(s) seeking or holding elected office in the DISTRICT government. EMPLOYEE shall not seek or accept any personal enrichment or profit derived from confidential information or misuse of public time.
- C. The DISTRICT shall support EMPLOYEE in keeping these commitments by refraining from any order, direction, or request that would require EMPLOYEE to violate these commitments. Specifically, neither the DISTRICT nor any individual member thereof shall request EMPLOYEE to endorse any candidate, make any financial contribution, sign or circulate any petition, or participate in any fundraising activity for individuals seeking or holding elected office in the DISTRICT government, nor to handle any matter of personnel on a basis other than fairness, impartiality, and merit.
- D. The provisions of this Section shall not be construed to limit EMPLOYEE's rights, in a private capacity, to vote for or against any candidate for DISTRICT office or any ballot question affecting the DISTRICT. Further, these provisions shall not be construed to limit EMPLOYEE's rights, in a private capacity, to make any financial contribution, sign or circulate any petition, or participate in any fundraising activity for individuals seeking or holding elected office in government other than the DISTRICT.

## Section 11. General Provisions

- A. This Agreement contains the full and complete statement of all arrangements between the Parties with respect to EMPLOYEE's employment with the DISTRICT and all benefits arising therefrom. There are no representations, agreements, arrangements, or understandings, oral or written, relating to the subject matter of this Agreement that are not fully expressed in this Agreement.
- B. The provisions of this Agreement may be waived, changed, modified, or discharged only by a written amendment to this Agreement signed by the DISTRICT and EMPLOYEE.
- C. If any provision of this Agreement is held to be invalid or unenforceable by any judgment or decision of an administrative, arbitral, or judicial tribunal, court, or other body of competent jurisdiction, such provision shall be severed from this Agreement, the remainder of this Agreement shall not be affected by such judgment or decision, and the Agreement shall be carried out as nearly as possible according to its other provisions and intent.
- D. Any Party's failure to declare any particular breach of this Agreement by the other Party shall not constitute waiver by such Party of any other breach of this Agreement or any rights or remedies for any other breach of this Agreement.
- E. The Parties have had the opportunity to consult independent legal counsel regarding the provisions of this Agreement, and this Agreement shall not be construed in favor of or against either Party by virtue of who drafted its terms and conditions. Headings used in this Agreement are for reference purposes only and shall not be used to interpret the terms and conditions of this Agreement. Unless the context requires otherwise, the masculine, feminine, and neutral genders and the singular and the plural include one another.
- F. This Agreement shall be governed by and construed according to the laws of the State of Nevada. Any claims relating to or arising from this Agreement shall be brought in a court of competent jurisdiction in the County of Lyon, State of Nevada.
- G. All notices required or permitted under this Agreement shall be in writing and shall be sent to the DISTRICT and the home address of EMPLOYEE. EMPLOYEE shall provide written notice of any change of address within five (5) business days of such change.
- H. The Parties acknowledge that they have consulted with or have had the opportunity to consult with independent legal counsel of their own choice concerning this Agreement and that they have read and understood the Agreement, are fully aware of its legal effect, and have entered into it freely based upon their own judgment and not based on any representations or promises other than those expressly contained in this Agreement.

**IN WITNESS WHEREOF**, the DISTRICT has caused this Agreement to be signed and executed on behalf of the DISTRICT by its Chairperson and duly attested by a second member of the Board, and EMPLOYEE has signed and executed this Agreement, all on the day and year first above written.

**EMPLOYEE**

**NORTH LYON COUNTY FIRE  
PROTECTION DISTRICT CHAIRPERSON**

\_\_\_\_\_  
Brian Bunn

\_\_\_\_\_  
Michael Toombs

**ATTEST**

\_\_\_\_\_  
Second Board Member Name

\_\_\_\_\_  
Second Board Member Signature

## Exhibit A

## NORTH LYON COUNTY FIRE PROTECTION DISTRICT

### Job Description

#### INTERIM FIRE CHIEF

**DEFINITION:** Plans, directs, leads, coordinates, organizes, and supervises the activities and operations of the Fire District, including the activities of all Fire District Members. Responsible for management of all Fire District resources consistent with the administrative and policy direction of the Fire District Board. Provides highly responsible, technical, and complex administrative support to the Fire District Board.

**DISTINGUISHING CHARACTERISTICS:** This position is responsible for the overall activities and operations of the Fire District and has full authority over all District Members. Receives broad policy guidance and administrative direction from the Fire District Board. An employee in this position is at will, serving at the pleasure of the Fire District Board.

**EXAMPLES OF DUTIES:** The duties listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

- Plans, directs, coordinates, supervises, and evaluates fire protection including suppression and prevention, emergency medical services, and disaster preparedness programs and activities for the Fire District.
- Selects, assigns, trains, motivates, and evaluates Fire District Members; provides or coordinates staff training; listens to, responds to, and resolves employee problems, concerns, and grievances; works with employees to correct deficiencies; administers discipline for inadequate performance and/or improper behavior.
- Develops an annual budget that coincides with the goals set forth in the Fire District's strategic plan; anticipates the future financial needs of the Fire District by providing for equipment, apparatus, stations, and other major purchases within the budget; monitors expenditures to ensure compliance with the budget; accounts for variances between projected and actual expenditures; initiates remedial action and reports significant variances to the Fire District Board; actively pursues new and existing revenue sources for the Fire District.
- Administers the preparation of the Fire District Board meeting agendas; attends Fire District Board meetings, City of Fernley Council meetings, and other current or future committee, advisory, or agency meetings, as directed by the Fire District Board; gives oral and written presentations to the Fire District Board and to other public and private groups; provides information to the media and the public regarding Fire District operations; provides staff assistance to the Fire District Board; prepares and presents staff reports and other necessary correspondence.
- Establishes a strategic plan for the overall development and progression of the Fire District, provides leadership and direction in the development of short- and long-range plans for achieving overall goals; works with the Fire District Board and manages the implementation of Fire District goals, objectives, policies, and priorities for each assigned service area.
- Develops, evaluates, recommends, and administers operational and administrative policies, procedures, and guidelines to meet the goals and objectives of the Fire District while ensuring timely, efficient, and effective delivery of programs and services.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal



reporting relationships; identifies opportunities for improvement; directs the implementation of changes.

- Plans, directs, and coordinates, through subordinate level managers, the implementation of the Fire District's work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Provides direction and support to Fire District Members and the Fire District Board including advice, education, and consultation; receives, investigates, and resolves inquiries, complaints, and concerns regarding Fire District programs, services, and facilities.
- Acts as a liaison and represents the Fire District to cities, counties, regional State and Federal agencies, and outside organizations on a broad range of matters; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of fire suppression and prevention, emergency medical services, and disaster preparedness programs.
- Represents the Fire District in matters pertaining to Local Union negotiations, grievances, and labor-management relations; maintains a positive, courteous, and collaborative attitude with Local Union leadership and members.
- Represents the Fire District with dignity, integrity, and a spirit of cooperation in all relationships with the many and varied public, as well as interaction with community and professional organizations, and in dealing internally with Fire District Members; ensures that the Fire District's Members provide services to the public in a courteous and sensitive manner.
- Responds to incidents, performs emergency activities, and provides direct supervision as deemed necessary to ensure effective and efficient delivery of emergency services.
- Fights fires inside and outside of structures and in the wildland and urban interface settings; provides emergency medical assistance to level of training, certification, and licensure.

