

**SMITH VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTOR MINUTES
May 21, 2018**

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

- 1.** The meeting was called to order at 1803 hours by Director Myers.
- 2.** Board Members present were Director Abrott and Director Myers. President Boudreau attended by phone. Chief Loveberg was also present, along with several other SVFPD members.
- 3. Review and adoption of agenda:** Director Abrott moved to adopt the agenda as presented. President Boudreau seconded, and all were in favor. The motion passed.
- 4. Public Comments and Discussion:**
 - None.
- 5. Public Hearing on the Fiscal Year 2019 Tentative Budget**
 - Director Myers read the letter from the Department of Taxation into the record. There was no public comment.
- 6. Approve the Final Budget and Tax Rate for Fiscal Year 2019.**
 - We were provided the incorrect budget document from the County. The cover letter and projected budget documents are correct. Final budget matches the projected budget. We will obtain the correct document for the records.
 - Director Myers moved to approve the Final Budget for Fiscal Year 2019 and Tax rate of 45.32 cents with the corrected document to be attached in the final record. Director Abrott seconded, and all were in favor. The motion passed.
- 7. Discussion and possible approval of the Smith Valley Fire Protection District Debt Management Policy and 5-Year Capital Improvement Plan.**
 - The majority of this information comes from the Strategic Plan.
 - Asst. Chief Park expressed concern about the extended timeline for replacing the ambulance. Chief Loveberg reminded us that this Plan is just a guideline and is not binding.
 - Director Myers moved to approve the Smith Valley Fire Protection District Debt Management Policy and 5-Year Capital Improvement Plan. Director Abrott seconded, and all were in favor. The motion passed.
- 8. Approval of the 2018 Lyon County Fire Districts Consolidated Incident and Restitution Rate Schedule.**
 - This is a guideline of costs for the purpose of forming Cooperative Agreements.
 - Director Myers moved to approve the 2018 Lyon County Fire Districts Consolidated Incident and Restitution Rate Schedule. President Boudreau seconded, and all were in favor. The motion passed.
- 9. Approval of Minutes**
 - The minutes from the last Board of Directors regular meeting on April 9, 2018 were submitted by Director Myers for approval as written. Director Abrott moved to approve the minutes as presented. Director Myers seconded, and all were in favor. The motion passed.
- 10.Accounts Payable:**
 - a. ARC Health & Wellness \$306.64

- b. AT&T Wireless \$30.27
- c. AT&T Wireless \$31.46
- d. Emergency Reporting \$1668.00
- e. Care Flight \$30.00
- f. Care Flight \$30.00
- g. Frontier \$162.66
- h. Frontier \$163.37
- i. Hammond Furniture, Inc. \$560.50
- j. High Desert Internet \$50.00
- k. High Desert Internet \$75.00
- l. Jim Menesini Petroleum \$605.62
- m. Jim Menesini Petroleum \$334.18
- n. Robert Loveberg \$395.60
- o. MF Barcellos, Inc. \$705.00
- p. Northern Nevada Fire Chiefs Association \$50.00
- q. NV Energy \$46.75
- r. NV Energy \$128.51
- s. NV Energy 45.62
- t. NV Energy \$85.20
- u. Orkin \$360.00
- v. Alan Orton \$84.74
- w. REMSA \$32.00
- x. REMSA \$17.00
- y. Rowe & Hales \$1160.00
- z. Standard Diesel and Repair \$81.02
- aa. Standard Diesel and Repair \$98.76
- bb. Standard Diesel and Repair \$1787.22
- cc. Uniformity of Nevada LLC \$66.25
- dd. Uniformity of Nevada LLC \$55.00
- ee. Uniformity of Nevada LLC \$1457.79
- ff. Uniformity of Nevada LLC \$31.25
- gg. Jose Verdugo Lawn Care \$200.00
- hh. Wells Fargo \$177.58
- ii. Wells Fargo \$20636.38
- jj. Zoll \$367.50
- kk. Zoll \$514.50

- Director Myers 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.

11.Accounts Receivable:

- Ambulance fees collected were \$8,504.57. In addition, we received \$1995.16 in reimbursements, \$40.00 in CPR income, \$100.00 in donations, and \$1545.00 in sales and rentals. Director Myers moved to accept the accounts receivables. President Boudreau seconded, and all were in favor. The motion passed.

12.Correspondence Received:

- None.

13. Discussion and possible approval of the District's continued representation by James Hales, Esq. and authorization to transfer related District legal files to the law firm of Alling & Jillison.

- Director Myers moved to approve the District's continued representation by James Hales, Esq. and authorization to transfer related District legal files to the law firm of Alling & Jillison and authorized the District Fire Chief to sign the transfer of files authorization form. President Boudreau seconded, and all were in favor. The motion passed.

14. Discussion and possible approval of a request from the District Volunteers to authorize the District to apply for a grant from the Walker River Basin Communities Foundation for partial funding to purchase and outfit a Duty Chief vehicle with additional funding from SVVFR, Inc. and the District's acquisition fund.

