

**SMITH VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTOR MINUTES
September 10, 2018**

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

1. The meeting was called to order at 1802 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 other members of SVVFR and 2 members of the public.
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. **Approval of Minutes**
 - The minutes from the last Board of Directors regular meeting on August 13, 2018 were submitted by Director Myers for approval with no corrections or additions. 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**
 - Community member Pam O'Neal thanked the District for being present at the last football game. Additional comments were reserved for agenda item 10.
6. **Accounts Payable:**
 - a. Boundtree Medical, LLC \$72.87
 - b. Frontier \$163.11
 - c. High Desert Internet \$50.00
 - d. High Desert Internet \$75.00
 - e. Marshall Larson \$448.02
 - f. NV Energy \$35.03
 - g. NV Energy \$236.92
 - h. NV Energy \$49.77
 - i. NV Energy \$71.83
 - j. REMSA Education \$164.00
 - k. Tyres International \$542.21
 - l. Verdugo Lawn Care \$400.00
 - m. Verdugo Lawn Care \$200.00
 - n. Verizon \$78.09
 - o. Wells Fargo \$69.31
 - p. Wells Fargo \$1125.70
 - 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.
7. **Accounts Receivable:**
 - Ambulance fees collected were \$3,237.67. In addition, we received \$1552.59 in reimbursements, \$50.00 in CPR income, and \$1545.00 in sales and rentals. Director Myers moved to accept the accounts receivables. Director Abrott seconded, and all were in favor. The motion passed.
8. **Correspondence Received:**
 - None.

9. Approval of the District Fire Chief's 2017/2018 Performance Appraisal and possible merit increase effective on his anniversary date.

- The purpose of the appraisal was not for a merit increase, but to provide an opportunity for the Board to give feedback to the District Fire Chief. However, we budgeted a 2.5% merit increase for the District Fire Chief.
- Discussed the evaluation and goals for improvement. Discussed possible officer training program.
- Discussed a merit increase and Chief Loveberg's retiree status. Discussed the possibility of applying to PERS to designate the District Fire Chief position as a critical labor shortage position or FLSA exempt. We are able to institute a merit increase of up to 6.5% without any other action.
- Director Myers moved to approve the District Fire Chief's 2017/2018 Performance Appraisal and approve a merit increase in the amount of 3.5%, effective on Chief Loveberg's anniversary date.

10. Discussion and possible approval of the draft Standby Ambulance Services application and agreement to enable the District to provide standby ambulance services for special events based on consistent policies, terms, and fees predicated on the availability of District volunteers and ambulances.

- This application and agreement are designed to cover any type of event, not just sports. Discussed draft agreement. A separate agreement and deposit would be required for each event.
- Discussed rate calculation methods. We will calculate the rate for actual time, according to the agreement.
- Community member Pam O'Neal expressed her gratitude for the District's presence at the last home football game. She received much positive feedback from the community.
- Director Myers moved to approve the draft Standby Ambulance Services application and agreement to enable the District to provide standby ambulance services for special events based on consistent policies, terms, and fees predicated on the availability of District volunteers and ambulances. Director Abrott seconded, and the motion passed.

11. Discussion and possible action to approve a revision of the Smith Valley Fire Protection District Volunteer Incentives Program to provide ambulance attendant incentives for standby ambulance services.

- Discussed incident reporting procedures and transport procedures. Discussed time limits on "events" and potential compensation through the Volunteer Incentives Program.
- Director Abrott moved to approve the revision of the Smith Valley Fire Protection District Volunteer Incentives Program with the addition of the wording "standby incentive" to provide ambulance attendant incentives for standby ambulance services. Director Myers seconded, and all were in favor. The motion passed.

12. Discussion of an application to Nevada Public Employees Retirement System (PERS) to enable reporting of District part-time employee hours and compensation. (No action will be taken.)

- Discussed the need to apply for a PERS account for reporting purposes. The County will be making that application on our behalf.

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

- Chief Loveberg spoke with Mr. Fulstone. Mr. Smith was busy doing other projects at the time. Chief recently visited the site, noting no progress made. He still hopes to have the program up and running by the time fire restrictions are lifted. It is unknown if there has been any further

discussion with the Smith Valley transfer station regarding public access to the site and/or load inspection. We will need to hire part time employee(s) to manage the trailer program. Would also like to revisit program parameters.

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

- Chief Loveberg emailed sales flyers to other agencies. We hope to sell to a Nevada agency. If there is no interest, we can advertise outside Nevada or put on the County's auction site.

15. Discussion and possible action regarding the purchase of an ambulance.

- The committee has compiled specifications from other agencies. We will be scheduling some on-site visits with surrounding agencies to inspect their newest ambulances.

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

- No action.

17. Fire Chief's Report:

- 124 calls for service YTD. 21 calls since our last meeting.
- Fire Life Safety inspection of Smith Valley Schools was completed. Chief Loveberg provided the school with corrections to be made.
- Chief Loveberg has been working with the contractor on the Smith Valley School's security project.
- Discussed progress on Knox Box project.
- Red flag warning through Wednesday night for winds and low humidity.
- 6 Volunteers are planning to go to Elko for the Rural EMS Conference.
- Discussed standby ambulance service last Saturday.
- Hopefully we will be purchasing an Emergency Responding CAD link to allow Lyon County Dispatch to link to Emergency Responding. This will pre-populate some information into our reporting system.

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

- Water Tender 40 seatbelt alarm repaired
- Still trying to schedule Rescue 40 with Standard Diesel for its engine issue. Working on a loaner ambulance.
- Some radio project and minor repairs outstanding.

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

- Chief Loveberg has to get back in touch with Hunewill Construction regarding the projects at Station 40 and use of a backhoe at Station 42.
- Discussed access to the Hunewill hydrant.

20. Smith Valley Fire District Volunteer Comments:

- None.

21. Board Member Comments:

- None.

22.Public Comment:

- None.

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

- Critical labor shortage / FLSA exemption

24.Action to adjourn:

- Director Myers moved to adjourn. Director Abrott seconded, and all were in favor. The meeting was adjourned at approximately 2003.

Respectfully submitted,
SW, Administrative Asst.