



## North Lyon County Fire Protection District

195 East Main Street

Fernley, Nevada 89408

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

Brian Bunn, Fire Chief

### Notice of Meeting

Date: June 12, 2025

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

Location: 195 East Main Street  
Fernley NV 89408

### Directors

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.

### 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 Approval of Board Agenda

3b. Review & Approve Board Minutes

3c. Review of Response Statistics

### 4. Discussion and action regarding vacant Board of Director\*

### 5. Discussion and action regarding Board of Director positions\*

### 6. Discussion and possible action regarding MOU between North Lyon Fire and Rural Medivac Alliance\*

### 7. Discussion and possible action to ratify the FY2025-2026 CBA\*

### 8. Fire Chief Report

### 9. 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.

### 11. 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 June 9, 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.

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**MINUTES**

**NORTH LYON COUNTY FIRE PROTECTION DISTRICT**

May 15, 2025

**1. Call to Order**

The meeting was called to order at 1800.

Directors present included Paul Murphy, Debbie Skinner, Jay Rodriguez, and Alyssa Roemer.

The Pledge of Allegiance was led by Director Skinner. 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 & Approval Board Minute- April 3, 2025, April 17, 2025**

**3c. Review of Response Statistics**

Director Murphy stated that items 6 and 7 will be moved to later in the meeting.

Director Rodriguez made a motion to approve the CONSENT AGENDA.

Director Roemer seconded the motion.

The motion reads as follows: 4-0-0

Murphy        Aye

Skinner       Aye

Rodriguez    Aye

Roemer       Aye

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**4. Discussion and action regarding vacant Board of Director\***

Director Murphy shared that Director Toombs has stepped away from the Board of Directors Chairman position. He added that his time and service are very much appreciated, and he feels that we are better because of his presence. We have a vacant position to fill, and we will appoint that position at the May 28<sup>th</sup> meeting. Director Rodriguez stated that Chairman Toombs submitted his resignation letter after the last meeting. He asked if as a Board they are supposed to discuss and accept his resignation, and Director Murphy answered that traditionally, when we have a resignation from the Board, we accept it, and start the process to fill the vacant position. Mrs. Kasey Miller stated that she could clarify it through legal, but it is usually posted for 30 days. All Board members discussed and due to the office being closed tomorrow, it will be posted on Monday. Director Murphy stated that the candidates will be present to speak at the next meeting on May 28<sup>th</sup>.

Director Skinner suggested that all Board members ask each candidate a question, and all board members agreed to ask each candidate the same four questions. Director Murphy clarified that the vacant board position will be posted on Monday.

**5. Discussion and action regarding Board of Director positions\***

Director Murphy mentioned that this is related to the vacant Board position. He mentioned that we can either do this now or wait until we have someone appointed to the vacant position. All Board members discussed and agreed to wait until we have a board of 5 to appoint positions, and table item 5.

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

Director Murphy shared that Accountant David Silva joined the meeting via phone. Chief Bunn started with the Fire Budget and stated that there are very minimal changes from last month. Starting in other Revenues under Mutual Aid, we imputed \$600,000.00 in anticipation of getting some of our returns. That increased our total Revenues to \$4.3 million.

Moving forward to Expenditures, nothing has changed on page 1, and on page 2. He added that we made 2 changes in the personnel portion by increasing training and PPE. He also stated that we added money for the Battalion Chief process.

Going on to page 3, non-operating, we added the 3 additional funds that he had been talking about. The Wildland, the Contract Obligation, and the Emergency Funding. He explained that it is \$600,000.00 of revenue, putting \$350,000.00 in the Wildland overtime, \$200,000.00 to the contracts, payouts, etc., and starting an Emergency Fund with \$50,000.00. With the increase of a couple of line items, it took us to 6.94%, ending fund balance, and we are still 3% above statutory requirements.

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Director Skinner asked about the current budget for 2024-25, we already expended \$949.47. Mrs. Kasey Miller stated that it is probably one of the payouts, but she added that it is probably not an accurate figure because it has been coming out of other areas like salaries, and vacation. Director Skinner stated that it is safe to say that the \$600,000.00 will adjust in the middle of the season and those numbers will change to a year to date, and Mrs. Miller added that it is probably not for this budget. For next year, whatever the obligation is, it will come out of that contract obligation line item. Chief Bunn stated that that is, so we are not taking money out of our Ad Valorem and Consolidated Taxes, which is what we use for our operating costs. Director Skinner stated that at the end of the year, it should offset itself with the Wildland reimbursements, and Mrs. Miller answered yes.

Accountant David Silva stated that this was a very well thought out budget that everyone worked hard to get something in place that was reasonable. He added that he thinks that we accomplished that and it looks good to him.

Moving into the EMS Budget, Chief Bunn stated that everything is pretty static except under the Mutual Aid of the \$700,000.00 reimbursable money coming in. He added that we put \$100,000.00 of that in here. Director Skinner asked if the total was \$700,000.00 and not \$600,000.00, and Chief Bunn responded yes, we just split a little bit.

Chief Bunn explained that last year we split the budget 50/50, and we went really heavy on the Fire side with fire revenues.

Director Skinner asked Accountant David Silva what his opinion is on the Miscellaneous account, and if he has a threshold that he'd like it to not exceed. He explained that he tends not to look at the individual line items, because it is easy to get messed up. He added that there is some room to budget additional expenses in the Ambulance Fund, but he is certain that we are aware that there is not a whole lot. He stated that we could be happy leaving it as it is. Director Skinner stated that it is a considerably higher amount in the Ambulance Fund verses the Fire Fund for miscellaneous, and it might simply be that we are lumping more sums into the miscellaneous, in the EMS side. Mrs. Miller stated that it could be equipment related, or vehicle repair and maintenance that isn't specifically fleet or fuel. Chief Bunn stated that we are actually responding to 85-86% on the EMS side.

Chief Bunn stated that under non-operating, we added the Wildland, Contract Obligation, and Emergency Funds and we split that \$100,000.00, 50/50 between Wildland and Obligations.

Director Murphy asked Chief Bunn about depreciation for ambulances, if we were factoring that into the Fire Budget. Mr. David Silva stated that the budget that gets filed with the state, there is a depreciation factor, and the state requires that we put it in anyways, and that amount is about \$148,000.00. He added that it is a noncash item, but it does become part of your budgeted expenses for Ambulance. Mrs. Kasey Miller asked Mr. Silva if there was any depreciation on the Fire Budget, and he responded no. He explained that the Ambulance Fund and the Fire Fund have different accounting rules, and the Ambulance Fund you record depreciation, and the Fire Fund you do not. Director Murphy added that it is good to see a positive balance on EMS for once, and Chief Bunn shared that it is 8.22%. Director Skinner asked if EMS would have the



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potential to have Wildland, and Chief Bunn answered, yes. He explained that last year we deployed the ambulance up Highway 50 to Cold Springs.

Director Murphy stated that coming into this fiscal year, he appreciates everyone's work that has been working on this. Chief Bunn added that the contract obligation piece, we still have quite a bit of repayment to our staff, and that is where money is going to get spent on this next budget.

Director Murphy thanked the staff for understanding the financial situation and letting us take the time to get the money back to everyone.

Mrs. Kasey Moller added that the Public Budget Hearing is scheduled for May 28<sup>th</sup> and it has been posted.

Accountant David Silva excused himself from the meeting at 1835.

Chief Bunn suggested going back to item 6.

**6. Discussion and possible action to approve the 2025-26 NPAIP Member Coverage\***

Mrs. Tina Petersen shared that the NPAIP, which is the Nevada Public Agency Insurance Pool, should not be confused with PACT. We are simply talking about POOL, which is the general liability, property coverage, and the auto. She explained that typically when she brings this every year, coverage never changes. She has never seen them decrease coverage; she has only seen them increase coverage. This year was very flat, and that is good for all of the entities.

She explained that we were very lucky that all of the wildfires in L.A. have not affected the property market yet. Mrs. Petersen added that this is the basic coverage that we have had year after year, and nothing has changed.

She shared that last year we paid \$70,704.00, and this year it is \$70,440.00. She added that we are going to decrease the premium by .37%. She explained that mainly because payroll has decreased. It is always going to be about your exposures, and your losses. She added that payroll numbers went down, and total insured values went up 2%. Mrs. Petersen stated that the change in staff was the reason for the decrease. As far as property rates, and liability rates, we were at about a 4.63 increase across the board. She added that we were happy with this year's renewals, but she added that we need to save money because we decreased a little bit of staff.

