



## 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 17, 2023

Time: 6:00 p.m. or 1800 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/85694406580?pwd=RG1kazlZQmtDZEILS3dCWE9rMk9GUT09>

Dial: **1-253-215-8782** Passcode: **632378** Meeting ID: **856 9440 6580**

## 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
4. Consideration, discussion, and possible action regarding job performance of Joseph Mendoza, including possible discipline up to and including termination\*
5. **Closed Personnel Session** for consideration and discussion of job performance of Joseph Mendoza
6. **Session Reopened** to Consideration, discussion, and possible action regarding job performance of Joseph Mendoza, including possible discipline up to and including termination\*
7. Discussion and possible action to revise or transfer supervision of Captain Joe Mendoza and Captain John Criscione to an alternate designated supervisor\*
8. 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.)
9. 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 14, 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](http://www.notice.nv.gov)

Distribution: To ALL persons requesting notification.

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### Directors

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Mike Callagy, Jr.  
Harry Wheeler  
Paul Murphy  
Jay Rodriguez

## MEMO

**TO:** Joe Mendoza  
**FROM:** Dan McCassie, Chairman  
**DATE:** August 11, 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

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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 evaluate your ability to perform the job functions or whether such an 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 17, 2023, at 6:00 p.m. If you wish to exercise your right to file a written response, you may do so at any time up until the time of the meeting. If you wish to have the August 17, 2023, meeting vacated or rescheduled in order to exercise your right to file a written response, please notify the Board no later than 5:00 p.m. on August 16, 2023, so the August 17, 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 17, 2023, hearing be vacated, it will commence at 6:00 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:

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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:
  - 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.

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

Please be informed that the Board may choose to discuss and take possible action regarding a transfer of your supervision from the Board to a different designated

individual. This discussion of supervision would be a separate agenda item and is not anticipated to be a discussion of your character, competence, or conduct, but as a courtesy, the Board is informing you that such a discussion may occur.

You will be provided with any additional documents upon which the Board will rely no later than 5 p.m., Tuesday, August 15, 2023.

You are welcome to attend the August 17, 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.

**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, up to and including

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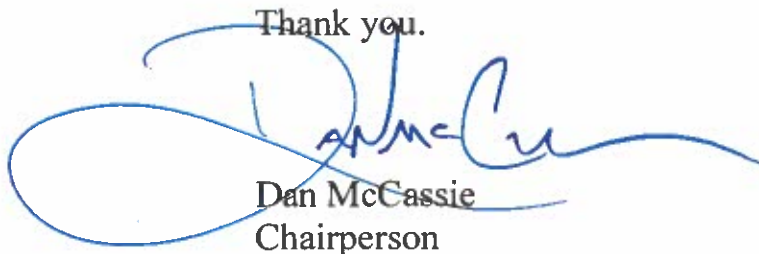
Daniel McCassie  
Mike Callagy, Jr.  
Harry Wheeler  
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Jay Rodriguez

termination. 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 11, 2023.



JOSEPH MENDOZA, JR.

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Harry Wheeler  
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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

---

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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.

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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.

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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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- 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.

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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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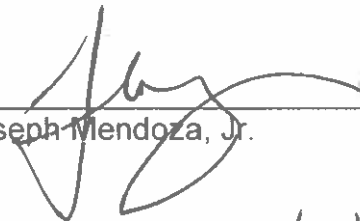
August 3, 2023

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 11:34am

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**INDEX**

<b><u>Exhibit</u></b>	<b><u>Description</u></b>
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

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**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

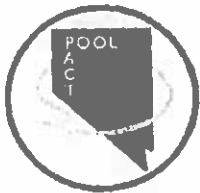
Hi all,

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 on our attendance policy when they 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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# Certificate of Completion

POOL/PACT Human Resources

*presents this certificate to*

*Joseph A Mendoza Jr*

*For successful completion of the*

## ESSENTIAL MANAGEMENT SKILLS IN THE PUBLIC SECTOR CERTIFICATE PROGRAM

*Stacy L. Norbeck*

Stacy Norbeck, General Manager  
Training Hours: 24

Date

*March 23, 2023*



This program, Activity ID 23-YGYFC, is valid for 22 PDCs toward SHRM-CP and SHRM-SCP recertification.



