

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 Workshop

NORTH LYON COUNTY FIRE PROTECTION DISTRICT

March 23, 2024

1. Call to Order

The meeting was called to order at 1201.

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

The Pledge of Allegiance was led by Director Toombs. 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 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: 4-0-1

Murphy	Aye	McCassie	Absent
Wheeler	Aye		
Rodriguez	Aye		
Toombs	Aye		

4. Discussion regarding Board Standard Operating Procedures, not to exceed 2 hours

Chairman Murphy stated that we will have a hard stop on this at 1400. He thinks the easiest way to do this is once we've heard an item and approved it, we will TA it. We will not be ratifying anything at this meeting, but we will bring this back up for a normal agenda item at a regular meeting for ratification once these are all TA'd and we are happy with them. All Board

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PEOPLE FIRST

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members that were present agreed.

Public citizen, Mrs. Debbie Skinner, asked how the workshop works and if the public could voice their opinion too, and Chairman Murphy responded that this is a public workshop, and anyone is welcome to speak. He shared that going through a lot of the newer, revised S.O.P.s, there is a lot of restrictive language for the Board and how we can communicate with the public and staff. There are some hold-ups on some items that slow this process down.

Chairman Murphy stated that Board S.O.P. 1- Items for the District Board of Directors Meeting Agenda. He commented that this gives us an outline of how to properly submit items, and we do have to hold a few posting requirements, such as 72 hours for non-241 noticed items. For NRS241 noticed items, we have five business days. He added if we are holding to that we can be flexible and do this however we would like.

1a- is standard and a lot comes out of NRS241 where it applies and states that anyone could accept agenda items. Adding to the District Fire Chief, Office Manager, and Clerical Assistant. He added that we can add any open language or any other designee by the Board or Fire Chief to give us flexibility. All Board members agreed to make this change.

1b- Board members may place items on the agenda as allowed by Board rules. Chairman Murphy stated that he doesn't know what Board rules are, and he's not sure what this applies to, or if it was meant to be placeholder language. He added that he is fine with eliminating this because it is dead language when there is no definition to what Board rules are, and all Board members agreed.

1c-Any member of the public may request directly from the board any item be placed on the Board agenda. He stated that this is NRS, and as long as they are submitting to the named positions there is no problem.

Director Rodriguez enquired Board 10, regarding the specific language to interaction and communications, asking if this would be considered Board rules, and Chairman Murphy responded that we don't have an S.O.P. for Board rules. He added that there are guidelines on how we would interact with the public, ourselves, and staff and how we communicate but there is nothing that specifically defines as Board Rules. He stated that we could choose to establish an S.O.P. in this workshop but going back to NRS, how do you enforce that? Chairman Murphy stated that they are going to strike 1b and re letter 1c as 1b.

2. Agenda items from District members must be submitted no less than fourteen (14) days prior to the meeting at which it is to be considered by the Board. Mrs. Kasey Miller suggested adding regularly scheduled. It now reads Agenda items from District members must be submitted no

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less than fourteen (14) days prior to the regularly scheduled meeting at which it is to be considered by the Board. He stated that it is defined as the second Thursday of every month. All Board members agreed with that addition.

3. District staff will prepare agenda items in proper form and attach supporting materials when requested by a Board Member. All Board Members discussed and agreed to leave this one alone.

5. District staff will determine the fiscal impact of the issue and include it with the supporting materials when requested by a Board Member. Chairman Murphy stated that this one is fine. Mrs. Debbie Skinner stated that with all the items regarding district staff, we should go back to 1a, where we are already adding the Office Manager and Clerical Assistant. Maybe we should submit it to the district staff and keep it the same as district staff throughout, so all of the language is the same. Making 1a, District Administrative Staff, still following the others with district staff.

Chairman Murphy mentioned that we can add definitions into the S.O.P. at the top to define what a regular meeting is, it is the second Thursday of the month and we can define what administrative staff is, which is the Fire Chief, the designee, Office Manager, or Clerical Assistant. Before #1, they will add definitions and all Board members agreed. He added that he would make all of the changes and bring it back to show all of the changes that have been made. Mrs. Kasey Miller asked if 1a was going to read District Staff, and Chairman Murphy answered yes, that he would define District Administrative Staff.

6. District staff shall submit all agenda items to the District Office Manager no less than seven (7) days prior to the meeting of the Board of Directors. Chairman Murphy stated that this is redundant because on #2 it says 14. All Board Members agreed to eliminate this entire item.

