

**SMITH VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTOR MINUTES
August 11, 2016**

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

- 1.** The meeting was called to order at 18:01 hours by President Boudreau.
- 2.** Board Members present were President Boudreau and Director Abrott and Director Myers. Several community members and SVFPD Volunteers were present. Chief Loveberg was present.
- 3. Review and adoption of agenda:** President Boudreau moved to adopt the agenda as presented. Director Myers seconded, and all were in favor. The motion passed.
- 4. Approval of Minutes**
 - The minutes from the last Board of Directors regular meeting on July 14, 2016 were submitted by President Boudreau for approval as written with no additions or corrections. President Boudreau moved to approve the minutes as presented. Director Myers seconded, and all were in favor. The motion passed.
 - There was a correction on the minutes from June 9th, 2016. Under accounts payable, an amount of \$22,379.62 was listed for Wells Fargo. The amount should be \$2379.62.
- 5. Public Comments and Discussion:**
 - Archie Walker, Smith Valley resident, commented regarding our current burning regulations/restrictions. He inquired if the Board may be willing to consider an alternative to restricting residential/commercial burning during the summer months, i.e. issuing special permits under certain circumstances. Briefly discussed suggestions for safe options. Chief Loveberg commented he would be willing to meet with Mr. Walker to discuss his ideas.
- 6. Accounts Payable:**
 - a. ABC Fire \$565.61
 - b. Bauer Compressors \$940.00
 - c. Care Flight \$30.00
 - d. Catseye \$360.00
 - e. DMV OHV Section \$21.00
 - f. Frontier \$155.94
 - g. Frontier \$157.04
 - h. Grainger \$74.80
 - i. High Desert Internet \$75.00
 - j. High Desert Internet \$50.00
 - k. Home Depot \$41.15
 - l. Jim Menesini Petroleum \$642.27
 - m. Lambda Communications \$560.00
 - n. Life-Assist \$282.00
 - o. Lyon County \$18.87
 - p. Kristin Myers \$92.00
 - q. NV Energy \$285.73
 - r. Renner \$159.05
 - s. Sirennet \$692.45
 - t. Tom Spencer \$9.25
 - u. Tires Plus \$416.54
 - v. True Value Hardware \$26.18
 - w. VFIS \$581.00
 - x. Wells Fargo \$124.80

- y. Wells Fargo \$1051.46
- z. Margaret Wright \$100.00
- aa. Yerington Auto Parts \$48.97
- bb. Giomi Inc \$21.82
- cc. Verdugo Lawn Care \$370.00

- President 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.

7. Accounts Receivable:

- Ambulance fees collected were \$6,905.69. In addition we received \$721.28 in reimbursements and donations. President Boudreau moved to accept the accounts receivable. Director Abrott seconded, and all were in favor. The motion passed.

8. Correspondence Received:

- None

9. For Possible Action: Approval of a part-time paid Fuels Management Technician job description.

- Previously discussed changes have been made to the job description. President Boudreau moved to approve the job description for the part-time paid Fuels Management Technician. Director Myers seconded and opened the floor for discussion. Tom Renner, Smith Valley resident, questioned budget constraints. President Boudreau commented that we are only approving the job description at this time, not actually filling the position. All were in favor. The motion passed.

10. For Possible Action: Approval of a part-time paid Apparatus Readiness Technician job description.

- Director Myers commented she would be willing to work with the Volunteers to put together a checklist for apparatus and equipment. Volunteer Travis Walker stated we have one in process. Minor changes discussed. All previously suggested changes have been implemented. President Boudreau moved to approve the job description for the part-time paid Apparatus Readiness Technician job description. Director Myers seconded, and all were in favor. The motion passed.

11. For Possible Action: Approval of a part-time paid Training Captain job description.

- Discussion regarding reduced requirements to allow us flexibility to hire someone with less experience. Discussed options for bringing in training partners. Discussed possibility of having a Volunteer Fire Training Coordinator, similar to our EMS Coordinator. This has been considered in the past, but we have not been successful in filling this position at the Volunteer level. Discussed the difference between this position and the Assistant Chief position. Chief Loveberg noted that the job description can be amended as needed at a later time. President Boudreau moved to approve the job description for the part-time paid Training Captain. Director Myers seconded, and all were in favor. The motion passed.

12. For Possible Action: Approval of a part-time paid District Fire Chief job description.

- This is not a new position. We have not had a job description in place for the District Fire Chief. Discussed adding the requirement for EMT Certification. After discussion, the consensus was not to require the Chief to hold a current EMT Certification. President Boudreau moved to approve the job description for the District Fire Chief. Director Myers seconded, and all were in favor. The motion passed.

13. Approval of wage scales for the District's part-time paid positions.

- Discussed wage scales, compared to other Districts in our area with similar positions. President Boudreau moved to approve the wage scales for the District's part-time paid positions. Director Myers seconded, and all were in favor. The motion passed.

14. Discussion and possible action regarding the Verizon Wireless communication facility at Station 40 (1 Hardie Ln. Smith, NV).

- We are about halfway through the funds available from our insurance company to pay attorney fees. There is a drilling rig coming out tomorrow to test the soil for Geotech. Because there is no injunction, Verizon is moving forward with design at this point. No action.

15. Approval of a change in employment status for the District Fire Chief, Rob Loveberg, from volunteer to part-time paid at step 1 of the approved District Fire Chief wage scale effective on or after August 15, 2016.