#### **QUALIFICATIONS FOR EMPLOYMENT:**

##### **Knowledge, Skills, and Ability:**

###### *Knowledge of*

- Principles, practices, methods, and techniques of modern fire protection, emergency medical service, and disaster preparedness;
- Principles and practices of public administration, budgeting, training, personnel management, and organizational techniques;
- Principles and practices of leadership, management, and supervision;
- Methods of analyzing, evaluating, and modifying administrative and operational policies and procedures;
- Applicable federal, state, and local laws and regulations regarding local government operations, services, and programs;
- Basic techniques of hazardous materials identification and incident management
- Principles and procedures of fire scene investigation and arson detection
- Basic operation and mechanics of firefighting equipment, use of emergency medical aid, rescue equipment, and other emergency equipment;
- Geography, fire hazards, and fire protection resources including personnel, equipment, water supplies, and communications, both within the Fire District and neighboring agencies.

###### *Skills in*

- Providing leadership;
- Delegating authority and responsibility;
- Planning, organizing, directing, and coordinating the work of Fire District Members;
- Selecting, supervising, training, motivating, and evaluating staff;

*Ability to*

- Provide leadership in recruiting, retaining, training, and motivating Fire District Members;
- Identify and respond to community and Fire District Board issues, concerns, and needs;
- Develop, implement, and administer policies, goals, objectives, and procedures for providing effective and efficient fire prevention, suppression, and emergency medical services;
- Prepare, administer, and monitor large and complex budgets;
- Allocate limited resources in a cost effective manner;
- Define and analyze problems, collect data, establish facts, draw valid conclusions, identify alternative solutions, project consequences of proposed actions, and adopt and implement an effective course of action;
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques;
- Understand, interpret, and apply federal, state, and local policies, procedures, laws, and regulations;
- Communicate clearly and concisely in both oral and written mediums;
- Present findings, recommendations, and information to individuals and groups in an understandable and persuasive manner;
- Use and apply firefighting, emergency medical services, and disaster preparedness techniques and procedures;
- Think and act effectively in emergencies;
- Work effectively under the pressure of deadlines and conflicting demands;
- Establish and maintain effective working relationships with those contacted in the course of work including the Fire District Board, Fire District Members, cities, counties, and other governmental officials and agencies, community groups, private businesses, and the public.

**Special Requirements:** The employee must submit to and pass both a background investigation and an annual medical examination provided by the District. Background investigations and annual medical examinations performed by other agencies with whom the employee is currently employed or has recently, within three (3) months, been employed by may be used to satisfy these requirements.

**License or Certification Requirements:** Must possess a valid State of Nevada driver's license with 'F' endorsement or equivalent at time of application and maintain class and endorsement throughout employment. Must maintain EMS licensure with the State of Nevada during employment.

**PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Strength, stamina, and agility to utilize fire suppression equipment for long periods of time. Strength and stamina to fight fires while wearing heavy protective clothing and self-contained breathing apparatus. Frequent lifting and/or moving of objects up to 30 pounds and occasional moving of objects up to 100

pounds. Specific vision abilities required include close vision, color vision, and the ability to adjust focus. Physical fitness must be maintained to perform a variety of maintenance duties as well as rescue and firefighting activities.

*In compliance with applicable disability laws, reasonable accommodation may be provided for qualified individuals with a disability who require and request such accommodation. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodation with the employer.*

**WORKING CONDITIONS:** Work is performed both in the office and out in the field. While performing the duties of this position in the office, the employee may work in a generally clean office environment with limited exposure to conditions such as dust, fumes, odors, or noise. In the field, the employee will be frequently exposed to outside environmental conditions inherent with Northern Nevada such as altitudes more than 4000' above sea level, extreme cold and heat, wet and/or humid conditions, high winds, high and/or precarious places, smoke, fumes, airborne particulate matter, toxic or caustic chemicals, and risk of electrical shock. May be exposed to the bodily fluids of other humans. May be exposed to environments that are immediately dangerous to life and health while wearing proper personal protective equipment. The noise level may be loud and require hearing protection.

The employee may have periodic contact with angry or upset individuals, frequent interruptions of planned work activities by telephone calls, office visitors, and response to emergencies or other unplanned events. Position requires occasional strenuous work and long hours, and the ability to attend and/or manage an emergency incident at any time. Participation in wildland fires may require the employee to remain on the incident for several days.

**FLSA Status:** Exempt

I, \_\_\_\_\_ (print name), have read and understand this job description. A copy of the signed job description will be provided to me at the time of submission.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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



---

**CLASS TITLE:** Battalion Chief - Ops

**FLSA:** Non-Exempt

**LAST REV:** 04/2025

**PROBATION:** 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.

*NLCFPD Battalion Chief*

#### 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](http://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](http://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."*

**Policy – District Board**

**Items for the District Board of Directors Meeting Agenda  
Board - 1**

Approved: January ~~XX~~ 2025  
Revised: N/A

References: NRS 241  
Related Forms: Operating Guide Master Template  
POLICY Master Template

- 1 **INTENT:** This policy is to ensure a documented process for submission of agenda items for all North Lyon  
2 County Fire Protection District Board of Directors meetings.  
3
- 4 **SCOPE:** This standard operating procedure applies to all persons desiring to submit items to be placed on  
5 the meeting agenda of the Fire District Board of Directors.  
6
- 7 **PROCEDURES:**  
8
- 9 1. The Fire District Board reserves the sole right to determine agenda items. There are ~~three~~ two methods to  
10 request items on the District Board agenda:
    - 11 a. Agenda items from District members shall be submitted to the District Fire Chief, Office Manager,  
12 Clerical Assistant, or any designee by the Board during normal business hours.
    - 13 ~~b. Board members may place items on the agenda as allowed by Board rules.~~
    - 14 e. b. Any member of the public may request directly from the Board any item be placed on the Board agenda.  
15
  - 16 2. Agenda items from District members must be submitted no less than fourteen (14) days prior to the regularly  
17 scheduled meeting at which it is to be considered by the Board.  
18
  - 19 3. District staff will prepare agenda items in proper form and attach supporting materials, when requested by a  
20 Board Member.  
21
  - 22 4. District staff will research the issue and, if appropriate, make a recommendation to the Board, when  
23 requested by a Board Member.  
24
  - 25 5. District staff will determine the fiscal impact of the issue and include it with the supporting materials, when  
26 requested by a Board Member.  
27
  - 28 ~~6. District staff shall submit all agenda items to the District Office Manager no less than seven (7) days prior to~~  
29 ~~the meeting of the Board of Directors.~~
  - 30 6. Legal review may be conducted on any agenda item at the discretion of the Board.  
31
  - 32 7. The District ~~Office Manager~~ Administrative staff shall prepare the final agenda, make proper notification and  
33 post in accordance with the Nevada Open Meeting Law, (NRS 241).  
34
  - 35 8. Agenda items of an emergency nature may be placed on the agenda at any time with approval of the  
36 Chairman of the Board or next appropriate Board Member.  
37
- 38 **DEFINITIONS:**  
39
- 40 1. Board: Board is defined as the governing body known as the Board of Directors as defined in NRS 474.  
41
  - 42 2. District Staff: District staff refers to the Administrative Staff which includes the Office Manager and Clerical  
43 Assistant.