7. The District Office Manager shall prepare the final agenda, make proper notification, and post in accordance with Nevada Open Meeting Law, (NRS-241). Mrs. Kasey Miller stated that the District Office Manager should be changed to District Administrative Staff. All Board Members agreed to this change.

8. Agenda items of an emergency nature may be placed on the agenda at any time with the approval of the Chairman of the Board or the next appropriate Board Member. Chairman Murphy stated that he thinks this one is fine. He added that we will change approval names and will resign after it has been ratified. Mrs. Kasey Miller asked Chairman Murphy if he wanted to add anything about legal review on the agenda or items being submitted in the agenda packets and he responded that they could add it. There was discussion and everyone agreed to add that legal review may be conducted on any agenda item at the discretion of the Board Chair.

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Chairman Murphy asked the Board if there were any other changes to Board 1. Director Wheeler asked what the effective date would be changed to, and Chairman Murphy stated that he would change the date once it is ratified.

A public comment came from ZOOM, that any member who puts something on the agenda should be able to have it legally reviewed, and it probably should be in practice because some of the motions are very cluttered. Chairman Murphy stated that he doesn't like one person having all of the power and he feels like it should be a bit more open, as he had said previously. He stated that we can make it broad and say at the discretion of the Board and all members agreed.

Chairman Murphy explained that when they are done, they will submit this in a TA'd form to themselves as the Board for ratification, and on that date, we will change that information on the S.O.P.s. Chairman Murphy added that they TA'd Board 1.

Board 2- Incident Fee Schedule, Chairman Murphy stated that it was just updated, and he feels it is going to be an ongoing moving target as we have new administrative staff. The Fire Chief, in the past, has traditionally updated this and given us guidance on this. He feels that nothing needs to be changed on this, and all Board members agreed to TA this as is.

Mrs. Kasey Miller added that there was a change on page 2, clerical report copies, and she couldn't remember what it was.

Chairman Murphy explained that there was a recent large spike in public records requests. One thing that came up was if we were charging for copies, and he added that our general council advised that that is defined in NRS239.052. He asked Mrs. Miller how often we receive requests like this, and she responded that we don't. All Board members agreed to strike this all together. Chairman Murphy added that he thinks the Chief had recently gone through it within the last year and they approved a change to the Fee Schedule. He stated that he is fine revisiting it at a later date when the dollar amounts change. All Board members agreed to TA this with only one change, updating the date and the signature.

Board 3- Mass Gathering / Special Events. Chairman Murphy explained that this covers the use of the district property for public events. It has been changed recently and is attached to Board 2 under the Fee Schedule, and he added that \$25.00 for a permit is a reasonable fee. Mrs. Kasey Miller added that the spelling of mas, under the Scope, needs to be corrected to mass gatherings. Chairman Murphy stated that they will TA as adding the s.

Board 4- Classification of District Policy. Chairman Murphy explained that this outlines all of the different types of policy and procedures for the Board, Administrative, Operations, and Temp Operational Orders. Volunteer Captain, Dan Hiles commented that there is no structure and guidance on how policies are drafted or reviewed. He thinks that there should be footage in there that does exactly what the Board is doing, meeting, coming up with policy changes, and

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reviewing them. He added that all the policies are controlled by one person and that is the Chief. Item 15 is a policy for volunteers, and he added that there is no input from volunteers, the union, or the Board. Chairman Murphy added that he is not a fan of giving power to one person. For this type of stuff, this is the foundation of our organization and how we do business. He added that we should disseminate that power in a committee form and have a Policy Review Committee encompassing policies, procedures, and guidelines. He shared that other departments in the area also have a policy review committee, and they are constantly making changes. He stated that he thinks this would be an appropriate policy to add this to, but would need to modify the title, scope, and the purpose. We would establish a policy committee and that if everyone has input then no one can complain.

Mrs. Becki Howlett asked if the policy review committee reviews it, makes changes, and presents it to the Board to have approval, and Chairman Murphy added that with any change, we still have to TA and ratify. Ultimately if you have representation from the Board in this committee, and there are two Board members involved and changes are made, a Board as a whole should have buy-in because you already have 2 representatives from the Board, 2 from Labor, 2 from non-represented employees, and 2 from Volunteers.

