

North Lyon County Fire Protection District
195 East Main Street
Fernley, Nevada 89408
District Office (775) 575-3310 District Fax (775) 575-3314

MINUTES of Budget Workshop

NORTH LYON COUNTY FIRE PROTECTION DISTRICT

April 10, 2024

1. Call to Order

The meeting was called to order at 1800.

Directors present included Paul Murphy, Harry Wheeler, and Michael Toombs.
Directors Dan McCassie and Jay Rodriguez were absent.

The Pledge of Allegiance was led by Director 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 comment whether on action items or public comment, is limited to three (3) minutes per person. Unused time may not be reserved by the speaker, nor allocated to another speaker. The public may comment on any matter that is not specifically included on an agenda as an action item or comment on a specific agenda item. Items not included on the agenda cannot be acted upon other than to place them on a future agenda. Additionally, if you can comment in person at the meeting or use the Raise your Hand feature in Zoom.)

Mrs. Becky Howlett shared that Mr. Louie Diaz was voted in as a volunteer.

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 Workshop Agenda

Director Wheeler made a motion to approve the CONSENT AGENDA.

Director Toombs seconded the motion.

The motion carries as follows: 3-0-2

Murphy	Aye	McCassie	Absent
Wheeler	Aye	Rodriguez	Absent
Toombs	Aye		

4. WORKSHOP: FY2024-2025 Budget, not to exceed 2 hours

Chairman Murphy shared that Accountant, David Silva is present to help out with this and answer any questions. He added that the tentative budget is due on Monday. It doesn't have to

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be the final product as discussed. He thinks that at this time with the uncertainty of this current fiscal year budget, it might be wise to roll the current budget for FY2023-24 as our tentative budget for FY2024-25 and work from there. Chairman Murphy asked the Board if they had any comment and they all replied no. Mr. Silva confirmed that it is the right thing to do at this time.

Chairman Murphy stated that they are currently working on getting staffing numbers for salaries, and that tends to be our big item. We have had a lot of needs that have been talked about like apparatus repair and maintenance things, and station-related items. He shared that until we have a better grasp on numbers going ahead, we wait until Kasey gets back from vacation because she has a lot of that information for us, and we can start to figure out what that is going to look like for next year. He added that we don't have much right now to do much meaningful work on this unless anyone else has a different opinion. Chairman Murphy stated that the tentative budget can go in as is and we do not need to make a vote tonight. He shared that he will be working with Mr. Silva to get it done and submit it to the state by Monday.

Director joined the meeting at 1807.

Chairman Murphy asked the Board if they'd like to go over a few things to get an idea of where they are with the current Fiscal Year, and Director Toombs said he would like that.

Chairman Murphy explained to get an idea of where we are going to be at that he took the current 2023-24 fiscal year and leveled across the whole budget, where we are at currently, and what that percentage looks like. He added that there are a lot of disparities and that is what is making it so difficult to find out where we are really at. He shared that if everything holds steady and we are good about how we spend our money for the next couple of months, we will have to be strict with approvals on spending. He stated that they just approved the riser repair, and he doesn't foresee anything else at this time for this year. He stated that in the worst-case scenario, with everything as is, we should end up with about \$12,000.00 left over. He stated that we do have an obligation, and he has projected EMS billing with what we have gotten already, and he has added another quarter to that. For ambulance revenues, we expect \$2.572 million in EMS billing received, and we have only received \$971,000.00, which leaves us missing out on \$1.6 million in EMS. Chairman Murphy added that they do account for some of this to be bad debt and we don't expect 100% of what we send out. He stated that if they cut that across the board and expect another quarter's worth of earnings if they hold steady on EMS billing, they should land at \$1.2 million, which is still going to be shy of the \$2.5 million projected revenues on EMS billing, which is less than half of what we said we were going to get.

Chairman Murphy shared that the Fire Budget is currently sitting at \$875,000.00 paid so far, year to date. He stated that we budgeted \$1.475 million, which leaves us with about \$600,000.00 and he added that we are undershooting on this, and we should come up with no problem. He shared that he's holding a lot of the expenses steady at the projected rate, and he doesn't think we are going to overshoot on many of them, there are already some that overshoot but they even out with other items in the expenditure columns between both fire and EMS Funds. Chairman Murphy

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stated that with revenue, they are just going to expect what they are going to expect. He added that they have about \$650,000.00 in GEMT money, and the Ad Valorem C tax is set, and we get what we get. He added that we over-anticipated revenues on our contracts and other income, and we are vastly under on grants, inspections, and HAZMAT permits. He shared that he has set this up to where we aren't going to make any more money, the worst case is we will pay out what we projected to pay out and we are going to be okay. The best-case scenario that he figured was that he took what was current and we should end with about \$210,000.00, which we would want to carry forward as an ending fund balance to pay bills for the beginning of the next fiscal year. He explained that if you take Fire Revenue Expenditures, we are at \$963,000.00, and we are in the hole with EMS \$753,000.00, and that evens out to \$210,000.00. We will still end based on projections, okay, and we will carry that balance forward. It is state law to carry 8% to pay bills for the beginning of next fiscal year.