Director Rodriguez made a motion to approve the 2025-26 NPAIP Member Coverage as presented.

Director Roemer seconded the motion.

The motion reads as follows: 4-0-0

Murphy	Aye
Skinner	Aye
Rodriguez	Aye
Roemer	Aye

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**7. Discussion and possible action regarding Workers Compensation Insurance Coverage\***

Mrs. Tina Petersen explained that she came to the Board 4 months ago and asked for the letter to open up the possibility of getting a workers' comp quote from a carrier 7710. She added that we have done all of the inspections needed, she has a formal quote from them, and she has what the renewal would be with PACT. She explained that tonight they will decide which carrier you are going to move forward with, on the workers' compensation side. She added that they have had a couple of meetings with 7710, and they have a lot of the same features as far as the benefits, and everything you get, because they are not a standard insurance company either. Mrs. Petersen added that they are a Board of retired firefighters who have been doing business in Arizona for a long time. They came to Nevada about 6 years ago, and she added that she was very hesitant. She stated that they have had some amazing successes with some of the fire departments that we insure with this company. Mrs. Petersen shared that if we continue with PACT, the renewal rate will be about \$280,214.00. She added that the rate factor for the firemen EMTs is \$30.32

If you choose to move forward with 7710, the renewal premium will be \$174,396.00. Director Murphy asked if that factor was a straight percentage, and Mrs. Petersen stated that it is based on rate. She added that every full-time employee in the state of Nevada is capped at \$36,000.00.

Mrs. Petersen explained that \$36,000.00 divided by 100, times that rate, is what every single firefighter costs you. She added that the rate with 7710 is \$16.13. She stated that if we choose to move forward with 7710, you will save the district about \$105,000.00. She shared that we have been very good with our workers' comp, and we have a 12% credit. We are at .88, and everybody starts at 1.0, and the less claims that we have, it goes down, and both companies give you a 12% credit back.

Director Rodriguez made a motion to accept Workers Compensation Insurance Coverage to go with 7710 Carrier.

Director Roemer seconded the motion.

The motion reads as follows: 4-0-0

Murphy	Aye
Skinner	Aye
Rodriguez	Aye
Roemer	Aye

**9. Discussion and possible action to ratify the FY2025-26 CBA\***

Director Murphy shared that he and Director Skinner sat down with the Local 4547 Negotiations Team, and it was a very productive meeting. He added that he has already been notified by them that we are going to have to go back to the table. Director Murphy stated that there is no action on item 9.

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**10. Fire Chief Report**

Chief Bunn shared that the Executive Team was able to eliminate approximately \$2 million in liabilities since April of last year. We have been able to reduce our annual operating expenses by approximately \$380,000.00 to \$400,000.00. Even though the budget was tight, we were able to complete long overdue maintenance preventative on critical fleet vehicles. Presented tonight, and moving into the next meeting, developing the budget for the next fiscal year that meets and exceeds statutory requirements. He stated that he heard from Mr. Foli that it could take several years, possibly up to 10 years just to get out of the hole. He added that with the Executive Team, he thinks we will be pulled out of the hole by the end of the next fiscal year. Chief Bunn added that everybody, Support Staff, Labor, and the Executive Team did a phenomenal job.

He shared that yesterday we participated in our local Health Fair, and we handed out approximately 45 Vials of Life, and several handouts of the Ambulance Saver Program, and provided basic vitals to anyone that wanted that done. Chief Bunn added that as of yesterday the North Lyon Fire Challenge Coin that everyone received, is sitting in the oval office of the White House. He stated that he will be attending the Memorial Day Ceremony at the Veterans Cemetery. Chief Bunn added that we flew the promotional announcement for the Battalion Chief position, and that it needs to go for 30 days. There will be a written exam component, assessment centers, oral interviews, and we are anticipating early August for promotions.

Chief Bunn explained that the written exam is done through a third-party vendor, and they provide the test, we hand it out, collect it, and immediately ship it back and they will score it.

The assessment centers he developed, and we will have one of our employees as a subject matter expert there. However, nobody from here will be evaluating and scoring them, it will be all outside people providing those. He added that the oral interviews will be small and tight, no more than 3, and we haven't selected the panel on that yet, and will rank them, and offer promotions.

**11. Reports of Directors, Staff, Volunteers, Local 4547, City of Fernley**

Director Roemer- None.

Director Rodriguez- None.

Skinner thanked Chief Bunn for the Battalion Chief update. She added that the budget looks good and wanted to make sure that we are getting where we need to be. She added that she wants to make sure that we are using vehicles to the minimum to reduce repairs, and if we have staff that are taking vehicles home that are not on call. She stated that she would like to review that policy. Chief Bunn stated that there are 2 take home vehicles, one is Chief Myers in case he needs to come back for investigations, and one is for our Training Officer who is on the line, and may need to come back for training, and also himself.



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Director Murphy shared that negotiations were very productive, and it was done in one evening, and we just have one thing to touch back on, and we should have news on that at the next meeting on May 28th. He wanted to thank everyone for the collaboration that we have seen. He stated that we have always worked towards making budgets nice and fitting within our means, and we can say that we are there with this budget. We have dug ourselves out of an immense hole, and this is the best collaboration and communication that he has seen since he has been here. Director Murphy shared that he has been involved for over 20 years, and he is happy with where things are going.

Staff- None.

Fire Marshall shared that he has been plugging away with First Due and entering data.

Becki Howlett shared that Rehab has been invited to attend the Grand Opening for All Points Grill. Volunteer Captain, Dan Hiles stated that we are concluding the Fire Academy on 0800 on the 31st, and we are going to have a burn day.

President Joe Mendoza, Local 4547 shared that we just had our check presentation for the Black Bear Fundraiser on May 2nd. He added that the total funds raised for that event was \$3,922.87, and all of that goes to the Northern Nevada Children's Cancer Foundation. He added that Black Bear Diner has been a great partner with that over the years, and we are excited to partner with them every year for that. Mr. Mendoza stated that negotiations have been going great and that is nice to hear. He added that the Support Staff Team has been down at the station for the last 2 weekends doing Hazmat training and he thought that was awesome. He added that he is excited to hear that our accountant has actually seen our budget this year, and it is all good news for us.

City of Fernley-None.

**12. 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.

Tammy Dittman stated that she thinks that the fire department should be the bigger person and start presenting at the City of Fernley, so we are not hearing that there is nobody there from the fire department, sheriff, etc. Chief Bunn stated that they have discussed it and are going to start doing that next month. Mrs. Dittman added that there is no public safety, so they cannot budget anything for public safety.

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Mrs. Becki Howlett asked about the Fire Riser, and Chief Myers stated that it is still not fixed but they have to make calculations to see if it can be repaired.

**13. Adjournment\***

Chairman Murphy adjourned at 1912.

**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 May 15, 2025.**

Respectfully Submitted by:

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

June 12, 2025  
Date

Approval of Minutes  
May 15, 2025

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

\_\_\_\_\_  
Chairman  
North Lyon County Fire Protection District

June 12, 2025  
Date

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**MINUTES**

**NORTH LYON COUNTY FIRE PROTECTION DISTRICT**

May 28, 2025

**1. Call to Order**

The meeting was called to order at 1805.

Directors present included Paul Murphy, Debbie Skinner, Jay Rodriguez, and Alyssa Roemer.

The Pledge of Allegiance was led by Director 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**

Director Rodriguez made a motion to approve the CONSENT AGENDA.

Director Skinner seconded the motion.

The motion reads as follows: 4-0-0

Murphy	Aye
Skinner	Aye
Rodriguez	Aye
Roemer	Aye

**4. Discussion and action to appoint the vacant Board of Directors position\***

Director Murphy shared that he met with Chief Bunn and Mrs. Miller prior to this meeting, and we did have 2 potential candidates that filed. He stated that 1 filed late, and 1 filed without a

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letter of intent. Not meeting posting requirements, we have 2 options as a Board. We can proceed with the 2 that we have, accepting that they did not meet their posting requirements, or we can let it set for a few more weeks until our next regular Board meeting on June 12<sup>th</sup>. He added that he thinks either way we will be fine in the eyes of the state. We have been working on this process, but it is up to us if we want to proceed with this or wait until June 12<sup>th</sup>. All Board members discussed and agreed to move this to the June 12<sup>th</sup> meeting, and we will repost to fill that void in time until then.