Mrs. Debbie Skinner stated that she thinks it does need to come back with the changes for consensus for Board approval. Chairman Murphy added that he thinks it would be appropriate to change spelling errors, but we don't want to leave these policies up to broad interpretation because we've seen it in the past where things are interpreted very broadly, and it causes disparities in how people see that and it causes issues. All Board members agreed to move into the format of having a Policy Review Committee. Chairman Murphy suggested reaching out to other local departments to see what that language looks like. Mrs. Debbie Skinner suggested to start to form your own and then reach out to see if there is additional language to include or exclude. She thinks that if we put together what we have in mind and utilize those resources and collaborate them together. Chairman Murphy shared that he will reach out to other departments and they can change language for our specific needs. Chairman Murphy asked if there is anything specific that we want to make sure is included in the Policy Review Committee before we see any other language from any other policies.

Mrs. Debbie Skinner added that she thinks you want 2 Board Members and define that the Board members have been on the Board for at least 6 months to a year. Chairman Murphy added that he thinks that one of the two Board members on the committee should be 1-year minimum and the other one can be anybody because we still want to develop our Board members who still plan on being here. He stated 2 Board members, 1 of which must have a minimum of 1 year of experience on the Board, 1 member who is in a paid capacity, and 1 member in a volunteer capacity. Chairman Murphy stated that he thinks 5 or 7 people on the committee is appropriate. He stated that he has 2 Board members, one with a 1-year minimum, 1 representative from labor, 1 representative from Volunteers, and 1 representative from non-represented staff, paid within the District.

Chairman Murphy stated that they are adding a Policy Review Committee to govern the changes, policies, procedures, and anything operational, and he would also include the Fire Chief, whoever that may be because operationally that person is going to be making those decisions.

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He shared that we can add that in the committee mix. Since we have discussed it we will be adding any formatting and spelling errors and do not need to go before the Board for ratification for approval for change. They are just cleaning up what we do, so we provide clean documents for everyone. No changes shall affect the interpretation or intent of any policy because intent is up to the committee. He added that temp and operational is in the hands of the Fire Chief as well as operations. Chairman Murphy explained that the Chief is the one to do this and he thinks it might provide a conflict to having a Policy Review Committee.

Mrs. Debbie Skinner added that she thinks that they could expand the policy and operations to include paid staff vs. volunteers, but the operations might be different as to the duties they perform. She included that maybe she is misunderstanding and is asking for clarification. Chairman Murphy shared that he thinks it would be best with the Policy Review Committee, to include the Fire Chief. Mrs. Skinner added that we have had great volunteers and great paid staff, and we have lost both. If we can collaborate and make it where their input is valued, operations run smoothly, and to be able to provide for the community. Chairman Murphy added that they should be adding representatives from volunteers, one from each group. He added that we are one group, come from different backgrounds, and have different classifications within the department. Each classification as in volunteer, laborer, paid non-laborer, Board, and Fire Chief should all have a say in a change in these policies because this is all of our department.

Mrs. Debbie Skinner added that with the Cadet Program, their operations will be a little different, mainly from age or whatnot, vs. the volunteers and the paid staff. Chairman Murphy stated that to his knowledge, he does not remember a Policy Committee coming together to change policy.

Mrs. Kasey Miller stated that there was a committee a couple of years ago, and they were working on some operational things, but everyone just got busy.

Chairman Murphy stated that there is a lot to change and add to make it work together, they won't be able to TA Board 4 today, but they will reach out to other local agencies to see what their language is, and once we have that language, they can reconvene at the next S.O.P. workshop. He added that if the Board is okay with that, he can draft something tentative and we can work off of that and make changes at that time when we merge the other language in, to be able to save time, and if we don't like what it looks like we can make changes.

Chairman Murphy stated that Board 4 will not be TA'd, at the next workshop he will bring this in a draft form, and we can slot in the language that was just discussed and go from there to make changes as we see fit.

Board 5- Drug and Alcohol Policy

Chairman Murphy stated that this is standard and doesn't need to be changed, and to leave it as is. He added that it is membership wide.

Board 6- Recognition of the bargaining unit and the District recognizes the bargaining unit. There is no change.

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Board 7- Public Records

Chairman Murphy stated that this has all of the 239 language, and since there were changes made to the Fee Schedule he thinks we will find some here too.