44 **APPROVALS:**  
45

---

Michael Toombs  
NLCFD Board Chairman

Policy and Operating Guides

**POLICY MASTER TEMPLATE  
XXX.X**

Initiated: March XX, XXXX  
Revised: XXXXXXXX XX, XXXX

References: N/A or XXX.X  
Related Forms: Operating Guide Master Template  
POLICY Master Template

**INTENT:** To identify and publish fees associated with administration and operational costs associated with the provision of services by the District.

**SCOPE:** This Policy identifies fees for District cost recovery procedures.

**PROCEDURES:**

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
- 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

|    |   |                        |
|----|---|------------------------|
| 40 | ○ Wildland Firefighter  | \$40.00                |
| 41 | ○ Administrative Staff  | \$30.00                |
| 42 |   |                        |
| 43 | ● Damaged equipment   | Cost of replacement    |
| 44 |   |                        |
| 45 | ● Clerical  |                        |
| 46 | ● <del>Report copies (first report free to occupant or patient)</del> | <del>\$22.50</del>     |
| 47 | ● <del>e Document copies (BAW only)</del>                             | <del>\$0.25/page</del> |
| 48 |   |                        |
| 49 | ● Inspections   |                        |
| 50 | ○ Residential (Single Family)   | NC                     |
| 51 | ○ Residential (Multi-Family)  | \$65.00                |
| 52 | ▪ >10 units   | Add \$6.00/Unit        |
| 53 | ○ Commercial (up to 5000 sqft)  | \$100.00               |
| 54 | ○ Commercial (5001 – 10,000 sqft)                                     | \$150.00               |
| 55 | ○ Commercial (10,001 – 20,000 sqft)                                   | \$230.00               |
| 56 | ○ Commercial (20,001 – 50,000 sqft)                                   | \$450.00               |
| 57 | ○ Commercial (50,001 and greater sqft)                                | \$650.00               |
| 58 | ○ Commercial (sqft not determined)                                    | \$200.00               |
| 59 | ○ Re-inspection (up to 5000 sqft)                                     | \$35.00                |
| 60 | ○ Re-inspection (5001 – 10,000 sqft)                                  | \$75.00                |
| 61 | ○ Re-inspection (10,001 – 20,000 sqft)                                | \$150.00               |
| 62 | ○ Re-inspection (20,001 – 50,000 sqft)                                | \$250.00               |
| 63 | ○ Re-inspection (50,001 and greater sqft)                             | \$350.00               |
| 64 | ○ Daycare facility  | \$35.00                |
| 65 | ○ Medical clinics (with medical gasses)                               | Add \$120.00           |
| 66 | ○ Commercial sprinkler systems  | Add \$200.00           |
| 67 | ○ Hood systems  | Add \$100.00           |
| 68 | ○ Special Events / Mass Gatherings                                    | \$50.00                |
| 69 |   |                        |
| 70 | ● Plan Reviews  |                        |
| 71 | ○ Application fee   | (Valuation)            |
| 72 | ● \$1.00-\$500.00   | \$25.00                |
| 73 | ● \$501.00-\$2,000.00   | \$75.00                |
| 74 | ● \$2,001.00-\$25,000.00  | \$300.00               |
| 75 | ● \$25,001.00-\$50,000.00   | \$500.00               |
| 76 | ● \$50,001.00-\$100,000.00  | \$1,000.00             |
| 77 | ● \$100,001.00-\$500,000.00   | \$3,200.00             |
| 78 | ● \$500,001.00-\$1,000,000.00   | \$6,000.00             |
| 79 | ● \$1,000,001.00-\$6,000,000.00                                       | \$9,500.00             |
| 80 | ● Greater than \$6,000,001.00   | \$12,250.00            |
| 81 | ● Residential single  | \$15.00                |
| 82 | ● Residential (2-4)   | \$65.00                |
| 83 | ● Residential (Multi-Family)Minimum                                   | \$65.00                |
| 84 |   | Add \$6.00/unit        |
| 85 | ● Commercial (up to 5000 sqft)  | \$45.00                |
| 86 | ● Commercial (5001-10000 sqft)  | \$145.00               |
| 87 | ● Commercial (above 10000 sqft)                                       | \$250.00               |
| 88 | ● Sprinklered   | Add \$200.00           |
| 89 | ● Permits   |                        |

|     |  |                    |
|-----|--|--------------------|
| 90  | ○ Special events (Refer to resource matrix on Board 03) +  | \$25.00            |
| 91  | ○ Burn   |                    |
| 92  | ▪ Agricultural (Annually)                                  | \$20.00            |
| 93  | ▪ Residential (Burn Season)                                | \$20.00            |
| 94  | ▪ Commercial (Burn Season)                                 | \$50.00            |
| 95  | ○ Hazardous Materials IFC 2018 Part V (Annual permit)      |                    |
| 96  | ▪ Category I (Determination based on HMIS)                 | \$400.00           |
| 97  | ▪ Category II (Determination based on HMIS)                | \$1,450.00         |
| 98  | ▪ Category III (Determination based on HMIS)               | \$2,800.00         |
| 99  | ▪ HM Disposal site   | \$5,800.00         |
| 100 | ▪ Explosives/blasting                                      | \$1,000.00         |
| 101 |  |                    |
| 102 | • Permitting Late Fees (over 90 days)                      | 100% fee           |
| 103 |  |                    |
| 104 | • Nuisance Alarm responses (After notification)            | \$400.00           |
| 105 |  |                    |
| 106 | • Sundry fees  |                    |
| 107 | ○ Absorbent  | \$52.50/container  |
| 108 | ○ Foam   | \$250.00/container |
| 109 | ○ Patch kit  | \$90.00/each       |
| 110 | ○ Level A suit   | \$1500.00/each     |
| 111 | ○ Level B suit   | \$210.00/each      |
| 112 | ○ Fuels Mitigation   | Bid/Contract       |
| 113 |  |                    |
| 114 | • Medical  |                    |
| 115 | ○ Ambulance base rate                                      | \$1,875.00         |
| 116 | ○ Mileage  | \$32.50/mile       |
| 117 | ○ When national average cost of Diesel Fuel exceeds \$5.25 | \$41.75/mile       |
| 118 | ○ Treat, No transport                                      | \$365.00           |
| 119 | ○ CPR classes  | \$85.00/person     |
| 120 | ○ Ambulance saver program (Annual)                         |                    |
| 121 | ▪ Individual   | \$80.00            |
| 122 | ▪ Family   | \$120.00           |

