



North Lyon County Fire Protection District

195 East Main Street

Fernley, Nevada 89408

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

Jason Nicholl, Fire Chief

Notice of Meeting

Date: Thursday August 10, 2023

Time: 5:00 p.m. or 1700 hours

Location: 195 East Main Street
Fernley NV 89408
or Virtual Zoom Meeting

Directors

Dan McCassie, Chairman Paul Murphy, Director
Mike Callagy, Jr, Vice-Chair Jay Rodriguez, Director
Harry Wheeler, Secretary/Treasurer

Join Zoom Meeting at:

<https://us02web.zoom.us/j/87062289814?pwd=V0tudlNBSkVkJZ0c2YUUYQ0NpaGVyZz09>

Dial: 1-253-215-8782 Passcode: 571880 Meeting ID: 870 6228 9814

NLCFPD Board of Directors Meeting Agenda

1. Call to Order, Pledge of Allegiance and Moment of Silence
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 comments are limited to 3 minutes.)

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

Discussion and possible action regarding Revenue and Expenditures*
4. 4a. Enterprise Fund Revenue and Expenditures
4b. General Fund Revenue and Expenditures
5. Consideration, discussion, and possible action regarding job performance of Joseph Mendoza, including possible discipline up to and including termination*
6. **Closed Personnel Session** for consideration and discussion of job performance of Joseph Mendoza
7. Consideration, discussion, and possible action regarding job performance of Joseph Mendoza, including possible discipline up to and including termination*
8. Discussion and possible action regarding Assistant Fire Chief Job Description*
9. Discussion and possible action regarding Assistant Fire Chief Recruitment*
10. Discussion and possible action to approve a resolution of the North Lyon County Fire Protection District to modify the Incident Fee Schedule for updated costs in 2023*
11. Discussion regarding Trouble Debt
12. Reports of Directors, Fire Chief, Fire Marshal, Staff, Volunteers, Local 4547, City of Fernley
13. Public Comment (No action will be taken on any subject during public participation until it has been properly placed on an Agenda for a subsequent meeting. Public comments are limited to 3 minutes.)
14. 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. Disabled members of the public who require special accommodations or assistance at the meeting are requested to notify in writing at the North Lyon County Fire Protection District, 195 East Main Street, Fernley, Nevada 89408 or by calling (775) 575-3310

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. August 7, 2023

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. Fernley Senior Center, 105 Lois Lane, Fernley, Nevada 89408
5. Lyon County Manager, 27 S. Main Street, Yerington, Nevada 89447
6. Nevada Public Notice Website, www.notice.nv.gov

Distribution: To ALL persons requesting notification.

PEOPLE FIRST

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MINUTES

NORTH LYON COUNTY FIRE PROTECTION DISTRICT

May 16, 2023

DRAFT

1. Call to Order

The meeting was called to order by Chairman McCassie at 1811 hours.
Directors present included Dan McCassie, Mike Callagy, Harry Wheeler, Paul Murphy.
Director Rodriguez joined the meeting via phone.

The Pledge of Allegiance was led by Director Harry Wheeler. 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 comments are limited to 3 minutes.)

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 & Approval of Board Agenda

3b. Review & Approve Board Minutes

3c. Review of Summary Reports

Director Wheeler made a motion to approve the Consent Agenda.

Director Callagy seconded the motion.

The motion carried as follows: 5-0-0

McCassie	Aye
Callagy	Aye
Wheeler	Aye
Murphy	Aye
Rodriguez	Aye

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4. Discussion and possible action regarding Revenue and Expenditures*

4a. Enterprise Fund Revenue and Expenditures

4b. General Fund Revenue Expenditures

Director Callagy made a motion to approve Discussion and Possible action regarding Revenue and Expenditures

Director Callagy seconded the motion.

McCassie	Aye
Callagy	Aye
Wheeler	Aye
Murphy	Aye
Rodriguez	Aye

5. PUBLIC HEARING: Discussion regarding NLCFPD 2023-2024 Fiscal Year Budget

Chief Nicholl presented the Board with the exact budget that was recommended from the Workshops to move forward including the changes that were asked to be added by the Board. Over the course of the week, he had a chance to look over some things that we are working on, and he wants to propose a couple of very minor changes.

First, on GL line #50220, which is computers and IT. We recently determined that we need to increase our internet capacity here. We currently have standard consumer service through one of the providers here. We've elected to go with a dedicated 50 or 100MB, directly into the station. It will also boost our signal here and give us wider coverage. There is a small fee increase with that. Our annual IT maintenance includes revolving computers, program maintenance, as well as our website updates. Chief Nicholl is recommending that in line #50220, we add \$10,000.00 to that line so that brings a total to the 2022 Budget in 50222 to \$30,000.00 for all IT services and that includes web services. Under 50240, under equipment non-Capital, we were told on Monday that the biometric safes that we use to control our narcotics and controlled substances, that they've reached the end of life. The company will not be servicing that particular model of access any longer. We will have to do an upgrade to a newer type of access. We will be able to keep the safes themselves, it is actually the controller. Right now, we have to take a laptop around to each safe and physically touch each one to control it. Chief Nicholl stated that the new system is Wi-Fi based and will be able to update all safes continuously and a minute-by-minute update who is getting into the safes. That is just a little under \$8000.00 for that upgrade. That line item 50240 would go from \$7,000.00 up to \$15,000.00. Those are the two changes in the budget that we worked on at the Workshop that he needed to address here.

He added that one other thing to keep in mind, later on the agenda, there is a line item for discussion and action for possibly purchasing a Type 3 from Truckee Meadows. It is item #9.

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Chief Nicholl stated that we did add the purchase of that Type 3 into next year's budget. What he will be proposing in item #9, is accelerating that purchase as soon as possible.

Chief Nicholl spoke with Mrs. Miller about it, and they think they can swing it out of this budget for a Capital purchase. He explained that that may take \$20,000.00 out of next year's budget, then adding the \$18,000.00 changes the budget by \$2,000.00, what we talked about at the Workshop.

Chief Nicholl suggested asking legal before moving to item #5.

Director Callagy asked, considering the \$20,000.00 that we had agreed to go forward within this current budget that we are proposing right now by pulling that back and putting it into the current year budget. How is that going to affect our budget?

Accountant Dave Silva stated that there will be a little bit of difference in depreciation, in the terms of the cash it would be accelerating the payment.

Director Murphy asked Accountant Dave Silva if he had a chance to look through this Tentative Final Budget.

Mr. Silva asked if the changes that were made as a result of the Workshop, were they significant?

Chief Nicholl explained that the primary change after the Tentative budget was passed. We were able to make a lot of personnel changes. He didn't have all the personnel in the right spots but now with this budget, it is significantly better than the Tentative Budget. All the additions that were put in at the Workshop, those were essentially Capital additions that were put in with what was determined to be a potential surplus. Those things would be authorized and funded if the money was available.

Director McCassie added, since there are no questions or comments from the public, the question for legal is, do we close #5 and move on to #6?

Mrs. Brandi Jensen advised that as long as they've offered the public the opportunity to provide public input in the same amount of time to each member of the public and offer to make sure that no one is on zoom or anything, "yes sir."

Director McCassie added that no one has spoken up so we will close #5 and move onto #6.

6. Discussion and action to approve meeting date for Final Budget FY 2023-24, established tax rate and spending authorization for FY 2023-24*

Director McCassie asked when we have to have the Final Budget approved by.

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Mrs. Kasey Miller shared that it has to be approved by the end of this month and it would be a meeting with just the budget approval on it.

Directors agreed to have the meeting on May 24th at 6 o'clock.

Director McCassie made a motion to approve the meeting date of May 24, 2023, at 6 o'clock.

Director Rodriguez seconded the motion.

The motion reads as follows: 5-0-0

McCassie	Aye
Callagy	Aye
Wheeler	Aye
Murphy	Aye
Rodriguez	Aye

7. Discussion and possible action to approve the 2023-24 NPAIP Member Coverage*

Mrs. Miller asked to table #7 because Mrs. Tina Peterson will not arrive until at least 7pm. She thought the Public Hearing was going to take longer.

Director McCassie agreed to table #7 until she arrives.

8. Discussion and possible action regarding NVE Contract*

Chief Nicholl shared that we have reached the end of our existing contract that was essentially 4.8 employees, .8 for one employee and full-time wages benefits for four employees. For continued fuels work, rapid response for infrastructure problems, it's our Wildland Program. This is a renewed contract for an additional 3 years with new budgetary figures. The figures in the effort to bring more fire districts together and to have a more uniformed contract. Right now, we have multiple different fire districts that are under multiple different contracts, and it is NV Energy's goal as well as the fire districts' goals to be as closely tied together in the same contract. He also shared that it went from a 5 page contract to a 67 page contract, and there is a lot in there that is not applicable to us. This is a standard contract that is provided by NV Energy for contractors.

Chief Nicholl explained that our scope of work has not changed, it's continued for red flag stand by, fire response, clearing right of ways and what is called pole grubbing, cleaning around the power poles. The old contract was for approximately \$1.2 million to \$1.3 million dollars. It expanded one time during the contract from a 3-person crew and a supervisor to a 4-person crew with an FMO. This contract is for a 4-person crew with an FMO and the FMO job description was approved 2 board meetings ago. This has a wage scale built in that is similar to the other districts in their Wildland Firefighters. Some of their Wildland Firefighters are represented and

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some of them are not represented. The 3 year contract also takes into consideration growth and wages over 3 years. There are some administrative costs in there and the end result of the contract for personnel is \$2.06 million dollars and for additional PPE supplies in administrative fees, we are coming up with a cost of \$2,145,000.00 and some change. That is a little over \$600,000.00, close to \$700,000.00 per year into the district as our contract. Chief Nicholl explained that this is the same job that they've been doing, a new contract with a lot more language and a better pay rate.

Chief Nicholl stated that legal has reviewed this contract and we are both comfortable with it and he is presenting to the Board for approval.

Director Rodriguez asked what the total amount was before.

Chief Nicholl responded "\$1,200,000.00 and some change, it was \$320,000.00 a year and this about doubles the contract.

Director Wheeler made a motion to approve the Discussion and possible action regarding NV Energy contract.

Director Callagy seconded the motion.

The carried as follows: 5-0-0

McCassie	Aye
Callagy	Aye
Wheeler	Aye
Murphy	Aye
Rodriguez	Aye

9. Discussion and possible action to purchase Type 3 Engine from Truckee Meadows Fire Protection District*

Chief Nicholl shared that the engine is available to us and Chief Myers, Chief Kuntz and himself went and did an onsite with this engine. He's asking that we move the purchase from the 2023-2024 budget into the 2022-2023 budget. Due to the fact that we can get the vehicle onsite here within a couple of weeks. He added that there will be some outfitting costs like we discussed but costs aren't anticipated to be more than \$10,000.00. Chief Nicholl is asking if we can accelerate that purchase for \$20,000.00 to do it this year. He also added that we can keep the money in there for the next budget for depreciation or, you can take it out.

Director McCassie asked if he had seen the vehicle.

Chief Nicholl answered "yes, it is in very good shape."

Director Murphy asked Chief Nicholl which line item we are going to pull the money from.

Chief Nicholl shared that it should be coming out of Capital, and it is \$83,000.00.

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Director Callagy made a motion to purchase the Type 3 Engine from Truckee Meadows Fire Protection District.

Director Wheeler seconded the motion.

The motion carried as follows: 5-0-0

McCassie	Aye
Callagy	Aye
Wheeler	Aye
Murphy	Aye
Rodriguez	Aye

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

Directors- None

Chief Nicholl stated that leading up to the budget in July is normally when we do our AOR adjustments, giving people the experience to move from one discipline to another discipline. With that, Chief Kuntz asked to go back into operations. Chief Nicholl has accepted his request and that creates an administrative opening. He hasn't made a decision as to what he is going to do yet. There is no displacement of personnel, and we have one open allocation at the moment so that does not put us over allocations. In the next couple of weeks, he will be able to make a decision as to how he wants to move forward with this position. There will be some changes. Chief Nicholl explained that Chief Kuntz has done an amazing job these last 2 years and he is going to personally miss him every day, but he is happy for him. Chief Kuntz will be assuming a Captain roll and a new AOR that will be different than what he has been doing. There will be some new faces in Administration and changes to the AOR's, as happens every July.

Attorney, Mrs. Brandi Jensen shared that Pool Pact will be offering training for all supervisors at the City of Fernley hosting the event, called Essential Management Skills. It is a lengthy course, considering that you have to be there for 2 days and an additional 2 days at a later date.

Supervisors will become certified in the essential management skills program at the first level. They will be sending out the information, the Pool will send a link directly.

Mrs. Miller shared that we already got the information and Chief Nicholl, and our supervisors are already lined up to take the class.

Director McCassie asked if Board Members can take the class.

Mrs. Miller stated "yes, if they'd like to sit through 4 days for the class."

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Volunteers- Mrs. Becki Howlett shared that Rehab is growing and they are anxiously waiting for the new rig.

Local 4547- President, Joe Mendoza shared that during his last shift, volunteers were having a meeting with a lot of people. They went and trained, brought the equipment back and he added that that program is going very well, and it is exciting to see new people coming in, especially after the academy. Five days ago, they presented the check from the Black Bear Fundraiser to the Childrens Cancer Foundation, in the amount of \$2500.00.

City of Fernley- Mayor McIntyre shared that a lot is happening at City Hall. There's new excitement with new enthusiasm with new people coming in. He mentioned that former Mayor, Mr. Edgington has been working on a bill since 2014 and it is finally going to go through. Mr. McIntyre shared that the Community Response and Resource Center is moving along quite well, getting funding for it and getting everything lined out. As far as Phase I, it is going to be The Boys and Girls Club and is almost totally funded. Phase II is going to be the Learning Center and Phase III is the gymnasium.

Mayor McIntyre shared that everybody keeps asking him about the new bypass road from 80 to 50 and if it's happening. He explained that it is happening, there is a lot that takes place behind the scenes before it does take place. They are moving along a lot better now, now that they know who actually issuing the grant that is Federal Highway, which changed from FRA.

Director McCassie asked if the buildings were going to be separate facilities or one building. Mayor McIntyre explained that there will be 3 separate buildings that will be inner connected when the project is built out.

Chief Nicholl shared that they are teaming up with the Lyons Club this Saturday, May 20th for a Pancake Breakfast at 8am at Station 61.

Director McCassie stated that we will go back to #7

7. Discussion and possible action to approve the 2023-24 NPAIP Member Coverage*

Mrs. Tina Peterson with LP Insurance shared that we saw some major increases across the board. She said that she has seen entities get up to 35% increases. She applauded everyone for continuing to make their best efforts to keep claims down. As far as the increases, Pool Pact has added a sheet that normally is our sheet to read to you guys, but they have included in this year's packet. She pointed out the Coverage Summary page.

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The only thing to add is that payroll has gone from \$2 million to \$2.5 million, with about a 25% increase and total insured value went from 13.6 to 14.2., with a 3.81% increase. Auto count, we are down but she believes we are right back up since renewal so, she thinks we will be pretty Flat there. She noted that, where you see the Employee EMT change, it is how it was listed on a policy last year, 30 and 30 vs. 51, since most are EMT's and employees. She confirmed that it is a mistake, and it is not a 70% change. We are still at a \$2,500.00 maintenance deductible and overall increase this year is 6.17%. Mrs. Peterson also added that we have maintained her lowest increase in Pool Pact. The only real change for coverage, Cyber is getting hard to buy because there are so many attacks out there and to be able to buy it in mass force is even harder. She explained that we only had one carrier come to the table with limits that they were willing to offer us for Cyber this year so, our 1 million aggregate is a 15 aggregate. She shared that they knew this was going to become an issue so companywide they started looking for other markets to subsidize what we already have and what they were going to offer.

Director Rodriguez commented that being a business owner and seeing all the increases within the last year, this is an impressive proposal.

Director Rodriguez made a motion to approve the proposal.

Director Murphy seconded the motion.

The motion reads as follows: 5-0-0

McCassie	Aye
Callagy	Aye
Wheeler	Aye
Murphy	Aye
Rodriguez	Aye

11. 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 comments are limited to 3-minutes.)

Mrs. Becki Howlett with Fernley 4th of July and she wanted to thank the Fire District for accepting the Grease the Pig Challenge against the Sheriff's Department. She also added that the Fire Department won last year.

Joe Mendoza shared that he has been a citizen for 16 years and raised his son here. He's coming to you with issues that everyone needs to be aware of. He wanted to make sure that the Board is aware that there are multiple EMRB complaints with the state. He has copies in case they didn't get any of them. He also wanted to make it known that Councilman Ryan Hannan is being represented by the same attorney that the district hired to represent the district. He stated that Ryan Hannan has sued our Fire Department in the past and he doesn't think it's in the best interest for the district to have Ryan Hannan in any district business. It is probably going to set

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us up for another lawsuit like before and our association is here trying to make sure we stand for what is right because what is right is what is good for the City of Fernley. He stated that he hopes that everyone on the Board makes good, informed decisions.

Mr. Edgington shared that 2 of his neighbors fell and wanted to say they were very well taken care of and wanted to thank the Ambulance crew that was on scene.

Mr. Jon Libke shared that “People First”, we wonder sometimes if that includes the Fire Fighters and the boots on the ground, doing the job every day. He stated that we’ve had 15+ people who have left the district since he’s been here. He said that he’s had people in his academy tell him that they wouldn’t take a job here and that he was going to work for the worst department in Northern Nevada. He shared that when he got hired, he was excited, he has family and friends that live here. He stated that a lot of people don’t believe that firefighters are taken care of. He mentioned that were talking about kitchen remodels and we have firefighters here that still have PPE that is expired and NFPA says you are supposed to have 2 sets. He did say that that is being corrected and that is great and we’re happy to see that. We are not meeting FPA, and a lot of the firefighters struggle to wash their gear and we are a busy department. He explained that a lot of us wear that with pride because they do the job. He stated that we love our community, but he believes the statement “People First” demands that we hold a very high standard, for ourselves, for the community and for the new people we bring in. The pool of people and the experience is not there anymore in the fire service. He stated that it is green, green, green people coming in and that terrifies him. He shared that he was looking into buying a house here and it scared him to raise a child her being so far from a PEDS hospital. He doesn’t think we want green, green, green people who are maybe taught by 1- or 2-year other people. We hardly have a chance to train as much as he thinks we should because we are running so much. He wants to know, where is retention? It is a rough and dangerous job.

Mr. John Criscione shared that there seems to be no plan for retention. He stated that this place has become a revolving door over the last 3 ½ years. 15+, mostly paramedics have gone onto other organizations, not for money but for administrative reasons as well. They felt like they weren’t taken care of here. He mentioned that those of you that live in District 2, we hired all these people in July so we could have staffing model that was a benefit to the community, 4 people here and 4 people there. We just lost 2 of our best paramedics that have walked through the door of this organization just in the last 4 months. He shared that one went back to a private Ambulance Company in Winnemucca and the other went to one of the neighboring organizations and not strictly for financial reasons. They felt like they were treated like garbage here. We don’t mitigate those staffing issues by back filling the spots. On a lot of the days at Station 2, there are 2 people out there. What happens when the 2 go to Reno, one of them being the captain? You have no leadership out there, sometimes you’re left with a 1-year firefighter by himself. What kind of service does that provide for the community?

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Mr. Criscione shared that we actually care about this community. The closest hospital is 45 minutes away, when that station is not staffed and that ambulance goes out, they have to wait for the ambulance from the other side of the district to come over. If they are unavailable, now we are waiting for an ambulance from Pyramid Lake. He is asking where is the plan for retention to hold onto some of these guys?