## **5. Discussion and action to appoint Board of Director positions\***

All Board members discussed and agreed to table this item until the next scheduled meeting on June 12, 2025.

## **6. PUBLIC HEARING: Discussion regarding NLCFPD 2025-26 Fiscal Year Budget**

Accountant David Silva joined the meeting via ZOOM. Mrs. Kasey Miller stated that at this time, if anybody has any questions or would like to discuss the budget. Director Skinner stated that on the cover sheet, she isn't seeing where the numbers match the report and is asking Mr. Silva if he can help her with that. Mr. Silva shared that on the cover sheet it says the budget contains 1 fund including Debt Service, requiring property tax revenues totaling \$3,271,587.00, and that number is on page 8, column 4 at the top. Chief Bunn added that this is the final documentation for State Taxation. Moving on, it says that the budget contains 2 governmental fund types with estimated expenditures of \$3,954,348.00, and he stated that that is best seen on page 6. It is the total of columns 1, 2, 3, and 4, which are Salaries and Wages, Employee Benefits, Services and Supplies, and Capital Outlay. He added that the last number there is the Ambulance Fund, estimated expenditures, you can see that on page 7, which is in column 2, Operating Expenses.

Director Murphy noticed that the cover sheet states 5 p.m. for the meeting start time verses 6 p.m. Mrs. Kasey Miller clarified that the posting was for 5 p.m. and we will change that to 6 p.m. Director Skinner asked about where it states the budget contains 2 governmental fund types with estimated expenditures of \$3,954,348.00, on page 6. She is asking if that is the accumulative total of columns 1, 2, 3, and 4, and Mr. Silva answered yes. She stated that she is coming up with a different number. After doing some math they all came up with the same number as shown.

Director Murphy stated that we received a letter from the Department of Taxation, and they have examined fiscal year 2025-26 tentative budget pursuant to NRS 354.596(5) and finds it to be in compliance with the law and appropriate regulations. They have given approval for the proposed budget, and at this point in time we are good to proceed forward with a motion. Mr. Silva recommended that we adopt a budget.



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**7. Discussion and action to approve the Fiscal Year 2025-26 Final Budget, Establish the Tax Rate and Spending Authorization for Fiscal Year 2025-26\***

Director Rodriguez made a motion to approve the Fiscal Year 2025-26 Final Budget, with amending on the cover sheet, scheduled published hearing, date and time to 6 p.m., from 5 p.m., to Establish the Tax Rate and Spending Authorization for Fiscal Year 2025-26.

Director Roemer seconded the motion.

The motion reads as follows: 4-0-0

Murphy	Aye
Skinner	Aye
Rodriguez	Aye
Roemer	Aye

Director Murphy thanked Chief Bunn and Mrs. Miller for their hard work and for getting us where we are at. All the work from everybody is very much appreciated. Chief Bunn added that it has been an absolute pleasure to be able to work and navigate through the budget that we were in with an expected 10-year correction time, and we were able to do it in a year. All Board members agreed.

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Director Rodriguez thanked the candidates that showed up today and hoped to see them on June 12<sup>th</sup>.

**9. Adjournment\***

Chairman Murphy adjourned at 1823.

**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 May 28, 2025.

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Respectfully Submitted by:

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

June 12, 2025  
Date

Approval of Minutes  
May 28, 2025

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

\_\_\_\_\_  
Chairman  
North Lyon County Fire Protection District

June 12, 2025  
Date

**NLCFPD**

**Statement of Revenues and Expenditures - Revenues Expenditures VS Budget - Fire 2025**  
**From 7/1/2024 Through 5/31/2025**

	Current Period Budget - 2025Original	Current Year Actual	Total Budget Variance - 2025Original
<b>REVENUES</b>			
Taxes			
Ad Valorem Taxes	3,048,223.00	2,963,977.45	(84,245.55)
Consolidated Taxes	244,746.00	211,937.37	(32,808.63)
Total Taxes	3,292,969.00	3,175,914.82	(117,054.18)
Other Revenue			
Mutual Aid	350,000.00	393,977.87	43,977.87
Contracts	0.00	81,908.14	81,908.14
Grants	0.00	67,972.66	67,972.66
Inspections	5,000.00	3,788.30	(1,211.70)
Hazmat Permits	10,000.00	0.00	(10,000.00)
Fire and Safety Reviews	120,000.00	108,855.66	(11,144.34)
Operational Permits	6,000.00	5,375.00	(625.00)
Cost Recovery	0.00	33,942.12	33,942.12
Ambulance Fees	20,000.00	331,281.93	311,281.93
GEMT Ambulance	0.00	769,518.52	769,518.52
Miscellaneous Revenue	10,000.00	4,350.00	(5,650.00)
Total Other Revenue	521,000.00	1,800,970.20	1,279,970.20
Total REVENUES	3,813,969.00	4,976,885.02	1,162,916.02
<b>EXPENDITURES</b>			
Personnel Expenses			
Salaries and Wages	1,194,000.00	1,238,818.57	(44,818.57)
Temporary Salaries	137,000.00	1,647.36	135,352.64
Overtime	200,000.00	507,827.76	(307,827.76)
Holiday	100,000.00	65,123.04	34,876.96
Uniforms	20,000.00	7,913.73	12,086.27
Employee Physicals	15,000.00	10,724.37	4,275.63
PERS Retirement	597,000.00	448,137.47	148,862.53
Employer Taxes and Fees	39,000.00	30,200.27	8,799.73
Workers Comp	242,000.00	166,267.87	75,732.13
Health Insurance	300,000.00	154,966.69	145,033.31
Contract Obligations	0.00	949.47	(949.47)
Cadets	10,000.00	6,565.23	3,434.77
Total Personnel Expenses	2,854,000.00	2,639,141.83	214,858.17
Office Operating Expenses			
Office Supplies and Postage	12,000.00	6,081.78	5,918.22
Office Equipment & IT	17,000.00	8,476.93	8,523.07
Books and Publications	6,000.00	0.00	6,000.00
Fire Prevention Public Education	6,000.00	800.00	5,200.00
Insurance	35,500.00	35,352.26	147.74
Professional Fees	100,000.00	83,801.36	16,198.64
Dues	2,500.00	934.99	1,565.01
Travel	2,500.00	160.94	2,339.06
Wildland Travel	75,000.00	38,402.73	36,597.27
Other	0.00	4,551.31	(4,551.31)
Total Office Operating Expenses	256,500.00	178,562.30	77,937.70
Personnel Operating Expenses			
Training	12,500.00	268.26	12,231.74
Recruitment and Retention	5,000.00	613.00	4,387.00
Safety Equipment	5,000.00	2,712.00	2,288.00

**NLCFPD**

**Statement of Revenues and Expenditures - Revenues Expenditures VS Budget - Fire 2025**  
**From 7/1/2024 Through 5/31/2025**

	Current Period Budget - 2025Original	Current Year Actual	Total Budget Variance - 2025Original
Turnouts	17,500.00	5,337.55	12,162.45
Total Personnel Operating Expenses	40,000.00	8,930.81	31,069.19
Vehicle Operating Expenses			
Heavy Apparatus	50,000.00	21,574.30	28,425.70
Light Fleet	10,000.00	18,908.85	(8,908.85)
Wildland Fleet	10,000.00	12,054.91	(2,054.91)
Misc and Other	0.00	2,590.70	(2,590.70)
Vehicle Fuel	35,000.00	41,736.69	(6,736.69)
Total Vehicle Operating Expenses	105,000.00	96,865.45	8,134.55
Equipment Supplies Operating Expenses			
Medical Supplies	0.00	39,737.64	(39,737.64)
Equipment Non Capital	5,000.00	13,375.50	(8,375.50)
Communications	12,500.00	6,369.26	6,130.74
Operating Supplies	0.00	3,440.44	(3,440.44)
Small Equipment R & M	15,000.00	(1,714.03)	16,714.03
Total Equipment Supplies Operating Expenses	32,500.00	61,208.81	(28,708.81)
Station Operating Expenses			
Station Repair & Maintenance 61	32,000.00	13,474.66	18,525.34
Utilities 61	34,000.00	25,484.39	8,515.61
Total Station Operating Expenses	66,000.00	38,959.05	27,040.95
Other Non Operating Expenses			
Capital Outlay	20,000.00	0.00	20,000.00
Debt Payments	0.00	106,472.66	(106,472.66)
Lease Payments	186,000.00	143,758.22	42,241.78
Total Other Non Operating Expenses	206,000.00	250,230.88	(44,230.88)
Total EXPENDITURES	3,560,000.00	3,273,899.13	286,100.87
REVENUES IN EXCESS OF EXPENDITURES	253,969.00	1,702,985.89	1,449,016.89