- 125 3. The Fire Chief shall have the authority to recommend new fees as deemed necessary.
- 126
- 127 4. This Fee Schedule shall be re-approved each year in conjunction with annual budget approval.
- 128
- 129 5. Any temporary fee included in the Fee Schedule after approval shall be valid through the next approval
- 130 time and may be formally approved at that time.
- 131
- 132 6. Temporary fees that are not approved during the budget approval process shall be nullified.
- 133
- 134 7. Non-medical fee waiver requests shall be submitted to the Administrative staff and be discussed and
- 135 acted upon at the most appropriate subsequent District Board meeting.
- 136
- 137 8. Medical fee waivers shall be submitted with requested documentation to Administrative staff and be
- 138 reviewed and acted upon by the Fire Chief according to the Medical Fee Waiver Application Policy.
- 139
- 140

141 **DEFINITIONS:**

142

- 143 1. Cost Recovery: A principle of recovering business expenditures. It involves regaining the cost of any  
144 business-related expense.  
145  
146 2. Fire incidents: A situation in which a structure, vehicle, or grass is on fire.  
147  
148 3. Medical incidents: Emergency medical care provided by Emergency Medical Service personnel and special  
149 equipped vehicles.  
150  
151 4. Wildland Incidents: Uncontrolled fire in a forest, grassland, brushland, or land sown to crops.  
152  
153 5. Arson Investigation: Arson investigation involves determining the cause of a fire and whether it was  
154 intentionally set.  
155  
156 6. Plans reviews: Plan reviews ensure the project complies with building and other codes before construction  
157 begins.  
158  
159 7. Occupancy inspections: A safety inspection of occupied commercial space. The purpose is to ensure the  
160 safety of employees and your customers.  
161  
162 8. Hazardous materials permitting: Ensure materials that pose a health or physical hazard to the public, and to  
163 firefighters, are stored and used properly to avoid causing undue risk.  
164

165 **APPROVAL:**  
166

---

Michael Toombs  
NLCFPD Board Chairman



Policy and Operating Guides

**MASS GATHERING / SPECIAL EVENT  
Board - 3**

Initiated: March XX, XXXX

Revised: XXXXXXXX XX, XXXX

References: Board 2 & Mass Gathering / Special Event Permit Application

Related Forms: Operating Guide Master Template

POLICY Master Template

---

1 **INTENT:** The purpose of this Policy is to define the need and identify the process for mass gatherings and  
2 special events within District boundaries.

3 **SCOPE:** This Standard Operating Procedure applies to all mass gatherings and special events  
4 requiring permits within Fire District jurisdiction.

5 **PROCEDURE:**

6  
7 1. The North Lyon Fire Protection District, in order to adequately provide for the safety of the residents and visitors  
8 of the District has adopted a mass gathering and special events permitting process. The permitting process  
9 gives the District the ability to adequately provide fire and EMS services to planned events.

10  
11 2. The process is outlined in the North Lyon Fire Protection District Special Event/Mass Gathering permit  
12 application

13  
14 **DEFINITIONS:**

15  
16 N/A

17  
18 **APPROVAL:**

---

Michael Toombs  
NLCFPD Board Chairman

Policy and Operating Guides

**Creation and Maintenance of District Policies and  
Procedures Historical Documents**

**Board - 4**

Initiated: March XX, XXXX  
Revised: XXXXXXXX XX, XXXX

References: NRS 239 and 474.125  
Related Forms: Operating Guide Master Template  
POLICY Master Template

**INTENT:** This policy ~~identifies policy classifications and authority~~ outlines the process and procedure for the creation and maintenance for of all District Policies Historical Documents.

**SCOPE:** This policy applies to all ~~policies under authority~~ members of the North Lyon County Fire Protection District.

**INTRODUCTION:**

**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. ~~Individual Policies and Procedures Historical Documents~~ will be reviewed by the Committee every ~~two (2)~~ years year at a minimum, and may be reviewed more frequently, as needed.
3. 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

**PROCEDURE:**

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.~~

- 40                   ii. ~~This policy classification is voted and approved through the Fire District~~  
41                   ~~Board.~~
- 42                   iii. ~~In the event of conflict between policy classification, District Board policy supersedes all other~~  
43                   ~~policy.~~
- 44
- 45           b. ~~Policy – Administration~~
- 46                   i. ~~This policy classification is for items directly concerning the routine administration of~~  
47                   ~~the Fire District.~~
- 48                   ii. ~~This policy classification is enacted by the Fire Chief as authorized by the~~  
49                   ~~Fire District Board.~~
- 50
- 51           c. ~~Policy – Operations~~
- 52                   i. ~~This policy classification is for items directly concerning the day-to-day operations and~~  
53                   ~~system delivery for the Fire District.~~
- 54                   ii. ~~This policy classification is enacted by the Fire Chief.~~
- 55                   iii. ~~This policy classification of policy usually is formulated through the~~  
56                   ~~District Policy Committee.~~
- 57
- 58           d. ~~Policy – Temporary or Operational Orders~~
- 59                   i. ~~This policy classification is for immediate concerns, events, and/or issues. ii. This policy~~  
60                   ~~classification may be used in the form of a temporary policy or~~  
61                   ~~an operational order.~~
- 62                               1. ~~Temporary policy includes an expiration date.~~
- 63                               2. ~~Operational orders may be open ended.~~
- 64                   iii. ~~This policy classification is enacted by the Fire Chief or designee.~~
- 65
- 66   2. The District will create and utilize a Policy Review Best Practices Committee for to be used within and during  
67   the creation and ongoing maintenance processes of all District Policy and Procedure Historical Documents.
- 68       a. The Policy Review Best Practices Committee will be comprised of a minimum of the following:
- 69               i. ~~Two (2) District Board members~~
- 70               i. Two (2) Labor Representatives
- 71               ii. Two (2) Support Staff
- 72               iii. One (1) Administrative Staff
- 73       b. Committee members will be appointed by their respective classifications (i.e., the ~~Board~~ Support Staff  
74   will appoint their two representatives, Labor will appoint their two representatives, etc.).
- 75               i. These appointments are not bound by internal term limits
- 76               ii. Committee member changes will be announced at the first meeting following the change
- 77               iii. The Committee Chairperson will be appointed by the Committee at large. Subsequent  
78   Chairperson appointments will take place if and when the Chairperson resigns from the  
79   Committee
- 80       c. The Committee will meet monthly to review a select number of ~~policies and procedures~~ Historical  
81   Documents per meeting.
- 82               i. The quantity of ~~policies and procedures~~ Historical Documents to be reviewed per meeting will  
83   be determined by the committee.
- 84                       1. It is understood that some ~~policies and procedures~~ Historical Documents may not  
85   require frequent changes whereas others may require a more extensive review to  
86   maintain relevance to the District's mission. The Committee will consider this prior to  
87   selecting ~~policies and procedures~~ Historical Documents for review to respect the time  
88   of all involved.
- 89               ii. Meetings will be held at Station 61
- 90                       1. The time and day of the subsequent meeting will be determined by the current  
91   Committee membership during the current meeting.

