

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

MINUTES

NORTH LYON COUNTY FIRE PROTECTION DISTRICT

April 11, 2024

1. Call to Order

The meeting was called to order at 1800.

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

The Pledge of Allegiance was led by Director McCassie. 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.)

Dana Uhlhorn, with Fernley Aces, wanted to honor a gentleman that donated a considerable amount of money to have a beautiful mural painted on the east wall. He brought a plaque to present and show appreciation from the Aces for Mr. Joe Mendoza with Tech City Electric. He added that any future murals that we do on public buildings will have the same sort of plaque.

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

3a. Review and approval of Board Agenda

3b. Review and approval Board Minutes

3c. Review of Summary Reports

Director Wheeler made a motion to approve the CONSENT AGENDA.

Director Rodriguez seconded the motion.

The motion carries as follows: 5-0-0

Murphy	Aye
McCassie	Aye
Wheeler	Aye
Rodriguez	Aye
Toombs	Aye

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4. Discussion and possible action regarding Revenue and Expenditures*

Director Rodrigues made a motion regarding Revenue and Expenditures to be approved.

Director Wheeler seconded the motion.

The motion carries as follows: 5-0-0

Murphy	Aye
McCassie	Aye
Wheeler	Aye
Rodriguez	Aye
Toombs	Aye

5. Discussion and possible action regarding use of Station 61 for FHS Music Boosters and Lyons Club Breakfast Fundraisers*

Chairman Murphy stated that he reached out to Sherry, and she has withdrawn her request to use the station for the pancake breakfasts.

6. Discussion and possible action to approve Interim Fire Chief Employment Contract*

Chairman Murphy shared that Director Wheeler and himself met with Interim Chief Bunn last week. They combed through the base budget that we started with and made a lot of good changes. He wanted to comment that Mr. Bunn wanted to mirror what everyone else was getting as far as benefits and whatnot. He included that he thought that was a big gesture from him. We sent this to Attorney Nick Crosby, our new General Council, and he sent it back with just a couple of spelling and grammar errors, and a couple of things were taken out that just didn't read well. He stated that it sounded like legal liked what they saw and there was nothing big for us to change.

Director Toombs stated that he has a question regarding section L. Annual Leave, paragraph 2. EMPLOYEE will be advanced 218.4 hours of prorated Annual leave at the start of employment (8.4 hours per pay period multiplied by 26 pay periods equals 218.4 hours total) He stated that this is an Interim position and not a full-time position. If we prorate 218.4 hours in annual leave, and this is a 3- or 4-month contract, at the end of that employee has accrued an entire year's worth of leave. Chairman Murphy explained that we would be prorating that, and the language is in there to prorate that amount so that if in 6 months we find a Chief. We would allow the cashout option for that prorated amount of time served. The reason that we went the route of front loading it was that there were a few things that Mr. Bunn had planned before this whole thing, and he has some things coming up that he wanted to take leave. We decided that he would earn it either way, we would frontload him, and we would prorate it based on his service, that way we are not paying out time that he didn't work for. Director McCassie asked if that is standard practice, and he responded not to his knowledge, but they have every ability to do what

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we would like with this contract. Regarding Section 2. Base Salary, Director McCassie asked if the \$150,000.00 per year includes benefits, and Chairman Murphy stated that it was base salary and benefits would come on top of that. He asked if we have numbers for that, and Chairman Murphy added that we were going to hire an Assistant Chief, we already had that budgeted, and this covers that cost. He stated that Mr. Bunn made some concessions that would put him under that previous position that was funded. Director McCassie asked if there were actual calculations for what it is going to cost us for that year of \$150,000.00, and he added that he would like to see those numbers. Chairman Murphy explained that \$150,000.00 for PERS, Medicare that we all pay into, and those two together is roughly 53.5%, and that comes out to \$229,500.00. That is PERS contributions, Medicare, base salary, and he added that he would have to get with Mrs. Kasey Miller to get the insurance number. This doesn't include insurance it is just base salary. He added that he goes back to when we were looking for an Assistant Fire Chief, this money was budgeted in all those areas and he's confident that we will be able to make this work but still under what we were going to pay the Assistant Chief.

Section 3G, The DISTRICT shall not require the EMPLOYEE to reside within the DISTRICT boundaries. Director McCassie asked if that was going to be a standard now. Chairman Murphy explained that this is an Interim position and it's very unreasonable to ask a temporary employ to relocate their entire family into Fernley. He asked if we hire full-time, is that going to be required for the Chief to live in the district, and Chairman Murphy thinks it's beneficial to have the Chief living in the district. Director McCassie stated that we learned a valuable lesson before with a handshake, and that person sold their house and moved even further away. Chairman Murphy added that this is temporary for now.

