

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

April 3, 2025

1. Call to Order

The meeting was called to order at 1801.

Directors present included Michael Toombs, Debbie Skinner, Jay Rodriguez, and Alyssa Roemer. Director Paul Murphy was absent.

The Pledge of Allegiance was led by Director Alyssa Roemer. 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

Chief Bunn stated that the data in the last three pages of the Response Statistics, which provides a detailed report of the aid given and received. He explained that we made 22 aid calls in March, and 15 of those were from our neighboring agencies to support our operations.

Director Rodriguez made a motion to approve the CONSENT AGENDA.

Director Skinner seconded the motion.

The motion carries as follows: 4-0-1

Toombs	Aye	Murphy	Absent
Skinner	Aye		
Rodriguez	Aye		
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

Chairman Toombs stated that with the Board's permission, we will strike this item from the agenda because there are no reports for tonight.

5. Presentation of Cadet Awards

Firefighter Jesse Richardson runs the Cadet program, and he shared how dedicated Marcus Landa and Travis Dodge are to the program and presented them with their Phase I pins. He added that we recently had a fundraiser at Black Bear Diner, and the number of compliments that came in regarding all of the cadets was outstanding. Mr. Richardson added that he recently tested the cadets for an open Lieutenant position, and Travis Dodge was promoted to Second Lieutenant.

Mrs. Linda Carr presented Gunner Beamer with the Chief Carr Award. Firefighter Richardson explained that Gunner has stepped up this year and is a well-rounded individual who will go far in the fire service.

Chairman Toombs added that the cadets did an amazing job at the Black Bear Fundraiser and that everybody noticed the professionalism that the staff has instilled in them.

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

Chairman Toombs explained that pursuant to NRS 354.6245, the Department of Taxation is charged with reviewing of all annual audits to determine their compliance with statutes and or regulations. We added that we had our audit recently, and there was one finding. In the agenda packet, there is a Corrective Action Plan, and it is noted that the Ambulance Fund owed the General Fund \$62,963.00. He explained that our Correction Action Plan is laid out to address that finding. Chairman Toombs added that when we go over the final budget, that Corrective Action Plan will have a line item in the budget to address the shortage where the Ambulance Fund has to pay back the \$62,963.00 to the General Fund.

Director Rodriguez made a motion to approve the Corrective Action Plan for FY 2024 Audit. Director Skinner seconded the motion.

The motion carries as follows: 4-0-1

Toombs	Aye	Murphy	Absent
Skinner	Aye		
Rodriguez	Aye		
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 the FY 2025-26 Tentative Budget*

Chairman Toombs explained that the Tentative Budget is due to the State Department of Taxation no later than April 15th. We still have work to get to our final budget, which will be due to the Department of Taxation by June 1st. He added that one of the items that we will be discussing later is that we will have to have a public hearing on that budget. He explained that the notice goes out on May 5th, which is the earliest date that we can have a public notice for the hearing on the final budget. That notice for the public hearing for the budget should be published no more than 14 days, or less than 7 days, before the date of the hearing. Chairman Toombs mentioned that sometime in late May, we will have a special meeting for the public hearing on the final budget. Chairman Toombs stated that accountant David Silva took all the numbers at this time from the Ad Valorem and C tax and has entered those into the package that is required by the state for the Tentative Budget. He added that if you look at the numbers on page 1, our FTE's, our population, and our assessed evaluation. Page 4 is the property tax rate and reconciliation that the state comes out with as far as we will get on our property tax and the Ad Valorem.

He added that page 5 in the packet is the estimated revenues and other resources, government fund types, expendable trust funds, and the tax-supported property funds. Between the General Fund and the Acquisition Fund, we are looking at \$4.6 million. Next is the estimated expenditures for the General Fund and Acquisition Fund, the Proprietary non-expendable trust funds, and the Ambulance Fund, and is starting out in the negative for now. Chairman Toombs added that our expenses are outpacing our revenues.

Mrs. Kasey Miller joined via telephone and explained that we don't have the final numbers yet. This is just the Tentative Budget, and is something to give to the state, and it is not what we are going to present at the end, and we all know this.

