

**SMITH VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTOR MINUTES
January 14, 2016**

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

1. The meeting was called to order at 18:00 hours by President Boudreau.
2. Board Members present were President Boudreau, and Director Myers. Director Abrott was absent. Chief Loveberg was present as well as several SVFPD members and one community member.
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. **Elect the Smith Valley Fire Protection District Board of Directors President and Secretary and fix the terms of office.**
 - Michael Boudreau moved that he remain President and Kristin Myers remain Secretary by acclamation; both for a term of 12 months. Director Myers seconded, and all were in favor. The motion passed.
5. **Presentation of Annual Financial Report for fiscal year ending June 30, 2015 by Sciarani & Co.**
 - Jim Sciarani of Sciarani & Company presented the Annual Financial Report. He reviewed assets, liabilities, and fund balances. The Smith Valley Fire Protection District experienced an increase in net position in the fiscal year 2015 due to property tax increases, operating grants, and decreased expenses.
6. **Approval of Minutes**
 - The minutes from the last Board of Directors regular meeting on December 10, 2015 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.
7. **Approval of Minutes**
 - The minutes from the last Board of Directors Strategic Plan workshop on January 7, 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.
8. **Public Comments and Discussion:**
 - No public comments.
9. **Accounts Payable:**
 - a. ARC Health & Wellness \$4491.00
 - b. AT&T Mobility \$29.15
 - c. Care Flight \$90.00
 - d. Catseye Pest Control \$360.00
 - e. Flyers \$22.97
 - f. Frontier Communications \$303.99
 - g. High Desert Internet \$250.00
 - h. Home Depot \$143.11
 - i. Jim Menesini Petroleum LLC \$466.38
 - j. Kristin Myers \$51.00
 - k. Life-Assist \$4782.49
 - l. LN Curtis & Sons \$1403.00

- m. Margaret Wright \$100.00
- n. MF Barcellos Inc. \$408.08
- o. NV Energy \$432.48
- p. Quill.com \$205.88
- q. RAM Software Systems, Inc. \$1350.00
- r. Renner Equipment \$23.89
- s. Sierra Electronics \$96.00
- t. SVVFR, Inc. \$85.00
- u. State of Nevada – Div. of Public & Behavioral Health \$20.00
- v. Sciarani & Company \$4500.00
- w. Sirennet.com \$334.49
- x. The Parts House \$19.95
- y. True Value Hardware \$11.56
- z. Uniformity of Nevada LLC \$178.41
- aa. Wells Fargo \$80.81
- bb. Wells Fargo \$1257.77

- 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.

10.Accounts Receivable:

- Ambulance fees collected were \$739.95. In addition we received \$1,674.00 in donations, \$300.33 in reimbursements, and \$1000.00 in other income. See enclosed worksheet. President Boudreau moved to accept the accounts receivable. Director Myers seconded, and all were in favor. The motion passed.

11.Correspondence Received:

- None

12.Discussion and possible action regarding correspondence to the Smith Valley Fire Protection District and a Lyon County Code Complaint Form filed with Lyon County for a property located at 456 Upper Colony Road (parcel #010-193-13) in Wellington, NV.

- There was discussion regarding whether this property is a hazard to the community and District personnel. The nuisance issue is a County matter. Enforcement of the International Fire Code deals with buildings and/or open burning, etc. It does not appear that the items in this particular complaint are covered by the International Fire Code. Therefore, at this time, it is not a matter for the Smith Valley Fire Protection District to enforce.
- The County may choose to take action.
- Community member Cathy Eckart commented that complaints have been filed in the past with no action taken. She has notified neighbors and others of her action. Her intent in contacting us was simply for our information at this time. There is no power on the property at this time. Ms. Eckart would like us to be aware of the potential hazards. The Lyon County Sheriff's Dept. has been out to the property.
- Chief Loveberg commented that Ms. Eckart has taken the proper action to address the nuisance complaint. The District will cooperate and coordinate with the County as needed. However, no action is required on our part at this time.
- President Boudreau moved to table the issue until action is needed. Director Myers seconded, and all were in favor. The motion passed.

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

- President Boudreau will call Andrew at Epic Wireless to check on progress. Per Chief Loveberg, Verizon makes investment / capital expenditure decisions annually.

14. Discussion and possible action regarding the allocation of funds received from Verizon Wireless.

- President Boudreau recommended paying the District Fire Chief \$500 / month using funds from the Verizon lease agreement.
- Chief Loveberg commented that the revenue received from Verizon is general revenue, and may not be "earmarked" for a particular expense. In addition, paying a salary to the District Fire Chief would require us to create a part-time paid position and then fund that position in the budget. In order to keep the payroll expense manageable, we would have to limit the Chief to 1040 hours per year. Otherwise, we would be required to contribute to PERS and pay benefits. Creating this paid position would limit the District Fire Chief's opportunity to volunteer his time due to fair labor laws.
- The issue of paid staff will be discussed in more detail at our upcoming Strategic Plan workshops.

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

- We are still waiting for additional bids. Nevada Division of Forestry recently contacted us offering assistance with fuels management projects in our service area. They may be willing to assist us with personnel and apparatus to burn the vegetative material. We are investigating this option.

16. Discussion and possible action regarding the approval of a revised service agreement between RAM Software Systems, Inc. and the Smith Valley fire Protection District, including the possible upgrade of services and expenditure of funds for contract fees.

- The upgrade of services would replace our existing "hardware" (which is accessible on one computer only) with an online product. This would allow us to access our ambulance billing system from multiple computers and provide better backup in the event of equipment failure.
- President Boudreau moved to approve the revised service agreement and authorize the President of the Board of Directors or the District Fire Chief to sign the agreement. Director Myers seconded, and all were in favor. The motion passed.

17. Fire Chief's Report:

- We submitted a grant request to the Walker River Basin Communities Foundation for partial reimbursement of our new Zoll cardiac monitors. Chief Loveberg met with the grant committee last night. The Board met today, and we should have a response soon.
- The EMT class began January 4th. We have 10 students. Thanks to Travis and Tom for leading the class and securing funding from grants.
- Director Abrott requested a progress report on auxiliary power for Station 40. We do have generators, but Chief Loveberg is still working on a permanent solution.

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

- All equipment is operational. There are only minor repairs needed.
- We are still working toward selling Squad 40.

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

- Nothing new at this time. The weather has existing projects on hold.

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

- Chief Loveberg distributed draft copies of the Strategic Plan formed from our last workshop.
- Workshop scheduled for January 28th at 6:00 pm.

21. Board Member Comments:

- Director Myers thanked Travis, Tom, Frank and Summer for all the time put in for our EMT class.

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 19:53.

Respectfully submitted,
SW, Administrative Asst.