

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

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

1. The meeting was called to order at 18:06 hours by President Boudreau.
2. Board Members present were President Boudreau and Director Abrott. Director Myers was absent. Chief Loveberg was present.
3. **Review and adoption of agenda:** President Boudreau moved to adopt the agenda as presented. Director Abrott seconded, and all were in favor. The motion passed.
4. **Approval of Minutes**
 - The minutes from the last Board of Directors regular meeting on June 9, 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 Abrott seconded, and all were in favor. The motion passed.
5. **Public Comments and Discussion:**
 - None
6. **Accounts Payable:**
 - a. AT&T Mobility \$29.48
 - b. FAIRA \$8,037.98
 - c. Giomi, Inc. \$8.87
 - d. High Desert Internet \$125.00
 - e. Jim Menesini Petroleum LLC \$229.27
 - f. Lambda Communications, Inc. \$12,214.80
 - g. Life-Assist \$228.86
 - h. LN Curtis \$2579.00
 - i. Kristin Myers \$70.00
 - j. NV Division of Forestry \$2500.00
 - k. NV Energy \$289.01
 - l. Quill \$995.39
 - m. Sirennnet.com \$1050.20
 - n. Uniformity of Nevada LLC \$111.81
 - o. Jose Verdugo Lawn Care \$200.00
 - p. Wells Fargo \$30.93
 - q. Wells Fargo \$124.25
 - r. Wheeler \$88.50
 - s. Margaret Wright \$150.00
 - t. Zoll \$669.25
 - President Boudreau moved to accept the accounts payable as reviewed and presented. Director Abrott seconded, and all were in favor. The motion passed. The claims were approved as presented.
7. **Accounts Receivable:**
 - Ambulance fees collected were \$2,361.08. In addition we received \$8,534.40 in reimbursements for miscellaneous items. 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.

- Board members would like more time to review the job description. Continued discussion about combining Fuels Management Technician and Apparatus Readiness Technician positions. Director Abrott recommended we gather input from the Volunteer membership regarding the positions before making a decision. President Boudreau moved to continue this item to the next meeting. Director Abrott seconded, and all were in favor. The motion passed.

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

- Discussed the details of the position, along with policies and procedures/checklists that are referred to in the job description. Discussed qualifications and training requirements. President Boudreau moved to continue this item to the next meeting. Director Abrott seconded, and all were in favor. The motion passed.

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

- President Boudreau moved to continue this item to the next meeting. President Boudreau moved to continue this item to the next meeting. Director Abrott seconded, and all were in favor. The motion passed.

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

- Director Abrott cautioned us against writing a job description to meet a specific person's qualifications. He recommended we review and consider neighboring Districts' job descriptions for similar positions. Chief Loveberg responded that other Districts' job descriptions were considered when drafting the job description. Director Abrott recommended we file copies of other Districts' job descriptions with our paperwork for this position. President Boudreau moved to continue this item to the next meeting. Director Abrott 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).

- We are still in litigation. No new public information. No action taken.

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

- Chief Loveberg spoke with the local property owner. The grinder is expected by the end of July. The property owner also is in the process of preparing our future collection site. Once we get more details on the collection site, we will prepare necessary documents for the use of the property.

15. For Possible Action: Discussion and possible action regarding a Financial Hardship Determination Request.

- The Board reviewed the patient's current bill, request form, and attached documentation. President Boudreau moved to waive the full amount owed by the patient. Director Abrott seconded, and all were in favor. The motion passed.

16. For Possible Action: 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.

- This is a combined Cooperative Agreement and Annual Operating Plan with the BLM and the USFS. There is still some information to be updated and corrected. Chief Loveberg recommended they take time to read the agreement if desired. President Boudreau moved to continue this item to

next month in order to give Directors time to review. Director Abrott seconded, and all were in favor. The motion passed.

17. 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 has no new information on this item. No action taken.

18. Fire Chief's Report:

- Reviewed last month's calls. We are at 76 calls for service at this time; about average.
- Our new EMT's are doing an excellent job responding to calls. We hope to see them become Advanced EMT's at some point. We sometimes run into a shortage of Advanced EMT's, especially during the day. This is very typical of volunteer organizations.
- Discussed needs and training for firefighters also. We need to get an EVOC class scheduled for our new EMT's.
- Several volunteers attended training in Fallon last month. It was all paid for by a grant.
- We purchased some more hand-held radios.
- The SERC met today. We hope they approved both of our grants. If so, we will be making orders for new mobile radios to be compliant with the new simulcast system.
- We are working on getting the water tanks moved to Station 42. We have a bid.
- We are going to be moving the generator from the Squad to Engine 40 due to some power drops on the generator on Engine 40. We need to get this moved before we sell this apparatus.

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

- Further discussion regarding the generator.
- All apparatus are functioning. Radio reprogramming to be done.

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

- We have a bid for moving the water tanks.

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

- No action.
- In another 6 months, we should consider updating and reviewing the list for apparatus and projects.
- The current plan will be posted on our website soon.

22. Board Member Comments:

- President Boudreau commended our Volunteers for an excellent Steak Fry and BBQ.
- It was brought to Director Abrott's attention that there was a voter-approved tax override for \$.05 passed some time ago, and that it is coming up for reconsideration in 2017. He heard it was a temporary increase in taxes and they thought it expired in 2017. If we want to extend it, we need to take some action. Chief Loveberg will look into this information.
- President Boudreau asked about getting onto Smith's grocery store's charity donation program to get our Volunteers added to their program.

- Director Abrott has been hearing comments about Chief 401 vehicle being seen out of District. He requested if Chief Loveberg could provide a calendar so we can be informed of out-of-District meetings he may be attending. Chief Loveberg will look into this possibility.

23.Public Comment:

- None

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

- None

25.Action to adjourn:

- President Boudreau moved to adjourn. Director Abrott seconded, and all were in favor. The motion passed. The meeting was adjourned at approximately 19:55.

Respectfully submitted,
SW, Administrative Asst.