92 2. Remote access to Committee meetings will be available to off-duty members of the  
93 Committee

94 Individual Policies and Procedures Historical Documents will be reviewed by the Committee every  
95 two (2) years year at a minimum, and may be reviewed more frequently, as needed.

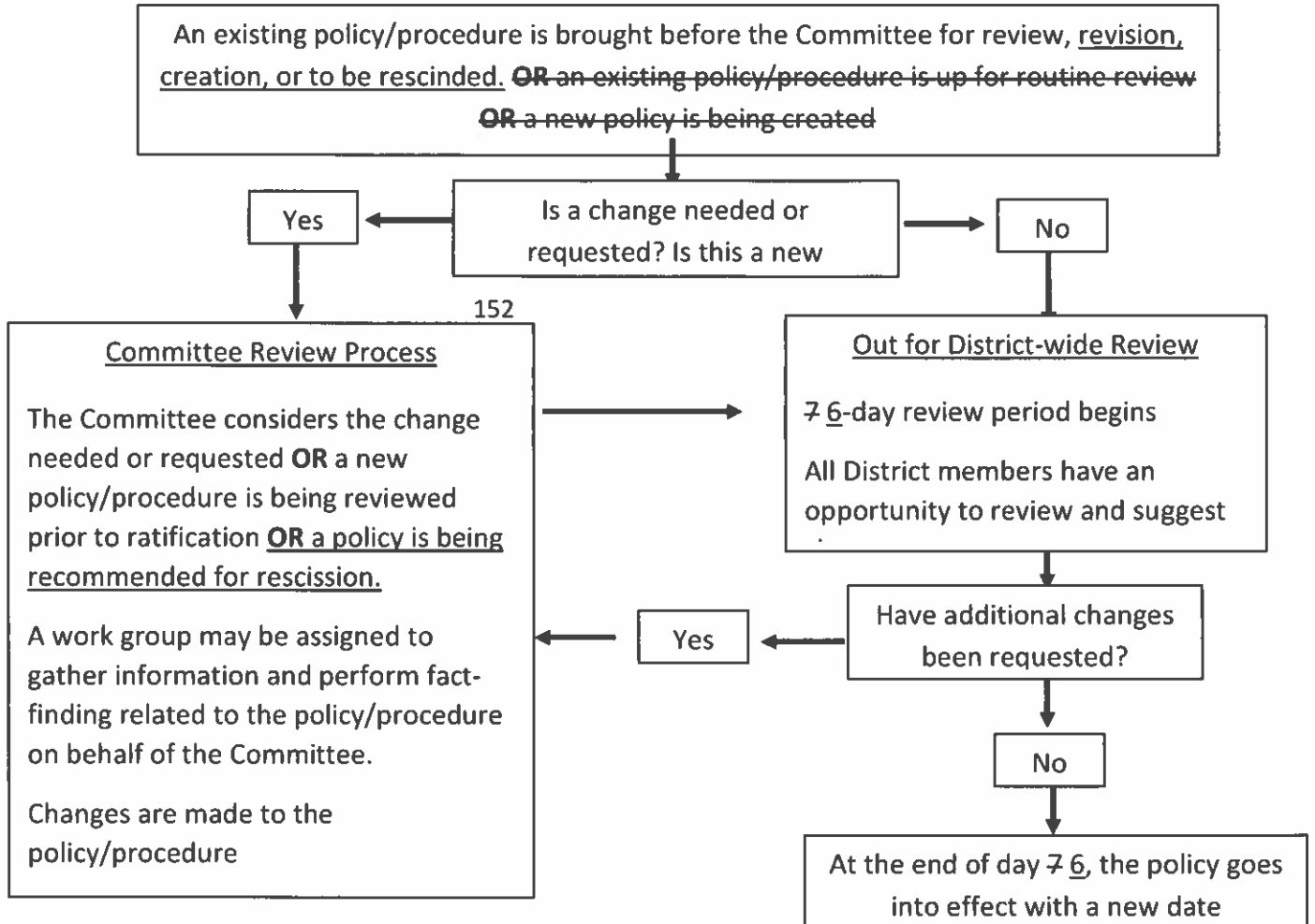
- 96 d. At any time, any member of the District may bring a policy or procedure Historical Document before  
97 the Committee for review, revision, rescinding, or creation.
- 98 e. Policies and Procedures Historical Documents will not be altered, removed, nor created in a unilateral  
99 fashion by any member of the District – all policies and procedures Historical Documents must be  
100 reviewed by the Committee prior to being enacted and enforced.
- 101 f. The Policy Review Best Practices Committee may designate work groups during the policy review  
102 process to aid in fact-finding related to individual policies and procedures Historical Documents.
- 103 i. The work group is attached to a single policy during review and may be comprised of any  
104 number of people from any classification within the District.
- 105 ii. The work group will consult with subject matter experts (SMEs) related to the Historical  
106 Document in question. An SME does not need to be a member of the District to be consulted.
- 107 g. All District Historical Documents will be scrutinized during the review process and held against the  
108 following fundamental questions:
- 109 i. Is the Historical Document being implemented as intended?  
110 ii. Is the Historical Document having the desired effect?  
111 iii. Does the Historical Document conflict with other Historical Documents?  
112 iv. Is the Historical Document current, relevant, and congruous with local, state, and federal  
113 statutes and laws; contracts?  
114

- 115 3. All policies, procedures, guidelines, and manuals and operational orders/directives will be made readily  
116 available to all District members at time of hire/appointment, and as requested.
- 117 a. These documents will be maintained in physical master copy form by the Office Manager.
- 118 b. Editable electronic versions of these documents will be provided to all District members upon  
119 ratification of the newly enacted policy or when a reviewed policy becomes effective following a 7 6-  
120 day review period.
- 121 c. Additionally, electronic versions of these documents will be available via District intranet.
- 122 d. Following ratification, the Historical Document will be uploaded to Target Solutions and assigned to all  
123 District Members included within the scope of the Historical Document.
- 124 i. All members within the scope of the Historical Document will be required to review and sign in  
125 acknowledgement of the newly deployed or re-deployed Historical Document.
- 126 ii. This assignment will only be available for ten (10) consecutive days  
127  
128  
129  
130  
131  
132  
133  
134  
135  
136  
137  
138  
139  
140  
141  
142

143  
144  
145  
146

4. Policy-Review Best Practices Committee Flowsheet

147  
148  
149  
150  
151



163

- 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.