There was a discussion regarding 239, and it states that we have the ability to charge, as long as it doesn't exceed the actual cost of the work being done. Mrs. Kasey Miller added that she thinks we can charge for thumb drives, and we can look into this. Mr. Dan Hiles stated that if we charge, then we have to develop a Fee Schedule since they already agreed to strike it from the Fee Schedule. Chairman Murphy added that 239 has language for the reproduction of digital too. All Board members agreed to leave #7, and strike #7a., and we can come back to it if we feel that it needs to be readdressed. He added that the safety in this one is that 239 and all other federal state-local requirements supersede the policy, so we are not going to go beyond what NRS says on this.

Chairman Murphy stated that this policy was last revised in 2019 and he thinks if we are going to define anything, they should go back and make sure these are all the same time frames per NRS239. We can bring this back at the next workshop for a final TA after reviewing 239 and making sure these timeframes are correct. All Board members agreed.

Board 8- Elections of NLCFPD Board Positions

Chairman Murphy stated that this hasn't changed a lot to his knowledge. He added that in the past, the Chair had some time on the Board to give you enough time to learn how a meeting runs and that he wouldn't change that at all. The rest of the positions he considers them all developmental and anyone can sit on them to be developed into the role of potentially the Chair one day. He added that one of the big issues is attendance at meetings but he is asking what there is to hold the Board to do this and what action is there. There is nothing in NRS to his knowledge, where you can eject a Board member unless it is an ethics violation. The Board discussed and agreed that if you are that busy and cannot dedicate the time, maybe it is time to step aside and let someone else take the position. Chairman Murphy stated that if you haven't met the attendance, we can make it to where that person is ineligible to run for Chair/Vice Chair, and we can enforce that. He explained that there is no exclusive power that the Chair has, except to run meetings. That falls onto the Vice Chair or the successorship through the Board in the absence of the Chair. The Chair doesn't have veto powers, and they don't have any administrative power that the rest of the Board doesn't have, and he shared that that has been a point of contention in the past. He stated that we can make the Chair responsible to be the first to have that discussion, but he thinks that any five of the Board members can be responsible to keep themselves in line and remind themselves of their purpose.

Director Wheeler asked Mrs. Miller a question regarding the order of nomination and Roberts Rules of Order and if we were still under that. Mrs. Miller stated that she could not remember but there was a meeting, they did vote, and it was changed to, we are not doing Roberts Rules of Order. She added that it was when Mrs. Jensen was still here when we did that. Chairman Murphy asked if they remembered what it was, and there was a discussion, and nobody could remember. Director Wheeler stated that the city has something, and Director Toombs shared that

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he did not know that there was a change, and that might have been after he left. Mrs. Kasey Miller added that that happened at one of the last meetings where Mrs. Jensen was with us. Chairman Murphy stated that this is specific as to how we receive nominations and how we vote for people. We can build that in verbatim without Robert's Rule of Orders or any other guideline. Mrs. Miller added that she can get that information, and Chairman Murphy added that we will revisit this at the next workshop.

Going back, Director Rodriguez asked what the verbiage is going to be regarding the Board attendance, and Chairman Murphy stated that Board members shall be in good standing and have attended at least 75% of all meetings in order to be eligible for the Chair or Vice Chair position. He is asking on the discussion of the Vice Chair since they are adding this in there, if we want to make it an eligibility requirement to have also served at least one year on the Board. He stated that the only difference in power is that they are running a meeting and that is it. Mrs. Kasey Miller shared that it has been changed in the past and she explained that it was the 3-2 year and somebody resigned and we kept one person that had been on the Board for one year that could do it and because of that is why we got rid of the Vice Chair.

Chairman Murphy stated that Board members shall have attended at least 75% of all meetings to be eligible for Chair, and all Board members agreed. He added that we will revisit this but we can make that change now. He shared that we can move this bullet point underneath the Chairperson as a sub because it only applies to the one position. He stated that the term is straightforward, and we are going to revisit nominations received and voting according to Roberts Rules of Orders and order of nominations. Chairman Murphy stated that they will table this one for the next workshop, and bring back language to define how we do our nominations voting.

Board 9- Parliamentary Procedures and Conduct

Chairman Murphy stated that if we did have rules, this would be our rules and this is specific to how we run a meeting and how we are and act as Board members to the public.

1. Roberts Rules of Orders, we need to go back and define what we are going to use and if it is something different then we need to change that.

