

**SMITH VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTOR MINUTES
June 9, 2016**

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

1. The meeting was called to order at 18:03 hours by President Boudreau.
2. Board Members present were President Boudreau, Director Abrott, and Director Myers. 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 May 19, 2016 were submitted by President Boudreau for approval as written with no additions or corrections. Director Abrott moved to approve the minutes as presented. Director Myers seconded, and all were in favor. The motion passed.
5. **Public Comments and Discussion:**
 - None
6. **Accounts Payable:**
 - a. AT&T Mobility \$29.32
 - b. Care Flight \$60.00
 - c. Frontier \$152.99
 - d. Emergency Services Marketing Corp., Inc. \$725.00
 - e. Robert Loveberg \$220.48
 - f. Jim Menesini Petroleum LLC \$342.57
 - g. MF Barcellos, Inc. \$65.79
 - h. NU-Systems, Inc. \$126.00
 - i. NV Energy \$67.34
 - j. Rowe Hales Yturbide, LLP \$4409.40
 - k. Smith Valley Volunteer Fire Rescue, Inc. \$404.50
 - l. The Parts House \$41.96
 - m. Uniformity of Nevada LLC \$68.58
 - n. Wells Fargo \$583.46
 - o. Wells Fargo \$2379.62
 - p. Margaret Wright \$70.00
 - 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 \$3468.61. In addition we received \$300.00 in reimbursements for the recent EMT class. President Boudreau moved to accept the accounts receivable. Director Myers 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 have reviewed the job description, but would like more time to consider. 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.

- Board members have reviewed the job description, but would like more time to consider. Some changes were recommended and notated. There was discussion about possibly combining the Apparatus Readiness Technician and the Fuels Management Technician positions. 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.

- Board members have reviewed the job description, but would like more time to consider. Chief Loveberg is seeking clarification on the wording change from Part-time to temporary. Discussion regarding the physical demand/lifting. 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.

- Board members have reviewed the job description, but would like more time to consider. 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.For Possible Action: Discussion and possible action to approve and authorize the President of the Board of Directors to sign the Recognition and Attornment Agreement among F.M. Fulstone, Inc., Smith Valley Fire Protection District and Verizon Wireless.

- Our attorney has reviewed the document and has no issues with our signing it. President Boudreau moved to approve and authorize the President of the Board of Directors to sign the Recognition and Attornment Agreement among F.M. Fulstone, Inc., Smith Valley Fire Protection District and Verizon Wireless. Director Myers seconded, and all were in favor. The motion passed.

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

- Chief Loveberg spoke with the property owner again. He is awaiting the contractor to schedule the work. They also discussed a potential location for a future collection site. There is an option for property that could be supervised. No action taken at this time.

16.For Possible Action: Discussion and possible action to approve and authorize the Fire Chief to sign an extension of the Cooperative Agreement and Annual Operating Plan between the Smith Valley Fire Protection District and the Bureau of Land Management.

- The new Cooperative Agreement and Annual Operating Plan is not complete. Therefore, they have decided to extend the existing document for another year. President Boudreau moved to approve and authorize the Fire Chief to sign an extension of the Cooperative Agreement and Annual Operating Plan between the Smith Valley Fire Protection District and the Bureau of Land Management. 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 is still working on alternative firms to manage the 401k and working with the Lyon County Comptroller to resolve their concerns. No action taken.

18.Fire Chief's Report:

- Reviewed last month's calls. We are about average, with mostly EMS calls.
- There is a red flag warning today for neighboring districts. Weather is warming and drying quickly.
- Chief Loveberg submitted a grant application this week for radios. There may be additional funds available. Chief will request appropriate equipment if possible.
- The grant request from March is still in the approval process.
- Placed an order for some portable radios, to be received before the end of this fiscal year.
- Chief Loveberg participated in a joint planning meeting with the Lyon county Sheriff and Smith Valley Schools preplanning for an active shooter event. They conducted a walk-through of the school and made suggestions for a plan.
- Our Volunteers grilled steaks last weekend for the Walker River Basin Communities Foundation BBQ. We are unsure if our Volunteers will continue in the future.
- As part of an ongoing effort to get the Smith Valley Dairy permitted, we observed fire flows tests of their hydrant system. They did not pass and were informed of the needed repairs.
- Chief Loveberg attended a continuity operations planning training event last week.
- We are contemplating putting fire restrictions in place soon.
- Chief Loveberg is looking for other alternatives for the District Fire Chief position. Discussed options of contracting with an employment firm or splitting the responsibilities of the position. This is in an effort to structure the District Fire Chief position so he/she could perform all necessary functions.

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

- Lights upgraded on Patrol 42. Cost was about \$2000. This was a much needed improvement.
- Radio reprogramming to be done on all apparatus.
- Our mechanic Chris Henning will not be doing our regular service anymore. He will still do other repairs as needed. We need to find a vendor for annual maintenance for our large apparatus.

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

- No new projects at this time.

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

- No action.

22.Board Member Comments:

- Director Abrott asked if District Policies & Procedures are available for his review. Chief Loveberg will provide copies.

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 Myers seconded, and all were in favor. The motion passed. The meeting was adjourned at approximately 19:21.

Respectfully submitted,
SW, Administrative Asst.