We are offered things like .10 raises; we are just going to continue to lose people. He shared that one of the positions is not filled and we're not back filling it, we are just dropping down to the minimum staffing. Is that good enough for the community? Is minimum good enough for this community? Most of us in this room don't think so. Our goal as an organization is to provide the highest level of service that we can to the community, to take care of them and to get them where they need to be. He thinks everybody in this room feels wholeheartedly about that, but he also thinks it is one sided at this point and that needs to change. If we're going to quite being a revolving door or a steppingstone to other organizations, we need to take care of the guys on the ground, doing the job 24 hours a day, staying up all night and away from their families because they love the job and the community.

There needs to be a plan and he doesn't think the plan includes new fuel tanks for \$65,000.00 and kitchen remodels for \$40,000.00, when these guys feel under appreciated and under paid.

Mr. Criscione thinks that we need to do something as an organization to maintain that standard so people will want to come and work here and make this place a career department, not just a steppingstone to another organization. Right now, that is what it is, and the community deserves more than that.

Mayor McIntyre shared that he has been in Fernley for 63 years, almost his whole life. He was in the volunteer and ambulance service back in 1977, 1979. He remembers as a kid/young adult when there was a house fire, by the time they arrived at the fire, the house had burnt down. Chief Nicholl invited him to ride along to a house fire. He explained that it was organized chaos. Everybody knew what they were doing, and they all made everything flow. That showed him they everybody was working together, and they knew what they were doing, and he wanted to thank them for that. He stated that people come and go in any job, any organization, and any company. It's not something we like to see happen, but he shared that he looks at it as getting new ideas, new energy, new thoughts and new ways of doing things. Sometimes change is not a bad thing, and it is hard to lose good people. Keep positive thoughts on bringing new people in and making changes, hopefully for the better.

12. Adjournment*

Chairman McCassie adjourned at 1903.

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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 16, 2023

Respectfully Submitted by:

 Shannon Moffett, Administrative Assistant
 North Lyon County Fire Protection District

July 20, 2023
 Date

Approval of Minutes

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

 Dan McCassie, Chairman
 North Lyon County Fire Protection District

June 15, 2023
 Date

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MINUTES

NORTH LYON COUNTY FIRE PROTECTION DISTRICT

June 15, 2023

DRAFT

1. Call to Order

The meeting was called to order by Director Harry Wheeler at 1800 hours.

Directors present included Dan McCassie, Harry Wheeler, Mike Callagy, Paul Murphy, and Jay Rodriguez.

The Pledge of Allegiance was led by Director Jay Rodriguez. 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 comments are limited to 3 minutes.)

Fire Captain Joe Mendoza stated that he is off duty for the record. He personally wanted to say that he thinks it is ridiculous that it has taken this long to get an investigation into a hostile work environment, while allowing the individual to continue to work. Mr. Mendoza stated that he has experienced and seen unethical decisions made by this Board and it is unacceptable.

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 and approve Board Minutes

3c. Review of Summary Reports

Mrs. Kasey Miller shared that there was a change made on the April 27, 2023, Board Meeting minutes, at the top of page 9. She did state that the new wording is in the minutes that they are about to sign. It is not in the draft that is in the packets because it was made a couple hours ago. Added at the top of page 9 is, Director McCassie asked the Board how they feel about 2 Battalion Chiefs, Director Wheeler said not at this time, Director Callagy also said not at this time and Chairman McCassie doesn't think he will have sensuous on that, if that's ok.

Director Callagy made a motion to approve the Consent Agenda.

Director Rodriguez seconded the motion.

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PEOPLE FIRST

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The motion carried as follows: 5-0-0

McCassie	Aye
Callagy	Aye
Wheeler	Aye
Murphy	Aye
Rodriguez	Aye

4. Discussion and possible action regarding Revenue and Expenditures*

4a. Enterprise Fund Revenue and Expenditures

4b. General Fund Revenue and Expenditures

Director Rodriguez made a motion to approve Revenue and Expenditures.

Director Callagy seconded the motion.

The motion carried as follows: 5-0-0

McCassie	Aye
Callagy	Aye
Wheeler	Aye
Murphy	Aye
Rodriguez	Aye

5. Discussion and possible action regarding HR Investigation of Chief Nicholl*

Chairman McCassie shared that Chief Nicholl had a prior engagement and had already scheduled to be out of town.

Director Wheeler made a motion that he believes that Chief Nicholl engaged in conduct unbecoming to someone in his position. I move that Chief Nicholl be required to do all the following: 1) attend communication training recommended by Pool Pact and Human Resources, also to provide proof of completion.

Director Callagy seconded the motion.

Director McCassie asked if anyone has anything to add.

Director Murphy added that he feels, based on the number of complaints that we've received, we have had 2 individual complaints. He does not feel that going to a verbal warning is appropriate. He feels that somebody in this position, with years of experience, in the background should be expected more of, as an example for the department, in both professionalism and conduct.

Director Murphy thinks it would be best to go to a written reprimand, also include anger management on top of the communication training and we can do the 18-month file retention of that written reprimand.

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Director Wheeler stated that he rescinds his motion, and he accepts the motion that Director Murphy makes on that. Director Murphy stated that we still have a motion on the floor.

Attorney Brandi Jensen, for the record, stated that on the motion, he can ask the motioner to adjust his motion and the seconder must concur with the adjustment that is made. Director McCassie asked Director Murphy to repeat the adjustment. Mrs. Kasey Miller asked that everyone be very concise and clear for the record. Director Murphy asked Mrs. Brandi Jensen if it would be appropriate for him to restate the motion or to let it die and remake a motion. Mrs. Brandi Jensen shared that the way they would do it is, you could ask the motioner to please amend the motion as follows and then state what it is you'd like to have amended as such. Director Wheeler asked that the motion be amended to the way that Mr. Murphy stated it. Mrs. Brandi Jensen asked to clarify what the amendment was. Director Murphy stated to Director Wheeler, that he thinks it would be appropriate to amend the motion to include 2b, and in the blank it can say 18-months as he believes is policy.

Attorney Rebecca Bruch added that Chairman McCassie and Director Murphy, need to lay out specifically what they want, because they are referring to a document that is not going to be clear on record of what it is you want. She advised them to enunciate, exactly what they would like to see in the motion. Mrs. Brandi Jensen asked to assist if the Chairman approves. Chairman McCassie approves.

Mrs. Brandi Jensen stated that they were trying to attempt to restate the motion that the discipline be written discipline to Chief Nicholl. That the matter includes anger management, generally that is a 7-session course, including training through the Pool Pact with proof of said training as listed in the communications course.

Director Murphy stated that that document be retained in the employee file per district policy for 18 months. Mrs. Brandi Jensen asked if the motioner concurs, that would be the question. Mrs. Brandi Jensen confirmed that the motioner is Director Wheeler. Director Wheeler stated that he concurs. Mrs. Brandi Jensen then asked if the seconder concurs. Director Callagy answered, no. Mrs. Brandi Jensen stated that the original motion stands. Mrs. Brandi Jensen then shared with Chairman McCassie that he would then see if there is further discussion. If there is no further discussion, take a vote on the current motion on the floor. If that motion fails, then you can move to another motion. Chairman McCassie asked if we have an original motion and a second. Attorney Brandi Jensen stated that the current motion on the floor is that the matter be verbal discipline and to take a communication course. She asked Director Wheeler if that was correct, and he responded yes. She also stated that the seconder made that motion, so now you need to vote or have future discussion before you vote. Director Murphy stated that he has further discussion. He asked Director Callagy if he minded elaborating why he won't let that motion be amended. Director Callagy stated that he doesn't agree with the entire motion. Director Murphy then asked Director Callagy which parts he did not agree with. Director Callagy stated that he did not agree with the 18-month documentation in Chief Nicholls file. Director Murphy stated that that is standard language for district policy. Director Callagy stated that he understands that, but he just doesn't agree. Director Murphy asked if there was a more palatable time frame that would satisfy his concerns with that time frame. Director

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McCassie then shared that he thought Director Callagy disagrees with them both, the written and the time frame. Director Callagy agrees with attending anger management counseling recommended by Pool Pact and Human Resources and provide proof of completion and attend communication training as completed by Pool Pact, Human Resources and proof of completion. Director Murphy also stated that from a Boards perspective, it behooves them to push that written reprimand that holds Chief Nicholl more accountable for those actions. It serves as an additional reminder, and it is a severity issue. Director Callagy shared that he understands but he disagrees.

Chairman McCassie made a motion to vote, all in favor.

The motion reads as follows: 4-1-0

McCassie	Aye	Murphy	Nay
Callagy	Aye		
Wheeler	Aye		
Rodriguez	Aye		

Attorney Rebecca Bruch asked for clarification if there was an agreement about retention in the file. Director Callagy and Chairman McCassie added that that is not what they agreed on. All agreed that that was not part of the motion. Mrs. Kasey miller stated per policy, it stays in the file for 18-months.

6. Reports of Directors, Fire Chief, Fire Marshall, Staff, Volunteers, Local 4547, City of Fernley

Director Murphy would like to agenize for the next meeting that we review the City of Fernley contract for legal services. We also need to discuss and take possible action looking for other general legal counsel providers.

Attorney Brandi Jensen shared that she wanted to inform the Board that she truly enjoyed working as the Fire Departments attorney and has been at the City of Fernley for 13 years. She has decided to accept a position as the attorney for the State of Nevada Ethics Commission and her last day with the city will be the week of July 5, 2023.

Attorney Rebecca Bruch stated to Chairman McCassie that there is another issue that he may want to raise. In the instructions that she provided to him, in the event that there was not a termination, does he want to discuss issues related to the employees. Chairman McCassie shared that he has a statement on that.

Attorney Brandi Jensen asked Chairman McCassie to go back to item #5.

Director McCassie is going back to #5.

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5. Discussion and possible action regarding HR Investigation of Chief Nicholl*

Director McCassie shared that the statement is, after an extensive review and thorough investigation and allegations brought by 2 employees, against a supervisor. We have determined that 3 infractions over 4 years do not amount to a continued pattern of behavior and furthermore do not rise to the level of infraction or formal discipline beyond coaching and counseling by the Board Chair. Policy and infractions happen every day, most are unintentional, the supervisor authority given to all supervisors to discipline their servants rests on the supervisor's discretion to discipline based on the severity of the infraction. As such given the height and level against, in the district currently of the Board of Directors, hereby direct the Chief to formally aboard policy for considering concerning annual communication training for all employees. Director McCassie shared that we have discussed that and the second part of that was, it is important that we work to restore participation of the department both internally and with the community. Based on the current situation, I would move for at least the next six months, the Board will assume the supervisory of two employees who have filed complaints about Chief Nicholl for the purpose of evaluating job performance. Chief Nicholl will continue to be the supervisor for the two employees regarding the day-to-day operations of the department. Chief Nicholl is directed to report performance of disciplinary issues to the Chairman Board. The Board will take whatever actions are available to the Chief and are appropriate in conjunction with the department policies and the collected bargaining agreement. The employees would have the same rights available to them under the policy and collected bargaining agreement. The employees would have the same due process rights as our available, under the decision makers, as to the performance issues discipline or promotions of the two employees. At the end of six months, the Board will have the right to extend its authority over the two employees for whatever period of time the Board deems appropriate.

Director McCassie stated that was the motion and if there were any comments.

Director Wheeler seconded the motion.

Director Murphy would like him to amend his original motion to include the entire Board to be notified when these things come up. That way communication is streamlined through the Board, and we are all aware of things and not finding things out through third parties or emails. Chairman McCassie stated that he will gladly include that information.

Mrs. Brandi Jensen asked if the seconder conquered with that. Director Wheeler answered yes.

Chairman McCassie asked for all in favor.

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The motion carries as follows: 5-0-0

McCassie	Aye
Callagy	Aye
Wheeler	Aye
Murphy	Aye
Rodriguez	Aye

Chairman McCassie stated that we will get back to #6

6. Reports of Directors, Fire Chief, Fire Marshall, Staff, Volunteers, Local 4547, City of Fernley

None.

7. 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 comments are limited to 3-minutes.)

Mr. Joe Mendoza, for the record, stated that he thinks it is absolutely ridiculous that the Board doesn't take a hostile work environment, where an employee was yelled at and degraded, unable to sleep for multiple days within that week, while on duty serving this community. He also stated that the Board literally swept it under the rug today. He cannot believe that they can go home and sleep peacefully, thinking that they are the puppets of the Chief, doing whatever he wants. He stated that we all knew that Jay was going to be elected before Jay was actually elected. Mr. Mendoza shared that all of these things that the Board is doing aren't seen. They are, and you guys should be ashamed of yourselves, each and every one of you.

Mr. John Renaud, for the record, has been in the meeting via zoom, shared that he is off duty on medical leave. He'd like to conquer with what Captain Mendoza had to say. He thinks that what was just handed out is completely egregious. Mr. Renaud stated that the Fire Chief is the representative of the district as a whole and the behavior that was lined out in the statements and the behavior demonstrated against Captain Mendoza in his capacity as Union President was unacceptable for anybody that works for the Fire District, let alone the Chief, who is the main representative of the fire district. For this to essentially be taken away with a slap on the wrist, is completely ridiculous. Mr. Renaud stated that the fire Chief needs to be held to a higher standard.

Mrs. Linda Carr shared that she retired from the school district and that she worked for principals. If principals acted the way that this took place, that principal would have had a written reprimand in their file. It is customary for everything to stay on file, per policy, for 18

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months. Second, to each Board Member, you represent North Lyon County Fire Protection District. You are here to watch over all these people, not just the Chief. Your job is to watch over every single one of your paid people that are supporting and defending this community. As voting people on the Board, vote for your own. She stated not to vote how someone else wants you to vote. Vote your own individual vote and be your own person.

8. Adjournment*

Chairman McCassie adjourned at 1821.

NOTE(s): All items indicated by an asterisk (“*”) were Action Items.
A complete and detailed record of this meeting was recorded on Micro SD Recorder June 15, 2023

Respectfully Submitted by:

 Shannon Moffett, Administrative Assistant
 North Lyon County Fire Protection District

July 20, 2023
 Date

Approval of Minutes

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

 Dan McCassie, Chairman
 North Lyon County Fire Protection District

July 13, 2023
 Date

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MINUTES

NORTH LYON COUNTY FIRE PROTECTION DISTRICT

June 27, 2023

DRAFT

1. Call to Order

The meeting was called to order by Chairman Dan McCassie at 1802 hours. Directors present included Mike Callagy, Harry Wheeler, and Jay Rodriguez. Director Murphy was absent.

The Pledge of Allegiance was led by Chief Nicholl. 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 comments are limited to 3 minutes.)

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

Director Wheeler made a motion to approve the Consent Agenda.

Director Callagy seconded the motion.

The motion carried as follows: 4-0-1

McCassie	Aye	Murphy	Absent
Callagy	Aye		
Wheeler	Aye		
Rodriguez	Aye		

4. Discussion and possible action regarding the temporary extension of the introductory period for Captain Joe Mendoza pursuant to Personnel Policy 3.9.1, including a closed personnel session regarding possible action to temporarily extend the introductory period for Joe Mendoza*

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Chairman McCassie stated that the comment would be, would anyone like to make a motion to go into closed session to consider whether to extend Captain Mendoza's introduction period for a short period of time. To allow for sufficient opportunity to assess Captain Mendoza's ability to perform his job functions. The Board has the authority to go into closed session under NRS 241.0301, which states, exception of otherwise provided in this section and NRS 241.031 and 241.033, a public body may hold a closed meeting, considered the character alleged misconduct, professional incompetence, or physical or mental health of a person.

Director McCassie asked if there were any objections to that. Joe Mendoza stated that he objects to it. Attorney Rebecca Bruch asked him to identify himself for the record. He stated that his name is Joe Mendoza, North Lyon Fire, off duty, and he objects to it and would like the meeting to be an open meeting because these are all of his witnesses. Director McCassie stated that would be granted.

Director McCassie shared the open meeting remarks from the Chair. Captain Mendoza wants to confirm that the Board received proper and timely notice of this meeting, allowing him to respond. Attorney Rebecca Bruch interrupted, adding what Captain Mendoza needs to do, is to confirm that he was timely notified of this meeting. That is the requirement under the open meeting law. Chairman McCassie asked Joe Mendoza if he was properly notified. Joe Mendoza stated that he was given notice, but he does not know what the proper timing or posting notice was. Attorney Rebecca Bruch advised Chairman McCassie to ask Mr. Mendoza if he has any objection to go forward based on not receiving a timely notice. Chairman McCassie then asked Joe Mendoza if he had any objection moving forward, and Mr. Mendoza answered no. Chairman McCassie then stated that we will move forward. Chairman McCassie asked Joe Mendoza if there was anything that he would like to present. Attorney Rebecca Bruch added that Chairman McCassie may want to make a remark first. Chairman McCassie shared that as you all know, it was only twelve days ago that supervision of Captain Mendoza was transferred to the Board. In fairness to the Captain as well as to the Board, the purpose of this session is to give the Board time to look at Captain Mendoza's performance since his appointment as a Captain with the department. Chairman McCassie then asked Joe Mendoza if there was anything that he would like to present. Joe Mendoza stated that he is not sure what the allegations are, but he would like to remove Chief Nicholl from disciplining, promoting, or demoting him. He stated that his direct supervisor was Battalion Chief Myers, who was assigned to his battalion for the year. To have Chief Nicholl get involved with any of it, other than approving the step increase. It was not Chief Nicholl's job, it was assigned to Battalion Chief Myers for his Battalion, by Chief Nicholl. Joe Mendoza stated, for them to have to evaluate him, instead of going off the evaluations of the Battalion Chief that you promoted and trusted with this department. Joe Mendoza stated that he thinks it is absurd. Attorney Rebecca Bruch advised Chairman McCassie to remind the Board, that only thing that is before you today, is to determine whether you are going to extend Captain Mendoza's probation for a very short period of time, to allow for an

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assessment to take place once you've had an opportunity to get up to speed. She also added that Captain Mendoza can present whatever he wants, but the only thing that can be considered is whether you're going to extend the probation.

As she said, he is welcome to present whatever he wants, pursuant to the 241 Notice that he received. Captain Joe Mendoza would like to add that there is no way that he thinks the Board is capable of performing an evaluation as a whole body, as none of them know what the job is or entails. He stated that there is no way that the Board can properly assess him. Whether it is running an incident, running medicals, running his crew, during trainings or on the highway during MVA's. They have no idea what we do out there and there is no way they have a proper baseline to assess him too. Joe Mendoza stated anything that he would present would be whatever anybody wants to say here today.

Chairman McCassie stated that based on the notices that Joe Mendoza received, we cannot consider anything you offer, other than the extension of probation. The Board would be in violation of the open meeting law. We are welcome to offer anything else you want to offer that will not be considered for tonight's agenda. Captain Joe Mendoza would ask that the Board not extend the probation. He shared that he thinks that it is going to cause the district a lot of harm to make that decision because there is nothing in his file. He stated that he has not been verbally warned or written up. The evaluations that the Board should have seen, that were written a couple of days ago, before he was given the notice, show that Captain Joe Mendoza exceeds standards. Captain Mendoza stated, for the Board to discipline him for exceeding standards would be harm to the district.

Captain Joe Mendoza commented that he is not sure of the sidebar conversation taking place, or what it is about, but he thinks it is disrupting the meeting. Chairman McCassie agreed.