This Activity, ID No. 618770, has been approved for 22 recertification credit hours toward aPHR™, aPHRI™, PHR™, PHRca®, SPHR®, GPHR®, PHRI™ and SPHRI™ re-certification through HR Certification Institute® (HRCI®).™



# **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	From:	To:	<input type="checkbox"/>
Six-month Review for <del>Exempt</del> <sup>NON</sup> <del>Exempt</del> <sup>Exempt</sup>	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	
	5	4	3	2	1	W	S	Comments/Justification	
<b>PART I - ALL EMPLOYEES</b>									
1. <b>Accountability and Responsibility.</b> 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 appositve 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. <b>Level of Initiative.</b> 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. <b>Interdepartmental Cooperation.</b> 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) <b>Job Performance - I: Quantity of work</b> 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) <b>Job Performance - II: Quality of work</b> Does this person perform accurately, efficiently, neatly and in an effective manner?		X				x3	12	Joe quality of work is above average	
10. <b>Leadership/Supervisory Potential.</b> 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. <b>Observation of Safety Practices and Procedures.</b> 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. <b>Punctuality/Attendance/ Promptness.</b> 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. <b>Specific Job Knowledge.</b> 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. <b>Stress Management.</b> 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	
	5	4	3	2	1	W	S	Comments/Justification	
<b>PART I - ALL EMPLOYEES</b>									
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	
<b>PART II - EXEMPT EMPLOYEES ONLY</b>									
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 <u><i>[Signature]</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.	
<i>NO NOTED ADMINISTRATIVE ACTION/ or DISCIPLINE.</i>	
Employee's Signature <u><i>[Signature]</i></u>	Date <u>6/22/23.</u>

Personnel Action Manager of Human Resources _____	Date _____
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# **EXHIBIT 3**

# **EXHIBIT 3**

Evaluation  
Return Date: \_\_\_\_\_



# North Lyon County Fire Protection District

## EMPLOYEE PERFORMANCE EVALUATION

Employee: Joseph Mendoza  
Department or Division: \_\_\_\_\_ Hire Date: 7/13/2020  
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	
	5	4	3	2	1	W	S	Comments/Justification
<b>PART I - ALL EMPLOYEES</b>								
1. <b>Accountability and Responsibility.</b> 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 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. <b>Level of Initiative.</b> 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. <b>Interdepartmental Cooperation.</b> 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) <b>Job Performance - I: Quantity of work</b> 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) <b>Job Performance - II: Quality of work</b> 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. <b>Leadership/Supervisory Potential.</b> 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. <b>Observation of Safety Practices and Procedures.</b> 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. <b>Punctuality/Attendance/ Promptness.</b> 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. <b>Specific Job Knowledge.</b> 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. <b>Stress Management.</b> 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	
	5	4	3	2	1	W	S	Comments/Justification	
<b>PART I - ALL EMPLOYEES</b>									
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	
<b>PART II - EXEMPT EMPLOYEES ONLY</b>									
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>J. R.</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>Joseph A. M...</u>	Date <u>6/22/23</u>

Personnel Action	
Manager of Human Resources _____	Date _____

**EXHIBIT 4**

**EXHIBIT 4**



District

North Lyon County Fire Protection

195 East Main Street  
Fernley, Nevada 89408

District Office (775) 676-3310 District Fax (775) 876-3311  
www.northlyonfire.com

Directors

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

Jason Nicholl, Fire Chief

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 #: 6839

**NET PAY ALLOCATIONS**

DESCRIPTION	THIS PERIOD (\$)	YTD (\$)
Check Amount	0.00	0.00
Chkg 288	3064.85	18243.91
<b>NET PAY</b>	<b>3064.85</b>	<b>18243.91</b>

**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	08.00 hrs	08.00 hrs

EARNINGS	BASIS OF PAY	DESCRIPTION	HRS/UNITS	RATE THIS PERIOD (\$)	YTD HOURS	YTD (\$)
		Base Pay	120.0000	27400	744.0000	20638.56
		Overtime	16.5000	41840	29.6000	1227.50
		FLSA OT	14.0000	13890	42.0000	582.54
		Holiday			48.0000	1331.52
		Sick			<u>48.0000</u>	<u>1331.52</u>
		Total Hours	150.5000		911.5000	
		Gross Earnings		4209.55		25111.64
		Total Hrs Worked	150.5000			