Chairman Toombs stated that negotiations for the Collective Bargaining Agreement haven't been finalized yet, and until we get our final numbers, that will be put into the Tentative Budget. This is what we have to submit to the state by the 15th of the month. They are aware that our numbers will change between the Tentative Budget and the Final Budget when they provide us with our final numbers for the Ad Valorem and the C Tax, once they decide what the tax rate will be that we will get.

Chief Bunn commented that these are the 2 standard budgets, and when we do the public hearing with the Final Budget, we are going to see 3 additional funds in there. A Wildland Overtime Budget, an Emergency Budget, and a Capital Budget. They are going to be funded with zero dollars at this time, and that is in anticipation of getting approximately \$750,000.00 through mutual aid billing reimbursements. He stated that we should get that this fiscal year, and that is how we are going to start funding these.

Mrs. Kasey Miller added that it is going to look completely different by the time we submit the final to the state or even have our budget hearing.

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

Director Rodriguez made a motion to approve FY 2025-26 Tentative Budget.

Director Skinner seconded the motion.

The motion carries as follows: 4-0-1

Toombs	Aye	Murphy	Absent
Skinner	Aye		
Rodriguez	Aye		
Roemer	Aye		

8. Discussion and action regarding the District Fire Chief contract*

Chairman Toombs stated that Chief Bunn is coming up on his 1-year mark, and the Board has agreed to try and retain him as long as he will stay with us. We worked together on a packet, and there are not a significant amount of changes from the Interim Contract. He added that we took Interim out, cleaned up some of the formatting, and Chief Bunn agreed to stay at the same salary as a year ago. We added subparagraph B, that a year from now, based on allowable revenues, at that time we can renegotiate a salary increase. He added that we cleaned up line-item D, just on the language. Section 3, Other Pay and Benefits, we thought they needed to be a little bit clearer in what the definition of a salary employee is compared to an hourly employee. Chairman Toombs explained that if Chief Bunn is on an incident for a Type I or II team, he is getting overtime, and it is not part of his overtime here. Director Skinner stated that right now we are working 10-hour days, and 40-hour weeks, which equals 4-10's. She stated that on A.3- All hours in excess of eight (8) hours a day and forty (40) in a week shall be compensated at an overtime rate. Director Skinner is wondering if we should not have that be 10 hours or if we want to leave it that way and put something similar to all hours in excess of 8 hours a day beyond 40 hours a week. She added that her concern is that, later, if we get down to vacation time and we take a vacation, and if someone takes their vacation time and wants to use it in 8-hour increments when the schedule is 10-hour increments, we are losing 2 hours. She stated that if you work a 10-hour day, and you take vacation, it should be equivalent to a 10-hour day. She explained that if you are working an 8-hour day, with a 5-day workweek for 40 hours, you take vacation, and whatever your current work schedule is, with just 10 hours a day is what should be equivalent to your vacation. Chief Bunn stated that when we use vacation, we can use it in increments of 15 minutes. He explained that he can take 1 hour a day of vacation and still work 9 hours. The reason he put the 8 hours and 40 hours in there is because it aligns with the federal billing, which is 8-hour days. Chief Bunn explained that this is only reflective to overtime. The only time we get overtime is when we are on a federal incident with a resource order. It has nothing to do with district finances; we are getting paid by the federal government at that point, under their rules and regulations.

Chairman Toombs stated that A.1- EMPLOYEE shall be eligible for overtime when engaged in any billable incident in or out of the jurisdiction of North Lyon, and it has to be accompanied by a resource order; otherwise, there is no overtime. He explained that if Chief Bunn is at the fire

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

station for 2 extra hours every day on those 4 days, he's not getting paid for those 2 extra hours that he is here.

Director Skinner asked if you are on an incident and working 12 hours, are you being paid for overtime, and Chief Bunn responded that it is portal to portal, just like the CBA. Chief Bunn explained that it is of no cost to the district. Director Skinner stated that she hopes that once we get through all of these contracts, they remain a working document, but all of the meat stays the same, and we just change the variables. She stated that her previous time on the Board, and her return, it seems like we are recreating every document, and she doesn't think it should be that way. It should be across the board and have different variables. Chairman Toombs added that with a Chief, you are probably going to have a different contract with every chief, because some are going to have a lot more demands placed on the district.