164  
165  
166  
167  
168  
169  
170

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).**

171

**DEFINITIONS:**

172

N/A

173

**APPROVAL:**

---

Michael Toombs  
NLCFPD Board Chairman

---

North Lyon County Fire Protection District

**Policy and Operating Guides**

**IAFF RECOGNITION  
Board - 6**

Initiated: March XX, XXXX  
Revised: XXXXXXXX XX, XXXX

References: N/A or XXX.X  
Related Forms: Operating Guide Master Template  
POLICY Master Template

---

1 **INTENT:** The purpose of this policy is to identify the employee bargaining unit.  
2  
3

4 **SCOPE:** To identify the employee bargaining unit.  
5  
6

7 **POLICY:** The North Lyon Fire Protection District recognizes IAFF Local 4547 North Lyon Firefighters  
8 Association and the exclusive bargaining agent for all full-time Firefighters  
9

10  
11 **DEFINITIONS:**  
12

13 NA  
14

15 **APPROVAL:**  
16

---

Michael Toombs  
NLCFD Board Chairman



## 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

Michael Toombs  
Paul Murphy  
Debbie Skinner  
Jay Rodriguez  
Alyssa Roemer

## 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](mailto:info@northlyonfire.com) or [kmiller@northlyonfire.com](mailto: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. 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



**Policy and Operating Guides**

**PUBLIC RECORDS  
Board - 7**

Initiated: March XX, XXXX  
Revised: XXXXXXXX XX, XXXX

References: NRS 239  
Related Forms: Operating Guide Master Template  
POLICY Master Template

1 **INTENT:** To identify the dissemination, retention, and disposal of public records created by District personnel.

2  
3  
4 **SCOPE:** This policy applies to all documents, publications, communications, and any other public document  
5 created by District personnel.

6  
7 **POLICY:**

8  
9 1. General Information

- 10  
11 a. Multiple types of documentation are produced routinely by District personnel. Each public record  
12 is mandated by statute to have a specific retention duration and in some cases a method of  
13 destruction or archiving identified. The following is intended as a guide to records identification,  
14 retention, and destruction/archiving for public records.
- 15 b. NRS 239 and any other Federal, State, or Local requirements supersede this policy.
- 16 c. District Administration shall routinely review pertinent law for modifications to this policy.
- 17 d. All public records shall be maintained according to pertinent Federal, State, and Local regulations.
- 18 e. All public records shall be destroyed/archived according to pertinent Federal, State, and Local regulations.
- 19 f. Any Request for public records shall be fulfilled according to mandated State requirements.
- 20 ~~g. Public records requests may incur fees associated with the request.~~
- 21 ~~a. All fees shall be paid in full prior to the release of public records unless the records~~  
22 ~~request is pursuant to a court order.~~
- 23 h. This policy is not a complete listing of all public records the District may produce. A full description and  
24 detail of public records retention and destruction should be reviewed routinely.
- 25 i. NLCFPD may charge a fee for providing a copy of a public record or public records (i.e., Public Records  
26 Request, etc.). Any fee imposed will not exceed the actual cost to NLCFPD to provide the copy of the  
27 public record unless a specific statute or regulation sets a fee that the government entity must charge for  
28 the copy. The approved fee schedule is attached.

29  
30 2. Administrative records:

- 31  
32 a. Administrative records include, but are not limited to:
- 33 i. Department Communications
- 34 ii. Email
- 35 iii. Memo
- 36 iv. Policy
- 37 v. Procedure
- 38 vi. Operational orders
- 39 vii. Texts or other electronic communication pertaining to department administration  
40 or operations.
- 41 ii. Personnel files
- 42 iii. Permits
- 43 iv. Plan reviews

- 44 v. Fire inspections
- 45 vi. Purchasing requests
- 46 vii. Exposure reports
- 47 viii. Fire Code amendments
- 48 ix. Inter-governmental agreements
- 49 x. Payroll
- 50 xi. Applications
- 51 xii. Calendars
- 52 xiii. Board Meeting minutes and related materials
- 53 xiv. Records requests

54

### 3. Operational records:

55

56

57

58

59

60

61

62

63

64

65

66

67

68

69

70

71

72

73

74

75

76

77

78

79

80

81

82

83

84

85

86

87

88

89

90

91

92

93

94

95

96

97

98

- a. 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.
- b. 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.
- c. Operational records include, but are not limited to:
  - i. Fire reports
  - ii. Medical reports
  - iii. Training reports/records
  - Staffing reports/records
  - ii. Accident/injury reports/records Activity reports
  - iii. Fleet records
  - iv. Maintenance records
  - v. PPE/safety records
  - vi. Equipment records

### 4. Retention and Destruction Schedule:

- a. Email – Email is retained based on the content of the email and not the email transmission medium. Emails are broadly divided into four categories
  - i. Routine Business Correspondence (day-to-day communications for office administration and activities) – 1 Year and then routine delete
  - ii. 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
  - iii. 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.
  - iv. Subject-matter Correspondence (emails that do not fit into the other categories) – Retain according to Nevada General Retention and Disposition Schedule.
- b. Routine reports and activity logs
  - i. 5 years from the end of the year they pertain and then securely destroyed
- c. Annual reports
  - i. Permanently
- d. Procedures, policy, Guidelines
  - i. Until superseded and then 6 years and then securely destroyed
- e. Permits
  - i. 5 years and then securely destroyed
- f. Medical records
  - i. 10 years and then securely destroyed
- g. Fire records
  - i. 6 years from the end of the year they pertain and 90 days after submittal to the

- 99 State Fire Marshal  
100 h. Inspections  
101 i. 6 years from the end of the year they pertain and then securely destroyed  
102 i. Purchasing  
103 i. 1 fiscal year and then securely destroyed  
104 j. Apparatus  
105 i. Life of the Unit plus 3 years and then securely destroyed  
106 k. Training records  
107 i. 3 years from the end of the year they pertain and then securely destroyed  
108 l. Controlled Substance inventory  
109 i. 2 years from date of record and then securely destroyed  
110

111 **DEFINITIONS:**  
112

113 1. Actual cost means the direct cost incurred by a governmental entity in the provision of a public record,  
114 including, without limitation, the cost of ink, toner, paper, media and postage. The term does not include a cost  
115 that a governmental entity incurs regardless of whether or not a person requests a copy of a particular public  
116 record.  
117