Chairman McCassie explained that the sole purpose of tonight is to take over his supervising, and it is not to discipline him. With such short notice, the Board needs the time to evaluate. Joe Mendoza stated that he thinks the Board is wrong and it is obvious because they didn't pull the other Captain in here, that they removed him from his supervisory authority to evaluate his job duties. He shared that it is obvious targeting and retaliation for him bringing up a hostile work environment case against the Chief that has found him to be unbecoming of his position. Joe Mendoza stated that we can go over this all day long, he is here to stay. He added that they could fire him tonight and he promises that he will still be here. Attorney Rebecca Bruch suggested asking one more time if there was anything else that Captain Mendoza wanted to present. He suggested that he had witnesses that he wanted to call, and she added that he is free to do that if he would like to call witnesses.

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Chairman McCassie asked if Joe Mendoza had any witnesses to call. Captain Joe Mendoza does have witnesses and added if anyone wanted to stand up and speak on his behalf.

John Renaud for the record, stated that this is the letter that he wrote to the Board on behalf of Captain Mendoza.

“Dear Fire Board Members,

I am writing this letter to you on behalf of Captain Joe Mendoza, regarding a special meeting that he has been asked to appear at on June 27, 2023. He has known Captain Joe Mendoza since 2012. During his time with the district Joe has served as a Volunteer Firefighter, single role EMS provider, Firefighter EMT and his most recent position as Fire Captain. Mr. Renaud shared that he has had the pleasure of working alongside him while he was serving in all the above-mentioned roles. During this time, he has worked with Captain Mendoza on numerous incidents ranging from everyday EMS calls to more complex incidents. In all aspects of whatever position he currently holds, Captain Mendoza has consistently displayed a passion for his job. He approaches his job with dedication, professionalism, confidence, and a strong customer service, oriented desire to accomplish whatever tasks are set out for him in a way that reflects the mission, vision, and values of the fire district. Along with these traits, Captain Mendoza consistently strives to provide the best customer service possible for the public. Whether it be something as complex as dealing with a grieving family who has just lost a loved one, acting as a patient advocate to ensure that our customers receive the highest most appropriate level of care or simply taking that extra moment on scene to speak with family members that have concerns regarding whatever the current situation is. He added that Captain Mendoza shows a consistent desire to go above and beyond for the public. Indeed, this community is Captain Mendoza’s home, and he works hard to ensure that its members are taken care of. Mr. Renaud shared that he has served under Captain Mendoza since July 2022. During that time, he has served as an example of doing the right thing. Captain Mendoza is also tactically sound, skilled and an aggressive company officer. He knows what to do and when to do it. Along with sound tactical decision making, he never discounts crew safety or dynamics. He also stated that Captain Mendoza also fosters and encourages crew chemistry and member development. His instructions to the crew daily are always clear and concise. He makes sure that assignments are understood and is always able to answer any questions and aid wherever needed. It is often hard for a new Company Officer to establish trust and build a rapport with a new crew. However, Captain Mendoza has worked diligently in this area and Mr. Renaud can safely say that he is one of the few company officers whom he trusts completely. Lastly and most important to highlight is Captain Mendoza’s sense of morality. Doing what’s right is the most important thing to him. Often, doing what is right is not always the easiest choice. However, when presented with these situations, he does not hesitate to go the extra mile to stand up for what he believes in and for what is right. This trait, in Mr. Renaud’s opinion, makes Joe Mendoza a strong company officer. At the end of the day, our job is about doing what’s right, even if that means making a difficult decision that may cost us personally later on down the road. Time after time to include the current proceedings, Captain Mendoza has stood up for what he believes is right, even at great

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personal cost to himself. Putting oneself out there and doing what is right is not an easy thing to do, especially when those actions or decisions may have deleterious consequences personally in the future. Yet, time and again Captain Mendoza stood his ground and defended what was right. Characteristics such as these should be praised and encouraged, not met with denigration and arbitrary retaliation. Mr. Renaud urges the Board to look at these proceedings with an unbiased eye, even if you don't agree with Captain Mendoza on a personal level. He stated that their position demands that you put motion aside and look at the facts as they stand. This district is lucky to have a person like Captain Mendoza among its ranks. Disciplining him based on arbitrary, emotional factors, sets a dangerous precedent and sends a message to the other members that standing up for what is right will be met with the iron fists of censorship. The end result is that when faced with making the easy choice, or the right choice in the future, these members will feel that the district will not support making the decision to do what is right, less they be met with reprimands and pushback. If that becomes the standard, although that member will suffer the consequences in the interim, it is ultimately our customers and the public who will suffer the long-term consequences of such decision making and that is not acceptable."

Chairman McCassie asked if there were any other witnesses. There were none.

Director Callagy made a motion to extend Captain Mendoza's introductory period to allow the Board adequate time to prepare for an assessment of his performance. Once the Board has had time to prepare, Captain Mendoza will be provided with notice of a meeting to discuss his character, competence, or conduct, under NRS 241.033 and take possible action.

Director Wheeler seconded the motion.

The motion carried as follows: 4-0-1

McCassie	Aye	Murphy	Absent
Callagy	Aye		
Wheeler	Aye		
Rodriguez	Aye		

5. Discussion and possible action to approve a contract for the investigation of an employee complaint*

Attorney Rebecca Bruch stated that in the Board Packet, there is the contract that was presented for their consideration from Dawn Christiansen.

Director Wheeler made a motion to approve the contract for the investigation of an employee complaint.

Director Rodriguez seconded the motion.

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The motion carried out as follows: 4-0-1

McCassie	Aye	Murphy	Absent
Callagy	Aye		
Wheeler	Aye		
Rodriguez	Aye		

6. 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 comments are limited to 3 minutes.)

Mr. Stephen Emery stated that there are multiple people online and no one is unmuted.

Captain Bill Snyder stated that the people joining the meeting online are having a hard time hearing. He recommended letting the viewers know that it was public comment time. Stephen Emery stated that the recorder puck is placed directly in front of Chairman McCassie. Chairman McCassie then asked if there was anybody online that has a public comment. Mr. Stephen Emery shared that all viewers were still muted at that time.

7. Adjournment*

Chairman McCassie adjourned at 1817.

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 June 27, 2023

Respectfully Submitted by:

Shannon Moffett, Administrative Assistant
North Lyon County Fire Protection District

July 20, 2023
Date

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Approval of Minutes

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

Dan McCassie, Chairman
North Lyon County Fire Protection District

July 13, 2023
Date

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MINUTES

NORTH LYON COUNTY FIRE PROTECTION DISTRICT

July 20, 2023

DRAFT

1. Call to Order

The meeting was called to order by Chairman McCassie at 1800. Directors present included Dan McCassie, Mike Callagy, Harry Wheeler and Jay Rodriguez. Director Murphy was absent.

The Pledge of Allegiance was led by Chief Nicholl. 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 comments are limited to 3 minutes.)

Director McCassie asked if anybody was online.

Mr. Stephen Emery asked if we could pause for a few minutes, until we have an update on Zoom. Director McCassie answered, yes.

Chairman McCassie called for a recess at 6:02.

Chairman McCassie resumed the meeting at 6:15, reminding everyone to make sure cell phones are on silent mode so there are no interruptions. Going into Public Comment Chairman McCassie added that he would like to apologize for anyone that was on Zoom. Zoom has been down and that is the 2nd time today and he wanted to make note of that.

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 comments are limited to 3 minutes.)

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 and citizen may request an item be taken from the consent agenda, discussed, and acted upon separately during this meeting.)

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- 3a. Review and Approval of Board Agenda**
- 3b. Review and Approval of Board Minutes**
- 3c. Review of Summary Reports**

Chairman McCassie added that they would like to pull 3b, Review and Approval of Board Minutes. He stated that there was a question on it and Legal needs to go over the June 15, 2023, minutes. The Minutes will be pulled until they have been reviewed.

Director Wheeler made a motion that the Consent Agenda be approved as read, with the exception of removing section 3b, Review and Approval of Board Minutes.

Director Callagy seconded the motion.

The motion carries as follows: 4-0-1

McCassie	Aye	Murphy	Absent
Callagy	Aye		
Wheeler	Aye		
Rodriguez	Aye		

- 4. Discussion and possible action regarding Revenue and Expenditures***
- 4a. Enterprise Fund Revenue and Expenditures***
- 4b. General Fund Revenue and Expenditures**

Director Rodriguez had a question regarding the blue highlights on the Management Analysis by National Business Factors. He is asking what the blue highlight means when it says 1 year ago this month and the amount. Chief Nicholl explained that the NBF report is the troubled debt report, this is collections. That is where everything that goes through our cost recovery for Ambulance billing and there is trouble paying those bills, we work with the customer. If all else fails, then it actually does go to collections. Chief Nicholl shared that this gives us a month over month or year over year view of what the previous months that year produced. It is very minuet, that is why it is \$575.00.

Director Rodriguez asked if the difference 1 year ago was \$575.00 and this year it was \$4,074.00. Chief Nicholl agreed to that and explained that along those lines he has been working on preparing a full troubled debt report, that he should have prepared for the next Board Meeting to go over, and you can see how the troubled debt process works. He also explained that the management reports are difficult at best, and he thinks he will have more information next month to make it much easier to understand.

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Director Callagy made a motion to approve Revenue and Expenditures

Director Wheeler seconded the motion.

The motion carries as follows: 4-0-1

McCassie	Aye	Murphy	Absent
Callagy	Aye		
Wheeler	Aye		
Rodriguez	Aye		

5. Introduction of New Members, Badge Pinning, Cadet Pinning*

Chief Nicholl presented our newest member, Oscar Ochoa, with his badge. Oscar comes from Pyramid Lake Fire and Rescue and has been working very hard in our Wildland Division as our newest Wildland Firefighter. Chief Nicholl shared that he has been an absolute joy to have on seen.

Chief Nicholl shared that the most important program in the fire service is the Cadet program. Tonight, Cadets have joined us because they have earned their grade advancements. Five of them have proven to the district that they are ready for more responsibilities and that they have met the requirements that have led them through the phase. He explained that there are 4 Cadets receiving their Phase 1 pin. Those cadets are, Aiden Velasquez, Emmanuel Galvan, Gunner Beemer, and Otto Lynch. He also shared that we have 1 cadet that has completed her Phase 2, and that is Cadet Morgan Nicholl receiving her Phase 2 pin.

Chairman McCassie called for recess at 6:27

Chairman McCassie resumed the meeting at 6:34

6. Discussion and possible action regarding contract for District General Legal Counsel*

Chief Nicholl stated that in their packet, there is what looks like an invoice, as part of our MOU with the City of Fernley. They provide legal services as well as a multitude of other services for us. One of those legal services previously had been \$10,000.00 per year for general district legal services. That \$10,000.00 at a billable rate, we ate through in about 3 months in negotiation with them and talking about needing to continue because we need to have legal representation for them to be able to continue if we need to add additional money into the MOU. The money was included in the budget that was passed for this fiscal year. This is already budgeted for money; this is an amendment to the MOU that changes it from a \$10,000.00 payment to a \$20,000.00 payment that will cover this year's legal representation.

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Director Rodriguez made a motion to approve the contract for District General Legal Counsel.

Director Callagy seconded the motion.

The motion carries as follows: 4-0-1

McCassie	Aye	Murphy	Absent
Callagy	Aye		
Wheeler	Aye		
Rodriguez	Aye		

7. Discussion and possible action regarding Attorney Fee Agreement with Marquis Aurbach*

Chief Nicholl explained that on top of our general legal contract that we have with the City, we also have specialty attorneys that help us out with certain things. Marquis Aurbach is the law firm that helps us with all the labor related issues, and they are the ones that are working on either grievance issues or negotiation issues. We initially anticipated bringing them on for less than \$5,000.00 which was within budget and not in need of Board approval. However, with given recent events, there use has gone up quite a bit and we are in need of having a formal contract with them. As you can see, the billable hours in there for partners is \$250.00 per hour and associates \$210.00 per hour. These are reduced rates based on public work and they currently are engaged with us. This is opening up that long term contract to wade through many of the labor issues that we have going on right now.

Director Callagy made a motion to approve the Attorney Fee Agreement with Marquis Aurbach.

Director Wheeler seconded the motion.

The motion carries as follows: 4-0-1

McCassie	Aye	Murphy	Absent
Callagy	Aye		
Wheeler	Aye		
Rodriguez	Aye		

8. Discussion and possible action regarding contract with Christensen Law Group to perform an investigation into employee complaint regarding Fire Chief*

Chief Nicholl explained that this is from our third attorney that we have working with us, Mrs. Bruch. This is taking an employee complaint and authorizing the investigator to be able to investigate this complaint in conjunction with other issues that he is currently investigating.

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Director Rodriguez made a motion to approve the contract with Christensen Law Group.

Director Callagy seconded the motion.

The motion carries as follows: 4-0-1

McCassie	Aye	Murphy	Absent
Callagy	Aye		
Wheeler	Aye		
Rodriguez	Aye		

9. Discussion and possible action regarding repair and maintenance contract with Siddons Martin*

Chief Nicholl shared that we have had our new engines long enough that it is now time for us to endure into an extended maintenance and repair contract with Siddons Martin, who is the service provider for Pierce in the area. They initially came to us with a 1-year contract, however, he felt that the savings that we get from a multi-year contract would be more advantageous for us.

Chief Nicholl presented the Board with a request for a service contract for the Quantum Pumper, both Enforcers and our current Type 3. This does not include the truck or the water tenders for routine maintenance, which is our oil changes and that sort of thing. The tenders we can take care of on a as needed basis. The truck right now is out of service and is not getting any miles put on it. It is not in need of preventative maintenance and ongoing to the \$2,000.00 to \$5,000.00 a year ongoing maintenance. Chief Nicholl presents to the Board the Siddons Martin proposal for ongoing maintenance and asks that they approve it, to enter into this agreement and have 3 years' worth of preventative maintenance and work like that done with our engines.

Director Rodriguez asked if this was our budget. Chief Nicholl answered no and explained that this is new, and he was not anticipating this. It came up faster and he was anticipating it next year. He explained that we can do this within our current budget, without any over expenditures by moving a few things around.

Director Callagy made a motion to approve the repair and maintenance contract with Siddons Martin.

Director Rodriguez seconded the motion.

The motion carries as follows: 4-0-1

McCassie	Aye	Murphy	Absent
Callagy	Aye		
Wheeler	Aye		
Rodriguez	Aye		

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10. Discussion and possible action regarding Budget Augmentation for Personnel*

Chief Nicholl explained that this augmentation is actually not an augmentation and he used the wrong word, this is more of an adjustment. We are not adding anything to the budget. This is a plan that he has come up with and put in front of them, that adjusts some of our expenditures, and adjusts some of our revenues but still keeps us within the budget that was passed last month and submitted to the State. Basically, he is looking at the fact, when his contract terms next July, we will be in need of another Chief. For purposes of succession for continuity of the things that we are doing. His proposal is to actually go out and find an Assistant Chief. Let's find an Assistant Chief within the last 6-8 months of the fiscal year, that way there is some overlap. So that Assistant Chief, with being hired by the Board and by himself, with input on that to be able to become the next Fire Chief. So that there is no drop in coverage, there is a good overlap of leadership going into things. Chief Nicholl explained that we currently have 2 positions for people that have left the department and he has not filled those positions. Those positions are currently salary savings to us. Three positions equal 1 allocation, so he is not asking to drop the allocation because we still have one person that is still in that. If we were to lose another employee, what he is proposing is that allocation be put on hold. We take the salary savings which is about \$350,000.00 to go out and recruit and hire an Assistant Chief. When that Assistant Chief takes over as Chief, they would have that allocation if the funding existed to be able to restaff those positions and then we would be able to move forward with that. This does keep us above minimum staffing requirements and it will maintain 7 people on duty per day, but it will also have the additional overhead of having an Assistant Chief and himself to be able to run the administration of the district. He explained that he had put some forms together, the first page is what he came up with, I'm going to quote talk, "augmented budget." You'll see under the prevention sub account and the Ambulance total account, we have two lines that are greyed out there. That is a \$50,000.00 addition and in the prevention sub. When we passed the budget, we talked a lot about the hazard assessment fee, and we were not sure what that value would be, so we passed the budget at a zero-hazard assessment fee revenue. After talking with Craig and Tim, doing some more research into it, Chief Nicholl feels that \$50,000.00 is a safe and acceptable value for added income coming in on that hazardous assessment, so he put that there. If you look at the ambulance total, you have a greyed outline that says \$1.8 million dollars, that's \$200,000.00 less than what we had projected going into the fiscal year. There are a multitude of reasons why we are coming up lower on our Ambulance Revenues. We've taken a pretty substantial hit in run volume, even though the guys are out there doing their best job and doing everything they can. Chief Nicholl stated that we have had fewer 911 calls this year. We also had the contract issue, where we had a neighboring agency that was assisting us taking some of our calls that resulted in a loss of revenue. He stated that he is anticipating revenues this year not being able to hit \$2 million, he reduced that down to \$1.8 million. Those are the 2 in revenue that he has changed. If you take the 2 positions that are currently vacant, take the salary savings and plug that in with the reduced revenue, it comes up with a variance change of about \$68,000.00 to the positive. Not only are we anticipating lower revenue, but our expenditure is

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anticipating being lower than anticipated expenditures. This is a budget benefit to us, but I will take some effort on the part of the Board and the Administration to get this done. Now, if this is agreeable to you, this is an action item so you can give him direction on this through motion but what he would ask that next Board Meeting, Chief Nicholl will bring forward a job description that can be approved by you for an Assistant Chief. At that time, he would encourage us to contract with Western Fire Chiefs to do another recruitment. Then Western Fire Chiefs would bring us a recruit of candidates for the Assistant Chief position, knowing full well that the intent is for them to become the Fire Chief at the end of his contract. Chief Nicholl stated that that is what he asks, and he thinks it would be best for the district, both operationally and administratively, to have that overlap.

Director McCassie added, with that said, Western Fire Chiefs get a pool together of qualified chiefs, they vet them and put them through however many people that are available and that's how we did our recruitment last time. He also stated that it was a professional agency, and it went really well.

Chief Nicholl added that he didn't know if we need a motion because it is within budget. Mrs. Kasey stated that they are going to have to approve the job description before moving forward with anything. They can approve this, but you cannot go any further without a job description. This is just for the budget.

Chairman McCassie mentioned making a motion to augment the budget for change of personnel. Chief Nicholl stated that after sending it to the accountant and him and Kasey talking about it, that is where you post something has changed because this is within budget there is no need to make a motion. Chief Nicholl added that they could make a motion to direct him to do a job description, to move forward with it, not to approve the job description. Chief Nicholl then stated that you can't do that and added that no motion is necessary.

11. Discussion regarding Rehab Van

Chief Nicholl stated that they should see a letter, U.S. Fire Equipment is working headlong on the van, he has gone up several times to sight inspect and to see how the project is coming along. He has a completion date of August 1st pending any catastrophe; however, he has already made flight reservations to be picking it up, doing the final inspection on the 2nd, he will be driving the van back on the 3rd and we should hopefully be able to get it in service that week. That is up to Lieutenant Howlett to get it in service and do the training. Chief Nicholl shared that he wanted the Board to have the letter that says that we've been delayed, we realize that but now we have a date and that's it. Chairman McCassie added that we are just excited and can't wait to see it.

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12. Discussion setting a date for Board Policy Workshop

Chairman McCassie stated that this was something that we started earlier and got a little sidetracked with everything that has been going on but would like to get back to this. He explained that it is pretty much the rules for Board Members, relations, and policies. We've had a lot of meetings lately, sometimes 2 or 3 of them a month. Chairman McCassie is now asking the availability of the Board for the next workshop. Chief Nicholl stated, September or October. Chairman McCassie added he thought if they push it out to October, get through everything we've got going on now, investigations and all that stuff. Director Rodriguez suggested maybe having the meeting mid to the end of September and that October is pretty busy for him. Director Callagy stated that he is not available in September. Chief Nicholl added that we will come up with some dates and send them out. That will give us a couple of months to get some stuff taken care of and we will get back into it.

