

**SMITH VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTOR MINUTES
May 8, 2017**

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

1. The meeting was called to order at 1800 hours by President Boudreau.
2. Board Members present were President Boudreau, Director Abrott, and Director Myers. Several SVFPD Volunteers were present. 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 April 13, 2017 were submitted by President Boudreau for approval as written. 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 Wireless \$29.97
 - b. AT&T Wireless \$30.03
 - c. Cascade Fire Equipment \$269.73
 - d. Emergency Reporting \$1668.00
 - e. Frontier \$157.54
 - f. High Desert Internet \$50.00
 - g. High Desert Internet \$75.00
 - h. Home Depot \$71.31
 - i. Lambda Communications \$155.79
 - j. Life-Assist \$261.65
 - k. Life-Assist \$3.13
 - l. LN Curtis \$53.03
 - m. Loveberg, Robert \$263.67
 - n. Menesini Petroleum \$637.25
 - o. MF Barcellos \$466.16
 - p. NV Energy \$44.82
 - q. NV Energy \$125.32
 - r. NV Energy \$41.87
 - s. NV Energy \$57.48
 - t. Quill \$90.79
 - u. Renner Equipment \$7.67
 - v. Renner Equipment \$8.98
 - w. Renner Equipment \$29.25
 - x. Rowe Hales Yturbide \$940.96
 - y. Rowe Hales Yturbide \$300.00
 - z. Simpsons Colony Reclamation Canal Company \$6.75
 - aa. Standard Diesel and Repair \$629.48
 - bb. Standard Diesel and Repair \$72.01
 - cc. Tailoredwear Inc. \$1183.00
 - dd. The Parts House \$16.81
 - ee. True Value Hardware \$8.49

ff. Verdugo Lawn Care \$180.00
gg. Walker River Mechanical \$439.70
hh. Wells Fargo \$579.33
ii. Wells Fargo \$97.51

- Director Myers moved to accept the accounts payable as reviewed and presented. President Boudreau seconded, and all were in favor. The motion passed. The claims were approved as presented. Summer stated that we have switched to epinephrine in vials rather than epi-pens, saving the District almost \$3000 annually.

a. Approval of LN Curtis Invoice INV94632 in the amount of \$8,100 for turnouts.

- President Boudreau moved to approve the LN Curtis Invoice INV94632 in the amount of \$8,100 for turnouts. Director Abrott seconded, and all were in favor. The motion passed.

7. Accounts Receivable:

- Ambulance fees collected were \$2,487.62. In addition, we received \$1218.91 in reimbursements, and \$1500.00 from Verizon Wireless for May rent. 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 of the Fiscal Year 2017/2018 Tentative Budget (no action).

- Cost of Knox Box project will be more than \$10k, so it will come out of capital improvements. No need to change the budget for this item.
- Due to changes in the Citizen CPR Program, it will be easier for the District to handle paying instructors. We may consider adding expense and income line items to the budget for this program. We will also need to add funds to the salaries line item to cover CPR instructors.

10. Review and ratification or approval of an Interlocal Agreement for Mutual Aid Fire Services and 2017/2018 Annual Operating Plan for Mutual Aid Fire Services between the Antelope Valley Fire Protection District and the Smith Valley Fire Protection District.

- This agreement will benefit both agencies. Correct Summer's email address on page 4 of the Interlocal Agreement. The agreement continues unless we need to change it. The Annual Operating Plan will continue, but we will meet annually to update if needed.
- President Boudreau moved to approve the Interlocal Agreement for Mutual Aid Fire Services between the Antelope Valley Fire Protection District and the Smith Valley Fire Protection District. Director Abrott seconded, and all were in favor. The motion passed.
- President Boudreau moved to approve the 2017/2018 Annual Operating Plan for Mutual Aid Fire Services between the Antelope Valley Fire Protection District and the Smith Valley Fire Protection District. Director Abrott seconded, and all were in favor. The motion passed.

11. Review and ratification or approval of a Memorandum of Understanding Among the Smith Valley Fire Protection District, Smith Valley Volunteer Fire Rescue, Inc., and Citizen CPR-F/A Program Instructional Staff for the Citizen Cardiopulmonary Resuscitation (CPR)/First Aid Program.

- Discussed revisions. Changes are intended to reduce the burden of paperwork on the Volunteers. It will be easier for the District to deal with payroll and other financial needs. Discussed mileage reimbursements. Discussed minor changes / corrections.