**NLCFPD**

**Statement of Revenues and Expenditures - Revenues Expenditures VS Budget - Ambulance 2025**  
From 7/1/2024 Through 5/31/2025

	Current Period Budget - 2025Original	Current Year Actual	Total Budget Variance - 2025Original
<b>REVENUES</b>			
Other Revenue			
Mutual Aid	0.00	56,456.40	56,456.40
Cost Recovery	0.00	678.33	678.33
Ambulance Fees	1,200,000.00	764,292.97	(435,707.03)
GEMT Ambulance	800,000.00	763,788.52	(36,211.48)
Ambulance Subscription	8,000.00	10,236.46	2,236.46
Miscellaneous Revenue	0.00	1,213.02	1,213.02
Total Other Revenue	2,008,000.00	1,596,665.70	(411,334.30)
Total REVENUES	2,008,000.00	1,596,665.70	(411,334.30)
<b>EXPENDITURES</b>			
Personnel Expenses			
Salaries and Wages	967,022.00	647,795.77	319,226.23
Overtime	61,000.00	289,512.23	(228,512.23)
Holiday	45,000.00	36,293.64	8,706.36
Uniforms	20,000.00	2,250.00	17,750.00
Employee Physicals	12,000.00	9,700.00	2,300.00
PERS Retirement	483,511.00	305,960.54	177,550.46
Employer Taxes and Fees	27,000.00	18,490.34	8,509.66
Workers Comp	170,500.00	75,858.38	94,641.62
Health Insurance	300,000.00	103,539.09	196,460.91
Total Personnel Expenses	2,086,033.00	1,489,399.99	596,633.01
Office Operating Expenses			
Office Supplies and Postage	5,000.00	1,786.83	3,213.17
Office Equipment & IT	13,000.00	3,224.00	9,776.00
Books and Publications	1,500.00	0.00	1,500.00
Insurance	35,500.00	35,352.26	147.74
Professional Fees	20,000.00	11,397.96	8,602.04
Dues	400.00	114.00	286.00
Travel	1,000.00	0.00	1,000.00
Other	0.00	10,764.91	(10,764.91)
Total Office Operating Expenses	76,400.00	62,639.96	13,760.04
Personnel Operating Expenses			
Training	12,500.00	6,000.00	6,500.00
Safety Equipment	1,000.00	0.00	1,000.00
Turnouts	17,500.00	0.00	17,500.00
Total Personnel Operating Expenses	31,000.00	6,000.00	25,000.00
Vehicle Operating Expenses			
Ambulance Fleet	30,000.00	5,855.36	24,144.64
Vehicle Fuel	60,000.00	15,687.34	44,312.66
Total Vehicle Operating Expenses	90,000.00	21,542.70	68,457.30
Equipment Supplies Operating Expenses			
Medical Supplies	90,000.00	41,871.61	48,128.39
Equipment Non Capital	2,000.00	0.00	2,000.00
Communications	12,500.00	0.00	12,500.00
Operating Supplies	0.00	1,029.86	(1,029.86)
Small Equipment R & M	5,000.00	0.00	5,000.00
Total Equipment Supplies Operating Expenses	109,500.00	42,901.47	66,598.53

**NLCFPD****Statement of Revenues and Expenditures - Revenues Expenditures VS Budget - Ambulance 2025  
From 7/1/2024 Through 5/31/2025**

	Current Period Budget - 2025Original	Current Year Actual	Total Budget Variance - 2025Original
Station Operating Expenses			
Station Repair & Maintenance 61	0.00	89.78	(89.78)
Station Repair & Maintenance 62	12,000.00	4,711.45	7,288.55
Utilities 62	16,000.00	16,717.62	(717.62)
Total Station Operating Expenses	28,000.00	21,518.85	6,481.15
Other Non Operating Expenses			
Depreciation	122,000.00	0.00	122,000.00
Total EXPENDITURES	2,542,933.00	1,644,002.97	898,930.03
REVENUES IN EXCESS OF EXPENDITURES	(534,933.00)	(47,337.27)	487,595.73



## **North Lyon County Fire Protection District**

# **Response Statistics**

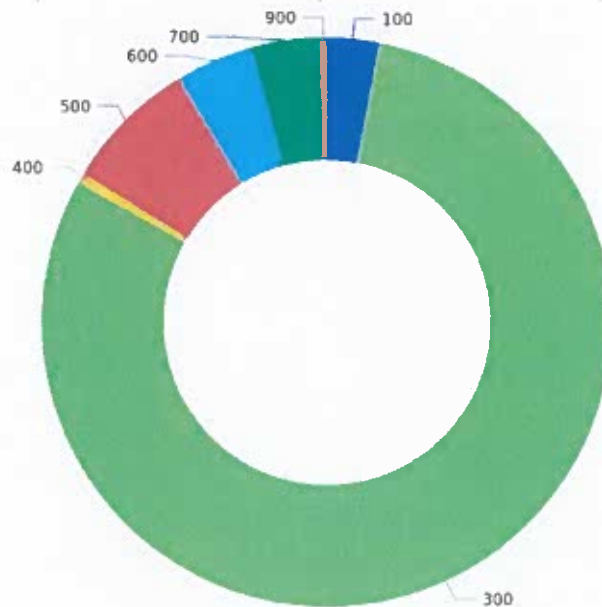
### **NFIRS Incident Type Code Series**

- **100 Fire**
- **200 Rupture / Explosion**
- **300 Rescue & Emergency Medical Service (EMS)**
- **400 Hazardous Condition (No Fire)**
- **500 Service Call**
- **600 Good Intent**
- **700 False Alarm & False Call**
- **800 Severe Weather & Natural Disaster**
- **900 Special incident**

**May 2025**



## FDR-NFIRS: Incident Type Summary, Last Month

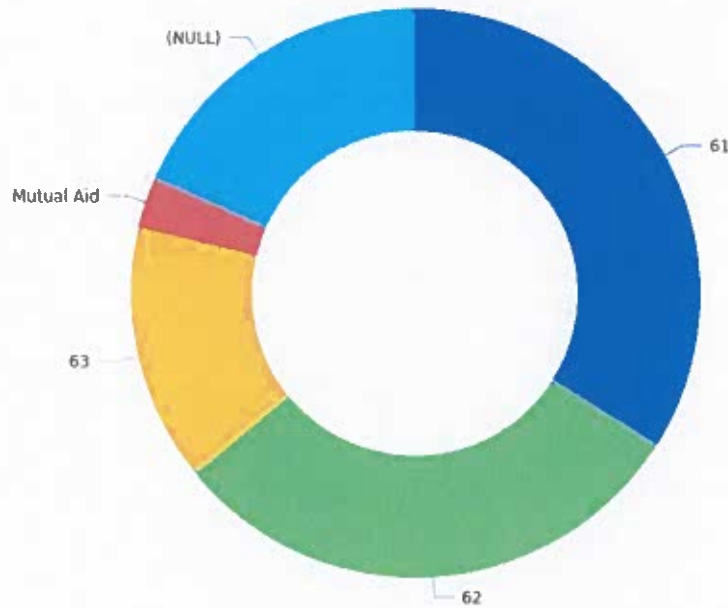


INCIDENT TYPE SERIES	COUNT	PERCENT
100	10	3.00%
300	267	80.18%
400	2	0.60%
500	25	7.51%
600	15	4.50%
700	13	3.90%
900	1	0.30%
<b>Total</b>	<b>333</b>	<b>100.00%</b>