13. Discussion regarding Chief Nicholl's Annual Performance Review

Chief Nicholl stated that his performance review by contract is due in July. He thinks that we have a lot going on right now. He thinks that it would be advantageous to postpone it until the August meeting or even the September meeting, depending on what happens and how tied up we get in August. He explained that we do have a form that is part of his employment contract that we will get out to you guys. Chief Nicholl asked the Board if they would like to do it in August or September. Chairman McCassie shared that he would like to plan it for September. Chief Nicholl stated that that would be acceptable to him and that they will get the paperwork out to the Board, there will have to be 241 notices sent out from him for that. We will get it on the agenda and get it taken care of.

Mrs. Kasey Miller clarified and confirmed that it is not on the August 10th meeting but on the September 14th meeting.

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

Director Rodriguez wanted to first and for most, say thank you to our Volunteer Firefighters, our Firefighters, our Cadets. On behalf of the Fernley Fourth of July, thank you to the Cadets for helping us out with the roadblocks that we had on Main Street for the Fourth of July. He also wanted to make a statement that he is glad to be on the Fire Board. When he is here wearing his hat for the fire department and the North Lyon County Fire Protection District, he is in business mode. He wants to make it clear that he hopes that others are not taking things personal when we are making decisions as a Board. He stated that he has noticed that there has been, and he

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wanted to say that he is here as a Board of Director and the responsibilities of what he is as a Board member with the fire department. Anything personal is definitely not involved with what he does here as a Board of Directors. He stated that there was a comment made that he was a puppet to the Fire Chief, or all of them on the Board. He stated that that is definitely 100% not true at all and he wanted to make that clear. He added that he wanted to thank the fire department, the Firefighters, and Cadets for all that they do, putting their lives on the lines, taking care of our community, and taking care of all those around us.

Chairman McCassie added that he supports Director Rodriguez on that because they do volunteer their time, run it as a business, take it very seriously and try to really make it as efficient as possible, that it is run as a business, and we have employees. Again, he stated that he supports Director Rodriguez on that.

Director Callagy added that he seconds everything that Chairman McCassie and Director Rodriguez just said, and he has nothing else.

Director Wheeler would like to place on the agenda for a Special Board Meeting for Thursday, August 10, 2023, at 4:00 p.m. we have a legal brief, at 5:00 we have a closed personnel session and at 6:00 p.m. we will have the regular North Lyon County Fire Protection District Board Meeting. Chairman McCassie added that that is going to be on the agenda, and we are just agenzizing that.

Mrs. Kasey Miller clarified that at 4:00 they are doing a legal brief, 5:00 closed session and at 6:00 the regular meeting.

Chief Nicholl stated how much he appreciates working for the Board. It is a lot of work and a lot of fun and he enjoys it. He shared that we've had a tough couple of weeks, with a lot of pretty serious calls that our firefighters have been on, culminating in Saturdays unfortunate fatal fire. The crews that were there, he explained that it was the majority of the firefighters' first fatal fire and that is a significant milestone for a firefighter, not one that is soon forgotten. Chief Nicholl wanted to give props to them and let the Board know how good they did. There was substantial room for error, and they were able to conduct themselves and do a really good job. That led to an arrest and some charges very quickly after a potential arson fire. He also explained that that doesn't happen very often and asked when you see them, to tell the crew they did a good job.

Director Callagy questioned, during incidences like that, since there are so many that have not been a part of something like that, is there some sort of counseling available. Chief Nicholl answered yes, we offer grief counseling and EAP's (Employees Assistance Program). He also explained that he met with the crew that same day at about 4:00 in the afternoon, we sat down

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and just had the opportunity to talk about it, lessons learned and to support each other. We offered all of them EAP to be able to help deal with it. Chief Nicholl stated that it is never fun, and it is an experience for sure.

Chief Nicholl also shared that Mrs. Miller's hard work has gotten us to the point where we are actually starting to discuss with health insurance providers, and we hope to be able to have a spectrum of health insurance providers. As you know our health insurance premiums have gone through the roof. We found out today that our health insurance is one of the highest in the state, it is certainly in the top. That's just not acceptable for us and so we are looking. The union has agreed to help us out, we are doing a lot of the leg work and then we will begin meeting with the Union E-Board to be able to discuss what's going to be best for the employees, as well as best for the district. He stated that Mrs. Miller has done most of the hard work on that, he really appreciates it, and we are making some ground on that.

Chief Nicholl also shared that 2 to 3 days ago, the air conditioner went out in Engine 61 and it is down right now. Not the greatest timing for the air conditioner to go out. The engine is at Siddons Martin right now being repaired. We have a rough estimate, and he has authorized the repairs and he is hoping they will be done very soon and get the engine back. Chief Nicholl shared that the Type 3 that we purchased from Truckee Meadows, we are hoping to get here on sight next week and it will be making a stop at Siddons Martin to be able to do a pump test so that we can start our paper trail on it then. Chief Nicholl explained that from an operational standpoint, that unit will be stationed out at Station 62, so they will have a more appropriate vehicle to go into the Highlands. Chairman McCassie asked what color it was, and Chief Nicholl said it is white.

Chief Nicholl also shared that they have directed Legal to start working on an ordinance. We passed the budget by resolution, and we will need to do an ordinance that encompasses the hazard assessment fee in our fee schedule this year. After several years of doing the fee schedule passed by resolution, legal told us that we should really do this by ordinance, so this year we will be bringing forth an ordinance. He hopes to have that at the next board meeting, the hazardous assessment fee and all of the cost recovery stuff that is on the fee schedule.

Stephen Emery shared that in a couple of weeks he will be helping bring back the Rehab Van.

Becki Howlett shared that Ennor was in the Fourth of July Parade this year for the first time in a long time and hopefully it will be up and going for the Christmas Parade. She also shared that they went to the fire on Saturday for support and it was very hot. She added that she is very excited for the Rehab Van to arrive.

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Local 4547 President, Joe Mendoza joined the meeting via zoom. He shared that there are no community events established this month. They will be working on something for next month and will be advising everybody what that looks like. As far as the Association goes, we hear what you guys all are saying on the Board, but we don't believe it and I hope you guys can professionally accept that criticism because although you say that you are here to take care of business, business is not being taken care of and everything has been one sided for the last 7 months and we really would love to work with you guys to make this place a better place. Mr. Mendoza stated that if you were to talk to anybody within our district, maybe besides a couple, 2-3 people, people weren't happy here; people are leaving because they are not happy here and they're not happy because of the decisions the Board is making. He stated that they are not holding people accountable that need to be accountable. You are not taking investigations seriously; they say that nothing is fixed, it is being seen and it is being noted. For you to say that you want to run this like a business to make it efficiently, you are not. We have a grievance that is in arbitration right now simply because Dan McCassie did not want to meet with him. He explained that that arbitration is costing our community money, it is costing the fire district money and we have 2 more grievances that are at level 2, that all of you are aware of that still have not been answered. In a few days it will be escalated to level 3 arbitration, which will be more money, more attorneys, and more cost to the citizens. He stated that they are nullifying the vote that the citizens made for us to have extra funding by spending it all on legal stuff that shouldn't have to go all the way to legal. Nobody has been able to sit down and have a real conversation with the Local as far as the problems we have, with our tension and with filling positions. He stated that they are talking about holding 2 positions that are open right now to potentially hire an Assistant Chief, which he thinks is extremely needed but we are asking for people to work overtime every single shift because we don't have the accurate staffing to meet minimum staffing. Which, when we added all the staff, the argument to add the additional staffing was for the public and now we are taking positions away from the public or talking about it. Mr. Mendoza stated that they are more than happy to sit down with them professionally, man to man, to talk about the issues, to come up with solutions. We are not asking you to choose sides, we want you to do what is right and what is ethical. We are not here to beat anybody down or to make things better for us but when you back people up in a corner and you treat them like crap, morale is extremely down right now, in our whole department. Our people are exhausted, emotionally and physically, we need to fix this. The buck stops with you guys and that's not happening right now. He hopes to get to the table to talk to you guys. Mr. Mendoza stated that they have one side to the story, you don't have the whole story. He added that he looks forward to speaking with them, each and every one of them has his phone number and he has nothing to hide from them. The E-Board is ready to meet with them and ready to come up with solutions so that stuff doesn't have to go to court and things don't have to be in arbitration and issues could be solved at their level because they are more than capable of solving those issues. He stated that right now they are refusing to solve those issues and they see that with the unanswered grievances and the grievances being escalated to level 3 if you guys don't answer. He also stated that these are not threats, that is him being Joe Mendoza, making sure he

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has more sweat, equity into this place than any of them have. He added that they can sit and talk about their volunteerism, but he's volunteered for this department for over 8 years and his son grew up at this place. So, if there is anybody that is invested in this department it is him and he doesn't want to see the department lose the progression that we have or the direction we are going.

Chairman McCassie thanked him for his report.

15. 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 comments are limited to 3-minutes.)

Becki Howlett shared that we are participating in National Night Out on July 31st at the Out of Town Park, on the soccer field. She explained that it is a night out against crime, to help prevent crime and that we have participated for the last 2 years.

16. Adjournment*

Chairman McCassie adjourned at 1909.

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 20, 2023

Respectfully Submitted by:

Shannon Moffett, Administrative Assistant
North Lyon County Fire Protection District

August 10, 2023
Date

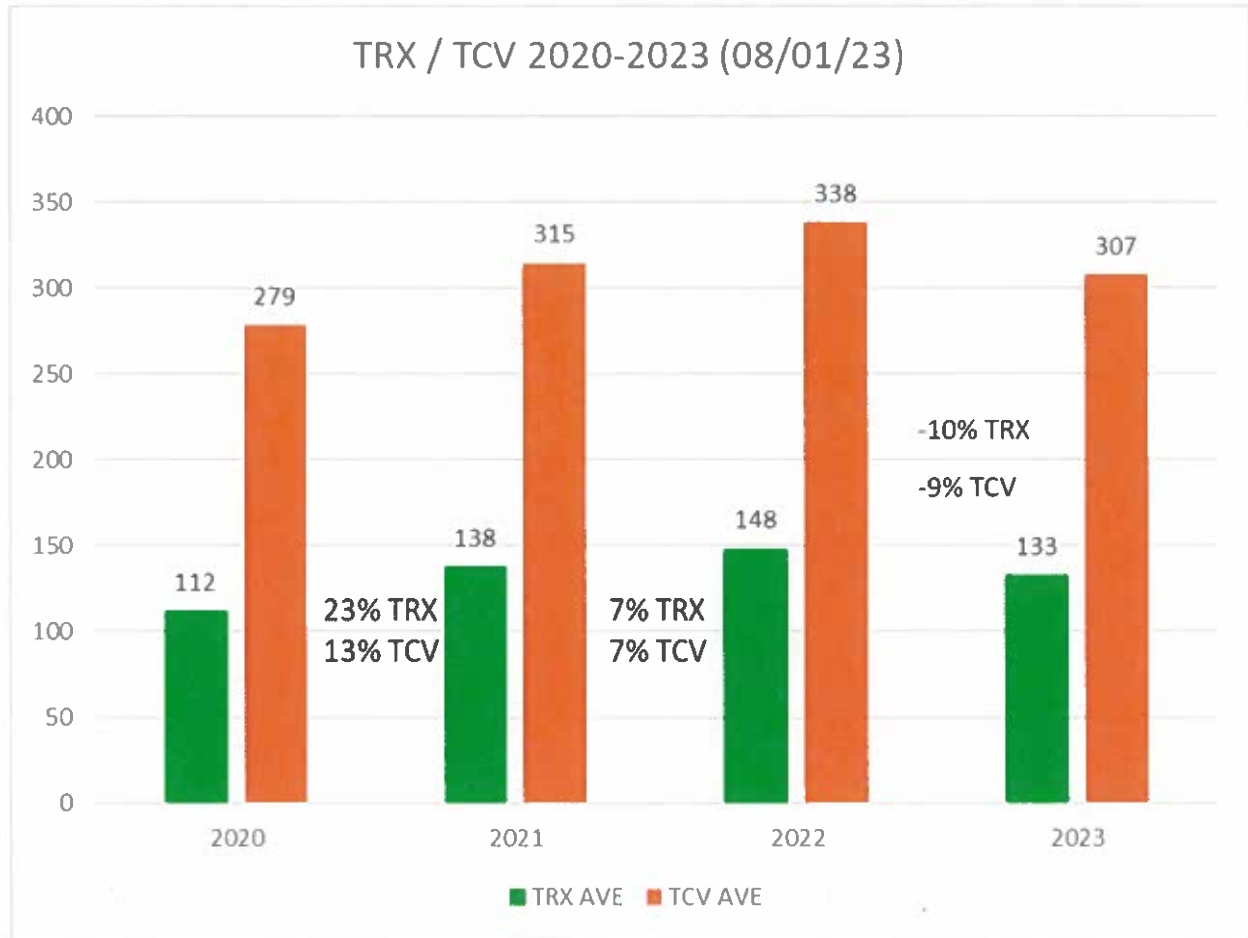
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Approval of July 20, 2023 Minutes

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

Dan McCassie, Chairman
North Lyon County Fire Protection District

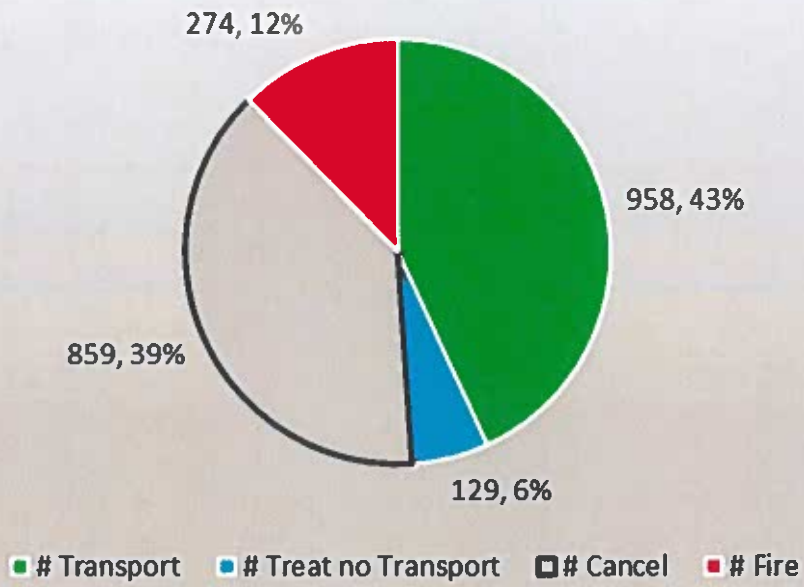
August 10, 2023
Date



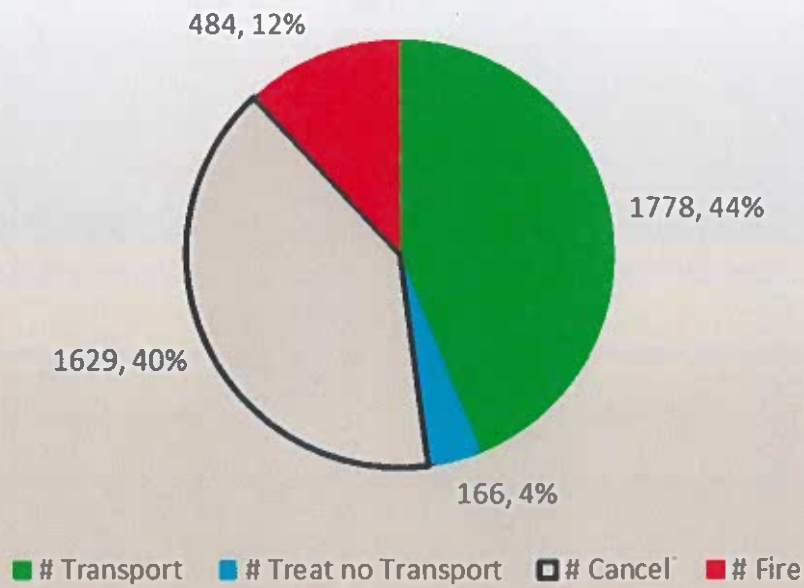
Average gross billable day

2020	\$ 9,623.23
2021	\$ 12,292.09 (\$974,133.90)
2022	\$ 15,440.55 (\$1,146,039.44)
2023	\$ 15,111.60 (-\$120,450.00)

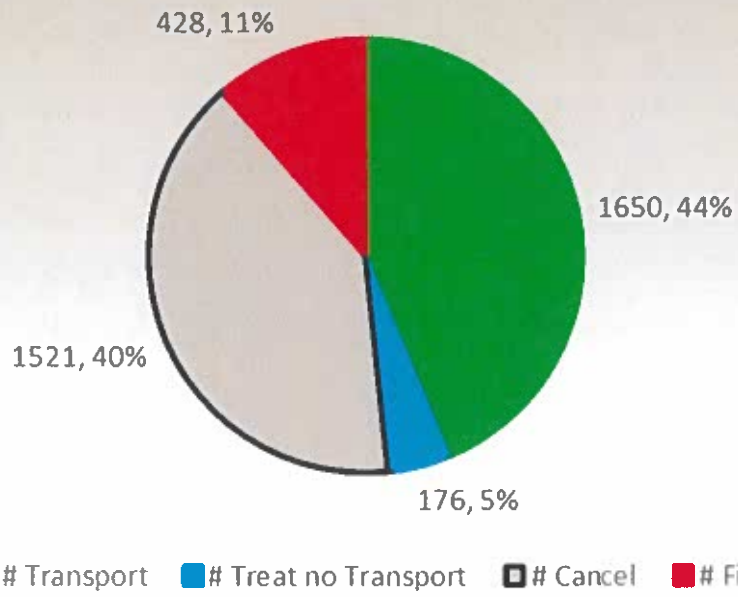
2023 CV (08/08/23)



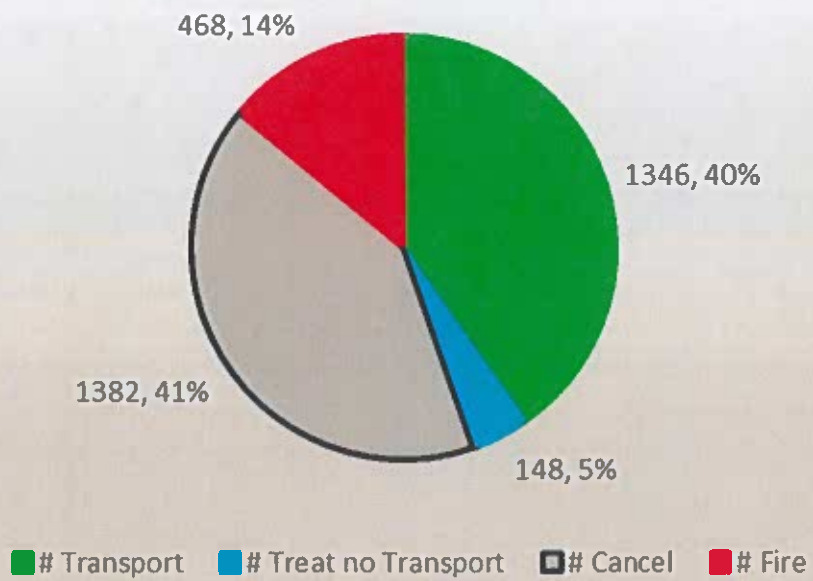
2022 Full CV



2021 Full CV



2020 Full CV



NFPA - Major Fires - Top 3 Property Loss Fires

Top 10 Records Of 20 Displayed

Incident Date Time	Incident Number	Arson Property Ownership	Property Use	Address	Civilian Deaths	Property Loss
04/30/2023 01:49:23	231183		Highway or divided highway	IR80W 43 MM WADSWORTH, NV 89442	1	\$560,000
07/13/2023 22:58:16	231922		Outside or special property, other	IR80 53MM FERNLEY, NV 89408	0	\$350,000
04/29/2023 10:33:04	231171		Restaurant or cafeteria	110 MAIN FERNLEY, NV 89408	0	\$250,000
02/21/2023 15:19:43	230536		Residential, other	226 EMIGRANT FERNLEY, NV 89408	0	\$50,000
03/15/2023 17:35:29	230741		Highway or divided highway	IR80 W / PAINTED ROCK WADSWORTH, NV 89442	0	\$50,000
03/26/2023 08:28:07	230841		Street or road in commercial area	HILL RANCH RD & STATE ROUTE 427 WADSWORTH, NV 89442	0	\$50,000
05/11/2023 02:02:13	231271.1		Residential, other	306 LARIAT FERNLEY, NV 89408	0	\$50,000
06/02/2023 22:27:44	231510		Multifamily dwelling	540 SUNNY LN # B FERNLEY, NV 89408	0	\$50,000
07/15/2023 11:09:08	231941	1 - Private	Residential, other	320 ASPEN FERNLEY, NV 89408	1	\$50,000
06/21/2023 00:33:07	231703		Street or road in commercial area	1891 DUFFY FERNLEY, NV 89408	0	\$30,000

