

**SMITH VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTOR MINUTES  
April 11, 2013**

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

- 1.** The meeting was called to order at 1801 hours by President Spencer.
- 2.** Board Members present were President Spencer and Director Hunewill. Chief Loveberg was present as well as several SVFPD members.
- 3. Review and adoption of agenda:** President Spencer motioned to adopt the agenda as presented. Director Hunewill seconds and all were in favor to adopt the agenda. The motion passed.
- 4. Approval of Minutes:**
  - The minutes from the last Board of Directors special meeting on March 7 and regular meeting on March 14, 2013 were submitted by President Spencer for approval as written without any additions or corrections. President Spencer motioned to approve the minutes as presented. Director Hunewill seconds and all were in favor. The motion passed.
- 5. Community Input/Public Participation:**
  - None
- 6. Accounts Payable:** Were presented for payment by President Spencer:
  - a. Batteries Plus \$14.40
  - b. Catseye Pest Control \$360.00
  - c. Herbst Station Repair \$150.00
  - d. Jim Hardison \$17.17
  - e. Life Assist Inc. \$112.00
  - f. Office Depot \$79.99
  - g. Renner Equipment \$23.95
  - h. Ron Menesini Petroleum \$720.10
  - i. Simpsons Colony Reclamation Canal \$6.50
  - j. Smith Valley Volunteer Fire \$46.00
  - k. Smith Valley Volunteer Fire \$15.00
  - l. Tailoredwear Inc. \$195.00
  - m. Verdugo Lawn Care \$470.00
  - n. VFIS \$1,333.00

President Spencer motioned to accept the accounts payable as reviewed and presented. Director Hunewill seconds and all were in favor. The motion passed. The bills were paid as presented.

- 7. Accounts Receivable:**
  - Ambulance fees collected were \$2,468.29. See enclosed worksheet. Director Hunewill motioned to accept the accounts receivable. President Spencer seconds and all were in favor. The motion passed.
- 8. Correspondence Received:**

- Walker River Irrigation District water apportionment and a letter of notice of petitions for temporary transfer and change filed by Walker River Irrigation District Licenses 6000 and 9407.
- A corrected ballot for the election of the FAIRA Governing Board positions.

**9. Fire Chief's Report:**

- Attended the Northern Nevada Fire Chief's meeting last week. We will need to discuss some things in the future such as the 2012 fire amendments to the 2012 International Fire Codes that some of the fire agencies are working on. Also discussed the State Fire Mutual Aid and the 2013 Regional Operating Plan.
- Had a meeting with NDF, the County Manager and the Fire Districts regarding NDF's wildland fire protection plan/insurance policy. The approximate cost of the NDF wildland fire insurance for us is \$10,000.00 per year.
- The County Manager would like to have a meeting with the Fire Districts and their Board of Directors on May 2<sup>nd</sup> at 6:30pm in Yerington.
- Emergency Reporting System and I am Responding is close to being installed. We will be installing wireless internet at Station 42 soon.

**10. Board Member Comments:**

- Director Hunewill was in attendance at the Advisory Council meeting and they may be putting a program together for volunteering in the community based on the County shortfalls. The Volunteer Fire Auxiliary program came up and the Advisory Council may want a presentation in the future.

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

- All equipment is in good repair.

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

**a. Asphalt sealing project cost estimates and contractor selection.**

- See enclosed Proposal/Contract from Cruz Construction for \$5,850.00 for asphalt sealing at Stations 40 and 42, and Proposal/Contract from Scott Sealing & Striping for \$3,454.00 for one coat seal at Station 40 and 42 and \$4,654.00 for two coat seal at both Stations. Discussion on both proposals with the Fire Chief recommending a two coat seal from Scott Sealing & Striping. President Spencer motioned to accept the proposal from Scott Sealing & Striping Inc. on the option of a two coat seal for \$4,654.00 at both Fire Stations 40 and 42. Director Hunewill seconds and all were in favor. The motion passed.

**13. Discussion and possible action regarding the new Brush Truck.**

- There was a committee meeting last week and the finished specs and bid package should be ready next month.

**14. Discussion and possible action regarding a contract or hire for a part time Assistant Chief/Training Officer:**

- NV PERS responded back and if an employee works over 1040 hours per year we would be required to participate in the NV PERS program. If they work over 30 hours per week we would also be required to provide health care insurance next year. See enclosed draft of job description for Assistant Fire Chief/Training, Health & Safety.

**15. Discussion and possible action regarding the Strategic Plan update:**

- The Strategic Plan draft update is completed and will be sent out for your review.

**16. Discussion and possible action regarding the FY 2013/2014 Budget:**

- See enclosed new budget proposal with changes made from last month. Discussed revenues and expenses. Discussed moving amounts in salaries expenses and volunteer incentives for EMT runs. Also discussed putting less in the emergency fund.

**17. Discussion and possible action regarding the possible increase to the ambulance billing fees:**

- See enclosed handout on Ambulance Billing Rates Comparison and Proposed Charges. Discussed increasing our billing rates and compared our current rates to surrounding Districts and Counties. We have not increased our rates since 2005. Also discussed starting a subscription service in the future. President Spencer motioned to increase the ambulance billing rates to \$625.00 Base Rate-BLS, \$700.00 Base Rate-ILS, \$23.00 Mileage charge per mile and to follow the Fire Chief's proposed charges for the rest. Director Hunewill seconds and all were in favor. The motion passed.

**18. Discussion and possible action regarding the job description for the Administrative Assistant and to authorize the advertising of the position:**

- See enclosed job description for the Administrative Assistant. Chief Loveberg recommended following the salary range and following the steps for Lyon County classifications with the salary starting at \$14.96. President Spencer motioned to accept the job description for the Administrative Assistant and authorize the advertising of the position to proceed immediately and follow the Lyon County salary classification range 175. Director Hunewill seconds and all were in favor. The motion passed.

**19. Discussion and possible action regarding the surplus of District apparatus:**

- a. The surplus and return of Engine 41(1978 Ford F700) to East Fork Fire and Paramedic Districts.**
- b. The surplus of Utility 42(1988 ford F350).**

- Discussed the surplus of the vehicles. President Spencer motioned to declare Engine 41 (1978 Ford F700) a surplus vehicle and return it back to East Fork Fire and Paramedic Districts where we received it from. Director Hunewill seconds and all were in favor. The motion passed. President Spencer motioned to declare Utility 42 (1988 Ford F350) a surplus vehicle and put it on the online auction with the County. Director Hunewill seconds and all were in favor. The motion passed.

**20. Discussion and possible action regarding a resolution supporting Nevada Wildfire Awareness Week May 4-11, 2013 and the Open House at Station 40 on Saturday May 11th:**

- Chief Loveberg recommends the Directors adopt Resolution No. 13-001 for Smith Valley Fire Protection District promoting Nevada Wildfire Awareness Week May 4-11, 2013. President Spencer motioned to adopt the resolution for SVFPD promoting Nevada Wildfire Awareness Week of May 4-11, 2013. Director Hunewill seconds and all were in favor. The motion passed.

**21. Community Input/Public Participation:**

- A community member, John Bukoskey and retired Fire Chief from Washington expressed his concerns about ambulance fees and refusing medical care.

**22. Requests for items to be placed on future meeting agendas:**

- None.

**23. Adjournment:**

- President Spencer motioned to adjourn the meeting at 1944 hours. Director Hunewill seconds and all were in favor. The motion passed.

Respectfully submitted,

MH, Administrative Assistant