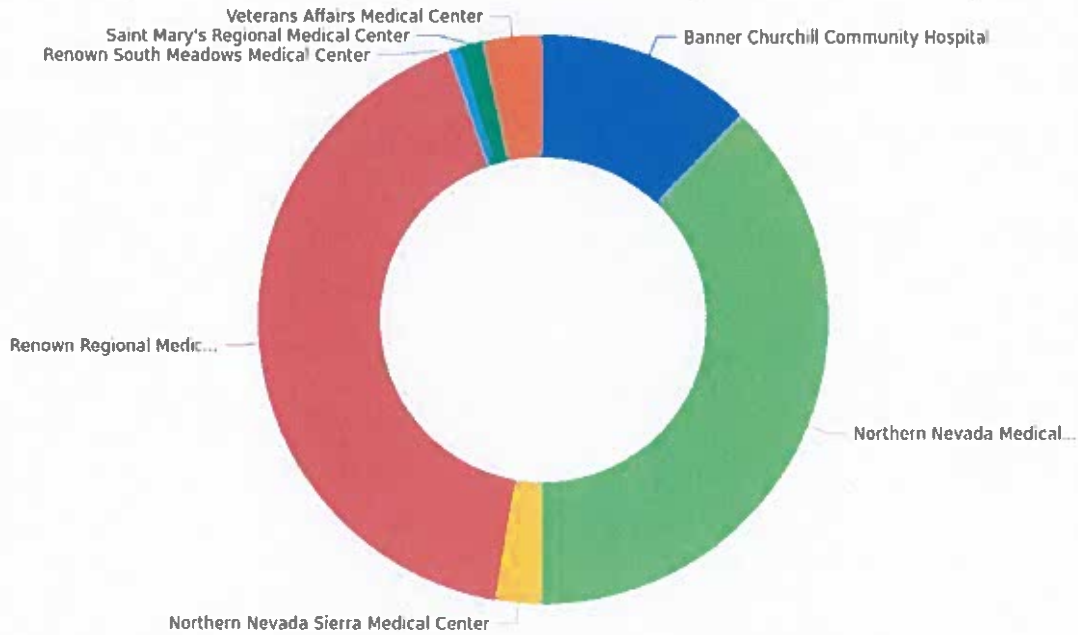
## FDR-NFIRS: Incident Count by Response Zone - Last Month



RESPONSE ZONE	INCIDENT COUNT	PERCENT OF TOTAL
61	118	33.91%
62	105	30.17%
63	51	14.66%
Mutual Aid	10	2.87%
(NULL)	64	18.39%
<b>Total</b>	<b>348</b>	<b>100.00%</b>



**FDR-EPCR-007: Count of Total Transports, Last Month**



DESTINATION/TRANSFERRED TO, NAME - EDISPOSITION.01	COUNT	PERCENT
Banner Churchill Community Hospital	18	12.16%
Northern Nevada Medical Center	56	37.84%
Northern Nevada Sierra Medical Center	4	2.70%
Renown Regional Medical Center	62	41.89%
Renown South Meadows Medical Center	1	0.68%
Saint Mary's Regional Medical Center	2	1.35%
Veterans Affairs Medical Center	5	3.38%
<b>Total</b>	<b>148</b>	<b>100.00%</b>

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



## FDR-NFIRS: Detailed Incident Type Breakdown, Last Month

ACTUAL INCIDENT TYPE FOUND	COUNT	PERCENT
100 - Fire, other	2	0.57%
111 - Building fire	1	0.29%
112 - Fires in structure other than in a building	1	0.29%
113 - Cooking fire, confined to container	1	0.29%
118 - Trash or rubbish fire, contained	1	0.29%
122 - Fire in motor home, camper, recreational vehicle	3	0.86%
131 - Passenger vehicle fire	2	0.57%
140 - Natural vegetation fire, other	1	0.29%
142 - Brush or brush-and-grass mixture fire	3	0.86%
143 - Grass fire	1	0.29%
160 - Special outside fire, other	1	0.29%
320 - Emergency medical service incident, other	1	0.29%
321 - EMS call, excluding vehicle accident with injury	246	70.69%
322 - Motor vehicle accident with injuries	1	0.29%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.29%
324 - Motor vehicle accident with no injuries.	7	2.01%
381 - Rescue or EMS standby	2	0.57%
412 - Gas leak (natural gas or LPG)	1	0.29%
440 - Electrical wiring/equipment problem, other	1	0.29%
480 - Attempted burning, illegal action, other	1	0.29%
550 - Public service assistance, other	17	4.89%
551 - Assist police or other governmental agency	1	0.29%
553 - Public service	3	0.86%
561 - Unauthorized burning	2	0.57%
571 - Cover assignment, standby, moveup	1	0.29%
611 - Dispatched & canceled en route	14	4.02%
622 - No incident found on arrival at dispatch address	10	2.87%
631 - Authorized controlled burning	1	0.29%

## FDR-NFIRS: Detailed Incident Type Breakdown, Last Month

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



ACTUAL INCIDENT TYPE FOUND	COUNT	PERCENT
700 - False alarm or false call, other	18	5.17%
735 - Alarm system sounded due to malfunction	1	0.29%
743 - Smoke detector activation, no fire - unintentional	1	0.29%
745 - Alarm system activation, no fire - unintentional	1	0.29%
<b>Total</b>	<b>348</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
22152071	2025-05-01 15:17:44	25-1324	321 - EMS call, excluding vehicle accident with injury	Station 61	1343 W Newlands Dr	Pyramid Lake Fire	2		Mutual aid received
22329670	2025-05-03 19:29:59	25-1344	321 - EMS call, excluding vehicle accident with injury	Station 61	2182 Snow Drift Rd	Pyramid Lake Fire	2		Mutual aid received
22225479	2025-05-05 15:50:31	25-1358	122 - Fire in motor home, camper, recreational vehicle		NV-447				Mutual aid given
22237584	2025-05-06 06:50:38	25-1361	321 - EMS call, excluding vehicle accident with injury	Station 62	562 Wedge Ln	Medevac 1	3		Mutual aid received
22283934	2025-05-06 15:14:43	25-1365	321 - EMS call, excluding vehicle accident with injury	Station 61	400 Willow Way	Central Lyon Fire	2		Mutual aid received
22292051	2025-05-06 19:00:26	25-1368	321 - EMS call, excluding vehicle accident with injury	Station 61	250 Johnson Ln	Pyramid Lake Fire	2		Mutual aid received
22291337	2025-05-07 07:29:08	25-1372	700 - False alarm or false call, other	Station 61	Bridge St			25-1372	Mutual aid given
22304943	2025-05-08 09:44:33	25-1387	100 - Fire, other	Station 61	410 Aspen Way	Central Lyon Fire			Mutual aid received
22329505	2025-05-08 19:30:15	25-1393	321 - EMS call, excluding vehicle accident with injury	Station 61	400 Willow Way	Central Lyon 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
22496335	2025-05-10 05:31:51	25-1405	321 - EMS call, excluding vehicle accident with injury	Station 61	180 Hardie Ln	Central Lyon Fire	2		Mutual aid received
22346664	2025-05-10 17:34:54	25-1410	324 - Motor vehicle accident with no injuries.	Station 61	NV-828/ US50A/ US95A Fernley Round About	Pyramid Lake Fire	2		Mutual aid received
22345291	2025-05-10 18:04:37	25-1411	321 - EMS call, excluding vehicle accident with injury	Station 61	195 Lois Ln	Pyramid Lake Fire	2		Mutual aid received
22347666	2025-05-11 09:07:12	25-1418	131 - Passenger vehicle fire	Station 61	180 E MM 45	Pyramid Lake Fire	2		Mutual aid received
22449587	2025-05-12 11:48:05	25-1439	321 - EMS call, excluding vehicle accident with injury	Station 62	1100 Jasmine Ln	Central Lyon Fire	2		Mutual aid received
22448616	2025-05-12 14:13:17	25-1442	160 - Special outside fire, other	Station 62	255 Jersey Ln			25-1442	Mutual aid given
22473483	2025-05-13 11:06:21	25-1457	321 - EMS call, excluding vehicle accident with injury	Station 61	W Pyramid Lk Rd				Mutual aid given
22494402	2025-05-14 09:21:17	25-1474	321 - EMS call, excluding vehicle accident with injury	Station 61	1365 Chisholm Trail	Central Lyon Fire			Mutual aid received
22496229	2025-05-14 10:20:10	25-1476	611 - Dispatched & canceled en route	Station 61	555 E Main St	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
22496284	2025-05-14 10:28:30	25-1475	321 - EMS call, excluding vehicle accident with injury	Station 61	375 Spruce Dr	Central Lyon Fire	2		Mutual aid received
22520815	2025-05-15 10:50:57	25-1488	611 - Dispatched & canceled en route	Station 61	1550 E Newlands Dr	Central Lyon Fire	2		Mutual aid received
22543280	2025-05-16 06:32:19	25-1501	321 - EMS call, excluding vehicle accident with injury	Station 61	1343 W Newlands Dr	Pyramid Lake Fire	2		Mutual aid received
22622839	2025-05-16 12:45:03	25-1506	622 - No incident found on arrival at dispatch address		IR80E & State Route 427, WB W of Rest Stop				Mutual aid given
22647515	2025-05-18 12:29:48	25-1521	111 - Building fire	Station 62	1175 Winnies Ln	Central Lyon Fire, Storey County Fire	6		Mutual aid received
22647419	2025-05-18 15:42:18	25-1522	321 - EMS call, excluding vehicle accident with injury		1342 Winnies Ln	Pyramid Lake Fire	2		Mutual aid received
22738704	2025-05-19 14:44:22	25-1536	321 - EMS call, excluding vehicle accident with injury	Station 62	1599 Lou Ct	Pyramid Lake Fire	2		Mutual aid received
22742304	2025-05-19 21:10:21	25-1540	321 - EMS call, excluding vehicle accident with injury	Station 61	390 Spruce Dr	Central Lyon Fire			Mutual aid received
22743779	2025-05-20 05:31:55	25-1544	321 - EMS call, excluding vehicle accident with injury	Station 61	161 Rabbit Cir				Mutual aid given