Chief Bunn stated that this was the first contract that was legally supported for the district. Every other previous contract was done at a Board level without a legal opinion. Chairman Toombs added that the next change made was 3.G- The DISTRICT shall not require the EMPLOYEE to reside within the DISTRICT boundaries. He stated that the Board sets district policy, and if the Board chooses to change that, then this is the body that can change a previously decided policy. Director Rodriguez thinks that if this is working, we shouldn't have to eliminate the current Chief, who has made a difference.

Mrs. Linda Carr commented that in 1980, the first Fire Chief was hired, and he lived here. He responded to everything. Times have changed, and she admits to being old school, thinking that you had to live here, but we don't have the right people all of the time within our boundaries. She stated that she thinks it is what needs to be done at this present time.

Chairman Toombs stated that under 3, H-2, we added a number 3 that says that the employee may choose to provide their own medical, dental, and vision provider as long as it does not exceed the cost of the district's chosen provider premium. He added that this was put in because if the Chief currently has his medical, dental, and vision under a different policy, he will not have to change his current policy. Moving to paragraph K., Holidays- we cleaned it up and added the Inauguration Day. Director Skinner mentioned that Christmas Eve was taken away, but it is not a federal holiday.

Moving down to paragraph L.- Annual Leave, Chairman Toombs wants to modify that to the employee will earn 8.4 hours of annual leave per pay period. The same for paragraph M.-Sick Leave, to earn 5.7 hours per pay period, which aligns with the current CBA.

Chairman Toombs added that there are no changes to the Workers' Compensation Leave, no change to Court Leave, or Bereavement Leave. Director Skinner's only concern is Bereavement leave, not to exceed 10 days, because everything she's done has been for 3 days. If you choose to take time after that, you have to take it out of your annual leave, not out of your sick leave. She thinks that 10 days is very lenient.

Chairman Toombs stated that he did not change anything with Retiree Medical Insurance.

Section 4. Term of Agreement- The date has been updated to reflect the coverage of this contract. He added that Section 5.- Performance Evaluation and Salary Review, he cleaned up

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

The language to remove the 3-month requirement for a performance review. In addition, 5.C., he changed that to the annual performance evaluation. The same with D., changing it to during any other time, as it is appropriate to be subject to a review.

Section 6.- Termination, nothing was changed there from the Interim Contract regarding termination, either for cause or without cause. There were no changes under Section 7.- Termination Obligations, Section 8.- Agreement Non-Renewal.

Chairman Toombs commented that when you hire a Chief, you're hoping that that contract is ended at his request when he or she retires or takes a job somewhere else.

There are no changes to Section 9.- Termination of Agreement by Employer, no changes to Section 10.- Ethical Commitments, and the only change to Section 11.- General Provisions is the name for the Chairperson.

Director Rodriguez made a motion to approve the District Fire Chief Contract with the changes discussed.

Director Roemer seconded the motion.

The motion carries as follows: 4-0-1

Toombs	Aye	Murphy	Absent
Skinner	Aye		
Rodriguez	Aye		
Roemer	Aye		

Director Rodriguez departed the meeting at 1855.

9. Discussion and action regarding Battalion Chief Job description*

Director Skinner would like to move the Battalion Chief job description and Battalion Chief promotion process to next month's meeting, so she has time to review them. Chief Bunn stated that the CBA requires a 30-day post, and it is about 2 months of the process.

Chairman Toombs asked what the impact would be if we moved these items to May, and Chief Bunn responded, August, and that is right in the middle of our busiest time of year.

Mrs. Kasey Miller stated that we might have to have a meeting at the end of April.

All Board members discussed and agreed to table agenda items 9 and 10 until the next available meeting.

10. Discussion and action regarding Battalion Chief promotion process*

Tabled.

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

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

Chairman Toombs stated that he is pulling S.O.P. 4 from the packet because it requires more clarity in the language and terms that we are using to clean it up. We will bring this one back at a later date and clarify what we are trying to say. All Board members discussed and agreed.

