

**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

July 10, 2025

**1. Call to Order**

The meeting was called to order at 1813.

Directors present included Paul Murphy, Debbie Skinner, and Christine Sullivan.

Directors Jay Rodriguez and Alyssa Roemer were absent.

The Pledge of Allegiance was led by Director Sullivan. 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 approval of Board Agenda**

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

**3c. Review & Response Statistics**

Director Skinner made a motion to approve the Consent Agenda, excluding items 4 and 8 from the agenda.

Director Sullivan seconded the motion.

The motion reads as follows: 3-0-2

Murphy	Aye	Rodriguez	Absent
Skinner	Aye	Roemer	Absent
Sullivan	Aye		

Chairman Murphy explained that we are not discussing Item 4, due to server/network issues at the fire department, and we could not produce them.

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

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

**4b. General Fund Revenue Expenditures**

**5. Swear in Board of Director Christine Sullivan**

Chairman Murphy recognized that Director Christine Sullivan has already been sworn in, and we will not be doing that during this meeting.

**6. Discussion and possible action to adopt the 2024 International Fire Codes\***

Fire Marshal Tim Myers shared that we are currently using the 2018 Fire Codes, which we adopted in 2019. Every 6 years, Fernley adopts new fire and building codes. Currently we are looking to adopt the 2024 Fire Code, 2024 Wildland Urban Interface Code, and amendments to both. He added that it would go into effect January 1, 2026, giving developers and engineers 6 months to work towards meeting the 2024 requirements. Chief Myers stated that the city council just adopted all the building codes, and mechanical codes for 2024. He added that the electric codes are 2023.

Chairman Murphy asked that if we adopt this, is it a retroactive thing for everyone in town, or if everyone is grandfathered in under old codes from when they had the initial sign off by us. Chief Myers responded that any completed projects are already grandfathered in, it is just the future projects that will be required to meet the codes. Chief Myers added that if they are currently being built right now, they are 2023. They are advising people as they submit that they might want to consider the 2024 code if it's not approved before January.

Director Sullivan noticed that there were a few spelling errors in the contract and wanted to address them.

Chairman Murphy asked if this is something that has to be done now, or if Chief Myers can start noticing people prior to the Board approving this, and we can come back next month and make spelling and grammar changes, and Chief Myers stated that we have time.

Chief Bunn stated that on behalf of the district, that he would not notice until approved. Chief Myers added that there are not a whole lot of changes, and the amendment package is smaller than it was in 2018.

Director Skinner suggested that once it is sent to legal and it comes back to us, that maybe the agenda item be the same language as the ordinance with the code verses the 2024 International Fire Code because it's not the heading on the document being signed.

Chairman Murphy asked Chief Myers if it will affect this if we were to change the North Lyon Fire Protection Ordinance number to 2024-01, and Chief Myers answered that he didn't think so.

Director Skinner suggested checking on that because she believes that the city is 2025, because that is the year that it is adopted. She added that she would leave it for reference of when it was adopted, and it is the first resolution of the year.

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Chairman Murphy tabled this item until the next meeting and will pend the changes and expect to see those by next month, and get it reviewed again.

**7. Discussion and possible action to use Fire Due ITM for vendors to submit inspection reports to North Lyon Fire\***

Chief Myers stated that by code, everybody is supposed to submit their inspection reports, and we are supposed to be able to view them all, and currently we do not have a program in place for it. He explained that with this program, after inspections are completed, the vendors will upload the reports directly to First Due and they will pay the \$20 fee per submittal. They can submit unlimited reports at \$20.00, and the other ones are \$20 per report. First Due is a \$20.00 flat fee per submittal, and it automatically uploads it to First Due into the occupancy record. It will also send out reminders when they are due for an inspection, or if there are any violations. He added that with this program there is no cost to the district to get it set up.