NFPA - Breakdown of Structure Fires and Other Fires and Incidents

Top 10 Records Of 18 Displayed

Basic Incident NFPA Type	Number of Fires	Number of Civilian Fire Deaths	Number of Civilian Fire Injuries	Estimated Property Damage and Contents From Fire (in Dollars)
*NA	3	0	0	
01. Private Dwellings (1 or 2 family), including mobile homes (FPU 419)	8	0	0	\$26,040
02. Apartments (3 or more families) (FPU 429)	1	0	0	\$60,000
04. All Other Residential (dormitories, boarding houses, tents, etc.) (FPU 400, 439, 459-499)	6	1	0	\$182,500
06. Public Assembly (church, restaurant, clubs, etc.) (FPU 100-199)	4	0	0	\$377,500
09. Stores and Offices (FPU 500-599)	1	0	0	
10. Industry, Utility, Defense, Laboratories, Manufacturing (FPU 600-799)	1	0	0	
11. Storage in Structures (barns, vehicle storage garages, general storage, etc.) (FPU 800-899)	1	0	0	
14a. Fires in Highway Vehicles (autos, trucks, buses, etc.) (IT 131-132, 136-137)	10	1	0	\$1,364,500
15. Fires outside of Structures with Value Involved, but Not Vehicles (outside storage, crops, timber, etc.) (IT 140, 141, 161-162, 164, 170-173)	6	0	0	

NFPA - 5. Total Residential Fires (Sum 1- 4 above)

Fires In Structures By Fixed Property Use (Occupancy)	Number of Fires	Number of Civilian Fire Deaths	Number of Civilian Fire Injuries	Estimated Property Damage and Contents from Fire
5. TOTAL RESIDENTIAL FIRES (Sum of lines 1 through 4)	15	1	0	\$268,540

NFPA - 13. Totals For Structure Fires (Sum 5 - 12 above)

Fires In Structures By Fixed Property Use (Occupancy)	Number of Fires	Number of Civilian Fire Deaths	Number of Civilian Fire Injuries	Estimated Property Damage and Contents from Fire
13. TOTALS FOR STRUCTURE FIRES (Sum of lines 5 through 12)	22	1	0	\$646,040

NFPA - 19. Total For Fires (Sum 13 -18 above)

Fires In Structures By Fixed Property Use (Occupancy)	Number of Fires	Number of Civilian Fire Deaths	Number of Civilian Fire Injuries	Estimated Property Damage and Contents from Fire
19. TOTALS FOR FIRES (Sum of lines 13 through 18)	61	2	0	\$2,065,540

NFPA - 25. Total For All Incidents (Sum 19 - 24 above)

Fires In Structures By Fixed Property Use (Occupancy)	Number of Fires	Number of Civilian Fire Deaths	Number of Civilian Fire Injuries	Estimated Property Damage and Contents from Fire
25. TOTAL FOR ALL INCIDENTS (Sum of lines 19 through 24)	2,170	2	0	\$2,126,540

NFPA - Breakdown of False Alarm Responses

Basic Incident NFPA False Alarm Type	Number of Incidents
02. System Malfunction (IT 730-739)	11
03. Unintentional (tripping on interior device accidentally, etc.) (IT 740-749)	9
04. Other False Alarms (bomb scares, etc.) (IT 721, 700)	140

NFPA - Fire Service Exposure and Injuries - Totals

Total Firefighters Exposed To Infectious Diseases	Total Firefighters Exposed to Hazardous Conditions	Total Firefighters with non-fatal Injuries
0	0	1

NFPA - Major Fires - Top 3 Civilian Casualty Death Fires

Incident Date Time	Incident Number	Arson Property Ownership	Property Use	Address	Civilian Deaths	Property Loss
07/15/2023 11:09:08	231941	1 - Private	Residential, other	320 ASPEN FERNLEY, NV 89408	1	\$50,000
04/30/2023 01:49:23	231183		Highway or divided highway	IR80W 43 MM WADSWORTH, NV 89442	1	\$560,000

Report Filters

Basic Incident Date Time: is after 'This Year'
 Agency Name: is in 'North Lyon County Fire Protection District'

Runs by Response Disposition

Disposition Incident Patient Disposition (eDisposition.12)	Number of Runs	Percent of Total Runs
Patient Treated, Transported	959	61.87%
AMA - Patient Evaluated/Treated - No transport	283	18.26%
Patient refuse care	146	9.42%
Patient Evaluated/Treated - No transport	119	7.68%
Patient Treated, Transferred Care to Another EMS Unit	18	1.16%
Canceled (After Arrival At Scene)	16	1.03%
Canceled (Prior to Arrival At Scene)	6	0.39%
	1	0.06%
IFT - Patient Transported	1	0.06%
Standby-No Services or Support Provided	1	0.06%
	Total: 1,550	Total: 100.00%

Runs by Zone - District

Scene Incident Zone	Number of Runs	Percent of Total Runs
61	727	46.90%
62	483	31.16%
63	308	19.87%
Pyramid	19	1.23%
Central	8	0.52%
Fallon/Churchill	2	0.13%
Storey	2	0.13%
Truckee	1	0.06%
	Total: 1,550	Total: 100.00%

Runs by Time and Day of Call

Incident Day Name	Incident Three Hour Range Of Day 24	Number of Runs	Percent of Total Runs
Sunday	00:00:00 - 02:59:59	14	0.90%
	03:00:00 - 05:59:59	18	1.16%
	06:00:00 - 08:59:59	27	1.74%
	09:00:00 - 11:59:59	28	1.81%
	12:00:00 - 14:59:59	37	2.39%
	15:00:00 - 17:59:59	39	2.52%
	18:00:00 - 20:59:59	33	2.13%
	21:00:00 - 23:59:59	22	1.42%
Monday	00:00:00 - 02:59:59	9	0.58%
	03:00:00 - 05:59:59	14	0.90%
	06:00:00 - 08:59:59	27	1.74%
	09:00:00 - 11:59:59	45	2.90%
	12:00:00 - 14:59:59	37	2.39%
	15:00:00 - 17:59:59	31	2.00%
	18:00:00 - 20:59:59	35	2.26%
	21:00:00 - 23:59:59	36	2.32%
Tuesday	00:00:00 - 02:59:59	7	0.45%
	03:00:00 - 05:59:59	5	0.32%
	06:00:00 - 08:59:59	14	0.90%
	09:00:00 - 11:59:59	33	2.13%
	12:00:00 - 14:59:59	39	2.52%
	15:00:00 - 17:59:59	35	2.26%
	18:00:00 - 20:59:59	49	3.16%
	21:00:00 - 23:59:59	30	1.94%
Wednesday	00:00:00 - 02:59:59	15	0.97%
	03:00:00 - 05:59:59	13	0.84%
	06:00:00 - 08:59:59	21	1.35%
	09:00:00 - 11:59:59	33	2.13%

Incident Day Name	Incident Three Hour Range Of Day 24	Number of Runs	Percent of Total Runs
	12:00:00 - 14:59:59	34	2.19%
	15:00:00 - 17:59:59	33	2.13%
	18:00:00 - 20:59:59	36	2.32%
	21:00:00 - 23:59:59	14	0.90%
Thursday	00:00:00 - 02:59:59	16	1.03%
	03:00:00 - 05:59:59	14	0.90%
	06:00:00 - 08:59:59	27	1.74%
	09:00:00 - 11:59:59	28	1.81%
	12:00:00 - 14:59:59	41	2.65%
	15:00:00 - 17:59:59	40	2.58%
	18:00:00 - 20:59:59	45	2.90%
	21:00:00 - 23:59:59	25	1.61%
Friday	00:00:00 - 02:59:59	13	0.84%
	03:00:00 - 05:59:59	12	0.77%
	06:00:00 - 08:59:59	20	1.29%
	09:00:00 - 11:59:59	39	2.52%
	12:00:00 - 14:59:59	45	2.90%
	15:00:00 - 17:59:59	28	1.81%
	18:00:00 - 20:59:59	38	2.45%
	21:00:00 - 23:59:59	23	1.48%
Saturday	00:00:00 - 02:59:59	13	0.84%
	03:00:00 - 05:59:59	21	1.35%
	06:00:00 - 08:59:59	23	1.48%
	09:00:00 - 11:59:59	35	2.26%
	12:00:00 - 14:59:59	40	2.58%
	15:00:00 - 17:59:59	35	2.26%
	18:00:00 - 20:59:59	35	2.26%
	21:00:00 - 23:59:59	31	2.00%
		Total: 1,550	Total: 100.00%

Runs by Hour of Day

Incident Hour Range Of Day 24	Number of Runs	Percent of Total Runs
00:00:00 - 00:59:59	36	2.32%
01:00:00 - 01:59:59	29	1.87%
02:00:00 - 02:59:59	22	1.42%
03:00:00 - 03:59:59	30	1.94%
04:00:00 - 04:59:59	37	2.39%
05:00:00 - 05:59:59	30	1.94%
06:00:00 - 06:59:59	46	2.97%
07:00:00 - 07:59:59	54	3.48%
08:00:00 - 08:59:59	59	3.81%
09:00:00 - 09:59:59	68	4.39%
10:00:00 - 10:59:59	75	4.84%
11:00:00 - 11:59:59	98	6.32%
12:00:00 - 12:59:59	97	6.26%
13:00:00 - 13:59:59	80	5.16%
14:00:00 - 14:59:59	96	6.19%
15:00:00 - 15:59:59	88	5.68%
16:00:00 - 16:59:59	85	5.48%
17:00:00 - 17:59:59	68	4.39%
18:00:00 - 18:59:59	96	6.19%
19:00:00 - 19:59:59	108	6.97%
20:00:00 - 20:59:59	67	4.32%
21:00:00 - 21:59:59	82	5.29%
22:00:00 - 22:59:59	55	3.55%
23:00:00 - 23:59:59	44	2.84%
	Total: 1,550	Total: 100.00%

Runs by Day of Week

Incident Day Name	Number of Runs	Percent of Total Runs
Sunday	218	14.06%
Monday	234	15.10%
Tuesday	212	13.68%
Wednesday	199	12.84%
Thursday	236	15.23%
Friday	218	14.06%
Saturday	233	15.03%
	Total: 1,550	Total: 100.00%

Average Run Time Summary Report (In Minutes)

Avg Unit Notified to Enroute in Minutes	Avg Unit Enroute to Arrived at Scene	Avg Unit Arrived on Scene to Left Scene	Avg Unit Left Scene to Arrived at Dest	Avg Patient Arrived at Destination to Patient Transfer of Care	Avg Patient Arrived at Destination to Unit Back in Service	Number of Runs
2.55	4.95	19.41	37.29	8.48	63.71	1,550

Chute Time

Incident Unit Notified By Dispatch To Unit En Route Range In Minutes	Number of Runs	Percent of Total Runs
	66	4.26%
0 to <1	79	5.10%
1 to <2	559	36.06%
2 to <3	536	34.58%
3 to <4	186	12.00%
4 to 5	53	3.42%
> 5	71	4.58%
	Total: 1,550	Total: 100.00%

En-route Time

Incident Unit En Route To Unit Arrived On Scene Range In Minutes	Number of Runs	Percent of Total Runs
	72	4.65%
0 to <5	860	55.48%
5 to <10	552	35.61%
10 to 15	47	3.03%
> 15	19	1.23%
	Total: 1,550	Total: 100.00%

Scene Time

Top 10 Records Of 14 Displayed

Incident Unit Arrived On Scene To Unit Left Scene Range In Minutes	Number of Runs	Percent of Total Runs
	588	37.94%
0 to <5	13	0.84%
5 to <10	89	5.74%
10 to <15	218	14.06%
15 to <20	250	16.13%
20 to <25	179	11.55%
25 to <30	116	7.48%
30 to <35	53	3.42%
35 to <40	22	1.42%
40 to <45	10	0.65%
	Total: 1,538	Total: 99.23%

Transport Time

Incident Unit Left Scene To Patient Arrived At Destination Range In Minutes	Number of Runs	Percent of Total Runs
	586	37.81%
0 to <5	1	0.06%
10 to 15	1	0.06%
> 15	962	62.06%
	Total: 1,550	Total: 100.00%

Runs by Dispatch Reason

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Falls	149	9.61%
Breathing Problem	145	9.35%
Traffic/Transportation Incident	109	7.03%
Chest Pain (Non-Traumatic)	100	6.45%
Abdominal Pain/Problems	98	6.32%
Pain	72	4.65%
No Other Appropriate Choice	66	4.26%
Altered Mental Status	52	3.35%
Convulsions/Seizure	50	3.23%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	42	2.71%
Nausea/Vomiting	37	2.39%
Back Pain (Non-Traumatic)	36	2.32%
Weakness/Lethargic	35	2.26%
Sick Person (weakness, etc.)	32	2.06%
Traumatic Injury	32	2.06%
Stroke/CVA	31	2.00%
Syncope/near-fainting	31	2.00%
Diabetic Problem	29	1.87%
Cardiac Arrest/Death	27	1.74%
Unknown Problem/Person Down	26	1.68%
Dizziness	25	1.61%
Assault	23	1.48%
Overdose/Poisoning/Ingestion	23	1.48%
Anxiety Attack	22	1.42%
Alcohol intoxication	20	1.29%
Hemorrhage/Laceration	18	1.16%
Hypotension / hypertension	17	1.10%
Heart Problems/AICD	16	1.03%
Allergic Reaction/Stings	15	0.97%
Lift Assist	15	0.97%
Unconscious/Fainting/Near-Fainting	12	0.77%
Animal Bite	10	0.65%
Epistaxis (Nosebleed)	10	0.65%
Head Injury	10	0.65%
Pregnancy/Childbirth/Miscarriage	10	0.65%
Fever	9	0.58%
Cardiac Arrest - Possible DOA	8	0.52%
Diarrhea	8	0.52%
Headache	8	0.52%
Assist Police with a Citizen	7	0.45%
Choking	6	0.39%
Chronic Illness/Medical Condition	6	0.39%
Eye Problem/Injury	6	0.39%
Heat/Cold Exposure	6	0.39%
Alcohol Detox/Withdrawal	4	0.26%
Automated Crash Notification	4	0.26%
Auto vs. Pedestrian	3	0.19%
Cardiac dysrhythmia	3	0.19%
Dehydration	3	0.19%
Healthcare Professional/Admission	3	0.19%
Septic Shock	3	0.19%
Burns/Explosion	2	0.13%
Stabbing	2	0.13%
Transfer/Interfacility	2	0.13%

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Welfare Check	2	0.13%
Well Person Check	2	0.13%
Gunshot	1	0.06%
MCI (Multiple Casualty Incident)	1	0.06%
Medical Alarm	1	0.06%
None	1	0.06%
Pandemic/Epidemic/Outbreak	1	0.06%
Pediatric Fever	1	0.06%
Respiratory Arrest	1	0.06%
Stab/Gunshot Wound/Penetrating Trauma	1	0.06%
	Total: 1,550	Total: 100.00%

Runs by Destination Name

Disposition Destination Name Delivered Transferred To (eDisposition.01)	Disposition Destination Code Delivered Transferred To (eDisposition.02)	Number of Runs	Percent of Total Runs
		488	31.48%
Banner Churchill Community Hospital	90012	47	3.03%
Carson Tahoe Regional Medical Center	90011-1	5	0.32%
Northern Nevada Medical Center	90117	280	18.06%
Not Applicable		99	6.39%
Reno VA Medical Center	90099-7	22	1.42%
Renown Regional Medical Center	90134	527	34.00%
Renown South Meadows Medical Center	90135	4	0.26%
Sierra Northern	89521	26	1.68%
St. Mary's Regional Medical Center	90024	52	3.35%
		Total: 1,550	Total: 100.00%

Report Filters

Incident Date: is after 'This Year'

Agency Name (Dagency.03): is in 'North Lyon County Fire Protection District'



North Lyon County Fire Protection District

195 East Main Street
Fernley, Nevada 89408
District Office (775) 575-3310 District Fax (775) 575-3314
www.northlyonfire.org
Jason Nicholl, Fire Chief

Directors

Daniel McCassie
Mike Callagy, Jr.
Harry Wheeler
Paul Murphy
Jay Rodriguez

MEMO

TO: Board of Directors

FROM: Kasey Miller, Office Manager

DATE: August 10, 2023

RE: Revenue / Expenditure Report

There will not be a Revenue/Expenditure Report for the August 10, 2023 Board of Directors Meeting. Due to closing out the FY2023 and entering the FY2024 budget into the new system the reports are not accurate.

Thank You

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MEMO

TO: Joe Mendoza
FROM: Dan McCassie, Chairman
DATE: August 2, 2023
RE: Notice of Meeting Pursuant to NRS 241.033

3.9. 1 Introductory Period. All new and rehired paid members, except elected officials and those identified as "at-will," will serve a 12-month introductory period beginning with the day the paid member initially reports for work. Current paid members who are promoted or transferred will also be required to serve a 12-month introductory period. During this "introductory period," the paid member and the district have the opportunity to evaluate one another and determine whether the paid member is a good fit for the position. At its sole discretion, the district may extend this introductory period up to an additional six months when the district has had insufficient opportunity to assess the paid member's ability to perform the job functions or such extension is determined appropriate. The employment relationship can be terminated by the paid member or by the district at any time during the introductory period or during the extension of the introductory period, with or without cause or advance notice. The introductory period may be prorated for paid members working less than full-time. Prior to completion of the introductory period, the supervisor/manager will conduct at least two performance evaluations, one at six months and the other prior to the completion of the twelfth month, to ascertain the advisability of continued employment.

On Thursday, June 15, 2023, the Board voted and approved the transfer of your supervision to the Board related to discipline and performance issues for at least a period of six months. Based upon your July 1, 2022, date of hire in your current position, your introductory period would have expired on June 30, 2023.

On June 27, 2023, the Board held a meeting to consider the temporary extension of your introductory period because the Board has had insufficient opportunity to

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evaluate your ability to perform the job functions or whether such extension of your introductory period is appropriate. At that meeting, based on the temporary transfer of your supervision to the Board, the Board voted to extend your introductory period for a period of time to allow the Board to be prepared to address your performance.