- Asst. Chief Park shared information regarding the Volunteers' desire to pursue a Duty Chief vehicle. They feel it will improve our emergency response. Cost is estimated at \$50k. We would like to apply for a \$25k grant from Walker River Basin Communities Foundation with the Volunteers (SVVFR, Inc.) contributing \$10k. The remainder would come from the District's acquisition fund. The vehicle would be useful for medical, wildland, and off-road rescue responses.
- After discussion, Director Myers moved to authorize the District to apply for a grant from the Walker River Basin Communities Foundation for partial funding to purchase and outfit a Duty Chief vehicle with additional funding from SVVFR, Inc. and the District's acquisition fund. President Boudreau seconded, and all were in favor. The motion passed.

15. Review, discussion, and possible action to approve the May 15, 2018 draft revised Uniform Allowance Program. The revised Program includes revisions to simplify and clarify program requirements. The Program revisions also include language, conforming with federal regulations, specifying that District issued apparel must be returned to the District when personnel separate from the District.

- An updated version was provided at the meeting. Director Myers moved to approve the May 15, 2018 draft revised Uniform Allowance Program. Director Abrott seconded the motion, and all were in favor. The motion passed.

16. Review, discussion, possible revision, and possible action to approve the draft Assigned Vehicle Policy. The draft Policy includes the purpose, procedures, and guidelines for assigning District vehicles to District personnel for official use.

- Chief 401 has been assigned a vehicle for a number of years when we had a shared vehicle with Lyon County. Ownership was transferred to SVFPD. We have never had a policy regarding assigned vehicles. Chief Loveberg is moving to Gardnerville. This policy was crafted partly from other Fire Districts' policies.
- Discussion regarding if the Training Captain / Asst. Chief would be required to respond to calls. The new policy would allow us to issue a vehicle, but not require us to.
- After additional discussion, Director Myers moved to approve the draft Assigned Vehicle Policy. The draft Policy includes the purpose, procedures, and guidelines for assigning District vehicles to District personnel for official use. President Boudreau seconded, and all were in favor. The motion passed.

17. Review, discussion, and possible action to approve the 2018 Sierra Front Cooperators Charter/Participating Agreement and authorize the Fire Chief to sign the Charter/Participating Agreement on behalf of the District.

- Sierra Front Wildfire Cooperators was organized in 1981. They updated membership categories to suppression / non-suppressions. We have been an associate member. We will be a suppression agency going forward. This will increase our dues.

- All municipal fire agencies in northwestern Nevada participate, along with USFS, BLM, BIA, NDF, and CalFire. The organization supports incident management teams and other fire protection activities. It has assisted in organizing and creating cooperation that we didn't have in the past.
- Director Myers moved to approve the 2018 Sierra Front Cooperators Charter/Participating Agreement and authorize the Fire Chief to sign the Charter/Participating Agreement on behalf of the District. Director Abrott seconded, and all were in favor. The motion passed.

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

- Chief Loveberg spoke with Mr. Fulstone recently. No further progress has been made. Chief will remain in contact.

19. Status of the sale and/or disposal of previously surplussed 1986 GMC 7000 Rescue (Squad 40).

- Squad 40 is now up and running. It was washed and had photos taken. One of the compartment doors is broken. We will work on repairing that before we try to sell it.
- Possible sale price would be \$8-10k, OBO; probably expect to receive in the neighborhood of \$5k.

20. Review, discussion, and possible action regarding updating the Smith Valley Fire Protection District Strategic Plan.

- No action.

21. Fire Chief's Report:

- 54 calls to-date.
- With increased moisture, more fire fuels are growing.
- Chief Loveberg attended a meeting last week regarding upcoming wildland season. NDF had a helicopter damaged in a crash. They won't have a spare until the damaged unit is repaired.
- Discussed staffing of engines by other agencies for wildland fire season.

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

- Repairs to some District equipment made this month.
- Engine 40 has air leak. Will take to SV Garage for repair.
- Volunteer inquired if air conditioner checked on Tender 40. Issue leftover from last year. Will check to see if repaired.
- Regular service and repairs continuing on all apparatus.
- Rescue 40 will be going to Standard Diesel for extensive repairs as soon as we are able to secure a loaner ambulance.

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

- Received plans from engineer for drainage improvements at Station 40. Probably will split project into two phases: correct grade and then eventually pave Hardie Ln. from the highway to the station.
- Still working on tanks at Station 42.

24. Smith Valley Fire District Volunteer Comments:

- Asst. Chief Park emphasized the Volunteers' concerns about replacing our first out ambulance sooner rather than later. Also Chief 401 vehicle needs to be replaced soon.

- Volunteer Travis Walker thanked the Board for hiring our new Apparatus Readiness Technician. He is diligent and thorough and is a great benefit to us all.

25. Board Member Comments:

- None.

26. Public Comment:

- Volunteer Rob Tolan inquired if we are responsible for the vegetative waste at the old collection site. Chief Loveberg shared that NDOT is going to bury the remainder.

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

- None.

28. Action to adjourn:

- Director Myers moved to adjourn. President Boudreau seconded, and all were in favor. The meeting was adjourned at approximately 1923.

Respectfully submitted,
SW, Administrative Asst.