- Community member Archie Walker recommended more publicity before making a decision on this item. President Boudreau and others noted that we post the agenda in various places around town, as well as our website, in compliance with the open meeting law. We have been discussing these part-time paid positions for several months in our meetings. Community member Tom Renner expressed concern over Chief Loveberg's ability to operate within budget. Director Abrott moved to continue this item to next month to give time for the Volunteers' input. President Boudreau seconded, and all were in favor. The motion passed.

16. Consideration, possible approval and/or direction to the District Fire Chief regarding a proposal by Wayne Eder to be re-hired as Assistant Chief of Training, Health and Safety.

- Discussed salary request and availability of Mr. Eder. He worked for the District for almost a year. He left because he moved to Henderson. President Boudreau moved to table this item to give time for the Volunteer's input. Director Myers seconded, and all were in favor. The motion passed.

17. Authorization for the Fire Chief to initiate the process for the purchase of a new or used Chevrolet Colorado, GMC Canyon or Toyota Tacoma Crew Cab, 4X4 pickup for use as a utility and response vehicle, with purchase approval to be considered by the District Board of Directors at a later date.

- Discussed the need for a utility vehicle at Station 42 to improve response time for Rescue 42 and still allow others to respond safely and legally in a District Vehicle. Volunteers suggested we move Utility 40 to Station 42 on a trial basis and see how often it is utilized for response. President Boudreau moved to table this item until next month. Director Abrott seconded, and all were in favor. The motion passed.

18. Authorization for the District Fire Chief to initiate the process for the purchase of a Dodge Ram 1500 Special Service Package and upfitting for a Duty Chief vehicle pursuant to the 2016 SVFPD Strategic Plan.

- This purchase would be consistent with the Strategic Plan. We will combine items 18 & 20. Discussed offers from North Lake Tahoe Fire Protection District. Chief Loveberg is reluctant to recommend these purchases at these prices. President Boudreau moved to table this item. Director Myers seconded, and all were in favor. The motion passed.

19. Discussion of the suitability of the property and structure at 610 Highway 338 for use as a fire station and water fill site, and authorization for the District Fire Chief to initiate the process for purchase by the Fire District with purchase approval to be considered by the District Board of Directors at a later date.

- Discussed property details. Unsure if this property and building will best suit our needs. President Boudreau moved to table this item. Director Abrott seconded, and all were in favor. The motion passed.

20. Approval of the purchase of a used Ford Expedition or Excursion from the North Lake Tahoe Fire Protection District for use as a District Duty Chief vehicle, and authorization for the District Fire Chief to negotiate the price and sign documents to accomplish the sale.

- See item 18. Director Abrott moved to table this item. Director Myers seconded, and all were in favor. The motion passed.

21. Discussion and possible action regarding the Fuels Reduction Management Program, including the grinding and disposal of vegetative material.

- No new information. We are still waiting for the contractor to begin work.

22. Discussion and possible action to approve and authorize the Fire Chief to sign the Cooperative Agreement and Annual Operating Plan between the Smith Valley Fire Protection District, the Bureau of Land Management and the US Forest Service.

- Board members have reviewed the document. President Boudreau moved to approve and authorize the Fire Chief to sign the Cooperative Agreement and Annual Operating Plan between the Smith Valley Fire Protection District, the Bureau of Land Management and the US Forest Service. Director Abrott seconded, and all were in favor. The motion passed.

23. For Possible Action: Discussion and possible action to approve a revision to the Volunteer Incentives Program to include a 401k Volunteer Incentives benefit.

- Chief Loveberg spoke with the firm that manages the NV Deferred Compensation Program (VOYA). It would be a 401A or 457B. They are willing to consider assisting us with a program. Chief has asked for more information. He will be meeting with a representative in the next few weeks. We are looking at the possibility of being included in the pool with the existing deferred compensation group. No action.

24. Fire Chief's Report:

- Reviewed last month's calls. We are at 91 calls for service at this time; we are now above average.
- We have made improvements to some apparatus.
- Discussed recent training and upcoming training opportunities.

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

- All apparatus are functioning.
- Utility 40 and Patrol 42 were recently serviced.
- Grants were approved for new mobile radios. Chief Loveberg will place orders soon.

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

- Roll up doors at Stations 40 and 42 will be serviced soon.
- We have a quote for moving the water tanks. Chief Loveberg is working on securing the use of an 8000 lb capacity forklift.

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

- We have a copy ready to post to our website.

28. Board Member Comments:

- Director Myers is working with Tom Spencer and the school principal on implementing a program called Every 15 Minutes to be presented at the school.
- President Boudreau will not be present for our next two meetings. He will be available to call in.

29. Public Comment:

- Community member Archie Walker asked if the Verizon attorney was willing to help with the case. Chief Loveberg informed him they are involved.

- Community member Tom Renner commented on the \$.05 tax override set to expire soon. He regrets not mentioning the issue to the Board sooner. Chief Loveberg has already contacted the Comptroller and is awaiting a response to see if there is a way we can continue the override.
- Tom Spencer, President SVFR, Inc., thanked the Board for considering the Volunteers' opinions regarding several agenda items.

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

- None

31. Action to adjourn:

- President Boudreau moved to adjourn. Director Myers seconded, and all were in favor. The motion passed. The meeting was adjourned at approximately 20:34.

Respectfully submitted,
SW, Administrative Asst.