Under Policy 12.1.3.1 you have the right to file a written response, or to submit a written request for a predisciplinary conference with the Board sitting in its capacity as your supervisor, within seven calendar days of receipt of the notice. If you choose to waive the filing of a written response and request a predisciplinary meeting with the Board sitting in its capacity as your supervisor, such a meeting has been scheduled as described more particularly below for August 10, 2023, at 5:00 p.m. If you wish to exercise your right to file a written response, you have seven days from the date of receipt of this notice to do so. If you wish to have the August 10, 2023, meeting vacated in order to exercise your right to file a written response, please notify the Board no later than 5:00 p.m. on August 9, 2023, so the August 10, 2023, meeting can be vacated. Upon receipt of the written response, the Board will have five days to issue a written decision in its capacity as your supervisor. You will have all due process rights available to you under the personnel manual and collective bargaining agreement.

Unless you request the August 10, 2023, hearing be vacated, it will commence at 5:00 p.m., and the Board in its capacity as your supervisor, will hold a closed personnel session related to performance issues, in which you will be given an opportunity to address the following issues:

1. Whether your introductory period in your current position should be extended based on your performance.
2. Whether you should continue in your position as a Captain.
3. Whether any discipline should be imposed as a result of conduct during your introductory period. Specifically, the Board will be looking at conduct related to two incidents:

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- A. On March 22, 2023, the Department received notice regarding disruptive conduct at a PoolPACT training class.
- B. You recorded overtime on your timecard for the PoolPACT training class which was not overtime related to work activities. When you were told the time was not compensable overtime, you then recorded the same time on your next timecard, potentially creating timecard fraud.

The above conduct may implicate inappropriate conduct under the following policies:

12.1.1.1 – Conduct unbecoming a paid member in the District’s service, or discourteous treatment of members or the public or a fellow paid member, or any other act of omission or commission that impacts negatively on the public’s perception of the integrity or credibility of the district or erodes the public confidence in the district.

12.1.1.2 - Falsification of or making a material omission on forms, records, or reports including applications, timecards, and other district records.

12.1.1.11 – Dishonesty, including intentionally or negligently providing false information, intentionally falsifying records, employment applications, or other documents.

12.1.1.12 – Willfully or intentionally violating or failing to comply with the district’s policies, rules, regulations, and/or procedures.

You will be provided with the documents upon which the Board will rely no later than noon, Friday, August 4, 2023.

You are welcome to attend the August 10, 2023, session, have an attorney or other representative of your choosing present during the closed meeting, present written evidence, provide testimony, and present witnesses relating to your character, alleged misconduct, professional competence, or physical or mental health.

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You may choose to conduct the hearing in an open meeting, but you must inform the Board prior to the commencement of the meeting that you do not want it to be closed.

You are prohibited from retaliating against anyone based upon cooperation or participation in this proceeding.

If the Board sitting in its capacity as your supervisor determines it is necessary after considering your character, alleged misconduct, professional competence, or physical or mental health, it may also take administrative action against you with regard to the extension of your introductory period, or any other discipline available to the Board in its capacity as your supervisor. The Board, in its capacity as your supervisor, will have five days to issue a written decision regarding its intent. You will be afforded all appellate rights available to you under the collective bargaining agreement or the personnel manual.

This notice is provided to you under NRS 241.033 and all applicable personnel policies.

Please sign below to acknowledge receipt of this notification.

Thank you.

Dan McCassie
Chairperson

I hereby acknowledge receipt of this Notice of Hearing on August 02, 2023.

JOSEPH MENDOZA, JR.

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August 3, 2023

Mr. Mendoza,

Attached are the documents the North Lyon County Fire Protection District Board of Directors will rely on at the August 10, 2023, meeting scheduled for 5:00 p.m. at Station 61, 195 East Main Street, Fernley NV 89408.

Please acknowledge receipt with your signature.

I hereby acknowledge receipt of documents related to the August 10, 2023 meeting before the North Lyon County Fire Protection District Board of Directors.



Joseph Mendoza, Jr.

8/4/23.
Date

Miller 8/4/23
delivered 1134am

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INDEX

<u>Exhibit</u>	<u>Description</u>
1	Report of Mendoza conduct
2	6/22/23 – 6-month evaluation
3	6/22/23 – 1-year evaluation
4	4/20/23 – Correspondence to Mendoza re OT
5	Mendoza time records

EXHIBIT 1

EXHIBIT 1

Rebecca Bruch

From: Stacy Norbeck <stacynorbeck@poolpact.com>
Sent: Wednesday, March 22, 2023 12:24 PM
To: Jason Nicholl; Kasey Miller
Cc: Jeff Coulam; Rebecca Bruch
Subject: Joe Mendoza

Hi all,

Joe was 1.5 hours late to class today. He called around 8:45 and said he just got off his shift and was leaving to come. He showed up around 10:30. As you know, all participants must sign off on our attendance policy when the sign up for the program which states that participants who miss more than one hour of a session will not get credit for the session. As Joe came in when the class was on their morning break, Jeff (who was facilitating the class) reminded Joe of this policy. It seems that Joe was not very pleasant in his response. I have asked Jeff to summarize the events for you, but he will not be able to do it until tomorrow as he is facilitating all day today. So, just a heads up. More to come...

I copied Becky just in case this is need-to-know info.

Stay safe,
Stacy

Stacy Norbeck, SPHR, SHRM-SCP, IPMA-SCP
General Manager, Human Resources



201 S. Roop Street, Suite 103
Carson City, NV 89701
Phone: 775.887.2240
Toll free: 800.291.6826
Fax: 775.887.2581

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Rebecca Bruch

From: Jeff Coulam <jeffcoulam@poolpact.com>
Sent: Thursday, March 23, 2023 9:35 AM
To: Kasey Miller; Stacy Norbeck; Rebecca Bruch; Jason Nicholl
Subject: RE: Joe Mendoza

Good morning. Per Stacy's request I am sending this email to summarize my interactions with Joe during the training session yesterday. When Joe arrived to the session at 10:30 am, he said that he got off his shift late and drove two hours to get to the session. I told him that he could sign in and take the rest of the session, but that he may need to re-take the session due to being late. At that point he became a little argumentative and told me that he just had to drive two hours and that it's another two hours back. He also said that if he had to re-take the whole session he would just leave and wouldn't return the next day for the last session. He then told me he has a personal business as well so his time is very valuable. Since I needed to get ready to end the break the class was taking, I did not want to argue with him and I told him that he could study the topic he missed in the morning during lunch and he could get credit for the whole day. During the class, Joe made several negative comments which made one participant ask if he was having a bad day. One of these was a comment regarding pay for trainings. This was discussed during the Fair Labor Standards Act (FLSA) portion of the session, where we briefly discussed the need to pay employees for time spent in trainings, unless the employees meet four exceptions. He then asked about specific certifications he needs for his job. I explained that time spent obtaining or retaining those types of certifications is also exempted from pay. I told him I would double check on that if he would like, to which he replied, "You better check on that before I file a lawsuit." He made a couple other references to lawsuits during the class but I don't remember the specifics as I was trying to move past his negative comments and get the class moving in a positive way. During one activity, I had participants practice writing a job advertisement for an administrative support position. He instead wrote one for his current job outlining all the negatives of being a firefighter. This led one participant to ask about his job during the afternoon break and Joe explained how he's currently involved in a hostile work environment and that there are ethics issues in the workplace. Again, I did not want to focus on his negativity so I don't know all that he said outside of what I briefly heard. Please let me know if you have any questions about this or if you would like to discuss further.

Thank you.

Jeff Coulam, SPHR, SHRM-SCP, IPMA-SCP
Senior HR Business Partner & Training Manager



201 S. Roop Street, Suite 103
Carson City, NV 89701
Phone: (775) 887-2240 x106
Fax: (775) 887-2581

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EXHIBIT 2

EXHIBIT 2

Evaluation
Return Date: _____



North Lyon County Fire Protection District

EMPLOYEE PERFORMANCE EVALUATION

Employee: Joseph Mendoza
Department or Division: _____ Hire Date: 7/13/20220
Present Position: Captain Position Date: 7/01/2022

OCCASION FOR EVALUATION

Annual	From:	To:	<input type="checkbox"/>
Confirmation for Non-Exempt <i>IN</i>	From:	To:	<input type="checkbox"/>
Six-month Review for Exempt <i>NON-EXEMPT</i>	From: 7/01/2022	To: 12/31/2022	<input checked="" type="checkbox"/>
Three-month on Probation/Transfer/Promotion	From:	To:	<input type="checkbox"/>
Special for Recognition/Discipline	From:	To:	<input type="checkbox"/>

Instructions for Completing Performance Evaluation

- This Performance Evaluation has two parts. PART I is to be filled out for both Non-Exempt and Exempt; while PART II is for Exempt employees only.
- Check (✓) the appropriate rating box for each work profile. Multiply each rating with the assigned weight and record the total in the score column. After totaling the score column, check the box indicating the appropriate range, which indicates the Overall Employee Evaluation.
- The supervisor and employee must develop goals, work-targets and benchmarks on which the supervisor will evaluate the employee's performance for a given period.
- Specific justification is required (in the Comment/Justification columns) when an employee is rated excellent or unsatisfactory. Give examples of acceptable performance or lack thereof.

Weight Critical factors 3 points Relevant factors 2 points	5 Excellent 4 Exceeds Standards 3 Meets Standards 2 Improvement Needed 1 Unsatisfactory					Key W Weight S Score		Comments/Justification
	5	4	3	2	1	W	S	
PART I - ALL EMPLOYEES								
1. Accountability and Responsibility. How willing is this person to assume and carry out assigned jobs and be accountable for his/her results and actions?			X			x3	9	Joe is accountable and takes responsibility for his actions
2. Does this person demonstrate a positive attitude to work and to the work environment? Does s/he show interest and enthusiasm in doing his/her work?		X				x3	12	Joe demonstrates a positive attitude at work with his crew and supervisors
3. Does this person strongly identify with the Fire District and demonstrate commitment to accomplish District goals and objectives in his/her job?		X				x3	12	Joe identifies with and completes District goals
4. How well does this person use financial/material resources efficiently and demonstrate cost awareness?			X			x2	6	Joe uses District purchase requests and always takes the time to conserve financial resources
5. Can this person be relied upon to complete tasks in a dependable and trustworthy manner?		X				x3	12	Joe can be relied upon to complete tasks in a timely and trustworthy manner
6. Level of Initiative. Does this person take charge of situations and make things happen? Is the individual self-motivated?	X					x2	10	Joe is extremely motivated and takes on tasks without being asked.
7. Interdepartmental Cooperation. Is this person receptive to the goals of other departments and divisions? Is this person a "team player?"		X				x2	8	Joe is a team player and works with others to complete tasks
8. How strong are the interpersonal skills of this person? Does this person demonstrate the ability to effectively work and help individuals and groups at various levels in and out of the Fire District?			X			x2	6	Joe's interpersonal skills are good. There was an incident where he was coached after he received a complaint from a citizen.
9. i) Job Performance - I: Quantity of work How productive is this person? How much ability does s/he demonstrate to accomplish tasks and achieve goals?		X				x3	12	Joe has shown to achieve an above average quantity of work
ii) Job Performance - II: Quality of work - Does this person perform accurately, efficiently, neatly and in an effective manner?		X				x3	12	Joe quality of work is above average
10. Leadership/Supervisory Potential. Does this person effectively guide and stimulate others toward the accomplishment of business goals? Does s/he demonstrate the ability to develop and train subordinates?		X				x2	8	Joe has shown good leadership and supervision with his crews.
11. Observation of Safety Practices and Procedures. How does this person encourage and practice safety procedures and help prevent accidents?	X					x2	10	Joe is very safety oriented and takes time to discuss/correct safety issues he comes across
12. Punctuality/Attendance/ Promptness. i) For Non-Exempt Employees: How punctual is this person in attendance? Does s/he miss work frequently?	X					x2	10	Joe is always on time and has shown to be very reliable
ii) For Exempt Employees: How prompt is this person in attending Fire Board, management-staff, department and/or division meetings?						x2		
13. Specific Job Knowledge. Does this person demonstrate a thorough understanding about various dimensions of his/her job and its complexity if any?			X			x3	9	As a new captain Joe has shown a good understanding and knowledge of the position
14. Stress Management. Does this person perform consistently under pressure? Does this person maintain balance, proportion, and productivity while under stress?		X				x2	8	Joe appears to manage stress well and has performed well under pressure

Weight Critical factors 3 points Relevant factors 2 points	5 Excellent 4 Exceeds Standards 3 Meets Standards 2 Improvement Needed 1 Unsatisfactory							Key W - Weight S - Score
	S	4	3	2	1	W	S	
PART I - ALL EMPLOYEES								Comments/Justification
15 Willingness to Accept Change and Improvement. How does this individual handle change? Does this person show enthusiasm and willingness to improve in response to change?			X			x2	6	Joc has accepted change and has shown willingness to help carry out change
PART II - EXEMPT EMPLOYEES ONLY	S	4	3	2	1	W	S	
1. Ability to Work with Executive Management. What is the level of this person's perceptions, sensitivity and sense of timing in his/her role with executive needs and objectives?						x2		
2. Communication - I: Verbal How effectively does this person make oral presentations? Does s/he demonstrate good listening and communication skills?						x3		
Communication - II: Written How effective are the writing skills of this person? Does s/he produce acceptable quality memos, letters, and reports?						x3		
3 Does this person use new and creative ways of accomplishing tasks and goals? How well does this person solve problems analytically? Does s/he identify critical issues and propose solutions?						x2		
4. Decision-making Capability. Does this person demonstrate ability to make decisions effectively and in a timely manner? Does s/he take calculated and prudent risks in the decision-making process?						x3		
5. Planning and Organizing Ability: Does this person demonstrate the ability to set and implement priorities? How capable is this person in meeting and developing long and short-term objectives?						x3		

Total Score:
Non-Exempt Employee

144

Total Score:
Exempt Employee

Overall Evaluation

Non-Exempt Employee

Excellent	176-195	
Exceeds Standards	137-175	144
Meets Standards	98-136	
Improvement Needed	59-97	
Unsatisfactory	39-58	


Exempt Employee

Excellent	248-275	
Exceeds Standards	193-247	
Meets Standards	138-192	
Improvement Needed	83-137	
Unsatisfactory	55-82	

Additional Performance Profiles	
(a) List any exceptional accomplishments that the employee achieved during the appraisal period.	1. Joe has assisted with electrical rewiring of numerous projects around the station
	2.
	3.
	4.
	5.
(b) Identify goals/tasks/objectives/projects not completed by the employee during the appraisal period.	1.
	2.
	3.
(c) Recommend a developmental action plan that will help strengthen the employee's skills in area(s) needed.	1. Fire Officer II
	2. Incident Safety Officer
	3.

Recommendation for Pay Adjustment	
(i) Merit Increase	_____ %
(ii) Incentive Increase	_____ %
(iii) Other Increase _____	_____ %
(iv) No Increase at this Time	_____

Administrative Approvals		
Reviewing Supervisor's Signature		Date <u>6.20.2023</u>
District Fire Chief	_____	Date _____
Administrative Action by above, if any:	_____	Initials _____

Employee's Recognition and Signature	
The contents of this evaluation have been reviewed with me. I understand that this evaluation will be used by the North Lyon County Fire Protection District Board of Directors in connection with salary administration, development and placement functions.	
<i>NO NOTED ADMINISTRATIVE ACTION/DISCIPLINE.</i>	
Employee's Signature	
	Date <u>6/22/23.</u>

Personnel Action Manager of Human Resources	Date _____
--	------------

EXHIBIT 3

EXHIBIT 3

Evaluation
Return Date: _____



North Lyon County Fire Protection District

EMPLOYEE PERFORMANCE EVALUATION

Employee: Joseph Mendoza
Department or Division: _____ Hire Date: 7/13/20220
Present Position: Captain Position Date: 7/01/2022

OCCASION FOR EVALUATION

Annual	From: 7/01/2022	To: 6/20/2023	<input checked="" type="checkbox"/>
Confirmation for Non-Exempt	From:	To:	<input type="checkbox"/>
Six-month Review for Exempt	From:	To:	<input type="checkbox"/>
Three-month on Probation/Transfer/Promotion	From:	To:	<input type="checkbox"/>
Special for Recognition/Discipline	From:	To:	<input type="checkbox"/>

Instructions for Completing Performance Evaluation

- This Performance Evaluation has two parts. PART I is to be filled out for both Non-Exempt and Exempt; while PART II is for Exempt employees only.
- Check (✓) the appropriate rating box for each work profile. Multiply each rating with the assigned weight and record the total in the score column. After totaling the score column, check the box indicating the appropriate range, which indicates the Overall Employee Evaluation.
- The supervisor and employee must develop goals, work-targets and benchmarks on which the supervisor will evaluate the employee's performance for a given period.
- Specific justification is required (in the Comment/Justification columns) when an employee is rated excellent or unsatisfactory. Give examples of acceptable performance or lack thereof.

Weight Critical factors 3 points Relevant factors 2 points	5 - Excellent 4 - Exceeds Standards 3 - Meets Standards 2 - Improvement Needed 1 - Unsatisfactory					Key W - Weight S - Score		Comments/Justification
	5	4	3	2	1	W	S	
PART I - ALL EMPLOYEES								
1. Accountability and Responsibility. How willing is this person to assume and carry out assigned jobs and be accountable for his/her results and actions?		X				x3	12	Joe is accountable and takes responsibility for his actions
2. Does this person demonstrate a positive attitude to work and to the work environment? Does s/he show interest and enthusiasm in doing his/her work?		X				x3	12	Joe demonstrates a positive attitude at work with his crew and supervisors
3. Does this person strongly identify with the Fire District and demonstrate commitment to accomplish District goals and objectives in his/her job?		X				x3	12	Joe identifies with and completes District goals
4. How well does this person use financial/material resources efficiently and demonstrate cost awareness?		X				x2	8	Joe uses District purchase requests and always takes the time to conserve financial resources
5. Can this person be relied upon to complete tasks in a dependable and trustworthy manner?		X				x3	12	Joe can be relied upon to complete tasks in a timely and trustworthy manner
6. Level of Initiative. Does this person take charge of situations and make things happen? Is the individual self-motivated?	X					x2	10	Joe is extremely motivated and takes on tasks without being asked.
7. Interdepartmental Cooperation. Is this person receptive to the goals of other departments and divisions? Is this person a "team player?"		X				x2	8	Joe is a team player and works with others to complete tasks
8. How strong are the interpersonal skills of this person? Does this person demonstrate the ability to effectively work and help individuals and groups at various levels in and out of the Fire District?		X				x2	8	Joe's interpersonal skills are good.
9. i) Job Performance - I: Quantity of work How productive is this person? How much ability does s/he demonstrate to accomplish tasks and achieve goals?		X				x3	12	Joe has shown to achieve an above average quantity of work
ii) Job Performance - II: Quality of work Does this person perform accurately, efficiently, neatly and in an effective manner?		X				x3	12	Joe's quality of work is above average and consistent
10. Leadership/Supervisory Potential. Does this person effectively guide and stimulate others toward the accomplishment of business goals? Does s/he demonstrate the ability to develop and train subordinates?		X				x2	8	Joe has shown good leadership and supervision with his crews.
11. Observation of Safety Practices and Procedures. How does this person encourage and practice safety procedures and help prevent accidents?	X					x2	10	Joe is very safety oriented and takes time to discuss/correct safety issues he comes across
12. Punctuality/Attendance/ Promptness. i) For Non-Exempt Employees: How punctual is this person in attendance? Does s/he miss work frequently?	X					x2	10	Joe is always on time and has shown to be very reliable
ii) For Exempt Employees: How prompt is this person in attending Fire Board, management-staff, department and/or division meetings?						x2		
13. Specific Job Knowledge. Does this person demonstrate a thorough understanding about various dimensions of his/her job and its complexity if any?		X				x3	12	Joe has been showing a better understanding of the position throughout the year and shows improvement.
14. Stress Management. Does this person perform consistently under pressure? Does this person maintain balance, proportion, and productivity while under stress?		X				x2	8	Joe manages stress well and has performed well under pressure

Weight Critical factors 3 points Relevant factors 2 points	5 Excellent 4 Exceeds Standards 3 Meets Standards 2 Improvement Needed 1 Unsatisfactory							Key W - Weight S - Score
PART I - ALL EMPLOYEES	S	4	3	2	1	W	S	Comments/Justification
15. Willingness to Accept Change and Improvement. How does this individual handle change? Does this person show enthusiasm and willingness to improve in response to change?			X			x2	6	Joe has accepted change and has shown willingness to help carry out change
PART II - EXEMPT EMPLOYEES ONLY	S	4	3	2	1	W	S	
1. Ability to Work with Executive Management. What is the level of this person's perceptions, sensitivity and sense of timing in his/her role with executive needs and objectives?						x2		
2. Communication - I: Verbal How effectively does this person make oral presentations? Does s/he demonstrate good listening and communication skills?						x3		
Communication - II: Written How effective are the writing skills of this person? Does s/he produce acceptable quality memos, letters, and reports?						x3		
3. Does this person use new and creative ways of accomplishing tasks and goals? How well does this person solve problems analytically? Does s/he identify critical issues and propose solutions?						x2		
4. Decision-making Capability. Does this person demonstrate ability to make decisions effectively and in a timely manner? Does s/he take calculated and prudent risks in the decision-making process?						x3		
5. Planning and Organizing Ability: Does this person demonstrate the ability to set and implement priorities? How capable is this person in meeting and developing long and short-term objectives?						x3		

Total Score:
Non-Exempt Employee

160

Total Score:
Exempt Employee

Overall Evaluation

Non-Exempt Employee

Excellent	176-195	
Exceeds Standards	137-175	160
Meets Standards	98-136	
Improvement Needed	59-97	
Unsatisfactory	39-58	

Exempt Employee

Excellent	248-275	
Exceeds Standards	193-247	
Meets Standards	138-192	
Improvement Needed	83-137	
Unsatisfactory	55-82	

Additional Performance Profiles	
(a) List any exceptional accomplishments that the employee achieved during the appraisal period.	1.
	2.
	3.
	4.
	5.
(b) Identify goals/tasks/objectives/projects not completed by the employee during the appraisal period.	1.
	2.
	3.
(c) Recommend a developmental action plan that will help strengthen the employee's skills in area(s) needed.	1. Fire Officer II
	2. Incident Safety Officer
	3.