118 2. Public Record. Nevada law does not define public records. Nevada law defines an official state record or  
119 record meaning information created or received by a state agency under authority of law, regulation or other legal  
120 mandate or in connection with the transaction of public business that is maintained by the state agency or its  
121 legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or  
122 other activities of the state agency, including, without limitation, all papers, maps, photographs, financial  
123 statements, statistical tabulations, recorded media and other documentary materials, regardless of physical form  
124 or characteristics.  
125

126 **APPROVAL:**  
127

---

Michael Toombs  
NLCFD Board Chairman

Policy and Operating Guides

**RESPONSIBILITIES OF NLCFPD DISTRICT BOARD  
SOP 8**

Initiated: March XX, XXXX  
Revised: XXXXXXXX XX, XXXX

References: N/A or XXX.X  
Related Forms: Operating Guide Master Template  
POLICY Master Template

1 **INTENT:** ~~—To ensure leadership for one year and to keep continuity on the Board of Directors. To outline the~~  
2 ~~responsibilities and expectations of the District Board Members, the annual election of Board officer~~  
3 ~~positions, and the onboarding process for new District Board Members.~~

4  
5 **SCOPE:** This standard operating procedure applies to the election of North Lyon County Fire Protection  
6 District Board of Directors: ~~Chairman/person, Vice Chairman/person and Secretary/Treasurer.~~

7  
8 **PROCEDURE:**

9  
10 ~~▲ Elections will be held each year at the January regular meeting.~~

11  
12 ~~▲ The Chairman/person shall have served on the Board for one year.~~

13  
14 ~~▲ Board members shall be in good standing and have attended at least 75% of all meetings.~~

15  
16 ~~▲ The elected Board Officers term shall run for one year from the regular meeting in~~  
17 ~~January to the regular Board meeting the following January.~~

18 ~~▲ Nominations will be received from the Board members and voted on according to~~  
19 ~~"Roberts Rules of Order."~~

20 ~~▲ Order of nominations shall be: Chairman/person~~

21 ~~Vice Chairman/person~~

22 ~~Secretary/Treasurer~~

23 ~~Repealed: Fire Board 01 dated 01/08/2009~~

24  
25 1. Responsibilities and Expectations of the District Board Members:

26 a. The District Board Members/Directors are publicly elected or Board-appointed public servants  
27 who represent the North Lyon County Fire Protection District.

28 b. The primary responsibility of the District Board is to represent the best interests of the public by  
29 ensuring safe, efficient, and fiscally responsible Fire and Emergency Medical services are  
30 provided to the community.

31 c. The District Board Members are is expected to function as responsible stewards of taxpayer  
32 money.

33 d. To fulfill these responsibilities and expectations, attendance at meetings and due diligence in fact-  
34 finding is paramount.

35  
36 2. New District Board of Director ~~Board Member~~ Onboarding:

37 a. To maintain a minimum standard of knowledge for the District Board Members, all new Board  
38 Members Directors are expected to attend and/or possess the following District-provided training  
39 and materials within their first year of service:

40 i. State of Nevada Ethics Training (NRS 281A)

41 ii. State of Nevada Open Meeting Law Training (NRS 241)

42 iii. A copy of Robert's Rules of Order

43 iv. Board Member Code of Conduct

44  
45  
46  
47  
48  
49  
50

- 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~~ Director with a signed Proof of Onboarding Completion, to be retained by the new Director ~~Board Member~~.

**Approval:**

---

Michael Toombs  
NLCFD Board Chairman

**Policy and Operating Guides**

**PARLIAMENTARY PROCEDURES AND CONDUCT  
SOP 9**

Initiated: March XX, XXXX  
Revised: XXXXXXXX XX, XXXX

References: N/A or XXX.X  
Related Forms: Operating Guide Master Template  
POLICY Master Template

1 **INTENT:** To establish direction to the Board of Directors for a commonsense approach to rules for group  
2 leadership and to ensure orderly meetings and conduct.  
3

4 **SCOPE:** This standard operating procedure applies to any parliamentary disputes during Board meetings,  
5 workshops, committee meetings, any and all other meetings conducting the business of NLCFPD.  
6

7 **PROCEDURE:**  
8

- 9 1. Use of "Roberts Rules of Order" *Robert's Rules of Order* may be used for the meetings as  
10 long as if in compliance with the Nevada Open Meeting Law for all meetings conducted.  
11 2. Ground rules as established are:  
12

13 **Board of Directors and District Staff**

- 14 - Follow the agenda as published unless Board consent redirects an agenda item.  
15 - Be respectful and courteous.  
16 - Only one conversation at a time.  
17 - Listen, be patient, and understanding of opinions of others.  
18 - Encourage equal participation.  
19 - Be a team player.  
20

21 **Participants from the Audience/Public/Guests**

- 22 - Silence all electronic devices upon the start of the District Board meeting.  
23 - When recognized by the Board Chairman/person, please identify yourself at the podium and  
24 state your purpose of speaking.  
25 - Be respectful and courteous.  
26 - Only one conversation at a time.  
27 - Be prepared to be limited on all remarks based upon number of speakers on a given  
28 subject.  
29 - Leave and/or be removed from the meeting when disruptive to the meetings  
30 proceedings.  
31 - Public participation related to the discussed agenda item will be allowed prior to the  
32 motion being made and limited to no more than five three minutes.  
33

34 **Online Video Platform Participation (i.e., ZOOM, etc.)**

- 35  
36 ~~The Administrative staff will log into the meeting using the link provided on the agenda at least 10~~  
37 ~~minutes before the scheduled start time but will not start the meeting until directed to do so by the~~  
38 ~~Chairperson or his/her acting.~~  
39 ~~All online attendees will remain in the waiting room until admitted to join the meeting.~~  
40 ~~Video (camera) for attendees will not be allowed.~~  
41 ~~All attendees will be muted and must use the raise your hand feature to address the Board or make~~  
42 ~~public comment. All public participation will be limited to public comment periods only.~~

- 43 ~~At the start of the meeting, the list of online attendees will not be displayed on any public-viewable~~  
44 ~~screen in the meeting space (attendees will only be seen by the District's staff member logged into~~  
45 ~~the platform).~~  
46 ~~For any Board member participating via the online platform, they will be authorized video and audio~~  
47 ~~capability throughout the meeting. Board members will be responsible for informing the Chairperson~~  
48 ~~and Administrative Staff prior to the meeting of their intention to participate remotely. This should be~~  
49 ~~reserved solely when out of the area and not for convenience.~~  
50 ~~Any district employee, including Union leadership members, will not have their video or audio~~  
51 ~~permission allowed unless speaking, and then only during that agenda item or report period. This is to~~  
52 ~~ensure remote attendees do not create distractions due to backgrounds, settings or bring~~  
53 ~~unintentional embarrassment on the District.~~  
54 ~~For a remote member who is providing a presentation, the administrative staff may grant the~~  
55 ~~presenter the ability to share their screen (presentation) during the agenda item, if requested by the~~  
56 ~~presenter. Once the presentation has been completed, the Administrative staff will remove the~~  
57 ~~presenter's ability to share their screen.~~  
58  
59 3. Comments may be submitted in writing at least forty-eight (48) hours prior to any regularly  
60 scheduled meeting of the Board.