# 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
22855536	2025-05-20 15:33:44	25-1548	142 - Brush or brush-and-grass mixture fire	Station 61	180E MM44 Wadsworth				Mutual aid given
22839843	2025-05-20 18:26:00	25-1550	571 - Cover assignment, standby, moveup	Station 62	754 Tamsen Rd	Banner Churchill Community Hospital			Mutual aid received
22831916	2025-05-20 19:05:47	25-1551	321 - EMS call, excluding vehicle accident with injury		1343 W Newlands Dr		3		Mutual aid received
22841028	2025-05-21 11:04:12	25-1556	321 - EMS call, excluding vehicle accident with injury	Station 62	1260 NEVADA PACIFIC BLVD	Banner Churchill Community Hospital	2		Mutual aid received
22843127	2025-05-22 09:13:50	25-1565	321 - EMS call, excluding vehicle accident with injury	Station 62	2300 E Newlands Dr	Pyramid Lake Fire	2		Mutual aid received
23146994	2025-05-25 08:15:19	25-1599	321 - EMS call, excluding vehicle accident with injury	Station 61	150 Ackley Ave			25-1599	Mutual aid given
23154657	2025-05-25 15:13:02	25-1604	700 - False alarm or false call, other	Station 61	Interstate 80			25-1604	Mutual aid given
23297240	2025-05-28 17:27:19	25-1630	321 - EMS call, excluding vehicle accident with injury	Station 61	200 Border St				Mutual aid given
23343543	2025-05-29 16:11:15	25-1643	321 - EMS call, excluding vehicle accident with injury		1130 Chisholm Trail	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 DEPARTM ENT NAME(S) LIST	TOTAL MUTUAL AID PERS ONNEL	INCIDENT NUMBER OF RECEIVIN G AID	AID TYPE
23412775	2025-05-30 10:26:36	25-1650	321 - EMS call, excluding vehicle accident with injury	Station 61	471 Mallard Way	Pyramid Lake Fire	3		Mutual aid received

## Kasey Miller

---

**From:** Sullivan, Christine <Christine.Sullivan@[REDACTED]>  
**Sent:** Friday, May 30, 2025 1:31 PM  
**To:** Kasey Miller  
**Cc:** [REDACTED]  
**Subject:** Letter of Interest - Board Member Vacancy  
**Attachments:** 2025May30 NLCFPD LOI\_cs.pdf

Hello Mrs. Miller,

Please see attached my Letter of Interest in applying for the vacant Board Member position.

Thank you,  
Christine Sullivan

**Panasonic**  
**ENERGY**

**Christine Sullivan**  
**Sr. Contract Administrator**

E [REDACTED]



RECEIVED MAY 30 2025

1331  
cm

Christine Sullivan  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

May 29, 2025

North Lyon County Fire Protection District  
Attn: Board of Directors  
195 E. Main St.  
Fernley, NV 89408  
Attn: Chairman Murphy

RE: Letter of Interest – Board of Director vacancy

Chairman Murphy & Members of the NLCFD Board of Directors,

I am writing to express my interest in filling the vacant Board of Director position for the North Lyon County Fire Protection District ("District"). This letter serves as my formal Letter of Interest, signaling my readiness to contribute my skills, experiences, and insightful leadership to our shared goals for this community.

I am confident that my experience as a Paralegal in contract management and negotiations, leadership support and proven ability to manage diverse teams will bring about strategic and transformative change to this District. I have always admired the unwavering work ethic and dedication of all the District Firefighters, Paramedics, EMS Techs, and of course those behind the scenes in Administration, not to mention the vital role they all play in keeping our community safe. I believe that my service on the Board will not only help strengthen and uphold these values, but also support efforts to rebuild and enhance the stellar reputation that our small-town fire district truly deserves.

It would be an honor to sit with your current team, contribute to your strategic initiatives, and together forge a path towards the fire service goals and future successes.

Thank you for your consideration.

Respectfully,

*Christine Sullivan*

Christine Sullivan

## Kasey Miller

---

**From:** Sterling Bronaugh <[REDACTED]>  
**Sent:** Tuesday, June 10, 2025 1:07 PM  
**To:** Kasey Miller  
**Subject:** Re: Board position  
**Attachments:** letter of Interest Sterling Bronaugh.docx

Good Afternoon Kasey, please see attached Letter of Interest as requested.

On Thu, May 29, 2025 at 3:23 PM Kasey Miller <[kmiller@northlyonfire.com](mailto:kmiller@northlyonfire.com)> wrote:

Good Afternoon,

Please see the attached.

### **Kasey Miller, Office Manager**

North Lyon County Fire Protection District

195 East Main Street

Fernley, Nevada 89408

(775) 575-3310 - phone

(775) 575-3314 – fax

[kmiller@northlyonfire.com](mailto:kmiller@northlyonfire.com)

North Lyon Fire is an equal opportunity employer

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---

**From:** Sterling Bronaugh <[REDACTED]>  
**Sent:** Tuesday, May 27, 2025 3:55 PM  
**To:** Kasey Miller <[kmiller@northlyonfire.com](mailto:kmiller@northlyonfire.com)>  
**Subject:** Board position

Good afternoon, I am interested in the board position at North Lyon County Fire Protection district.



RECEIVED JUN 10 2025

RECEIVED JUN 10 2025

1307

Subject: Interest in Board Position at North Lyon County Fire Department

Good afternoon,

I recently discovered an open board position at the North Lyon County Fire Department and would like to express my interest in pursuing it.

As a Fernley native since the age of nine, I believe this position would provide a wonderful opportunity for me to become more involved in my community and give back to the town I've called home for the past 24 years.

While I do not have prior experience serving on a board, I am eager to undergo any necessary training to fulfill the role effectively.

Please feel free to reach out with any questions. I look forward to seeing you at the Directors Meeting on June 12th.

Best regards,

Sterling Bronaugh



## **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, Fire Chief**

### **Directors**

**Paul Murphy**

**Debbie Skinner**

**Jay Rodriguez**

**Alyssa Roemer**

**Vacant**

## **STAFF REPORT**

**Board Meeting Date: June 12, 2025**

**DATE:** June 12, 2025

**TO:** North Lyon County Fire Protection District Board of Directors

**FROM:** Brian Bunn, Fire Chief

**SUBJECT:** Recommendation to approve and accept a Memorandum of Understanding between North Lyon County Fire Protection District and Rural Medevac Alliance, INC d/b/a Battle Born Medevac. **FOR POSSIBLE ACTION**

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### **SUMMARY**

This item seeks approval and acceptance of a Memorandum of Understanding between the North Lyon County Fire Protection District (NLCFPD) and Rural Medevac Alliance (RMA), doing business as Battle Born Medevac.