- President Boudreau moved to approve the Memorandum of Understanding Among the Smith Valley Fire Protection District, Smith Valley Volunteer Fire Rescue, Inc., and Citizen CPR-F/A Program Instructional Staff for the Citizen Cardiopulmonary Resuscitation (CPR)/First Aid Program with the changes discussed. Director Abrott seconded, and all were in favor. The motion passed.

12. Revision of the Volunteer Incentive Program modifying the qualifications and criteria, and adding Nevada Deferred Compensation account incentives to be effective July 1, 2017.

- Changes have been made to accommodate concerns from the Volunteers. Discussed another Fire Agency's program that may be appealing. If the modifications do not work, we can always make changes in the future.
- President Boudreau moved to approve the revision of the Volunteer Incentive Program modifying the qualifications and criteria, and adding Nevada Deferred Compensation account incentives to be effective July 1, 2017. Director Myers seconded, and all were in favor. The motion passed.

13. The Smith Valley Fire Protection District's reaffirmation of or adoption of the use of the Lyon County Personnel Policies effective May 8, 2017.

- Discussed the need to approve and/or reaffirm the use of Lyon County Personnel Policies in conjunction with the Smith Valley Fire Protection District's policies. President Boudreau moved to reaffirm the use of the Lyon County Personnel Policies in conjunction with the Smith Valley Fire Protection District's Personnel Policies, effective May 8, 2017. Director Myers seconded, and all were in favor. The motion passed.

14. Discussion and Possible Action to approve the Smith Valley Fire Protection District Ride-Along Waiver.

- This item was taken out of order.
- Discussed minor changes to wording. Discussed application process, forms to be required and possible time limit. We will consider other related documents at a future meeting.
- President Boudreau moved to approve the Smith Valley Fire Protection District Ride-Along Waiver with changes made. Director Abrott seconded, and all were in favor. The motion passed.

15. Review and approval of the AICPA and GOA required standard engagement letter for fiscal year 2016-2017 from Sciarani & Company.

- No changes have been made to the documents from previous years.
- President Boudreau moved to approve the AICPA and GOA required standard engagement letter for fiscal year 2016-2017 from Sciarani & Company. Director Abrott seconded, and all were in favor. The motion passed.

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

- Litigation continues. Chief Loveberg spoke with a Verizon technician. They were waiting for a shipment of equipment. He estimated it should be operational within 2 months.

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

- As of today, the grinder should be here in a week or two. Chief Loveberg also spoke with Mr. Fulstone regarding the new site. President Boudreau expressed concern that we've seen trailers moving. He encouraged us to wait until we are actually ready to start to the program to haul any more brush.

18. Fire Chief's Report:

- 41 calls for service to-date.
- We will be updating our ISO rating. ISO rates us for the purpose of residential fire insurance. This rating affects insurance costs for homeowners.
- Our Advanced EMT class completed classroom work. Three of our volunteers passed the skills test. We are waiting for appointments for written exams. Chief Loveberg commended our instructors and students for an outstanding job.
- Chief Loveberg thanked the Board for being flexible in changing the meeting night to accommodate the Volunteers' new training schedule.
- Open House is scheduled for this Saturday 10-2 for Wildfire Awareness Month. This will be in conjunction with monthly fire training.
- We are working on a grant from Nevada Division of Forestry for wildland fire equipment.
- We are working on a Knox Box application and order to get the program started.
- Chief Loveberg will not be in attendance at the budget meeting. He will be out of town.

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

- Rescue 42's battery light is still coming on even after supposed repair.
- Brush 42 needs to get to Smith Valley Garage for service.
- Auto eject units need service.
- PowerLoad battery pack has been received. We are awaiting delivery of the PowerLoad unit.

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

- Summer spoke with a representative at the USDA regarding the generator grant. Lyon County is supposed to come and give us an estimate on what size generator we will need.
- Director Abrott asked for the status on the water tank installation. No new progress. Chief Loveberg still needs to meet with the engineer regarding the install.
- No new information on the property line at Station 41.
- No progress on the drainage issue at Station 40. The County is currently tied up with flooding issues.

21. Smith Valley Fire District Volunteer Comments:

- None

22. Board Member Comments:

- None.

23. Public Comment:

- None.

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

- Ride-Along program application and other supporting documents, along with a clean copy of the Ride-Along Waiver.

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 1940.

Respectfully submitted,
SW, Administrative Asst.