Next, J3, Medical Examination- The physician who conducts the medical examination shall report to the Human Resources Director whether the EMPLOYEE is fit for duty. He asked if that is standard for all employees. Chairman Murphy responded that it is, and to his knowledge we use ARC. When they do the physical, bring the motorhome out, we all run through it, and when they're done, they certify it, and the doctor signs it, and they provide that into the personnel file. It is certified by a physician, and it is given to the district. Director Rodriguez asked if we have received that in regards to Mr. Bunn, and Chairman Murphy spoke to Mr. Crosby and there is no issue as long as Truckee Meadows releases his background and medical, and it is okay to do this. He has just completed this with Truckee Meadows, so this is a savings to us. He will still have to do the background and medical. Director McCassie stated that HR was not here to answer that question, but he is asking if we do it now.

J1.-Medical Examination #1 EMPLOYEE shall be required to have a complete medical examination conducted each calendar year as prescribed, and Chairman Murphy answered that all employees have to. It is tied into heart and lung, they have to have that annually. He also explained that sick mirrors the same as annual leave, it is a front load and it's still prorated, and if Mr. Bunn leaves one month after he starts, we are just going to pay him out 11 months, just that one month if he didn't use it. He added that this is a very low-risk, to almost no-risk contract for the District. Coming into this, that is what he was hoping to do. If we want to go look for

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another Chief, that is something that we can do. If we want to retain Mr. Bunn, we can do that. If things don't work out, we have built-in 3-month reviews, if we don't like the direction, we can give him feedback, adjust the direction we are going, and we can just keep doing that. There is a constant evaluation period. Director McCassie stated that he liked that, especially for an Interim Chief.

Chairman Murphy asked if there was any more discussion, and everyone responded no. He stated that he was going to prompt this, and we will entertain a motion. The motion would be to accept this, but if we do not want to accept this, it would put us back to the negotiating table and we would have to bring it back to the Board for a second pass.

Director Toombs made a motion to accept the contract to approve the Interim Fire Chiefs Employment Contract.

Director Rodriguez seconded the motion.

The motion reads as follows: 4-1-0

Murphy	Aye	McCassie	Nay
Wheeler	Aye		
Rodriguez	Aye		
Toombs	Aye		

Director McCassie added that it is only because of the dollar amount. Chairman Murphy explained that it is a bullet that we have to bite either way. It was budgeted for an Assistant Chief, and that is going to eat part of that cost only for another 2 ½ months, we will be into the next fiscal year, and that will absorb the cost of the Fire Chief's salary. It is a lot of money, but we have to make it work. We needed leadership and that is the direction that we are going.

7. Discussion regarding Station 63

Chairman Murphy stated that there was some concern about the details of Station 63. It was sold to us originally as a Board, we were told that this would be the district's station. The city was working with Mark IV to make this happen and would be under the ownership of the department. We found out later that is not the case, the city is going to own this building and they are going to lease/rent/sell this to us for one dollar, but it is arbitrary. Chairman Murphy explained that it did raise concern with some of the Board members and that is why it is on the agenda. Director Toombs added that anything that might have been said months ago was speculation at that point, as that process continued between the developer and City Hall, getting to the draft development agreement. Yes, there could have been changes in what was agreed upon 1 ½ years ago, and what got resolved for that development agreement to get through the city council.

Mayor Neal McIntyre, City of Fernley commented that discussing having the city own the firehouse and renting it back to North Lyon County Fire District is that the city is trying to close all of the islands that the county owns that should be owned by the city. He stated that the

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misconception is that the City of Fernley wants to take over the fire department. He commented that the City of Fernley wants nothing more than to see the North Lyon County Fire District succeed. Director Toombs stated that throughout the years since the city was incorporated, some pockets or islands were not under the city, so they are still considered county, and not part of the City of Fernley. He explained that when you look at tax revenue it gets paid in for those parcels, and some of those islands were in that large purchase that Mark IV did. He added that there were 5 potential sites that they were looking at, and the preferred site has some easement issues, but there are some challenges to getting to that preferred site. Director Toombs stated that he is comfortable with the mayor's comments and where the city will end up landing on this decision once we get to that point down the road regarding the fire station. Director Rodriguez confirmed with the mayor that he did say one dollar, and the mayor responded that that is what is going to be proposed. For how many years, he does not know, he stated that it was said 5 years, 10 years, and that is still to be determined. He shared that he was directed by council to state that the City of Fernley wants nothing more than to see this fire district succeed.

Chairman Murphy stated that this is a good opportunity for the department, especially if we can limit the strings going forward with this. He added that if we are being realistic about it, we are barely staffing two stations. We know we are topped out on tax, and we are squeezing every mechanism we can to bring more revenue into this department. He added that that is a pretty big financial burden to staff and equip that station. That is something we will have to look towards grants to make that happen if possible. The station is great, but if you can't put things in it, it is just a building. Mayor Neal McIntyre stated that it is not going to be ready tomorrow, and he's thinking of the fire district going after grants, even having the city help. He added that you won't need to staff that building with equipment tomorrow. He stated that there is nothing like time to prepare now for when it does happen. Director Toombs added that he is assuming that at some point in the development, there is something that will trigger that station. He explained that that could be a year or two away from that trigger point, and we are still two years away from seeing the ribbon cutting. As the mayor said, we are not looking at next year's budget to staff that fire station. Mayor McIntyre stated that it all depends on how the building goes and everything gets approved, and signed off, and they have so much time to have the building 80%. After the second build, everything has to be 100% of the shell done. He added that we do have time.

