

**SMITH VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTOR MINUTES
November 14, 2013**

The following items were discussed and or approved from the agenda:

- 1.** The meeting was called to order at 18:10 hours by President Spencer.
- 2.** Board Members present were President Spencer. Director Lommori attended by phone. Chief Loveberg was present as well as several SVFPD members. Also present was special guest Ron Melen of the Smith Valley Conservation District.
- 3. Review and adoption of agenda:** President Spencer moved to adopt the agenda as presented. Director Lommori seconded and all were in favor to adopt the agenda. The motion passed.
- 4. Approval of Minutes:**
 - The minutes from the last Board of Directors regular meeting on October 10, 2013 were submitted by President Spencer for approval as written without any additions or corrections. President Spencer moved to approve the minutes as presented. Director Lommori seconded and all were in favor. The motion passed.
- 5. Public Comments and Discussion:**
 - None
- 6. Accounts Payable:** Were presented for payment by President Spencer:
 - a. ARC Health & Wellness \$5,555.40
 - b. Batteries Plus \$105.16
 - c. Chris Henning \$229.20
 - d. Emergency Medical Products, Inc. \$122.75
 - e. Ferrara Fire Apparatus, Inc. \$175,647.00
 - f. Giomi, Inc. \$62.86
 - g. Home Depot Credit Services \$30.63
 - h. John Thomas Spencer \$29.99
 - i. John Thomas Spencer \$84.00
 - j. Lambda Communications Inc. \$145.00
 - k. Lambda Communications Inc. \$105.00
 - l. Life-Assist \$363.35
 - m. Life-Assist \$126.98
 - n. Margaret Wright \$37.50
 - o. Margaret Wright \$75.00
 - p. Masse Performance \$227.10
 - q. Matt Smith \$50.00
 - r. Michael A. Nuti \$84.00
 - s. NC Auto Parts, LLC \$162.32
 - t. Open Water Nursery \$381.78

- u. Quill \$245.01
- v. Renner Equipment Co. \$11.78
- w. Robert G. Loveberg \$240.00
- x. Ron Menesini Petroleum Products \$727.10
- y. Smith Valley Volunteers \$10.00
- z. Summer Walker \$128.95
- aa. The Parts House \$60.84
- bb. Uniformity of Nevada LLC \$229.97
- cc. Verdugo Lawn Care \$200.00
- dd. Verdugo Lawn Care \$200.00
- ee. Wells Fargo \$467.20
- ff. Wells Fargo \$487.44
- gg. William A Park \$122.03

President Spencer moved to accept the accounts payable as reviewed and presented. Director Lommori seconded and all were in favor. The motion passed. The bills were paid as presented.

7. Accounts Receivable:

- Ambulance fees collected were \$5,562.40. See enclosed worksheet. Also received was a check for \$300.00 from Redden Group LLC, reimbursement for Open House expenses and a check for \$500.00 from North Lyon County Fire Protection District, refund for one day of the Auto Ex Class recently attended. President Spencer moved to accept the accounts receivable. Director Lommori seconded and all were in favor. The motion passed.

8. Correspondence Received:

- None

9. Fire Chief's Report:

- The new brush engine was delivered Wednesday, Nov. 13. There are a couple of minor repairs to be made. Work is needed to mount equipment. Engine should be in service sometime next month. It is not yet insured or licensed.
- We are almost 6 months into our fiscal year. We are doing well on our budget, not overspending in any category at this time. The acquisition fund does not yet reflect the expense for the new engine. However, approximately \$600,000 will remain in that fund after expenses are paid for the new engine.
- We plan to surplus Brush 42 when the new Brush 40 is in service. Engine 41 and Utility 41 will be ready to surplus soon.
- We have some applications for Assistant Fire Chief, with at least 2 that appear to be qualified. Chief Loveberg will assemble a panel soon to review applications and begin the interview process.
- We do not currently have a succession plan in place for District Administration should our Chief or Assistant Chiefs become unable to

serve. Chief Loveberg recommended that the Board begin to consider this, perhaps adding this item to the Strategic Plan.

- Discussed last month's calls. We are currently at approximately 125 calls for the year, which is within a normal range.

10. Board Member Comments:

- None

11. Discussion and possible action on the status and repair of District equipment:

- Regular maintenance has been performed on vehicles.
- Valley Radio will be out soon to do radio repair and reprogramming.

12. Discussion and possible action regarding any capital improvement projects for District buildings, grounds and facilities:

- None

13. Presentation by Resource Concepts and the Smith Valley Conservation District regarding the draft update of the Smith Valley Community Fuel Hazard Assessment Report.

- Ron Melen of the Smith Valley Conservation District shared information and recommendations from Resource Concepts, Inc. regarding the draft update of the Smith Valley Community Fuel Hazard Assessment Report. They are proceeding with State fire assistance, working toward fuels modifications on 207 acres. This grant applies to non-federal land. (see attached document)
- Chief Loveberg commented that this analysis will be helpful to us for planning and fire regulations.

14. Action to adopt revisions to the Ambulance Attendant Transport Monetary Incentive Schedule of the Volunteer Incentive Program Fiscal Year 2013/2014.

- Chief Loveberg found that the previous Incentive Schedule was a violation of Federal Fair Labor Laws. The revision now pays the volunteer per call, not per hour. Incentives must be tied to the volunteer's sacrifice, not performance or hours worked. Chief Loveberg did consider the average amount of time spent on out-of-district ambulance transports when revising the incentive schedule.
- President Spencer recommended raising the amount for report writing from \$6.00 to \$10.00. This would equal a total of \$30 for the EMT / Driver who attended and also wrote the report.
- President Spencer moved that we adopt revision to the Ambulance Attendant Transport Monetary Incentive Schedule of the Volunteer Incentive Program Fiscal Year 2013/2014, with the recommended change to the amount for report writing. Director Lommori seconded the motion. The motion passed.

15. Action to adopt a resolution reaffirming and readopting Agricultural and Residential/Commercial Open Burning Regulations.

- Chief Loveberg shared that it has been several years since the regulations were reviewed. The only change proposed is to cite the 2012 International Fire Code on the document. We are still much less restrictive than most fire districts, preferring to raise community awareness on fire safety rather than adopt more strict regulations. We continue to allow burn barrels. He would like to see us work toward ceasing of burn barrels at some point in the future.
- President Spencer moved that we adopt the resolution reaffirming and readopting Agricultural and Residential/Commercial Open Burning Regulations. Director Lommori seconded. The motion passed.

16. Discussion and possible action regarding the Strategic Plan update:

- No new information is available at this time.

17. Public comment:

- None

18. Requests for items to be placed on future meeting agendas (no action will be taken):

- None

19. Action to adjourn:

- President Spencer moved to adjourn. Director Lommori seconded. The motion passed, and the meeting was adjourned at 19:00.

Respectfully submitted,

SW, Administrative Assistant