Director Rodriguez asked regarding participation from the audience, the first line, when recognized by the Board Chairman/person, please identify yourself at the podium and state your purpose of speaking. He stated at the last meeting during public comment someone spoke and refused to identify themselves. He is asking if that rule applies to having to identify yourself. Director Toombs added that they still have First Amendment Rights and we don't want to violate their rights. Chairman Murphy stated that if people want to remain anonymous for their safety protection, he thinks that is an absolutely valid reason to not introduce yourself and that protection should be kept. He thinks that it would be better verbiage if it said Expectations from the Audience. There was discussion regarding public comment and the only interruption from the Board that can be made is given the time limit or whatever the Board decides to do. It states 5 minutes in here and the agenda 3 minutes, and everyone agreed on 3 minutes.

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Director Wheeler shared that he doesn't think that the audience understands that when they talk to the Board they cannot respond back.

Director Toombs shared that he thinks it in the city script that the mayor reads at the beginning of a meeting or prior to public comment, that is put out by the mayor to the audience. He added that could be something we look into to maybe adopting what the city uses on their agenda that the mayor reads to everyone in attendance both virtual and in person.

Chairman Murphy stated to his knowledge there isn't a set time, it is up to the Board or the organization to set that. As far as public comment is concerned, we also have the flexibility to say there is public comment before after or public comment for each item. He added that a lot of places do one or the other, they don't do both. We still have to provide for the public's input. We can respond to the public, but we shouldn't respond to the public in most cases unless there are clarifications for misunderstandings.

Mr. Stephen Emery suggested asking people who would like to comment, to go to the podium and get the puck down to them so it is clear, and we can hear better. Chairman Murphy stated that we have it in policy, we just need to enforce it. He added that we need to look at new AV equipment. He stated that he doesn't think we need to change how we run our meetings as far as public comment, so we should keep that the same. He likes the idea of putting expectations from the public in our agenda. He suggested putting a script at the podium as well.

Chairman Murphy stated that he wanted to go back to, please identify yourself at the podium and state your purpose of speaking. He's asking if we need to state a purpose, you get to say what you want for 3 minutes.

Director Rodriguez shared that he read that if you wanted to comment on an agenda item you had to submit your comment before 4 p.m. of that day. Director Toombs confirmed that you submit it in writing to the city clerk to be read or do it yourself. Even if you don't submit it to the city clerk, you still have the opportunity to stand at the podium for your 3 minutes.

Chairman Murphy added that they have had in the past people submit letters for others to read and it is totally appropriate. Mrs. Miller added that there used to be comment cards, but nobody ever wrote them out.

Chairman Murphy added that comments may be submitted in writing at least 48 hours prior to any regularly scheduled Board meeting to be included in the Board member packets. We are not going to TA this because we need to go back and redefine what we are using for parliamentary procedure, and we will make sure we review 241-time limits to make sure that we are allotting the right time.

Director Toombs stated that now that we have all of these new methods, that we are encouraging participation from the citizens, particularly ZOOM. They are great tools to have available for us to increase the ability for people to see our meetings. He added that we have been using them for a while but he believes that we need business rules based on best practices and how we want to utilize ZOOM effectively and efficiently to ensure that we present a professional Board. Whether we put it in here or we develop our own set of business rules to make sure that we are using ZOOM the most effective and efficient way that we can, and it presents the right appearance to anyone who is looking at it from calling in. There should be very clear guidance to

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who will be on camera during the meetings and how we use ZOOM. Director Toombs shared that when he read this, to him this was written for posting and people being in this room and not for how we are actually holding our Boards today and the tools that we are using. He offered to help write that because he is familiar with using ZOOM.

Chairman Murphy stated that it is a good idea and that we should include it in the S.O.P because this hasn't evolved with technology as it should have.