Recommendation for Pay Adjustment	
(i) Merit Increase	_____ %
(ii) Incentive Increase	_____ %
(iii) Other Increase _____	_____ %
(iv) No Increase at this Time	_____

Administrative Approvals	
Reviewing Supervisor's Signature <u><i>J. V.</i></u>	Date <u>6-20-2023</u>
District Fire Chief _____	Date _____
Administrative Action by above, if any: _____	Initials _____

Employee's Recognition and Signature	
The contents of this evaluation have been reviewed with me. I understand that this evaluation will be used by the North Lyon County Fire Protection District Board of Directors in connection with salary administration, development and placement functions.	
<u>NO NOTED ADMINISTRATIVE ACTION OR DISCIPLINE</u>	
Employee's Signature <u><i>Joseph A. Munger</i></u>	Date <u>6/22/23</u>

Personnel Action	Date
Manager of Human Resources	

EXHIBIT 4

EXHIBIT 4



District

North Lyon County Fire Protection

**195 East Main Street
Fernley, Nevada 89408**

**District Office (775) 576-3310 District Fax (775) 576-3311
www.northlyonfire.com**

Jason Nicholl, Fire Chief

Directors
Daniel McCassie
Mike Callagy Jr.
Harry Wheeler
Paul Murphy
Jay Rodriguez

April 20, 2023

Re: Overtime

Captain Mendoza,

Last pay period you requested nine hours of overtime for attendance at a training session with Pool/Pact on 03/22/2023 that began at 0900 and ended at 1700. This was mandatory training, and you were allotted eight hours of training OT and one hour of commute for a total of nine hours of overtime.

On 3/23/2023 we received a notice from the instructor of the class that you were 1.5 hours late to the class. Notwithstanding that late arrival, you recorded nine hours of time for that day when you were only eligible for 7.5 hours of overtime, which could subject you to discipline.

According to dispatch logs, the last call you responded to that morning was 230802 which you cleared at 0452. This clear time well exceeds the two-hour clause for overtime located in Policy Operation 5 Section 1.e.i. Furthermore, you were appropriately relieved of duty by the oncoming captain at 0800 with no indication that you were required to remain on the clock beyond your regularly scheduled hours.

Your tardiness to class, therefore, is not paid as the 2.5 hours between your relief and your arrival at class were not District-engaged time.

If you have any information contrary to what I have stated above, please provide it for my review and potential reconsideration. Otherwise, your revised OT stands as previously approved.

Jason Nicholl
Fire Chief

PEOPLE FIRST

North Lyon County Fire Protection District is an Equal Opportunity Employer

EXHIBIT 5

EXHIBIT 5

JOSEPH A MENDOZA JR
 [REDACTED]

PERSONAL AND CHECK INFORMATION		
Joseph A Mendoza Jr		
[REDACTED]		
Employee ID: [REDACTED]		
Pay Period: 03/19/23 to 04/01/23		
Check Date: 04/07/23 Check #: 6639		
NET PAY ALLOCATIONS		
DESCRIPTION	THIS PERIOD (\$)	YTD (\$)
Check Amount	0.00	0.00
Chkg 288	3064.85	18243.91
NET PAY	3064.85	18243.91
TIME OFF (Based on Policy Year)		
DESCRIPTION	AMT TAKEN	TOTAL BAL
CBA	0.00 hrs	-25.31 hrs
DESCRIPTION	AMT TAKEN	TOTAL BAL
CBA Sick	98.00 hrs	88.69 hrs

EARNINGS	BASIS OF PAY	DESCRIPTION	HRS/UNITS	RATE THIS PERIOD (\$)	YTD HOURS	YTD (\$)
		Base Pay	120.0000	27400	744.0000	20638.56
		Overtime	16.0000	41840	29.5000	1227.50
		FLSA OT	14.0000	13800	42.0000	582.54
		Holiday			48.0000	1331.52
		Sick			-18.0000	1331.52
		Total Hours	150.0000		911.5000	
		Gross Earnings		4209.55		25111.64
		Total Hrs Worked	130.5000			
WITHHOLDINGS	DESCRIPTION	FILING STATUS	THIS PERIOD (\$)	YTD (\$)		
GS	Social Security	[REDACTED]	[REDACTED]	[REDACTED]		
	Medicare	[REDACTED]	[REDACTED]	[REDACTED]		
	Fed Income Tax	[REDACTED]	[REDACTED]	[REDACTED]		
	TOTAL		[REDACTED]	[REDACTED]		
REDUCTION	DESCRIPTION	THIS PERIOD (\$)	YTD (\$)			
	[REDACTED]	[REDACTED]	[REDACTED]			
	[REDACTED]	[REDACTED]	[REDACTED]			
	[REDACTED]	[REDACTED]	[REDACTED]			
	[REDACTED]	[REDACTED]	[REDACTED]			
	[REDACTED]	[REDACTED]	[REDACTED]			
	TOTAL	[REDACTED]	[REDACTED]			
NET PAY			THIS PERIOD (\$)	YTD (\$)		
			3064.85	18243.91		

EMPLOYEE TIME REPORT

NAME MENDOZA

Dept: North Lyon County Fire Protection District

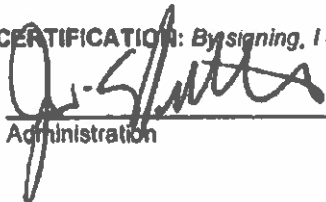
PAY PERIOD: March 19, 2023 - April 1, 2023


	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
DATE:	19	20	21	22	23	24	26	26	27	28	29	30	31	1	
															TOTAL HRS.
BASE Hours 1.0		24	24	off				24	24					24	120/14
REGULAR Overtime 1.5				9	9										18/6
WILDLAND Overtime 1.5															
TRAINING Overtime 1.5															
HOLIDAY Base 1.0															
NV ENERGY Hours 1.0															
NV ENERGY Overtime 1.5															
ANNUAL Leave															
SICK Leave															
TRAINING Leave															
ADMIN Leave															

Joe Was Late to
Session

NOTES:

CERTIFICATION: By signing, I certify this time report is correct and I have no other wage claim for this time period.


Administration


Signature of Employee

Shift Captain/Supervisor



Approval for OVERTIME

Name: MENDOZA

Date: 3/23/23

Date	Hours	Reason worked
3/22/23	9.75 ^{hr}	Training
3/22/23 7:30 ^{hr}	9	Training

# of Hours: 18.75 ^{hr}	Applied To: Overtime
------------------------------------	-------------------------

Approve: Disapprove:

District Chief J. Smith
Shift Captain

JOSEPH A MENDOZA JR
 [REDACTED]

PERSONAL AND CHECK INFORMATION			EARNINGS					
Joseph A Mendoza Jr			BASIS OF PAY	DESCRIPTION	HRS/UNITS	RATE THIS PERIOD (\$)	YTD HOURS	YTD (\$)
Employee ID: [REDACTED]				Base Pay	120.0000	27400	694.0000	23667.36
Pay Period: 04/02/23 to 04/15/23				FLSA OT	14.0000	13600	68.0000	776.72
Check Date: 04/21/23 Check#: 6653				Overtime			29.6000	1227.50
NET PAY ALLOCATIONS				Holiday			48.0000	1331.62
DESCRIPTION	THIS PERIOD (\$)	YTD (\$)		Sick			48.0000	1331.62
Check Amount	0.00	0.00		Total Hours	134.0000		1046.6000	
Chkg 288	2639.28	20783.19		Gross Earnings		3522.98		28634.62
NET PAY	2639.28	20783.19		Total Hrs Worked	134.0000			
TIME OFF (Based on Policy Year)			WITHHOLDEN					
DESCRIPTION	AMT/TAKEN	TOTAL BAL	CS	DESCRIPTION	FILING STATUS	THIS PERIOD (\$)	YTD (\$)	
CBA	0.00 hrs	-19.25 hrs		Social Security	[REDACTED]	[REDACTED]	[REDACTED]	
CBA Sick	98.00 hrs	104.75 hrs		Medicare	[REDACTED]	[REDACTED]	[REDACTED]	
				Fed Income Tax	[REDACTED]	[REDACTED]	[REDACTED]	
				TOTAL		[REDACTED]	[REDACTED]	
			DEDUCTION					
				DESCRIPTION		THIS PERIOD (\$)	YTD (\$)	
				[REDACTED]		[REDACTED]	[REDACTED]	
				[REDACTED]		[REDACTED]	[REDACTED]	
				[REDACTED]		[REDACTED]	[REDACTED]	
				[REDACTED]		[REDACTED]	[REDACTED]	
				[REDACTED]		[REDACTED]	[REDACTED]	
				TOTAL		[REDACTED]	[REDACTED]	
NET PAY			THIS PERIOD (\$)			YTD (\$)		
			2639.28			20783.19		

EMPLOYEE TIME REPORT

NAME MENDOZA

Dept: North Lyon County Fire Protection District

PAY PERIOD: April 2, 2023 - April 15, 2023

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
DATE:	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
															TOTAL HRS.
BASE Hours 1.0	24					24	24					24	24		120/4
REGULAR Overtime 1.5															
WILDLAND Overtime 1.5															
TRAINING Overtime 1.5															
HOLIDAY Base 1.0															
NV ENERGY Hours 1.0															
NV ENERGY Overtime 1.5															
ANNUAL Leave															
SICK Leave															
TRAINING Leave															
ADMIN Leave															

NOTES: WAS SKIPPED ON LAST PAY PERIOD. PLEASE MAKE RIGHT. PEG 120
FLSA 111
134 ✓

CERTIFICATION: By signing, I certify this time report is correct and I have no other wage claim for this time period.


Administration


Signature of Employee


Shift Captain/Supervisor

North Lyon County Fire Protection District

DRAFT



Assistant Chief

Job Description

[DRAFT 07/30/2023]

THE POSITION

Under general direction of the District Fire Chief, the Assistant Chief is responsible for various operational and administrative functions within the District. The Assistant Chief is a command-level, and the second senior member and supervisor of the District. In the absence of the Fire Chief, shall assume the duties of the Fire Chief until their return. Shall provide leadership and assistance to the Fire Chief in administrative direction for the Fire District. Assistant Fire Chief is responsible for the day-to-day operations, functions, and personnel, including fire suppression, emergency medical response services, emergency preparedness planning, fire prevention, public fire safety education, and related code enforcement. Additionally, the Assistant Fire Chief ensures open and professional communications with the Fire District, partner agencies, and the public in matters of safety and concern related to district activities and keeps the Fire Chief advised.

The Assistant Chief also supervises other District officers and personnel assigned to specific Divisional responsibilities including Operations, Prevention, Training, Medical, and Special Operations. Each assigned Division has specific requirements and responsibilities.

ESSENTIAL JOB FUNCTIONS

(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).

- Supervise, coordinate, and manage assigned Battalion Chiefs or other District officers' activities.
- Supervise, coordinate, and manage Divisional activities as assigned.
- Ensure effective and efficient District operations.
- Maintain discipline, morale, and esprit-de-corps of all district members.
- Supervise and conduct various incident management tasks and command.
- Act as Incident Safety Officer if requested/directed
- Recommend, plan, coordinate, supervise, and/or deliver individual or group training
- Identify resource needs, and recommend, draft, and implement policies and procedures
- Participate in the development and administration of the District's budget.
- Attend and participate in professional group meetings.
- Serve as Duty Officer when assigned.
- Function as the Fire Chief in the absence of the Fire Chief.
- Review, recommend, and advise the Fire Chief concerning hiring, promotion, discipline, or any other need concerning all members of the District.
- Functionally supervise District Staff, volunteers.
- Interview and train members; plan, assign and direct work; appraise performance; reward and discipline members; address complaints and resolve issues.

DRAFT

QUALIFICATIONS

(Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Fire suppression, rescues, EMS, special operations, prevention practices, investigations, apparatus and equipment;
- Firefighting laws, codes, ordinances, rules and regulations as they pertain to fire operations;
- Principles and practices of modern firefighting and fire prevention;
- Principles and practices of program development and administration;
- Principles and practices of municipal budget preparation and administration;
- Pertinent federal, state and local laws, codes, ordinances and regulations;
- Principles of supervision, training and performance evaluation;
- Basic techniques for handling hazardous materials;
- Emergency medical assistance and CPR techniques; and
- Principles and procedures of investigatory methods.

Skill to:

- Commanding and directing several fire units at fire-fighting or rescue operations.
- Preparing and composing comprehensive reports on incidents, investigations, and other Fire District related subjects.
- Developing and composing procedures, regulations, policies, specifications, memos, letters, and other written communication as may be required.
- Communicating effectively in oral and written forms.
- Speaking in public, instruct and effectively teach fire related subjects to a variety of audiences.
- Planning, organizing, directing and supervising the effective operation of an area or section of the Fire District.
- Using good judgment, maintaining operational efficiency, conducting command duties in a fair and impartial manner.
- Training others in policies and procedures related to the work.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Preparing clear and concise reports, correspondence and other written materials.
- Taking effective action in emergency situations.
- Following all established safety processes and procedures.

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Ability to

- Plan, organize, direct and coordinate the work of staff;
- Maintain discipline and respect of subordinates and to command effectively;
- Delegate authority and responsibility;
- Analyze and assess programs, policies and operational needs and make appropriate adjustments;
- Identify and respond to sensitive community and organizational issues, concerns and needs;
- Develop and administer departmental goals, objectives and procedures;
- Prepare clear and concise administrative reports;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Research, analyze and evaluate new service delivery methods and techniques;
- Interpret and apply federal, state and local policies, laws and regulations;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Develop budget recommendations;
- Supervise, train and evaluate assigned staff;
- Analyze an emergency situation and decide on an appropriate course of action within the scope of assigned duties;
- Think and act quickly and appropriately in emergencies;
- Operate and employ modern office practices, procedures, methods and computer equipment;
- Apply first aid in emergency situations;
- Communicate with the general public; and
- Work under stress.

EXPERIENCE AND TRAINING

Any combination of training, education, and experience that would provide the required knowledge and abilities. Typical ways to gain the required knowledge, skills, and abilities are, but not limited to:

- Bachelor's Degree in Fire Science or Technology, Public Administration or Management, or other applicable education.
- NFPA 1021 Fire Officer III or higher.
- Ten (10) years of consecutive service in the public fire protection and emergency medical service. This experience should include at least three (3) years in a supervisory capacity or performing duties commensurate with being in a supervisory capacity.
- Nevada Incident Safety Officer (ISO) certification.

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REQUIRED QUALIFICATIONS

- Valid Nevada class “B” driver’s license with “F” endorsement or equivalent. “F” endorsement must be obtained within 60 working days of hire.

PHYSICAL AND MENTAL REQUIREMENTS

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

Strength, stamina, and agility to sit for long periods of time at a desk. Strength and stamina to use a computer and look at a computer terminal for long periods of time. Agility and dexterity to reach for items above desk. Strength, stamina, and agility to utilize fire suppression equipment for long periods of time. Frequent lifting and/or moving of objects up to 30 pounds and occasional moving of objects up to 100 pounds. Specific vision abilities required include close vision, color vision, and the ability to adjust focus. Physical fitness must be maintained to perform a variety of maintenance duties as well as rescue activities. Ability to appropriately handle stress and interact with others including, supervisors, coworkers, members of the public, and others. The ability to interact professionally, communicate effectively, and exchange information accurately. Maintain regular and consistent punctuality and attendance.

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

WORKING CONDITIONS

Work is performed under the following conditions.

Majority of time spent in fire station. Work in an emergency firefighting environment. Work in medical emergency situations, including vehicle accidents, swift water rescues, mountain rescues and other types of medical and rescue emergencies. Work in intense life-threatening conditions; exposure to fire, smoke, bodily fluids, swift water, heights and noise. Risk of death or injury from sudden cave-ins of floors, toppling walls, traffic accidents when responding to calls. May come in contact with poisonous, flammable, or explosive gases and chemicals, as well as radioactive or other hazardous materials that may have immediate or long-term effects on health.

SPECIAL REQUIREMENTS

- If required by the Board of Directors, the employee must establish permanent residency within the geographic boundaries of the Fire District within six (6) months from the date of employment.

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FLSA/SAFETY SENSITIVE STATUS

Exempt / Safety Sensitive

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Print Name: _____

Signature: _____ Date: _____

This job description in no way implies an offer or contract for employment.

*North Lyon County is an Equal Opportunity Employer and Provider.
In compliance with applicable disability laws, reasonable accommodations
may be provided for qualified individuals with a disability who require and request
such accommodation. Incumbents and individuals who have been offered employment
are encouraged to discuss potential accommodations with the employer.*

DRAFT

Kasey Miller

From: Anne Razo <anne@wfca.com>
Sent: Tuesday, August 8, 2023 2:58 PM
To: Kasey Miller
Subject: RE: North Lyon Fire

Hi Kasey!

My apologies for the delay, I meant to get back to you yesterday but the day just zoomed by. That timeline may be tight for us, but for now I'll provide you with the quote! We charge 18% of the candidate's agreed upon annual salary and is due at the end of the recruitment. And we still have our 1 year guarantee!

