

**SMITH VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTOR MINUTES
March 11, 2019**

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

1. The meeting was called to order at 1809 hours by President Boudreau.
2. Board Members present were President Boudreau, Director Myers and Director Abrott. Chief Loveberg was also present, along with other members of SVVFR.
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 February 11, 2019 were submitted by President Boudreau for approval. Director Abrott moved to approve the minutes with no corrections or additions. Director Myers seconded, and all were in favor. The motion passed.
5. **Public Comments and Discussion**
 - None
6. **Accounts Payable:**
 - a. Action Glass Carson Ltd \$205.00
 - b. ARC Health & Wellness \$439.53
 - c. Burton's Fire \$933.63
 - d. Burton's Fire \$346.50
 - e. Burton's Fire \$752.50
 - f. Burton's Fire \$894.25
 - g. Care Flight \$30.00
 - h. Frontier \$166.11
 - i. High Desert Internet \$75.00
 - j. High Desert Internet \$50.00
 - k. Jim Menesini Petroleum \$311.65
 - l. Jim Menesini Petroleum \$441.32
 - m. Life-Assist \$523.58
 - n. Life-Assist \$32.39
 - o. Life-Assist \$644.07
 - p. LN Curtis \$189.00
 - q. LN Curtis \$189.00
 - r. MF Barcellos \$199.40
 - s. MF Barcellos \$221.32
 - t. Nevada Division of Forestry \$2500.00
 - u. NU-Systems \$126.00
 - v. NV Energy \$86.09
 - w. NV Energy \$167.87
 - x. NV Energy \$34.50
 - y. NV Energy \$46.14
 - z. Renner Equipment \$27.98
 - aa. Renner Equipment \$41.49
 - bb. Sierra Front \$720.00
 - cc. Spencer, John Thomas \$9.25
 - dd. Smith Valley Garage \$236.58

- ee. Smith Valley Garage \$1051.69
- ff. True Value Hardware \$19.54
- gg. True Value Hardware \$23.99
- hh. Verizon Wireless \$136.74
- ii. VFIS \$117.52
- jj. Wells Fargo Card Services \$32.99
- kk. Wells Fargo Card Services \$513.08
- ll. Yerington Auto Parts \$4.58
- mm. Yerington Auto Parts \$18.98

- 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 \$6,498.06. In addition, we received \$1,591.35 in Sales & Rental, \$961.83 in reimbursements for Attorney Fees, and \$294.91 in Plan Review Fees. President Boudreau moved to accept the accounts receivables. Director Myers seconded, and all were in favor. The motion passed.

8. Correspondence Received:

- None.

9. Review, discussion and possible approval of job descriptions for the Administrative Clerk and Administrative Office Supervisor positions, and revisions to the Administrative Assistant position.

- Reviewed draft of Administrative Clerk position (entry level) and Administrative Office Supervisor (supervisory level). These positions may or may not be filled in the future.
- Reviewed revisions to the Administrative Assistant position (currently filled). Added language to clarify position.
- Director Abrott moved to table until the next meeting to give more time to review. President Boudreau seconded, and all were in favor. The motion passed.

10. Review, discussion and possible approval of job descriptions for potential paid part-time and paid temporary part-time (per diem) Firefighter/EMT and Firefighter/AEMT positions.

- President Boudreau moved to table until the next meeting. Director Abrott seconded, and all were in favor. The motion passed.

11. Review, discussion and possible approval of revisions to the Smith Valley Fire Protection District Compensation Plan including employee wage schedules for the Administrative Clerk, Administrative Office Supervisor, Firefighter/EMT, and Firefighter/AEMT positions.

- President Boudreau moved to table until the next meeting. Director Myers seconded, and all were in favor. The motion passed.

12. Review, discussion and possible approval of the Fiscal Year 2019-2020 Tentative Budget.

- Reviewed tentative budget. We estimate a slight revenue increase.
- Discussed salaries and benefits, potential budget savings and transfers to acquisitions and emergency funds.
- Discussed need for part time paid responders and the potential effect on budgeting.
- Discussed options for generating additional revenue.

- Discussed possible Ambulance Attendant/AEMT per diem position.
- President Boudreau moved to approve the 2019/2020 Tentative Budget with revision of funds for the Fuels Management Technicians to account for 24 hours and add funds for a temporary, part-time, per diem Ambulance Attendant/AEMT position and to give the Comptroller authorization to make necessary revisions and any other corrections necessary. Director Myers seconded, and all were in favor. The motion passed.

13. Discussion and possible approval to raise the Fiscal Year 2019/2020 tax rate to the maximum allowed as determined by the Nevada Department of Taxation.

- This is the amount of tax increase allowed each year without a vote of the people. President Boudreau moved to raise the Fiscal Year 2019/2020 tax rate to the maximum allowed as determined by the Nevada Department of Taxation. Director Myers seconded, and all were in favor. The motion passed.

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

- No progress due to weather.

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

- No new action.

16. Discussion and possible action to select a vendor and authorize the Fire Chief to enter into negotiations for a contract for janitorial services for Stations 40 and 42.

- The janitorial contractor selected at the last Board meeting withdrew. We may still choose another of the quotes that we previously received.
- Chief Loveberg feels that the Volunteers should be cleaning the Stations. There was discussion regarding this suggestion.
- President Boudreau moved to select Mason Valley Janitorial and authorize the Fire Chief to enter into negotiations for a contract for janitorial services for Stations 40 and 42. Director Myers seconded, and all were in favor. The motion passed.

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

- No action.

18. Fire Chief's Report:

- 32 calls to date; 16 since last meeting.
- Reviewed last year's call statistics and average response times.
- Various property owners are purchasing and installing Knox Boxes. Dressler Park Knox Boxes to be installed soon.
- Reviewed Project/Task list.
- All incidents reports are now complete.

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

- Engine 40's siren repaired.
- Engine 40 and Engine 42 auto ejects repaired.
- Engine 40 and Brush 40 air leaks repaired.
- Water Tender 40 discharge gauge repaired.

- Trying to reschedule Brush 40 to go to Modesto for pump repair.
- Found a siren speaker to replace the one in Engine 42.
- Radio and Knox Secure installations continue.
- Utility 40 windshield and headlights replaced.
- Patrol 42 repairs completed.

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

- No new action.

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:

- President Boudreau requested we revisit the Fire Chief's travel take-home policy. Also would like to discuss pet dogs at the station.
- Final budget.

25. Action to adjourn:

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

Respectfully submitted,
SW, Administrative Asst.