### **BACKGROUND**

North Lyon County Fire Protection District (NLCFPD) faces ongoing challenges in delivering timely and effective fire and emergency medical services to the City of Fernley and surrounding areas. The demand for service has significantly outpaced the District's available staffing and resources, often leaving no available fire engines or ambulances to respond to critical calls. This shortage has placed a continual strain on neighboring agencies, who are called upon for mutual aid when NLCFPD units are unavailable.

Adding to the complexity of emergency medical response, Fernley currently has no emergency room within city limits. As a result, approximately 12% of all patient transports are directed to Banner Churchill Community Hospital in Fallon, NV, while the remaining 88% are transported to hospitals in the Reno/Sparks area. These transports can average up to 2.5 hours from the time of response to the time the crew returns to service, further limiting the District's availability to respond to new emergencies.

To address this growing gap in emergency response, the District has worked collaboratively with the Rural Medevac Alliance, doing business as Battle Born Medevac, to develop an agreement for auto-launching air medical transport. Under the terms outlined in the attached Memorandum of Understanding (MOU), Battle Born Medevac will automatically deploy their aircraft when

NLCFPD is dispatched to critical priority one medical calls, ensuring that patients receive timely transport to definitive care when ground resources are unavailable or delayed.

This agreement represents a proactive step toward enhancing emergency medical care in Fernley and surrounding areas by leveraging regional air medical assets to better serve the residents and visitors of our community.

One concern may be the associated cost of air medical transport for the residents of Fernley. All residents of Lyon and Mineral Counties are covered under RMA's membership program. This was made possible by SB Energy and their generous sponsorship to fully fund a membership for every single resident in Lyon and Mineral Counties for the next 3 years. This program ensures that residents of Lyon and Mineral Counties that are transported by a RMA helicopter will be covered for all out-of-pocket expenses (terms and conditions apply). This program will remain in effect until May 31, 2029.

### **FISCAL IMPACT**

There is no fiscal impact on the North Lyon County Fire Protection District with the acceptance of a Memorandum of Understanding between the North Lyon County Fire Protection District (NLCFPD) and Rural Medevac Alliance (RMA), doing business as Battle Born Medevac.

### **RECOMMENDATION**

Staff recommends the Board of Fire Directors approve and accept a Memorandum of Understanding between the North Lyon County Fire Protection District (NLCFPD) and Rural Medevac Alliance (RMA), doing business as Battle Born Medevac.

### **POSSIBLE MOTION**

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

*"I move to approve and accept a Memorandum of Understanding between the North Lyon County Fire Protection District (NLCFPD) and Rural Medevac Alliance (RMA), doing business as Battle Born Medevac."*

## MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made and entered into effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 2025 (the "Effective Date") by and between: (1) RURAL MEDEVAC ALLIANCE, INC., d/b/a Battle Born Medevac, c/o Joseph Loehner, CEO, 102 South Main Street, Yerington, NV 89447 ("RMA"); (2) the LYON COUNTY SHERIFF'S OFFICE, c/o \_\_\_\_\_ ("LCSO"); and (3) NORTH LYON COUNTY FIRE DEPARTMENT c/o \_\_\_\_\_ ("NLCFD"), CENTRAL LYON COUNTY FIRST DEPARTMENT, c/o \_\_\_\_\_ ("CLCFD"), MASON VALLEY FIRE DEPARTMENT c/o \_\_\_\_\_ ("MVFD"), and SMITH VALLEY FIRE DEPARTMENT c/o \_\_\_\_\_ ("SVFD") (these four fire departments together may be referred to herein as the "FD's", and all parties together may be referred to as the "Parties" and each individually as a "Party").

### RECITALS:

- A. RMA is an air ambulance service with a base of operations in Yerington, Nevada.
- B. LCSO operates a dispatch center in Lyon County that responds to emergency and other calls, including but not limited to calls that require emergency medical assistance and transportation.
- C. The FD's, as part of their duties, respond to emergency calls that require medical assistance and transportation.
- D. LCSO and the FD's will benefit from RMA providing air ambulance service to assist with transportation of persons sustaining serious injuries to which they have responded, and in consideration of these benefits, LCSO and the FD's desire to establish and initiate an autolaunch protocol that will require LCSO and the FD's to contact RMA when the criteria set forth herein are met.
- E. The Parties desire to memorialize herein their understanding of the terms and conditions of this autolaunch protocol.

### AGREEMENT

The parties agree as follows:

1. **Incorporation of Recitals.** The above recitals are incorporated into this MOU Agreement as if fully set forth herein.
2. **Purpose.** The purpose of this MOU is to establish and set forth the terms and conditions of the autolaunch protocol that LCSO and the FD's will use to contact RMA and dispatch RMA to an event that satisfies the specified criteria.
3. **Term.** (a) **Initial Term.** The initial term of this MOU shall begin on \_\_\_\_\_, 2025 (the "Commencement Date"). The initial term of this MOU (the "Initial Term") shall be for five (5) years.  
  
(b) **Renewal Term.** RMA may extend this MOU for one (1) additional renewal term of five (5) years on the same terms and conditions set forth in this MOU. RMA may exercise this right to renew if it is not in default under the MOU by providing written notice of RMA's intent to renew the MOU for the additional five (5) year term to the other Parties, which notice must be received by the other Parties at least ninety (90) days before expiration of the Initial Term.

**4. Geographic Territory Covered by the Agreement.** The requirements of this MOU shall apply to any event that occurs in Lyon County and outside the city limits of Yerington, Nevada.

**5. Autolaunch Protocol.** LCSO and the FD's shall contact RMA and request an available aircraft to the scene upon the occurrence of any of the following events:

- a. A motor vehicle accident that involves any one of the following criteria:
  - i. Head-on collision;
  - ii. Rollover;
  - iii. Ejection;
  - iv. Extrication;
  - v. T-bone collision;
  - vi. Motorcycle down; or
  - vii. All terrain vehicle accident.
- b. Shooting or gunshot wound;
- c. Stabbing;
- d. Hanging;
- e. Drowning or near drowning;
- f. Aircraft accident;
- g. Cardiac arrest; or
- h. Any event that, in the discretion of the dispatcher, may require air ambulance service.

Upon contact from the LCSO dispatcher, RMA shall inform the dispatcher if RMA can accept the flight and approximate arrival time. Air transport may be cancelled by any Party at any time if circumstances of the event warrant cancellation.

**6. Availability.** If an RMA asset is not the closest available aircraft or declines the flight for any reason, the other Parties retain the right to select alternate air ambulance services of their choosing for that event.

**7. Entire Agreement.** This MOU contains the entire agreement of the Parties, and no representations, inducements, promises or agreements, oral or otherwise, not embodied or referred to in this MOU shall be of any force or effect.

**7. Amendment.** This MOU may be amended only by mutual written agreement of all the Parties, except Section 4 of the Agreement may be amended by a majority of the Parties so long as one of those Parties is RMA.

**8. Counterparts.** This MOU may be executed in multiple counterparts each of which shall be deemed an original, but all of which shall constitute one and the same MOU.

**9. Proper Authority.** Each Party represents that the individual or officer executing this MOU on behalf of the Party has full power and authority to enter into this MOU.

**10. Binding Effect.** This MOU shall be binding upon and shall inure to the benefit of the Parties and their respective heirs, devisees, legatees, executors, administrators, personal representatives, successors and assigns.

**11. Governing Law.** The validity, interpretation and construction of this MOU shall be governed by the laws of the State of Nevada. If any provision of this MOU shall be deemed unlawful, null, void or unenforceable by a court of competent jurisdiction, this MOU shall be construed as if such provision were not contained in this MOU.

**LYON COUNTY SHERIFF'S OFFICE**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Lyon County Sheriff

Date: \_\_\_\_\_

**RURAL MEDEVAC ALLIANCE, INC.**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**NORTH LYON COUNTY FIRE DEPARMENT**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Chief

Date: \_\_\_\_\_

**CENTRAL LYON COUNTY FIRST DEPARTMENT**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Chief

Date: \_\_\_\_\_

**SMITH VALLEY FIRE DEPARTMENT**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Chief

Date: \_\_\_\_\_

**MASON VALLEY FIRE DEPARTMENT**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Chief

Date: \_\_\_\_\_



**ARTICLE 4.**

**SALARIES**

**(23/24)**

**F. Base rate** is defined as the employee's hourly wage as listed in the above hourly rates of pay. ~~**Regular rate** is defined as the employee's base rate plus longevity and Incentive pay.~~

**ARTICLE 6.**

**MISCELLANEOUS PROVISIONS**

**A.** The DISTRICT agrees to maintain the following for the duration of this Agreement:

2. The right to work on personal projects and use station facilities after normal working hours, 17:00 – 08:00, is allowed but may be subject to the approval of a ~~DISTRICT chief officer~~ the direct supervisor.