Thanks Kasey,

Anne Razo

DIRECTOR OF PROGRAM DEVELOPMENT

WESTERN FIRE CHIEFS ASSOCIATION

25030 SW Parkway Ave., Suite 330

Wilsonville, OR 97070

C: (503) 784-1064

From: Kasey Miller <kmiller@northlyonfire.com>
Sent: Friday, August 4, 2023 12:03 PM
To: Anne Razo <anne@wfca.com>
Subject: RE: North Lyon Fire

Hi Anne!

We are looking at starting the process in December and have someone in the seat by January / February? Chief Nicholl is leaving in July 2024 and we are looking for an Assistant Chief to fill in for 6 months and hopefully move into that position.

I just need a quote to see if it fits in our budget.

Thank you so much. Hope all is well.

Kasey

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

www.northlyonfire.com

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From: Anne Razo <anne@wfca.com>
Sent: Thursday, August 3, 2023 4:03 PM
To: Kasey Miller <kmiller@northlyonfire.com>
Subject: RE: North Lyon Fire

Hello Kasey,

It's nice to see your name in my inbox! I sure hope you're doing well and that you're surviving this hot summer we're all having. I would be happy to send something your way. We have a couple of recruitments in the pipeline right now, do you happen to know the timeline / hopeful hire date? As of today, I believe the earliest we could start a new recruitment would be November/December, but it may not be until January depending on something we're waiting on.

Thank you Kasey,

Anne Razo
DIRECTOR OF PROGRAM DEVELOPMENT
WESTERN FIRE CHIEFS ASSOCIATION
25030 SW Parkway Ave., Suite 330
Wilsonville, OR 97070
C: (503) 784-1064

From: Kasey Miller <kmiller@northlyonfire.com>
Sent: Thursday, August 3, 2023 2:53 PM
To: Support <support@wfca.com>
Subject: North Lyon Fire

Good Afternoon,
We are requesting a bid for an Assistant Fire Chief recruitment for North Lyon County Fire Protection District in Fernley, NV. Please contact me at your earliest convenience.
Thank you,

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
www.northlyonfire.com

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**A Resolution of the North Lyon County Fire Protection District
to Modify the Incident Fee Schedule to reflect updated costs**

RESOLUTION # 2023-01

WHEREAS, The North Lyon County Fire Protection District Board of Directors is authorized by various provisions of the Nevada Revised Statutes and the Lyon County Code to fix, impose, and collect Impact Fees for various services primarily benefiting the community; and,

WHEREAS, the North Lyon County Fire Protection District utilizes cost recovery for services rendered; and,

WHEREAS, Incident fees should reflect in appropriate cases the costs of the services provided,

Now therefore be it resolved by the North Lyon County Fire Protection District Board of Directors:

Section 1. That the Fee Schedule attached hereto as "Exhibit A" is hereby adopted as the Incident Fee schedule for the North Lyon County Fire Protection District.

Section 2. That all Fees are effective immediately.

Section 3. That any resolution or fee schedule that conflicts with this resolution is hereby repealed. The officers of the North Lyon County Fire Protection District are hereby authorized to take all action necessary to effectuate the provisions of this resolution. The provisions of this resolution shall be liberally construed to effectively carry out its purposes. In the event that any provision of this resolution is deemed to be void, invalid or unenforceable by any court of competent jurisdiction, then such offending provision shall be served from this resolution and all remaining provisions (including the repeal provision) shall remain in full force and effect.

DATE OF EFFECT: August 10, 2023.

RESOLUTION 2023-01 to Modify the Incident Fee Schedule to reflect updated costs

PASSED, ADOPTED, AND APPROVED the 10th day of August 2023.

AYES:

NAYS:

Absent:

By: _____

ATTEST: _____



North Lyon County Fire Protection District

Policy – District Board

EXHIBIT A

Date: 07/01/2023

Number: Board 2

Title: Incident Fee Schedule

Scope: This Policy identifies fees for District cost recovery procedures.

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

Procedure:

1. The North Lyon Fire Protection District shall utilize cost recovery for the services rendered. These services include, but are not limited to

- Fire incidents
- Medical incidents
- Wildland incidents
- Arson investigations
- Plans reviews
- Occupancy inspections
- Hazardous materials permitting
- Elevated hazard / risk assessment
- Special events and mass gathering permits
- Damaged equipment due to public negligence or criminal activity
- Burn Permits

2. Fee schedule

- Vehicles (per hour)
 - Quint \$300.00
 - Type I Engine \$300.00
 - Type III Engine \$200.00
 - Rescue Unit \$150.00
 - Water Tender \$200.00
 - Type VI Engine \$200.00
 - Command/Support \$100.00
 - Ambulance \$200.00
- Personnel (per hour)
 - Chief Officers / FMO \$95.00
 - Officers \$70.00



North Lyon County Fire Protection District

Policy – District Board

- Paramedic/Paramedic Firefighter \$50.00
 - EMT/AEMT Firefighter \$40.00
 - Firefighter \$35.00
 - Engine Boss \$70.00
 - Wildland Firefighter \$40.00
 - Administrative Staff \$30.00
- Damaged equipment Cost of replacement
 - Clerical
 - Report copies \$ PER NRS 239
 - Document copies (B/W only) \$0.25/page
 - Inspections
 - Residential (Single Family) NC
 - Residential (Multi-Family) \$100.00
 - >10 units Add \$10.00/Unit
 - Commercial (up to 5000 sqft) \$100.00
 - Commercial (5001 – 10,000 sqft) \$200.00
 - Commercial (10,001 – 20,000 sqft) \$250.00
 - Commercial (20,001 – 50,000 sqft) \$450.00
 - Commercial (50,001 – 100,000 sqft) \$700.00
 - Commercial (100,001 – 300,000 sqft) \$800.00
 - Commercial (300,000 and greater sqft) \$1,000.00
 - Commercial (sqft not determined) \$400.00
 - Re-inspection (up to 5000 sqft) \$35.00
 - Re-inspection (5001 – 10,000 sqft) \$75.00
 - Re-inspection (10,001 – 20,000 sqft) \$150.00
 - Re-inspection (20,001 – 50,000 sqft) \$250.00
 - Re-inspection (50,001 - 100,000 sqft) \$350.00
 - Re-inspection (100,001 – 300,000 sqft) \$400.00
 - Re-inspection (300,001 and greater sqft) \$500.00
 - Daycare facility \$35.00
 - Medical clinics (with medical gasses) Add \$120.00
 - Commercial sprinkler systems Add \$200.00
 - Hood systems Add \$100.00
 - Special Events / Mass Gatherings \$50.00
 - Plan Reviews
 - Permit fee (Valuation)
 - \$1.00-\$500.00 \$25.00
 - \$501.00-\$2,000.00 \$75.00
 - \$2,001.00-\$25,000.00 \$300.00
 - \$25,001.00-\$50,000.00 \$500.00
 - \$50,001.00-\$100,000.00 \$1,000.00



North Lyon County Fire Protection District

Policy – District Board

▪	\$100,001.00-\$500,000.00	\$3,750.00
▪	\$500,001.00-\$1,000,000.00	\$6,000.00
▪	▪ \$1,000,001.00-\$5,000,000.00	\$9,500.00
▪	▪ \$5,000,001.00-\$8,000,000.00	\$12,500.00
▪	▪ \$8,000,001.00-\$10,000,000.00	\$15,000.00
▪	▪ \$10,000,001.00-\$30,000,000.00	\$20,000.00
▪	▪ Greater than \$30,000,001.00	\$30,000.00
○	Residential single	\$15.00
○	Residential (2-4)	\$65.00
○	Residential (Multi-Family)Minimum \$65.00	Add \$6.00/unit
○	Commercial (up to 5,000 sqft)	\$145.00
○	Commercial (5,001-10,000 sqft)	\$250.00
○	Commercial (10,001- 100,000 sqft)	\$300.00
○	Commercial (100,001 – 500,000 sqft)	\$500.00
○	Commercial (Greater than 500,001 sqft)	\$700.00
○	Sprinklered	Add \$200.00
•	Permits	
○	Special events (Refer to resource matrix on Board 03) +	\$25.00
○	Burn	
▪	▪ Agricultural (Annually)	\$20.00
▪	▪ Residential (Burn Season)	\$20.00
▪	▪ Commercial (Burn Season)	\$50.00
○	Hazardous Materials IFC 2018 Part V (Annual permit)	
▪	▪ Category I (Determination based on HMIS)	\$400.00
▪	▪ Category II (Determination based on HMIS)	\$1,450.00
▪	▪ Category III (Determination based on HMIS)	\$2,800.00
▪	▪ HM Disposal site	\$5,800.00
▪	▪ Explosives/blasting	\$1,000.00
○	Hazard / risk assessment (Annual permit)	
	\$235.00	
▪	▪ No elevated risk	-\$235.00
▪	▪ Low elevated risk	\$0.00
▪	▪ Moderate elevated risk	\$1,200.00/year
▪	▪ High elevated risk	\$4,300.00/year
▪	▪ Extreme elevated risk	\$12,300.00/year
•	Permitting Late Fees (over 90 days)	100% fee
•	Nuisance Alarm responses (After notification)	\$400.00
•	Sundry fees	
○	○ Absorbent	\$52.50/container
○	○ Foam	\$250.00/container
○	○ Patch kit	\$90.00/each
○	○ Level A suit	\$1500.00/each

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North Lyon County Fire Protection District

Policy – District Board

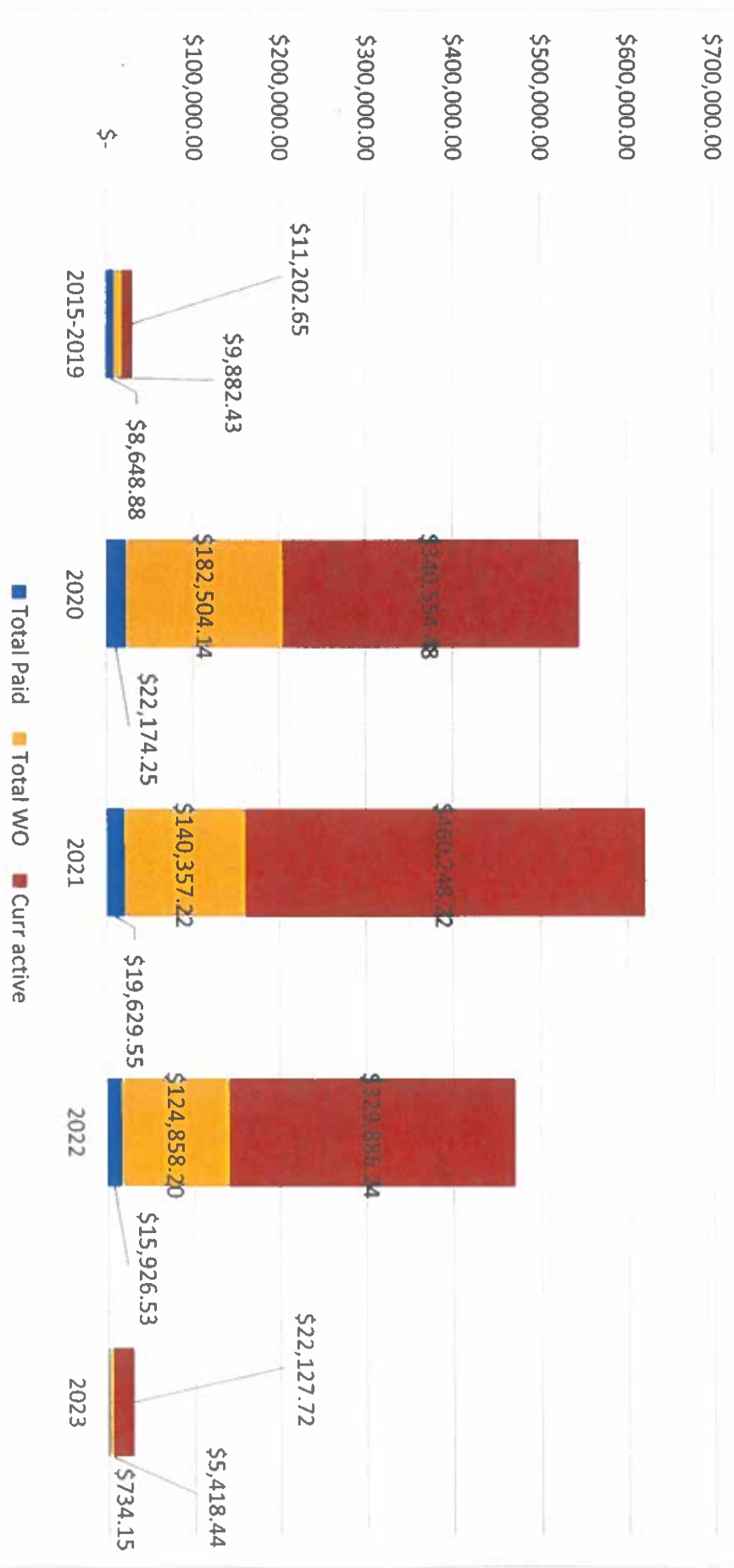
- Level B suit \$210.00/each
 - Fuels Mitigation Bid/Contract

 - Medical
 - Ambulance base rate \$2,150.00
 - Mileage \$37.25/mile
 - When national average cost of Diesel Fuel exceeds \$5.25 \$47.85/mile
 - Treat, No transport \$418.30
 - Disposable supplies/services Reasonable and customary
 - CPR classes \$85.00/person
 - Ambulance saver program (Annual)
 - Individual \$80.00
 - Family \$120.00
3. The Fire Chief shall have the authority to recommend new fees as deemed necessary.
 4. This Fee Schedule shall be re-approved each year in conjunction with annual budget approval.
 5. Any temporary fee included in the Fee Schedule after approval shall be valid through the next approval time and may be formally approved at that time.
 6. Temporary fees that are not approved during the budget approval process shall be nullified.
 7. Non-medical fee waiver requests shall be submitted to the Administrative staff and be discussed and acted upon at the most appropriate subsequent District Board meeting.
 8. Medical fee waivers shall be submitted with requested documentation to Administrative staff and be reviewed and acted upon by the Fire Chief according to the Medical Fee Waiver Application Policy.

Approvals:

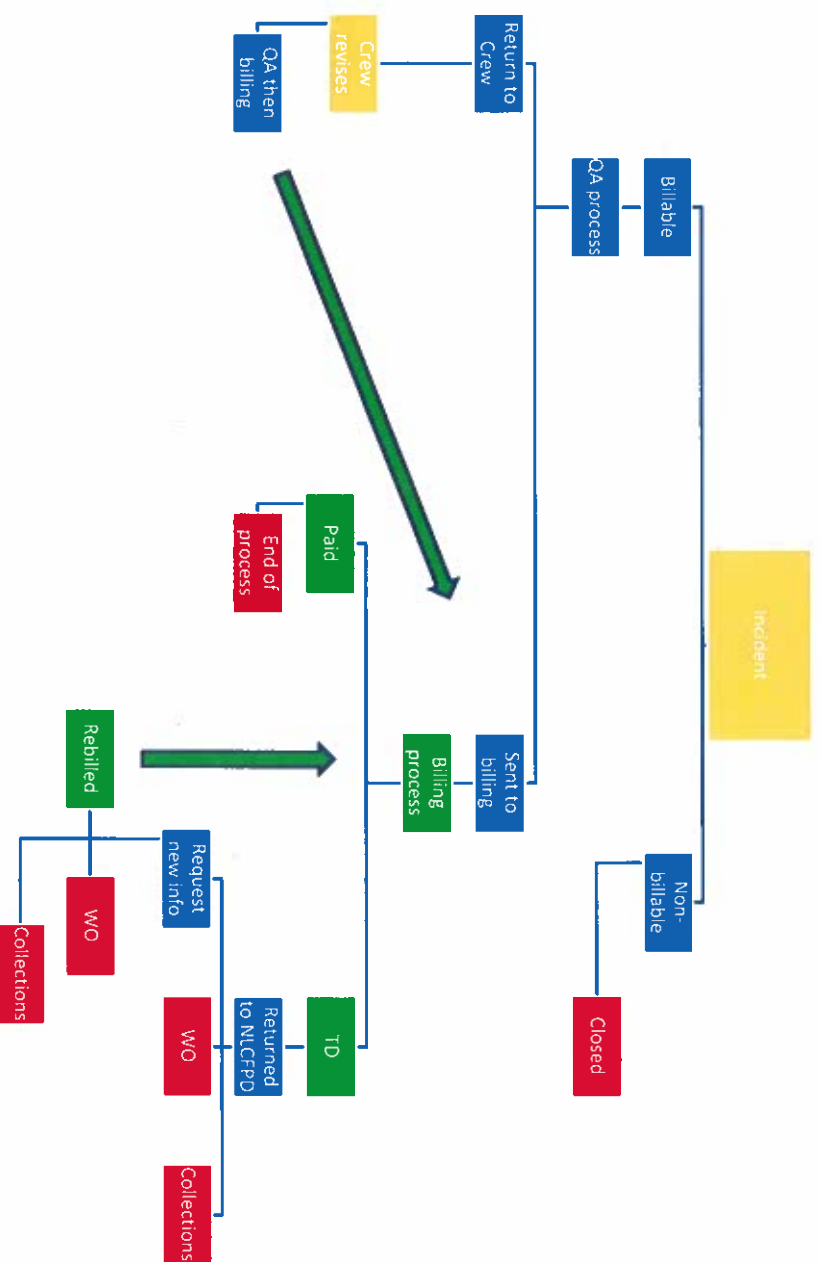
Dan McCassie
Fire District Board Chairman

Troubled debt 2015-present



Year	Total TD	Total Paid	FP&C/TD	NBF	Total WO	WO	HRWO	CWO	Curr active	Curr NBF	Curr FP&C	Total GR	Total NR	TD%GR	TD%NR
2015-2019	\$ 29,733.96	\$ 8,648.88	\$ -	\$ 8,648.88	\$ 9,882.43	\$ 8,991.88	\$ -	\$ 960.55	\$ 11,202.65	\$ 11,202.65	\$ -	UNK	UNK	UNK	UNK
2020	\$ 545,232.87	\$ 22,174.25	\$ 15,913.51	\$ 6,260.74	\$ 182,504.14	\$ 99,163.34	\$ 4,732.20	\$ 78,608.60	\$ 340,554.48	\$ 340,554.48	\$ -	\$ 3,522,103.36	\$ 617,436.16	15%	88%
2021	\$ 620,234.99	\$ 19,629.55	\$ 15,532.48	\$ 4,097.07	\$ 140,357.22	\$ 101,769.45	\$ 2,020.20	\$ 36,567.07	\$ 460,248.22	\$ 459,219.00	\$ 1,029.22	\$ 4,486,613.82	\$ 1,116,469.48	14%	55%
2022	\$ 470,670.97	\$ 15,926.53	\$ 15,926.53	\$ -	\$ 124,858.20	\$ 67,890.47	\$ 1,990.25	\$ 55,017.48	\$ 329,886.24	\$ 320,328.46	\$ 9,557.78	\$ 5,620,360.23	\$ 1,400,218.58	8%	34%
2023	\$ 28,280.31	\$ 734.15	\$ -	\$ 734.15	\$ 5,418.44	\$ 5,418.44	\$ -	\$ -	\$ 22,127.72	\$ 18,622.72	\$ 3,505.00	\$ 3,294,317.92	\$ 752,476.69	1%	4%

Billing and troubled debt process



Gold color = Crew responsibility and action

Blue color = QA (Emery) responsibility and action

Green color = First Professional responsibility and action

Red color = End of process (Write-offs, collections, or closed)