

**SMITH VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTOR MINUTES  
May 19, 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 as well as several SVFPD members.
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 April 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.
5. **Approval of Minutes**
  - The minutes from the last Board of Directors special meeting on February 25, 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.
6. **Public Comments and Discussion:**
  - None
7. **Approval of a part-time paid Fuels Management Technician position and the job description for the position.**
  - This position was previously funded by the BLM Biomass Grant. In order to continue this service, we need to create this part-time paid position.
  - Discussion regarding specific duties. Chief Loveberg recommended we approve the positions and revisit the job descriptions at the next regular Board meeting.
  - President Boudreau moved to approve the part-time paid Fuels Management Technician position, with continuation of a discussion of the job description until the next meeting. Director Abrott seconded, and all were in favor. The motion passed.
8. **Approval of a part-time paid Apparatus Readiness Technician position and the job description for the position.**
  - President Boudreau moved to approve the part-time paid Apparatus Readiness Technician position, with continuation of a discussion of the job description until the next meeting. Director Abrott seconded, and all were in favor. The motion passed.
9. **Approval of a part-time paid Training Captain position and the job description for the position.**
  - This position is not in addition to the already approved part-time paid Assistant Chief position that is currently open and un-filled. This is an alternate position, giving us the opportunity to under-fill with an individual who may not meet the qualifications required for the Assistant Chief position.
  - President Boudreau moved to approve the part-time paid Training Captain position, with continuation of a discussion of the job description until the next meeting. Director Abrott seconded, and all were in favor. The motion passed.

**10. Approval of a part-time paid District Fire Chief position and the job description for the position.**

- This position gives the District more flexibility in the future if we choose not to have a volunteer Chief or if none of the Volunteers desire to take the position or are not qualified. This allows the District to attract a part-time employee to fill the District Fire Chief position.
- President Boudreau moved to approve the part-time paid District Fire Chief position, with continuation of a discussion of the job description until the next meeting. Director Abrott seconded, and all were in favor. The motion passed.

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

- Chief Loveberg presented a draft of wage scales for all paid positions. The Administrative Assistant and Assistant Chief wage scales were previously approved by the Board.
- The Fuels Management Technician position is currently included in the budget at step 9.
- Discussion regarding wage scales for positions and whether they are sufficient to attract and retain qualified personnel. Also discussed the District's ability to pay at higher levels. Chief Loveberg will continue working on the wage scales with HR.
- Item continued to next meeting.

**12. Public Hearing on Fiscal Year 2016/2017 Smith Valley Fire Protection District tentative budget to determine the tax rate and spending authorizations for final budget.**

- Chief Loveberg read the letter from the State of Nevada Department of Taxation regarding the Fiscal Year 2016/2017 Tentative Budget.
- The Lyon County Comptroller has questioned the legality of the potential 401k program. Chief Loveberg is working with him to resolve his concerns.
- Discussed tentative budget and salaries.
- No public comment.
- President Boudreau moved to approve the Fiscal Year 2016/2017 Smith Valley Fire Protection District tentative budget with a tax rate of 0.4261 and spending authorizations for the final budget. Director Myers seconded, and all were in favor. The motion passed.

**13. Adopt final Fiscal Year 2016/2017 budget, tax rate and spending authorizations.**

- No discussion or public comment.
- President Boudreau moved to adopt the Fiscal Year 2016/2017 budget, tax rate of 0.4261 and spending authorizations. Director Myers seconded, and all were in favor. The motion passed.

**14. Accounts Payable:**

- a. Adams, Steve \$70.00
- b. Armstrong Medical \$3802.26
- c. AT&T Mobility \$29.32
- d. Care Flight \$60.00
- e. Diaz-Alvarez, Jazmin \$70.00
- f. Catseye Pest Control \$360.00
- g. Frontier Communications \$153.23
- h. High Desert Internet \$250.00
- i. Hunewill, Frank \$640.00
- j. Life-Assist \$1616.78
- k. Mangiaracina, Michael \$70.00
- l. McMahon, Merle \$70.00

- m. NV Energy \$491.42
- n. Quill.com \$95.61
- o. Renner Equipment \$4.98
- p. Rowe Hales Yturbide, LLP \$1332.80
- q. SC Supply Co. \$2810.85
- r. Simpsons Colony Reclamation Canal Company \$4.75
- s. Spencer, John Tom \$822.00
- t. Uniformity \$228.87
- u. Verdugo Lawn Care \$680.00
- v. Walker, Travis \$800.00
- w. Walker, Summer \$70.00
- x. Wells Fargo \$311.05
- y. Wells Fargo \$104.50
- z. Wright, Margaret \$125.00
- aa. Zoll \$66.75

- 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.

**15.Accounts Receivable:**

- Ambulance fees collected were \$3,677.36. In addition we received \$10,251.20 in various reimbursements. President Boudreau moved to accept the accounts receivable. Director Abrott seconded, and all were in favor. The motion passed.

**16.Correspondence Received:**

- None

**17.Discussion and possible action to accept the donation from Lyon County of the 2007 Ford Expedition previously used jointly by Lyon County and the Smith Valley Fire District.**

- The Lyon County Board of Commissioners voted to donate the Chief 401 vehicle to the District. President Boudreau moved to accept the donation from Lyon County of the 2007 Ford Expedition previously used jointly by Lyon County and the Smith Valley Fire District. Director Myers seconded, and all were in favor. The motion passed.

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

- We are presently still in litigation. A hearing has been set for June 1<sup>st</sup>. No action taken.

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

- Chief Loveberg spoke with Steve Fulstone recently. He stated he had arranged for someone to begin grinding within two weeks. We are also still working with him and/or NDOT for a future collection site. We have budgeted \$20,000 for grinding and disposal. Chief Loveberg will update as needed.

**20.Discussion and possible action to approve a revision to the Volunteer Incentives Program to include a 401k Volunteer Incentives benefit.**

- Chief Loveberg shared that the Comptroller has concerns regarding the legality of a 401k benefit for our Volunteers. He is working with him to resolve those concerns. Funds are budgeted to cover the cost of the proposed program. No action taken.

**21. Fire Chief's Report:**

- Call volume has slowed. We are currently at 53 calls for service.
- There is potential for additional fire fuels when the weather dries. Discussed other resources available for mutual aid.
- A new cooperative agreement template has been approved by the US Forest Service. Chief Loveberg should be able to present that to the Board soon.
- 100% of the students who tested from our EMT class passed both practical and cognitive exams. This is a remarkable accomplishment for our instructors and our new EMT's.

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

- All District equipment is operational. Chief Loveberg needs to reprogram our radios. The Volunteers purchased LED lights for the light tower on Patrol 42.

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

- Painting project upcoming.

**24. Discussion and possible action regarding the Strategic Plan update:**

- No action at this time.

**25. Board Member Comments:**

- President Boudreau is hoping for a swift resolution of the Verizon issue.
- Director Abrott inquired about the status of Douglas County Fire & EMS Districts. Chief Loveberg explained they combined their fire and EMS Districts. They will no longer be controlled by the County Commissioners, but will be changing to a Board of Directors similar to our District.

**26. Public Comment:**

- None

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

- Job descriptions for new part-time paid positions.

**28. 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 19:29.

Respectfully submitted,  
SW, Administrative Asst.