Chairman Murphy stated that if that is the plan, we should start thinking about it now, we are looking at a least one million dollars for a new engine, and a new ambulance is \$200,000.00, and probably more now. He added that we can get them on grants if we are fortunate to be awarded a grant. Mayor Neal McIntyre stated that those grants need to start being looked at now.

8. Discussion and action to set dates and times for Budget Workshop and S.O.P. Workshop*

Chairman Murphy stated that we did have a Budget Workshop yesterday, it went very quickly because there wasn't much to talk about, other than we are going to roll our current year budget

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as our tentative for this coming fiscal year. We will start to work on getting those numbers dialed in, and we have already set a date for Thursday, April 25th at 6 p.m., not to exceed 2 hours. By that time we will be able to look at more numbers and have a better idea of what's going on.

Chairman Murphy shared that we had an S.O.P. Workshop on March 23rd. He stated that we got about halfway through the S.O.P's and we have TA'd about half of them. He explained that we have tasked ourselves to come back with some drafts of new Board S.O.P's. All Board members discussed and agreed to have the next S.O.P. Workshop on Thursday, May 2nd at 6 p.m., not to exceed 2 hours.

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

Director Wheeler wanted to thank Mayor McIntyre for his input.

Director Rodriguez wanted to thank everyone that showed up for the 2nd Annual Easter Egg Hunt that took place on Saturday, March 30th. He added that he appreciated the mayors attendance, despite the weather which was rainy. It was a very successful and very well attended Easter Egg Hunt, and he wanted to thank everyone that showed up to help and being a part of it. He stated that they had over 18,000 stuffed eggs. He thanked the city for sponsoring the park.

Chairman Murphy shared that we are near completion of Union Negotiations for Contract Cycles 2023-24 and 2024-25. We have 2 articles remaining to be TA'd, and they are monetary items. Once we have an idea of what our budget looks like, we can sit down again and get that finished. He explained that we open on February 1, and should be completed with your negotiations per NRS288, by April 1. The Union and the District have mutually agreed to extend to get this done, and we are almost there. The next negotiation meeting will be held on the 24th, 25th, and 26th. He shared that we should have our numbers by then or close to.

Interim Chief Bunn wanted to thank the Board for the opportunity, and he is excited to get busy on Monday. He is looking forward to some positive change and good leadership and making this a highly functioning organization.

Staff- None.

Volunteers- Mrs. Becki Howlett shared that Louie Diaz has joined the Volunteers.

Local 4547, Bill Snyder shared that they have their fundraiser coming up in 13 days, for the Northern Nevada Childrens Cancer Foundation. He added that his fingers still hurt from helping stuff the easter eggs. He shared that they had a representative come out from Catherine Cortez Masto's office last Friday, they were supposed to meet with us on Monday but tragically passed

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away in Reno in a car accident. They have ties to Fernley and were going to talk about infrastructure needs for the Union. Last, he thanked Chief Bunn for coming in to help us out.

Director Rodriguez asked if he would email the radio station a flyer for the Black Bear Dinner coming up, so he can make sure that he can send it out to all of his staff.

City of Fernley, Mayor McIntyre shared that we lost our Associate Engineer, who is his grandson. He is now the Director of Development for Lyon County, which is a big move for him. He added that he did a great job for Fernley. He shared that they also had their City Engineer, Derek Starky resign, and he is going to work for Reno-Tahoe Industrial Center and he is going to be their new GID Director. He stated that they are currently looking for an Associate Engineer as well as a City Engineer. He shared that every seat at City Hall was full and that was the first time every seat was full. He added that the Development Agreement with Mark IV passed, and we just had our Tentative Budget Hearing, and it went well. Our next one will be in May, when the city is adding 4 new positions, one will be a director who will do nothing but water and sewer. He shared that it is a \$27 million job, with just those two departments, whereas right now the Public Works Director, Berry Williams has 10 departments. It is really hard to concentrate on 10 departments, let alone two of the most important assets that the city has and that is the wastewater treatment and water treatment plant, so we are adding a director there. Mr. McIntyre stated that they are going to be adding an Associate Planner, and another position. There is only one full-time animal control person, and she is busy 24/7, so we hired a part-time person. Two people just can't handle it, and considering the budget passes in May, we will be hiring another animal control person.

10. 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.)

None.

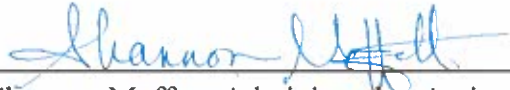
11. Adjournment*

Chairman Murphy adjourned at 1840.

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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 April 11, 2024

Respectfully Submitted by:

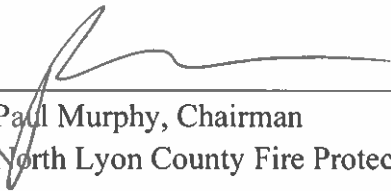


 Shannon Moffett, Administrative Assistant
 North Lyon County Fire Protection District

May 23, 2024
 Date

Approval of Minutes
 April 11, 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