WITHHOLDIN	DESCRIPTION	FILING STATUS	THIS PERIOD (\$)	YTD (\$)
03	Social Security	[REDACTED]	[REDACTED]	[REDACTED]
	Medicare	[REDACTED]	[REDACTED]	[REDACTED]
	Fed Income Tax	[REDACTED]	[REDACTED]	[REDACTED]
	<b>TOTAL</b>		[REDACTED]	[REDACTED]

DEDUCTION	DESCRIPTION	THIS PERIOD (\$)	YTD (\$)
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	<b>TOTAL</b>	[REDACTED]	[REDACTED]

<b>NET PAY</b>	<b>THIS PERIOD (\$)</b> 3064.85	<b>YTD (\$)</b> 18243.91
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## EMPLOYEE TIME REPORT

NAME MENDOZA

Dept: North Lyon County Fire Protection District

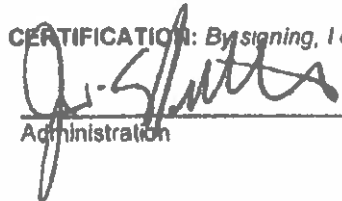
PAY PERIOD: March 19, 2023 - April 1, 2023

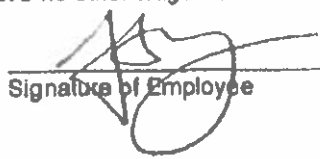
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
DATE:	19	20	21	22	23	24	25	26	27	28	29	30	31	1	
															TOTAL HRS.
BASE Hours 1.0		24	24	<del>24</del>				24	24					24	120
REGULAR Overtime 1.5				9	9										18
WILDLAND Overtime 1.5															
TRAINING Overtime 1.5															
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 7.50 <sup>hr</sup>	Training
3/21/23 730 <sup>hr</sup>	9	Training

# of Hours:

18 16.5<sup>hr</sup>

Applied To:

Overtime

Approved:

Disapproved:

District Chief J. Adams  
Shift Captain



JOSEPH A MENDOZA JR  
 [REDACTED]

**PERSONAL AND CHECK INFORMATION**  
 Joseph A Mendoza Jr

[REDACTED]  
 Employee ID: [REDACTED]

Pay Period: 04/02/23 to 04/15/23  
 Check Date: 04/21/23 Check #: 6653

**NET PAY ALLOCATIONS**

DESCRIPTION	THIS PERIOD (\$)	YTD (\$)
Check Amount	0.00	0.00
Chrg 288	2639.28	20783.19
<b>NET PAY</b>	<b>2539.28</b>	<b>20783.19</b>

**TIME OFF (Based on Policy Year)**

DESCRIPTION	AMT/TWEN	TOTL BAL
CBA	0.00 hrs	-19.25 hrs
CBA Sick	99.00 hrs	101.75 hrs

EARNINGS	BASIS OF DESCRIPTION PAY	HRS/UNITS	RATE THIS PERIOD (\$)	YTD HOURS	YTD (\$)
	Base Pay	120.0000	27400	3288.00	23867.36
	FLSA OT	14.0000	13850	194.16	778.72
	Overtime			29.5000	1227.50
	Holiday			48.0000	1331.82
	Sick			48.0000	1331.82
	<b>Total Hours</b>	134.0000		1046.5000	
	<b>Gross Earnings</b>			3522.98	28534.62
	<b>Total Hrs Worked</b>	134.0000			

WITHHOLDINGS	DESCRIPTION	FILING STATUS	THIS PERIOD (\$)	YTD (\$)
SS	Social Security	[REDACTED]	[REDACTED]	[REDACTED]
	Medicare	[REDACTED]	[REDACTED]	[REDACTED]
	Fed Income Tax	[REDACTED]	[REDACTED]	[REDACTED]
	<b>TOTAL</b>		[REDACTED]	[REDACTED]

DEDUCTION	DESCRIPTION	THIS PERIOD (\$)	YTD (\$)
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	<b>TOTAL</b>	[REDACTED]	[REDACTED]

NET PAY	THIS PERIOD (\$)	YTD (\$)
	2539.28	20783.19

Payrolls by Paychex, Inc.

## 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/H
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 STARTED AT LAST PAY PERIOD. PLEASE MAKE RIGHT. PEG 120  
 1 USA 11  
 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