

**SMITH VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTOR MINUTES
May 14, 2015**

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

1. The meeting was called to order at 18:07 hours by Director Boudreau.
2. Board Members present were Director Boudreau. Director Myers attended by phone. Chief Loveberg was present as well as several SVFPD members.
3. **Review and adoption of agenda:** Director Boudreau moved to adopt the agenda as presented. Director Myers seconded, and all were in favor. The motion passed.
4. **For Possible Action: Appointment of a qualified elector to fill the vacancy on the Smith Valley Fire Protection District Board of Directors, with a term expiring January 2017.**
 - We have received one application for the vacancy on the Smith Valley Fire Protection District Board of Directors from John Abrott. Director Boudreau moved that we accept Mr. Abrott's application and appoint him to fill the vacancy on the Smith Valley Fire Protection Board of Directors, with a term expiring January 2017. Director Myers seconded, and all were in favor. The motion passed. Mr. Abrott was seated to his position on the Board.
5. **Approval of Minutes**
 - The minutes from the last Board of Directors regular meeting on April 9, 2015 were submitted by Director Boudreau for approval as written with no additions or corrections. Director Boudreau moved to approve the minutes as presented. Director Myers seconded; 2 were in favor; 1 abstained. The motion passed.
6. **Public Comments and Discussion:**
 - a. Chief Loveberg welcomed new Director John Abrott.
7. **Accounts Payable:**
 - a. Accolades Trophies, Engraving & Gifts \$153.10
 - b. Chris Henning \$520.00
 - c. Chris Henning \$482.26
 - d. Hi-Tech EVS, Inc./Spartan ERV \$129.07
 - e. Life-Assist \$427.80
 - f. Margaret Wright \$50.00
 - g. Quill Corporation \$49.89
 - h. Renner Equipment Company \$10.24
 - i. Silver State International \$40.59
 - j. Uniformity of Nevada LLC \$2286.17
 - k. Verdugo Lawn Care \$225.00
 - l. Wells Fargo Bank \$27.95
 - m. Wells Fargo Bank \$153.77
 - n. Witmer Public Safety Group \$174.70
 - o. Yerington Auto Parts \$136.09
 - Director Boudreau moved to accept the accounts payable as reviewed and presented. Director Myers seconded, and all were in favor. The motion passed. The claims were approved as presented.
8. **Accounts Receivable:**

- Ambulance fees collected were \$3,137.14. In addition, we received \$205.37 in Plan Review Fees. See enclosed worksheet. Director Boudreau moved to accept the accounts receivable. Director Myers seconded, and all were in favor. The motion passed.

9. Correspondence Received:

- None.

10. For Possible Action: Elect the Smith Valley Fire Protection District Board of Directors President and Secretary and fix the term of office.

- Director Boudreau nominated Director Myers for President. Director Myers declined. Director Myers nominated Director Boudreau for President. Director Boudreau moved to close nominations. Director Myers seconded, and all were in favor. The motion passed. Director Abrott moved to elect Director Boudreau by acclamation. Director Myers seconded, and all were in favor. The motion passed. President Boudreau moved to appoint Director Myers as secretary. Director Abrott seconded, and all were in favor. The motion passed.

11. For Possible Action: Resolution amending the Smith Valley Fire Protection District Fire and Life Safety Permit and Plan Review Fee Schedule and adopting revised fees for the Smith Valley Fire Protection District Fire and Life Safety Plan Review Services.

- The existing application and fee schedule were adopted several years ago. Revisions have been made to add permit fees, which we do not currently charge. Director Abrott asked how these fees tie in with building permit fees at the County level. Chief Loveberg explained that we are required at a minimum to use these fees. Fire and Life Safety Permit and fee are submitted first to SVFPD, then goes on to the County after approval by SVFPD. Prior to 2013 we did not have any fee schedule.
- President Boudreau moved to amend the Smith Valley Fire Protection District Fire and Life Safety Permit and Plan Review Fee Schedule and adopt revised fees for the Smith Valley Fire Protection District Fire and Life Safety Plan Review Services. Director Myers seconded, and all were in favor. The motion passed.

12. For Possible Action: Review and approval of the Smith Valley Fire Protection District Financial Hardship Write-Off Policy.

- Due to the low number of requests for financial hardship write-off's, SVFPD did not previously have a policy in place for handling these requests. However, in an effort to be fair in our practices, we have developed a Financial Hardship Write-Off Policy. This policy was developed with assistance from East Fork Fire and Carson Valley Medical Center (see enclosed).
- President Boudreau moved to approve the Smith Valley Fire Protection District Financial Hardship Write-Off Policy. Director Myers seconded, and all were in favor. The motion passed.

13. For Possible Action: Review and approval of the Option and Lease Agreement between the Smith Valley Fire Protection District and Verizon Wireless.

- Continued to next meeting. We are waiting for the USDA to review and sign the SNDA document provided by Verizon.

14. Discussion and possible action regarding a new temporary part-time position and job description for the Fuels Reduction Management Program.

- The Lyon County Comptroller recommended using a temporary position already in our budget. It will not be a single position in order that multiple people can fill the role as needed. We will carry this item forward to the next meeting. Chief Loveberg will develop a job description.

15. Review and possible approval of the Fiscal Year 2015/2016 tentative District budget.

- No changes are needed. We will have a special meeting on Thursday, May 21st at 6pm to adopt the budget.

16. Discussion and possible action to approve the expenditure of funds for equipment, supplies, accessories, and related expenses for needed repairs and improvements to the 1996 International/Central States Type 1 Engine, including possible selection of the company to complete the repairs and improvements.

- Estimated completion date is Friday, May 22nd.

17. Fire Chief's Report:

- Lyon County has implemented a new internet based system for paying invoices. This will improve efficiency.
- Chief Loveberg reviewed last month's calls and response times.
- We will likely close open burning season by the end of May.
- Chief Loveberg updated the Board on enforcement on a project going on in the Valley. He went out to the site Tuesday and gave permission to install windows and doors and work on the fire alarm system. He did not lift the stop work order or notice of violation. The District Attorney will be deciding on further action needed. Currently 2 sets of plans are being reviewed.
- Reviewed FYTD budget performance.
- Door painting project is beginning at Station 40 and Central.
- The Community Wildfire Protection Plan is approved, just waiting for Nevada Division of Forestry's approval and signature. This Plan helps us in receiving grants.

18. Board Member Comments:

- President Boudreau welcomed Director Abrott as our new Board member and Director Myers as secretary.

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

- Tender 40 radio needs repair.
- Squad 40 radio needs repair, but it will no longer be in use when the new-to-us engine arrives, so we don't want to spend a lot of money on this repair.
- Valve on Brush 42 needs repair.

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

- The painter will also work on the pump house at Station 40.

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

- No new information.

22. Public Comment:

- None.

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

- None.

24. Action to adjourn:

- President Boudreau moved to adjourn. Director Myers seconded, and all were in favor. The motion passed. The meeting was adjourned at 19:27.

Respectfully submitted,
SW, Administrative Asst.