

**SMITH VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTOR MINUTES
March 10, 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, Director Abrott and Director Myers. Chief Loveberg was present (late arrival) as well as several SVFPD members and two community members.
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 February 11, 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. ARC Health & Wellness \$1575.85
 - b. Armstrong Medical \$3552.18 (paid by State EMS Children's Grant)
 - c. AT&T Wireless \$29.47
 - d. Frontier \$152.70
 - e. Grainger \$21.81
 - f. High Desert Internet \$125.00
 - g. Home Depot \$4.21
 - h. IamResponding.com/Emergency Services Marketing Corp. Inc. \$6.24
 - i. Jim Menesini Petroleum \$190.36
 - j. Lemos, Duane T. \$57.06
 - k. Life-Assist \$702.39
 - l. Life-Assist \$3707.27 (paid by State EMS Children's Grant)
 - m. L.N. Curtis \$ Sons \$219.00
 - n. MF Barcellos Inc. \$590.49
 - o. Myers, Kristin \$40.00
 - p. Nevada Fire Chiefs Assn. Inc. \$50.00
 - q. Nevada Division of Forestry \$2500.00
 - r. Northern Nevada Fire Chiefs Association \$50.00
 - s. NU-Systems Inc. \$126.00
 - t. NV Energy \$308.83
 - u. Penguin Management (eDispatches.com) \$1147.00
 - v. Quill Corporation \$483.27
 - w. Renner Equipment \$58.50
 - x. Rowe Hales Yturbide, LLP \$3900.00
 - y. Spencer, Tom \$25.00
 - z. State of Nevada – Yerington Community Health Clinic \$51.00
 - aa. Tires Plus \$110.37
 - bb. VFIS \$1229.00
 - cc. Wells Fargo \$479.25
 - dd. Wells Fargo \$545.82

ee. Wheeler Screen Printing \$99.00

- 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 \$4,220.36. In addition we received \$100.00 in donations and \$264.77 in plan review fees. President Boudreau moved to accept the accounts receivable. Director Myers seconded, and all were in favor. The motion passed.

8. Correspondence Received:

- None

9. Discussion and possible action to write off 2013 bad debt.

- President Boudreau moved to write off bad debt from 2013. Director Abrott seconded, and all were in favor. The motion passed.

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

- President Boudreau stated that the project is still in the works.
- Chief Loveberg updated on the ongoing litigation; both entities (SVFPD and Lyon County) have submitted answers. It may take up to 90 days to move to the next step. Our attorney spoke to the Verizon representative and informed them of the situation.

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

- President Boudreau opted to take this item out of order due to the community members present who wish to speak to this matter. We will come back to the District budget upon completion of this agenda item.
- Chief Loveberg shared that we are currently working on two potential solutions for disposing of the existing brush pile. First, there is an individual with an agricultural production in the area that would like to grind the material for compost at no cost to the District. Second, Nevada Division of Forestry has offered to come and burn the pile at no cost to the District. Chief Loveberg has provided the individual with information on the grinder he will need to process the material. The individual would like to get the project completed within a month. He also may allow us to use his property for a collection site moving forward.
- We could use the secondary site on Pit Rd. However, we need to complete the grinding of the existing pile first and also determine if the individual is going to allow his property to be used. This will eliminate the undesirable possibility of having multiple collection sites going at the same time.
- Community member Ron Scandrett shared his concerns regarding keeping the brush pile under control, as the pile has become quite large. He strongly urged the District to implement a solution promptly.
- Chief Loveberg shared that community members are currently permitted to burn within regulations.
- Chief Loveberg is trying to secure an arrangement with the individual to possibly open a collection site even prior to finishing grinding.
- No Board action will be required to allow the individual to grind the material.

- Director Myers requested we set a time limit for a decision from the individual of next Friday, March 18th. Chief Loveberg agreed.

12. Fiscal Year 2016/2017 tentative District budget.

- Chief Loveberg presented a worksheet with tentative budget information.
- We may not receive an incremental tax rate increase this year.
- Discussed income categories and projections.
- Discussed salaries, including the possible new position (12 hours/week) for weekly apparatus inspections.
- Discussed changes in expenditure line items.
- President Boudreau moved to approve the Fiscal Year 2016/2017 tentative District budget with a possible increase for internet service. Director Abrott seconded, and all were in favor. The motion passed.
- We need to set a date, time, and location to adopt the final budget. This meeting must fall between May 16-27. We will discuss this at the next meeting, possibly moving the regular monthly meeting to May 19th and combining with the budget hearing.

13. Discussion and possible action regarding a Memorandum of Understanding between Smith Valley Baptist Church and the Smith Valley Fire Protection District.

- The general intent of the Memorandum of Understanding (MOU) is in the District's interest. It allows use of the water storage tank on the Church property to be used for fire suppression. Chief Loveberg will check with legal counsel to see if any changes are needed.
- President Boudreau moved to approve the MOU pending any revisions recommended by legal counsel. Director Abrott seconded, and all were in favor. The motion passed.

14. Fire Chief's Report:

- 34 calls for service year-to-date. We are above average at this time.
- EMT class is going well. Our instructors are doing an outstanding job. Our students are also doing a great job and staying engaged.
- Our volunteers have been very active. Trainees and students are also responding to calls.

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

- All equipment is operational. Rescue 42 had a tire repaired. There are minor issues on some apparatus. Utility 40 was serviced, and the battery was replaced. Engine 42 needs repair of the hose bed cover damaged during the windstorm in January. Director Myers stated she noticed some damage on the windshield in Rescue 42.

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

- We have some projects on task for this year.

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

- Chief Loveberg presented the draft of the Strategic Plan, based on workshops over the last couple of months. President Boudreau moved to approve the Strategic Plan with the update to the introduction. Director Myers seconded, and all were in favor. The motion passed.

18. Board Member Comments:

- President Boudreau expressed his desire to see the Fuels Reduction Management Program back in operation.
- Director Myers inquired about the next steps in implementing the new apparatus maintenance position. Chief Loveberg stated the new position cannot begin until July 1 when the new budget year begins.

19. Public Comment:

- Tom Spencer, President of SVFR, Inc. thanked the Board for their efforts in gaining the maintenance position, for continuing work on the Verizon project, and for the Fuels Reduction Management Program. He also thanked the Board for their support of our EMT class.
- Tom Spencer also shared a new program the Volunteers have initiated, File of Life. They are magnetic pouches for the refrigerator door with a document for people to record emergency information.

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

- Job description for the part-time maintenance position.
- Possibly moving the May regular Board meeting from the 12th to the 19th.

21. 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 19:45.

Respectfully submitted,
SW, Administrative Asst.