S.O.P. 1- Items for the District Board of Directors Meeting Agenda

Chairman Toombs added definitions and asked if there were additional definitions in the S.O.P., to please let him know. Director Skinner asked if we are going to be referred to as the North Lyon County Fire Protection Board or the Fire District Board. She mentioned that we had taken North Lyon Fire as a trade name, and she thought we discussed that we were going to make it simple and use The Fire District Board. Director Skinner stated that in this particular document, it is under the intent for agenda items for all North Lyon County Fire Protection Board of Directors meetings. She added that if we put in parentheses, that says Fire District Board, after District Board, and it would be referred to as the same. That will simplify it, without having to go back and find all of them, and it will cover both sides.

S.O.P. 2- Fee Schedule

Chief Bunn explained that he had asked that the administration maintain the mutual aid billing rights, because he gets the Spring update based on what the nation is doing, and that is how he adjusts those rates. Director Skinner stated that for the vehicles, there was a separate one, and Chief Bunn responded that that would be our policy. She confirmed that this is just the template for what billable charges could be.

Chairman Toombs added several definitions in the definition section.

S.O.P. 3- Mass Gathering/Special Event

Chairman Toombs stated that we need to clarify what we are referred to as. Director Skinner stated that by defining it on the front, we don't have to, and Chairman Toombs added that we want it in each S.O.P. as a stand-alone document, and they are being approved individually.

S.O.P. 6- IAFF Recognition

Chairman Toombs stated that this recognizes them as the official bargaining unit.

S.O.P. 7- Public Records Request

Mrs. Kasey Miller added that we should have made changes to follow NRS, and we added the new Public Records form and the posting that we have posted in the office. Chairman Toombs added that it is the separate paper attached to S.O.P. 7. We have discovered that when there is a public records request, it can become overwhelming for the staff to go through a large number of resources to include staff time, paper, CDs, and postage. He stated that we felt to protect the

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

interest of the district, and to at least recoup a little bit of the financial loss due to responding to a public record request that we would charge who is asking for it based on what is on the page. Chairman Toombs stated that it does align with what other agencies are charging for public record requests. Mrs. Kasey Miller added that this has been our policy already, we are just updating this one, and it has been in the past practice and past policy.

S.O.P. 8- Responsibilities of NLCFPD District Board

Director Skinner asked if we want to remove all of the requirements of being the Chairperson, having served for 1 year on the Board. Chairman Toombs agreed that we had decided to keep it. Director Skinner added that we should keep the one in that is in January because it defines what the annual is.

S.O.P. 9- Parliamentary Procedures and Conduct

Director Skinner asked, while people are speaking at the podium, if we wanted to place it in a central location or leave it off to the side. Chairman Toombs stated that he would rather have it off to the side, due to the camera as well. Director Skinner added that she is fine with number 3, regarding the 48 hours. She stated that the city has 4 p.m., the day before, and is equivalent to 48 hours.

S.O.P. 10- Interaction with Staff

Director Skinner asked on page 2 of 3, the third bullet item, what would be considered disbanding fire companies, and Chairman Toombs stated that it is right out of the NRS. Mrs. Linda Carr shared that it was when FEFD disbanded, and we became NLCFPD.

Chairman Toombs stated that he would get the S.O.P.'s cleaned up, finalized, and hopefully get them TA'd at the upcoming meeting. He shared that this has been a 3-year process to get to this point, but that is okay, it is important, and we need to make it right.

12. Fire Chief Report

Chief Bunn shared that we kicked off the Blue-Ribbon Committee on April 22, 2025. Introductions, rules of engagement, and he added that he drafted an NDA (non-disclosure).

He thinks it is critical to the success of the political arena here locally. He stated that information gets out, and there appears to be roadblocks with everything.

Going back to the reduced staffing and the Administrative Directive that Chief Bunn put out, which led to the grievance and the MOU. He stated that this has been implemented since February 17, 2025, and we have saved \$47,000.00 on overtime. Chief Bunn thanked the Local for working together to achieve that, as well as our Support Staff.