Chief Bunn stated that this is still First Due, and it is a mechanism for whoever is doing the submittals. He explained that they will log into First Due, find North Lyon Fire and attach it, make their payment, Chief Myers receives it, and we are done. Chief Myers added that there is an inspection tab, and they will show up and it allows him to view them to see if they failed or passed. If they fail, he can see why they failed, and we can follow up with a physical inspection of our own. Chief Myers added that he needs a motion to add this to our platform, because he needs to sign a letter where they are adding it to their platform for the modules. This will give us time to contact vendors to let them know that they need to upload their paperwork to First Due so they have access.

Director Skinner made a motion to add Fire Due ITM for vendors to submit inspection reports to our platform.

Director Sullivan seconded the motion.

The motion reads as follows: 3-0-2

Murphy	Aye	Rodriguez	Absent
Skinner	Aye	Roemer	Absent
Sullivan	Aye		

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

**9. Fire Chief Report**

Chief Bunn shared that he and Captain Joe Mendoza took a trip to Washington D.C. to discuss our revenues to support current and future service demand, as well as FEMA, with the FMAG/HMGP/AFG and Safer Grants and where the money is going. He stated that money needs to remain available not just for North Lyon, or the state of Nevada, but also countrywide

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because it is very important. Captain Joe Mendoza added that it was refreshing to see that prior to our arrival at their office, knowing how busy they are, they were having discussions prior to our arrival due to an outline that Chief Bunn sent to them, which gave a baseline of what our concerns were for our community, and it became their concerns. He added that they requested that North Lyon correspond with them every 2 weeks to keep up on this, within that office of the senator. Captain Mendoza stated that Chief Bunn offered to assist with some bill writing. He explained that the ripple effect of that visit is not just for the district and the city of Fernley, but countrywide as well. Chief Bunn added that he will be working with the Montana senator as well as Cortez Masto's office. He added that he was blown away with their interest in North Lyon Fire, and that it is a priority for them now. He added that it was good to be heard.

Chief Bunn shared that we had great participation from our Support Staff on the Fourth of July. He added that the fire department won the Grease the Pig Competition between the fire department and the sheriff's department, and we will select a date on a weekend, and the Sheriff department will cook our lunch. Trex had an outside trash fire, and our Support Staff were the first to arrive, and they did a fantastic job. Currently, we have 4 regional agencies that are taking lateral firefighters and offering up to \$5,000.00 incentives to get them there. Chief Bunn stated that next week he will be opening up Firefighter/Paramedic applications, to at least have a list in case we lose anybody. He stated that he is going to put a little more money into it and go nationwide, and it should cost less than \$2,500.00.

Chief Bunn shared that we have been receiving reimbursements from NBF, and they still owe us about \$400,000.00. He added that our number one priority is the distributions of backpay to our employees that were previously frozen, and grievance settlements. We confirmed with finance today that we will be cutting checks next week to make everybody whole and move forward.

Chief Bunn shared the story of an infant that was placed in a dumpster in the Sun Valley area. Someone witnessed it, rescued the baby and called 9-1-1. He explained that every police, and fire station in the state of Nevada is a Safe Haven. However, it has to be face to face, and we cannot use the boxes, until legislation passes it. He added that we are not interested in that because the cost is approximately \$25,000.00. He stated that Mrs. Miller is putting together 2 Safe Haven boxes with all the necessities that a baby will need. If somebody feels that they are struggling and need to drop an infant off, we can take care of the infant and get them to the appropriate facility. Chief Bunn added that we are going to be launching a social media campaign, and it will be presented at city council as well, to remind everybody that this is available and we will do what we can to help in a difficult situation.

#### **10. Reports of Directors, Staff, Volunteers, Local4547, City of Fernley**

Director Sullivan – None.

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Director Skinner shared that the Fourth of July was successful. She suggested adding role call to the agenda for future meetings to help office staff recognize who was in attendance, so we know who is absent. She also suggested having an appreciation BBQ for the department that includes families and fun, to be held in the fall. Chief Bunn added that he likes that idea and would like to bring back awards and mentioned incorporating it all into one event.

Chief Bunn wanted to add that there is a heat wave headed our way in the upcoming days and advise people to stay hydrated, find shade and try to stay cool.