**ARTICLE 7.**

**OVERTIME COMPENSATION**

E. When bargaining unit members are assigned on emergency assignments out of District ~~through assignments given by NDEM~~, employees will be compensated at 1.5 times their regular rate of pay for a maximum of 24 hours per day. Regular scheduled duty days will be at the individual's base rate of pay while on assignment portal to portal except for the first and last travel days, in which employees will only be paid for hours worked at 1.5 times the employee's ~~regular~~ base rate of pay for those days worked in excess of the employee's regular scheduled days.

**ARTICLE 10.**

**SICK LEAVE**

~~(23/24)~~

- G. Sick Leave Buyout** – All full-time paid members shall be entitled to buy out sick leave above the Minimum Cap in the form of an annual contribution to their deferred compensation plan at a dollar-for-dollar rate. The hours accrued above the minimum cap as of the 1<sup>st</sup> payday in November shall be the amount of hours eligible for buyout into the Employees deferred compensation account ~~(aka Health Savings Plan, Health Savings 15 Account, Deferred Compensation Account~~ or an equivalent approved plan of or by the District). The District shall transfer eligible funds into the EMPLOYEE's deferred compensation account ~~as of the 2<sup>nd</sup> day in~~ on the first pay day of December.

## ARTICLE 11.

### VACANCIES AND PROMOTIONS

~~(23/24)~~

- B. The DISTRICT will promote from within ~~so long as there is an adequate number of qualified candidates (i.e. 3 candidates for each vacancy)~~ prior to the position being opened to external candidates, so long as there are three (3) qualified candidates, at a minimum.
- D. The District Fire Chief shall adopt selection techniques, subject to approval by the Fire District Board and Union, which are impartial, culturally fair, and related to the essential functions of the job classification. Both the District Board and Union will agree on a 3<sup>rd</sup> party company to administer a nationally recognized written exam, if utilized. The ~~examination testing process~~ may include, but is not limited to, one or more of the following:
1. A nationally recognized written ~~test~~ exam measuring the candidate's aptitude and/or job knowledge,

**ARTICLE 19.**

**MINIMUM CONSTANT SAFETY STAFFING**

**(23/24)**

**D.** In the event the staffing falls below the minimum level and off-duty bargaining unit members are not available for voluntary overtime and/or Callback, mandatory holdover shall occur in order to comply with minimum staffing requirements.

1. Selection of member to be held for mandatory overtime shall be based off a list of members currently on duty aggregate worked overtime, ~~not including Out of District assignments~~. The currently present members on shift with the lowest amount of overtime worked and who falls within the classification of the position requiring mandatory holdover will be selected for mandatory overtime. Refusal to hold over will constitute a no-call, no-show and be subject to discipline as per the DISTRICT'S Personnel Manual.



ARTICLE 23.

UNIFORM ALLOWANCE

B. Thereafter the DISTRICT shall provide an annual uniform ~~credit~~ allowance of \$500.00 per EMPLOYEE. The DISTRICT shall provide uniform allowance in two installments of \$250. Each installment shall be paid on the first pay period of January and July, to be used through the DISTRICT's approved uniform vendor.

D. The District UNION will be responsible for ~~providing purchase mechanisms with the approved~~ maintaining uniform vendor(s) for employees to purchase approved Uniform items ~~up to the annual allowance per fiscal year.~~ Uniform items available through vendor(s) shall be made available to all District members.

E. ~~The DISTRICT shall also provide the initial set of any uniform items due to changes in the uniform policy or changes in the uniform requirements implemented after the fiscal year.~~ In the event of a uniform change, all members that are required to wear a uniform will, within a one (1) year period from the effective date of the change, convert to the new uniform.

F. A new EMPLOYEE who fails to pass probation shall turn in all equipment and uniforms issued or purchased through the provisions of this Article. Original purchase uniforms/equipment lost or damaged shall be reimbursed to the DISTRICT by the departing EMPLOYEE. The DISTRICT may require probationary EMPLOYEES to sign an agreement that allows the DISTRICT to deduct the costs of unreturned equipment or uniforms from a separating EMPLOYEE'S check or provide other relief. ~~The DISTRICT is solely responsible for this program including its creation and implementation.~~

~~I. EMPLOYEE's voluntarily separating from the DISTRICT shall reimburse the DISTRICT for all uniform purchases made with allowance money within ninety (90) days of voluntary separation.~~

~~J. Uniform allowance is based on Fiscal Year~~

~~K. Uniform allowance may be used in alternating years to purchase one pair of sunglasses or one pocketknife.~~

- ~~1. Sunglasses must be ANSI, OSHA, or otherwise appropriately safety certified.~~
- ~~2. Pocketknife must be legal in the State of Nevada.~~
- ~~3. These purchases may only account for up to 25% of total allowance.~~
- ~~4. EMPLOYEE's are responsible for any overage in uniform expenses.~~

**ARTICLE 31.**

**GRIEVANCE PROCEDURE**

~~(23/24)~~

J. The list of ~~arbitrators~~, seven (7) names, of randomly selected arbitrators, may be obtained from the American Arbitration Association (~~AAA~~) Fresno office or the Federal Mediation and Conciliation Service (FMCS) at the option of the grievant. The parties shall select the arbitrator from the list by alternately striking one name until the name of only one arbitrator remains, who will be the arbitrator to hear the dispute. For the first grievance hearing the UNION shall strike the first name. From that point forward the parties shall alternate striking first. With the mutual consent of the parties, expedited arbitration may be used.

**ARTICLE 50.**

**LONGEVITY**

~~(Reinstated—23/24)~~

All EMPLOYEES who have completed a total of five (5) years or more of full-time service with the district shall be entitled to longevity pay at the rate of an additional one-half (0.5) percent added to the top step base rate of pay for that employee rank or position for each year of service with the district up to a maximum longevity increase of twelve-and-one-half (12.5) percent. An EMPLOYEE ~~eligibility~~ eligible for longevity pay shall be reviewed on the anniversary date of that EMPLOYEES hire date of each year. ~~The~~ longevity increase will be added to the EMPLOYEE'S bi-weekly paychecks.

**ARTICLE 53.**

**HOLIDAYS**

**Regular paid holidays are:**

1. New Year's Day (January 1)
  2. Martin Luther King's Birthday (Third Monday in January)
  3. Inauguration Day (January 20<sup>th</sup>, every fourth year following the presidential election)
  4. President's Day (Third Monday in February)
  5. Memorial Day (Last Monday in May)
  6. Juneteenth (June 19)
  7. Independence Day (July 4)
  8. Labor Day (First Monday in September)
  9. Nevada Day (Last Friday in October)
  10. Veteran's Day (November 11)
  11. Thanksgiving Day (Fourth Thursday in November)
  12. Family Day (Fourth Friday in November)
  13. ~~Christmas Eve (December 24)~~
  13. Christmas Day (December 25)
  14. And any other day declared a holiday by the DISTRICT, Governor of Nevada, and /or President of the United States of America.
- A. Each line employee shall receive twelve (12) hours pay at his/her ~~regular~~ base rate in those periods in which a holiday occurs, whether the employee works or is off on the actual holiday.

**ARTICLE 56.**

**DURATION**

~~(23/24 and 24/25)~~

- A. This Agreement shall become effective and retroactive to July 1, 2023~~5~~ ~~(for those articles annotated as TA'd for FY 23/24)~~ and July 1, 2024 ~~(for those articles annotated as TA'd for FY 24/25)~~ and shall continue until June 30, 2025~~6~~, except as otherwise provided below.
- B. The list of ~~arbitrators~~; seven (7) names, of randomly selected arbitrators, may be obtained from the American Arbitration Association (AAA) Fresno office or the Federal Mediation and Conciliation Service (FMCS) at the option of the grievant. The parties shall select the arbitrator from the list by alternately striking one name until the name of only one arbitrator remains, who will be the arbitrator to hear the dispute. For the first arbitration hearing the UNION shall strike the first name. From that point forward the parties shall alternate striking first. With the mutual consent of the parties, expedited arbitration may be used.