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

Chief Bunn added that the chassi came in and we have obtained revenues for the Lyon County comptroller, via the ARPA grant that was awarded. He added that in the next few weeks, we have some staff going to Washington for the pre-build, and we are on schedule for delivery post-July/August of 2026.

Chief Bunn added that our labor has turned, and he feels that everyone is rowing in the same direction. He stated that he is seeing more smiles, and everyone is doing good, hard work, and they are doing an outstanding job. He shared that in the first quarter of this year, we are already at 1000 calls. Chief Bunn stated that our city manager said that we are reduced calls in North Lyon Fire due to their exemplary code enforcement and requirements. He stated that call volume goes up with our population, we are getting busier, and we are not reducing our numbers.

Chief Bunn added that 3 staff members, including himself, will be travelling to Indianapolis and gone for a week to the Instructors Conference.

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

Director Roemer- None.

Director Skinner shared that we have been talking with Labor, and Director Murphy and she are scheduled to have our first meeting with them on the 24th. One of the items that she wanted to discuss with them was annual leave and sick leave. She shared that she attended the Black Bear Fundraiser, and when she arrived, it was great to see that it was a waiting room only. She added that she can't wait to see what we were able to help continue to raise money for The Children's Cancer Foundation.

Chairman Toombs- None.

Staff- None.

Volunteers- Mrs. Becki Howlett shared that we did Wildland training on Saturday.

Local 4547- Captain Bill Snyder shared that the Battalion Job Description that has been presented through email is all within our contract. He added that there is a 30-day notice; whenever the Board does approve it, they have to be notified 30 days before the test can happen.

Chief Bunn interrupted and stated that it is 30 days before it closes, and it has to be posted and open for applications, a minimum of 30 days.

Captain Snyder shared that he has been here for 20 years, and he shared that we have had chiefs who lived in the district and have failed. We need someone who is going to produce.

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

He stated that in the Battalion position, he is moving resources all day long. This position is important, and we need the right people in it. Captain Snyder stated that he would like us to try and facilitate and have that kind of talent and education.

Captain Snyder shared that the event at Black Bear Diner raised \$3900.00. He shared that we have 2 local children in our community who the money affects. There is a barcode that will be posted on social media platforms for a week to try and raise more money for this cause. He added that last year they raised \$3200.00, and they beat the year prior to that. Captain Snyder thanked everyone who came out to support.

Fire Marshall Tim Myers shared that he has been working with First Due and inputting all of the business names, addresses, and pre-plans. He added that there are about 110 of them.

Chief Bunn stated that each site needs to be visited, mapped, and marked.

Chief Bunn shared that when a 9-1-1 call comes in via cellular and it is not pinged at an address, it will ping the GPS, and it will route you to that location.

City of Fernley- None.

Chairman Toombs discussed with the Board and agreed to schedule the Budget Workshop for April 16, 2025, at 6:00 p.m., and not to exceed 60 minutes. The next regular Board meeting is scheduled for May 15, 2025, and the Budget Hearing is on May 28, 2025.

Mrs. Kasey Miller thanked everyone for allowing her to work remotely these last couple of weeks and is thankful for the support.

14. 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.

Mrs. Linda Carr shared that the Black Bear event was fabulous.

Mrs. Tammy Dittman stated that she is still on the city about the fire hydrants.

Mrs. Becki Howlett thanked the fire department for letting them use the sign to advertise their spaghetti dinner for the Fernley Fourth of July.

15. Adjournment*

Chairman Murphy adjourned at 1939.

North Lyon County Fire Protection District

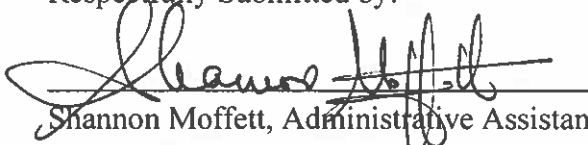
195 East Main Street

Fernley, Nevada 89408

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

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 April 3, 2025.

Respectfully Submitted by:


Shannon Moffett, Administrative Assistant
North Lyon County Fire Protection District

May 15, 2025

Date

Approval of Minutes

April 3, 2025

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


Chairman (Acting)
North Lyon County Fire Protection District

May 15, 2025

Date