Chairman Murphy suggested what they think about at a baseline, anybody that participates on ZOOM, no camera on and audio muted. Director Toombs shared that when he ran the one for the city, that is how it was set up and we controlled the microphone and could mute all participants. He explained that every attendee was not online and did not have access to their camera or microphone to be able to use unless it became public comment and used the raise your hand feature. At that time the public clerk is able to unmute them so that person could make that public comment. Presenting from afar, the clerk could also then activate your camera and microphone. Everyone that is not part of the council is muted and is an attendee only. He added that the chat option is available, but only the clerk sees the chat option and it's not on a wall monitor for everyone to see. If the clerk sees something she can notify whoever may be running the meeting and let that person know that there is a question on chat. Chairman Murphy is asking if we want to adopt ZOOM as the official Internet meeting platform for the district for all meetings. Mrs. Debbie Skinner asked if they want to designate that in, that will make this a living reoccurrence every January for this particular Board S.O.P. She stated that she would hate to see that you are defined to something that may ultimately be dissolved or possibly purchased by another online platform. She suggested to maybe put in the verbiage that says that an interactive video meeting will be provided at each meeting and not define it as ZOOM. Director Toombs stated that he thinks that we can define the business rules or the best practices regardless of what meeting or what tool we are using. This will be the process that we will use that tool during our meeting. Chairman Murphy added, going back to the Policy Committee, the purpose and intent is that we should be looking at these more frequently than we have. These are like anything else living documents and they should adjust as the department, technology, and society evolve.

Chairman Murphy confirmed with Director Toombs that he would work on S.O.P. #9 and draft that. He asked Director Wheeler and Director Rodriguez if they were interested in picking up any of the other ones that have not been TA'd yet. Director Wheeler added that he would do S.O.P. #8. Chairman Murphy stated that #7 needs to review 239, records retention, and asked Director Rodriguez if he would like to take that on. He stated that we don't want to have conflicting times. Director Wheeler stated that he would take #4 also, and Chairman Murphy added that he would also help with S.O.P #4. Director Wheeler added that he would take on the Policy Review Committee and that he would work with Volunteer Captain Dan Hiles as well. Director Toombs added that he would work on S.O.P #3.

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Director Rodriguez shared that his last name has been spelt wrong on the agenda and it is with a z and not an s.

Director Wheeler asked when this should be ready, and Chairman Murphy stated to give ourselves some time. We have a lot of things coming up, a special meeting next week, and a budget committee next week.

Chairman Murphy confirmed that Director Toombs is taking S.O.P. #9, Director Wheeler is taking S.O.P. #8 and will bring Mr. Dan Hiles in with him on that, and Chairman Murphy is taking #4.

Board 10- District Board Staff interactions and communications

Mr. Dan Hiles commented on line item 1. He stated that everything is focused to one title and that is the Chief, and if there is any conflict or resolution, it has to go to him. He shared that he is all about going through the chain of command. He thinks that if we had a way to talk to the Board with protection, it would fear retaliation and resolve a lot of issues.

Chairman Murphy stated that restricting access to all involved parties does not give a Board a clear picture when they are making decisions. He added that as Board members to make sure when we make a vote, we have the right information or at least the perspectives on things that are up for interpretation of all involved parties. To string line through one person is putting a lot of responsibility and a lot of potential for things to not get passed along, or to be misunderstood. Chairman Murphy added that this one needs to get cleaned up and it is too restrictive of the Board. It almost seems that the intent was to sensor what the Board can do. He added that this may be a First Amendment issue with free speech and access to people.

Chairman Murphy started at the top of Board 10, purpose, he found a spelling error. It should say officially and not official. He added that we will revisit the purpose when they go through the rest and find out what the intent of this is and how we want this to read.

Chairman Murphy stated that he would strike #1. He added that if it is an item that is department-wide, you should be talking to all people involved to get a clear picture. He is asking if we want to keep any part of 1 or 1a.

Mrs. Debbie Skinner shared that this limits that she cannot come directly to you to express her concerns without having to go through the Chief first, and it could potentially be distorted as to what is passed onto the Board. It limits the ability as a citizen to entrust that the Board has our interest at best.

Chairman Murphy stated that we the Board should be able to hear complaints from the public, weather it is praise or a complaint. He shared that we would like that stuff to go to the Fire Chief, however, we're not saying that you come to us, you should still go to the Fire Chief. You should also be able to go to your Board because they are your representatives if you don't feel like it's being handled correctly or there is such severity to it that you want everyone to know about it so that the importance is highlighted.

Chairman Murphy decided to come back around to 1 and 1a.

