

**SMITH VALLEY FIRE PROTECTION DISTRICT
BOARD OF DIRECTOR MINUTES
April 8, 2019**

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

1. The meeting was called to order at 1804 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:** Director Myers 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 March 11, 2019 were submitted by President Boudreau for approval. Director Abrott moved to approve the minutes with no corrections or additions. President Boudreau seconded, and all were in favor. The motion passed.

5. Public Comments and Discussion

- None

6. Accounts Payable:

- a. Batteries Plus \$49.00
 - b. Burton's Fire \$892.50
 - c. Burton's Fire (\$288.75)
 - d. Burton's Fire \$507.20
 - e. Frontier \$164.99
 - f. Frontier \$176.86
 - g. High Desert Internet \$50.00
 - h. High Desert Internet \$75.00
 - i. Home Depot \$23.94
 - j. Life-Assist \$106.02
 - k. NV Energy \$79.75
 - l. NV Energy \$148.22
 - m. NV Energy \$34.01
 - n. NV Energy \$47.21
 - o. Orkin \$360.00
 - p. The Parts House \$34.99
 - q. The Parts House \$34.38
 - r. Uniformity \$235.00
 - s. Verizon Wireless \$136.85
 - t. VFIS \$2211.00
- 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 \$3,980.22. In addition, we received \$1,591.35 in Sales & Rental and \$2100.00 in donations. 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 the Interlocal Contract between the Department of Conservation and Natural Resources, Nevada Division of Forestry, and the Smith Valley Fire Protection District for the Wildland Fire Protection Program for the period of July 1, 2019, through June 30, 2021 at an annual cost of \$6,315 per fiscal year. Also, authorization for the President of the Board of Directors and District Fire Chief to sign the Interlocal Contract on behalf of the District.

- This is the contract for the Wildland Fire Protection Program that we have had for 4 years now. The reduction in the annual cost (from \$10k) is due to our lower incidence rate. Chief Loveberg corrected numerous clerical errors in the document.
- Director Myers moved to approve the Interlocal Contract between the Department of Conservation and Natural Resources, Nevada Division of Forestry, and the Smith Valley Fire Protection District for the Wildland Fire Protection Program for the period of July 1, 2019, through June 30, 2021 at an annual cost of \$6,315 per fiscal year and authorize the President of the Board of Directors and District Fire Chief to sign the Interlocal Contract on behalf of the District. President Boudreau seconded, and all were in favor. The motion passed.

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

- Minor revisions made to the Administrative Assistant job description. We have the opportunity to create the two new positions if desired.
- The Office Supervisor position gives potential for advancement. Lyon County Human Resources didn't think it was necessary to add the two new positions. They recommended that we not create the new positions. Discussed hours budgeted.
- President Boudreau moved to approve the revisions to the Administrative Assistant position with corrections made and to forego creating the Administrative Clerk and Administrative Office Supervisor positions at this time. Director Myers seconded, and all were in favor. The motion passed.

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

- In the 2019/2020 tentative budget, we included the Ambulance Attendant/EMT & AEMT part time per diem positions. Chief Loveberg recommended we approve both. This is similar to Mason Valley Fire's structure.
- Director Abrott discussed the third item under "essential functions" (function as IC). Discussed training / education / experience requirements and IS / ICS courses. Discussed revisions for clarity.
- Director Myers moved to approve the job descriptions for potential paid part-time and paid temporary part-time (per diem) Ambulance Attendant/EMT and Ambulance Attendant/AEMT positions with revisions. President Boudreau seconded, and all were in favor. The motion passed.

12. 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.

- These are not included in the budget. Therefore, Chief Loveberg recommended that we wait on these positions.

- Director Myers moved to table until a future date. President Boudreau seconded, and all were in favor. The motion to table was passed.

13. 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, Ambulance Attendant/EMT, Ambulance Attendant/AEMT, Firefighter/EMT, and Firefighter/AEMT positions.

- Director Myers moved to approve the revisions to the Smith Valley Fire Protection District Compensation Plan including employee wage schedules for the Ambulance Attendant/EMT and Ambulance Attendant/AEMT. President Boudreau seconded, and all were in favor. The motion passed.