61  
62 **Repealed: Fire Board 6 dated 04/10/2008**

63  
64  
65 **DEFINITIONS:**

- 66  
67 1. Robert's Rules of Order: A comprehensive guide to parliamentary procedures designed to facilitate efficient  
68 and fair decision making in meetings, conventions, and other gatherings.  
69  
70 2. Nevada Open Meeting Law (OML): The Nevada Open Meeting Law (OML) was enacted in 1960 to ensure  
71 that the actions and deliberations of public bodies be conducted openly.

72  
73 **APPROVAL:**

74  

---

  
Michael Toombs  
NLCFD Board Chairman

Policy and Operating Guides

**INTERACTIONS WITH STAFF**  
**SOP 10**

Initiated: March XX, XXXX  
Revised: XXXXXXXX XX, XXXX

References: N/A or XXX.X  
Related Forms: Operating Guide Master Template  
POLICY Master Template

1 **INTENT:** ~~The North Lyon County Fire Protection Board of Directors official adopts a policy of non-~~  
2 ~~interference with District operations. This policy is adopted to maintain a clear line of~~  
3 ~~communication between the District Board and Fire District staff. To develop and foster a~~  
4 ~~culture of direct, respectful, honest, and open communications between the District Board~~  
5 ~~Members, the Fire Chief, Administrative Staff, Labor, and Support Staff.~~

6  
7 **SCOPE:** ~~This policy provides guidance for District Board member interactions with~~  
8 ~~District staff.~~ All District Board Members

9  
10  
11 **PROCESS:**

- 12  
13 1. All communication concerning operational and administrative items must first be directed through  
14 the District Fire Chief.  
15 a. ~~This is not to limit communication of between District staff and the Board of Directors, but to~~  
16 ~~streamline the process and ensure the information is timely and accurate.~~ Subsequent self-  
17 education on a topic may involve interactions with Staff, so long as these interactions do  
18 not interfere with emergency operations and only take place after approaching the Fire  
19 Chief first.  
20  
21 2. ~~District Board members shall not interfere with any staff members while engaged in daily work~~  
22 ~~activities emergency operations.~~  
23  
24 3. District Board members shall not interfere with any staff members while engaged in emergency  
25 response operations.  
26 a. ~~As appropriate, the District Fire Chief may include District Board Member(s) in the incident~~  
27 ~~command system.~~  
28 b. ~~Unless specifically involved in an emergency response operation, District Board members~~  
29 ~~must follow all regulations and expectations of the public.~~  
30 e. a. District Board members shall not identify themselves as firefighters or attempt to use their  
31 position for financial or non-pecuniary gain.  
32  
33 4. District Board Members shall not enter the living quarters of a fire station without first  
34 knocking or calling on-duty line staff, unless specifically invited by a staff member, and they  
35 shall always be escorted by a staff member.  
36 a. The living quarters serve as our Firefighters' home and private space during their time  
37 on duty. It is an expectation of Board Members to respect this boundary and gain  
38 permission before entering.  
39  
40 5. The Fire Chief is the primary conduit for communication with the press and public  
41 concerning District operations and administration. A District Board member that  
42 communicates with the press or public concerning District operations and/or



1 administration shall follow all records and information release policy, rules, and law  
2 concerning the release of such information  
3

4 ~~6. Fire Board members that are approached by members of the District to discuss  
5 operational and/or administrative issues must determine the following~~

- 6 ~~a. Does the staff member have the authority to discuss the issues with the Fire Board member?~~  
7 ~~b. Has the staff member attempted to communicate the issues through their chain of  
8 command?~~  
9 ~~c.~~

10  
11 **Repealed: Fire Board 2 and 3 dated 04/10/2008**  
12

13  
14 **DEFINITIONS:**  
15

16 1. Administrative Staff: Staff members assigned administrative duties at NLCFPD. This includes the Officer  
17 Manager and Administrative Assistant.  
18

19 2. District Board: As outlined in NRS 474, the elected board of directors whose duties include:  
20

- 21 • Manage and conduct the business and affairs of the county fire protection district.  
22 • Adopt and enforce all rules and regulations necessary for the administration and government of the  
23 district and for the furnishing of fire protection thereto, which may include regulations relating to fire  
24 prevention. The regulations may include provisions that are designed to protect life and property from:  
25 ○ The hazards of fire and explosion resulting from the storage, handling and use of hazardous  
26 substances, materials and devices; and  
27 ○ Hazardous conditions relating to the use or occupancy of any premises.

28 Any regulation concerning hazardous substances, materials or devices adopted pursuant to this section  
29 must be consistent with any plan or ordinance concerning those substances, materials or devices that is  
30 required by the Federal Government and has been adopted by the board of county commissioners.

- 31 • Organize, regulate, establish and disband fire companies, departments or volunteer fire departments for  
32 the district.  
33 • Make and execute in the name of the district all necessary contracts.  
34 • Adopt a seal for the district to be used in the attestation of proper documents.  
35 • Provide for the payment from the proper fund of the salaries of employees of the district and all the debts  
36 and just claims against the district.  
37 • Employ agents and employees for the district sufficient to maintain and operate the property acquired for  
38 the purposes of the district.  
39 • Acquire real or personal property necessary for the purposes of the district and dispose of that property  
40 when no longer needed.  
41 • Construct any necessary structures.  
42 • Acquire, hold and possess, either by donation or purchase, in the name and on behalf of the district any  
43 land or other property necessary for the purpose of the district.  
44 • Eliminate and remove fire hazards within the district if practicable and possible, whether on private or  
45 public premises, and to that end the board may clear the public highways and private lands of dry grass,  
46 stubble, brush, rubbish or other inflammable material in its judgment constituting a fire hazard.  
47 • Perform all other acts necessary, proper and convenient to accomplish the purposes of NRS  
48 474.010 to 474.450, inclusive.  
49

50 3. Fire Chief: Appointed by the Board of Directors, administer all fire control laws in the district and performs  
51 such other duties as may be designated by the board of directors. The district fire chief shall coordinate fire  
52 protection activities in the district and shall cooperate with all other fire protection agencies and rangeland fire  
53 protection associations and other duties as outline in NRS 474.  
54

1 4. Labor: As noted in SOP 6, IAFF 4547 is recognized as the exclusive bargaining agent for all full-time  
2 Firefighters to

3  
4 5. Support Staff: Includes staff members whose duties are to support fire operations. This includes the  
5 administrative staff.

6  
7 **APPROVAL:**

---

Michael Toombs  
NLCFD Board Chairman