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2. Chairman Murphy stated to strike #2 entirely, and Director Rodriguez added that it says District Board members shall not interfere with any staff members while engaged in daily work activities. Chairman Murphy shared that he would interpret that as station duties. We should be able to walk into the station and not interfere with emergency operations, and that is number 3. He explained that what if he can't always be here from 9 to 5, working nights, and can only show up at 7 p.m. If the guys aren't busy and are okay with having me here, we would

ask if they could spend some time to say hi and what's going on. There is nothing wrong with that, as long as they are okay with it, this is their house. That side of the station is their home for a third of the year minimum. We should still be knocking on their door, as you would your neighbor, and we still need to be courteous to that side of the station. He stated that he doesn't see any harm in approaching someone if they happen to be outside picking weeds.

Director Toombs added that looking at it from the city's perspective, the city council cannot task city staff. That goes through the City Manager from the council, however, the council can come in and have meetings with the staff to get that information because they either need to be better educated on an issue that's coming up from an agenda item or they have questions from citizens on why this or why that. To ensure that they are performing the duties that they were elected to do, they can go in and talk to staff, but no tasking will come out of that. You want to make sure the City Manager is aware because the last thing we want to do is erode the chain of command and remove the Chief or the head of the organization. We still have to have a functioning chain of command, but how do we ensure that we have the ability to be part of this process and not feel like you are not welcome in my house. He stated that as a new Board Member, he read this, and it sounds like he's not welcome down there except once a month for a Board Meeting. He added that concerned him that this policy was in place that did not welcome him to come down anytime he needed to, except to talk to the Chief. He thinks there is a happy medium to find that sweet spot for what is best for the district.

Mr. Dan Hiles asked if you kept line item #2, how would that prevent you from coming in and hanging out with the guys or talking to them if you don't interfere. Chairman Murphy explained that the way that it is worded is broad enough to interpret it as any interaction. Director Toombs added going back to #1, all communications concerning operational and administrative items must be directed through the Chief. He stated that if he is down here, he is either operational, administrative or he is here to eat a spaghetti dinner. Chairman Murphy stated that it is restrictive and if you look at the intent through the document it is exclusive language. Chairman Murphy added that this is where #3 comes into play, and he thinks specifically that we should not ever interfere with staff when they are engaged in emergency response operations. To go a step further, he stated that a and b absolutely strike. None of the Board Members should ever be involved in emergency operations. You are not safety staff, you are not qualified, and even if you are, you are here as a Board member to represent the public. You are not here to be slotted in as a member of the ICS.

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Chairman Murphy stated to strike a and b and added that he doesn't know why c is under this one. He added that this is outlined in NRS.281a and falls right into ethics issues. He mentioned striking c also or if they want to put it back into conduct. He added that it might be appropriate to slot under Board 9-Conduct. Director Toombs thinks that we should leave it. He explained that in the other government job that he had previously received annual ethics training. Unless we are getting annual ethics training as a Board, we should leave some of the things in there that at least provide some level of awareness for new Board members who have not received Government Ethics Training. All Board members agreed to move this to Board 9.

Mr. Stephen Emery added that he notifies the Chair of any large incident. Chairman Murphy shared that they did have a large incident recently and the Fire Chief did reach out to him. After that it got him thinking about what good he was going to do to go interact. Chairman Murphy stated that he is not going to do anything about it and mobilize himself to go interact. He added that there is a PIO for the department and people to do the job.

Chairman Murphy stated that we are pressed for time and going to put a pin in Board 10. We are not done with it but will come back to it and will start with Board 10 at the next meeting. All Board members discussed and agreed to look at it and the meeting that is scheduled for March 27th for the Budget, at that time they can come to a conclusion and schedule the workshop at that point. Everyone agreed to try to schedule the workshop on the week of April 15-21, and revisit again at the next meeting on March 27th.

5. 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.)

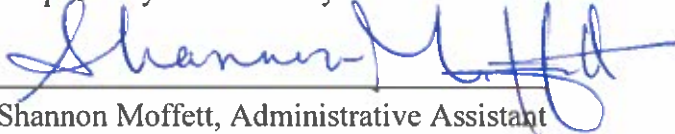
Volunteer Captain, Dan Hiles thanked the Board for their time and everything that they do.

6. Adjournment*

Chairman Murphy adjourned at 1404.

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 March 23, 2024

Respectfully Submitted by:


Shannon Moffett, Administrative Assistant

North Lyon County Fire Protection District

May 23, 2024

Date

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Approval of Minutes

March 23, 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>	_____
___ Approved with Corrections	_____	_____	_____	_____	_____



Paul Murphy, Chairman
North Lyon County Fire Protection District

May 23, 2024

Date