Accountant David Silva asked Chairman Murphy about the ambulance fund. He stated they had spoken about Capital Outlay, and he sees an amount of \$185,000.00. He asked if he knew what that was, and he responded that he did not know what that was. Chairman Murphy added that they did have an acquisition fund before. We did have an Acquisitions Fund before, we used to have three separate, it would be Fire, EMS, and Acquisitions. He shared that it has been brought to his attention that that is probably being pushed into one of these two budgets and he thinks it's the fire, but he doesn't know. He stated that they have no other material to work off of at this point.

Mr. David Silva added that in the Acquisition Fund for the current year, there was \$228,000.00 budgeted for Capital Outlay, and he thinks that the \$185,000.00 is a big chunk of that.

Chairman Murphy stated that we do not have more numbers at this time for this current fiscal year. The best way to go forward is once Mrs. Kasey Miller gets back we can get into the actual expenses. We have the anticipated revenues from the Department of Taxation and we will be at about \$3,051,000.00 in Ad Valorem Revenue. He believes that that includes a small portion of C-tax. Mr. Silva added that he thinks that is only Ad Valorem.

Chairman Murphy shared that this last year we got \$234,000.00. Chairman Murphy shared that this is more money that we have received Ad Valorem this current fiscal year by a couple hundred thousand dollars, and that will be very helpful with salary increases and what not.

Some positives to look forward to are that we are currently paying a Fire Chief and we will be paying an Interim Fire Chief with the money that was set aside for the Assistant Fire Chief position, was the assumption that that was budgeted for. He added that he doesn't see a lot of money at this point for project work. He explained that he thinks it is safe to keep it where it is and spend the best that we can. We will have a better idea of where that is all going to land once we are all sitting down together and having these discussions with all of the information in front of us. Unfortunately, we do not have that information right now.

Director Wheeler asked if Mr. Silva was going to have anything else for the Board, and Chairman Murphy responded that we don't have the information we need to start on the budget, other than pushing the tentative forward. He stated that the next deadline is May 15th. Mr.

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David Silva stated that the filing date is June 1. Chairman Murphy added that we will need to have regular budget hearings from now until then.

Mr. David Silve stated that we will need to get the tentative filed by Monday, and his feeling is that it will be a fair amount of work but has to be done between the tentative and filing the final on June 1. Chairman Murphy added that he doesn't think that he will physically have to come out to be present for these meetings, we can probably do something with ZOOM and sit down with those workshops.

Chairman Murphy stated that no decision needs to be made as far as not taking action on anything. This is just a discussion workshop; we don't have the numbers we need to make anything happen. If we are okay moving forward with filing a tentative, rolling over the current year's budget in 2024-25 then that is what we will do. He stated that the next workshop meeting will plan to have after Kasey has returned so we can have more meaningful conversations.

Director Toombs stated that he has a couple of things but will have to wait for Kasey to return to answer some questions.

Local 4547, President Joe Mendoza stated that considering this is a workshop, asked about moving forward with the tentative, and sending it in, shouldn't the Board make a vote. Chairman Murphy stated that it is tentative, and it is not locked in the budget, it is meeting deadlines. Mr. Mendoza just wanted to make sure that it is being done correctly. Mrs. Debbie Skinner added that she thinks it is supposed to be on the regular agenda for tomorrow to approve the tentative budget to submit it. Chairman Murphy shared that we were told that we don't have to vote on a tentative, that a tentative can be pushed forward through District Staff, but the final needs to be approved by the Board. He added that was the advice we were given, and Mr. Silva stated that was his understanding too.

All Board members discussed the next meeting, possibly for next week. Mr. Silva commented that with Kasey returning from vacation, she will most likely have a lot of work waiting for her. It might be best to schedule something for the week after. All Board members discussed and agreed to have the next workshop meeting on April 25, 2024, not to exceed 2 hours at 6 p.m. Chairman Murphy stated that we can probably do one a week, and he can get the bulk of it done if not all of it done. He asked if there were any other comments from anyone regarding the budget, and there was not.

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None.

6. Adjournment*

Chairman Murphy adjourned at 1823.

NOTE(s): All items indicated by an asterisk (“*”) were Action Items. A complete and detailed record of this meeting was recorded on Micro SD Recorder April 10, 2024


Respectfully Submitted by:


 Shannon Moffett, Administrative Assistant
 North Lyon County Fire Protection District

May 23, 2024
 Date

Approval of Minutes
 April 10, 2024

	<u>For</u>	<u>Against</u>	<u>Abstain</u>	<u>Absent</u>	
<input checked="" type="checkbox"/> Approved as Read	<u>3</u>	<u>0</u>	<u>0</u>	<u>1</u>	_____
<input type="checkbox"/> Approved with Corrections	_____	_____	_____	_____	_____


 Paul Murphy, Chairman
 North Lyon County Fire Protection District

May 23, 2024
 Date