Chief Bunn added that Dan Hiles needs recognition because he took on IAP, he coordinated everything and let our career staff respond to calls, and he did a phenomenal job.

Director Skinner asked how we were doing with the boot drive, and Chief Bunn responded that at the end of the parade we were at about \$3,600.00. Chief Bunn added that the QR code that is available to donate will continue to stay open. On August 13<sup>th</sup>, Black Bear Diner will be hosting The Battle of the Badges from 4pm – close, and proceeds will go towards the fundraiser. He added that tomorrow night at the Wine Canal, all tips will go towards the boot drive.

Chairman Murphy thanked everybody in the Local for understanding the fiscal issues that we have been dealing with and being patient while we get that money to get checks out. Mr. Mendoza added that the membership understands, and the majority of the membership wants the department to succeed.

Chief Bunn stated that things don't happen fast. When he came here one of the things he wanted to implement was CAD (Computer Aided Dispatching), and he added that Lyon County is a different type of IT, creating a lot of challenges. He added that this is definitely a 30-day job, and we are going on over a year, but we continue to work and move forward. Chief Bunn shared that it is from mobile data computers that will be installed in all of the vehicles so we can get live information and respond. Fortunately, the state of Nevada has assisted and let us tunnel under their server. They have never let a non-government agency into their server, and we are close to them allowing First Due to jump onto their server. He stated that he has a meeting coming up with the county manager to hopefully discuss some of the struggles here.

Staff- None.

Fire Marshal, Tim Myers shared that last year 2024-25 fiscal year we received about \$106,000.00 in plan review fees, and that is down \$75,000.00 from the previous year.

Becki Howlett shared that Support Staff went to the fire at Trex on the Fourth of July.

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Local 4547, President Joe Mendoza shared that the fire department beat the sheriff's department during the Fourth of July Grease the Pig event. This is the fourth year that they have competed against each other, and they are tied 2 to 2. Next year will be a tie breaker and a big deal for both departments. He stated that a wager was placed this year, and the loser has to put on a lieu for the other department. That pig is being raised at Deputy Lynch's house and sometime next year before the Fourth of July celebration, we will have a lieu for both departments and have a good time. This is something they are hoping to do annually. Captain Mendoza added that the Boot Drive during the parade was great, and we are preparing our riggs and people to be ready to help our neighbors out for this fire season.

City of Fernley- Joe Mendoza stated that things are moving along with the city and they are looking at amendments that would be nice for the fire district to be involved with. We are looking forward to having relationships and productive conversations between the City of Fernley and the district.

Becki Howlett confirmed that the Canal Wine Lounge will be having their fundraiser this Saturday from 6 pm- 9 pm. She added that there was a medal donated by one of the vendors from the Fourth of July, to be auctioned off for the Fill the Boot fundraiser.

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None.

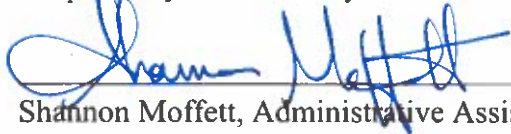
**12. Adjournment\***

Chairman Murphy adjourned at 1857.

**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 July 10, 2025.

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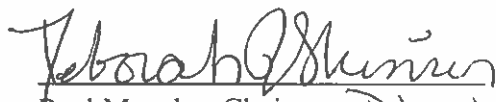
Respectfully Submitted by:

  
Shannon Moffett, Administrative Assistant  
North Lyon County Fire Protection District

September 11, 2025  
Date

Approval of Minutes  
July 10, 2025

	<u>For</u>	<u>Against</u>	<u>Abstain</u>	<u>Absent</u>	
<input checked="" type="checkbox"/> Approved as Read	<u>4</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>      </u>
<input type="checkbox"/> Approved with Corrections	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>

  
~~Paul Murphy, Chairman~~ Deborah Skinner, Director  
North Lyon County Fire Protection District

September 11, 2025  
Date