14. Reschedule the date of the District Board of Directors regular May meeting from May 13, 2019, to May 20, 2019, and set the meeting time, place, and date for a public hearing on the Fiscal Year 2019/2020 budget to be at 6:00 p.m., at the Smith Valley Fire Protection District Station 40, 1 Hardie Lane, Smith, NV 89430, on May 20, 2019.

- President Boudreau moved to reschedule the date of the District Board of Directors regular May meeting from May 13, 2019, to May 20, 2019, and set the meeting time, place, and date for a public hearing on the Fiscal Year 2019/2020 budget to be at 6:00 p.m., at the Smith Valley Fire Protection District Station 40, 1 Hardie Lane, Smith, NV 89430, on May 20, 2019. Director Myers seconded, and all were in favor. The motion passed.

15. Discussion and possible approval of a contract between the Smith Valley Fire Protection District and Mason Valley Janitorial for janitorial services for Station 40 and 42, and authorization for the Board of Directors President to sign the contract.

- Contract was reviewed by our attorney. President Boudreau moved to approve the contract between the Smith Valley Fire Protection District and Mason Valley Janitorial for janitorial services for Station 40 and 42, and authorize the Board of Directors President to sign the contract. Director Abrott seconded, and all were in favor. The motion passed.

16. Discussion and possible action regarding a resolution supporting Nevada Wildfire Awareness Month, May, 2019, and discussion of the Open House at Station 40 on Saturday, May 4th.

- President Boudreau moved to approve the resolution supporting Nevada Wildfire Awareness Month, May, 2019 and the Open House at Station 40 on Saturday, May 4th. Director Abrott seconded, and all were in favor. The motion passed.

17. Discussion of the District's Assigned Vehicle policy and possible action to clarify the policy.

- The policy was approved in May 2018.
- Director Abrott would like us to take into consideration the miles currently being put on the vehicle as part of the Strategic Plan. This may impact our consideration of a new Chief's vehicle.
- President Boudreau moved to keep the policy on place as it stands. Director Myers seconded, and all were in favor. The motion passed.

18. Discussion of the historic practice of allowing District personnel pet dogs in District facilities.

- President Boudreau commented that dogs are part of our agricultural community. He did not feel that we need a policy, as it has not been a problem.
- Director Abrott commended that looking forward to the future with additional staff, it could cause issues. We may need to revisit this issue in the future.

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

- We are continuing progress.
- President Boudreau discussed community comments regarding the trailer program.
- Discussed trailer use procedures.
- Chief Loveberg is working on an agreement and hopes the program will be back up and running by June.

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

- The committee met last week; working on preliminary specifications; making progress. They are looking at other Districts' apparatus.

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

- No action.

22. Fire Chief's Report:

- Reviewed tentative budget.
- Reviewed project/task list.
- Frontier installed internet at Station 40 & 42. Had issues with phone lines as a result.
- 46 calls to date; 14 since last meeting.
- Incident reports are complete and up to date as of yesterday.

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

- Still trying to schedule Brush 40 for service at Burton's.
- All else operational.
- Still doing radio and key secure installations.
- Preventive maintenance for the Zoll monitors scheduled for tomorrow.

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

- One set of shelves has been installed on me mezzanine.

25. Smith Valley Fire District Volunteer Comments:

- Asst. Chief Park (President of SVVFR, Inc.) passed out a list detailing planned SVVFR expenditures totaling approximately \$60k for the benefit of the District. SVVFR received a large donation last calendar year. Discussed Duty Chief vehicle. SVVFR is planning to fund \$35k, lowering the District's contribution to only \$15k.
- Travis Walker informed the Board that we have been awarded a grant from the State EMS office.
- Stop the Bleed class is scheduled for tomorrow at 1800 hours at Smith Valley Baptist Church. This class is open to the public. Discussed the program, grant, and advertising for training.

26. Board Member Comments:

- President Boudreau will be absent for May.
- Director Abrott asked if citizens should contact Dispatch to inform us if they are burning weeds. This is not helpful as our office is not staffed all the time. It also would not prevent us from

responding to a 911 call for report of a fire. It is not necessary for citizens to call Dispatch or the Fire Station when conducting open burning within regulations.

27. Public Comment:

- None.

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

- None.

29. Action to adjourn:

- Director Myers moved to adjourn. President Boudreau seconded, and all were in favor. The meeting was adjourned at 1924.

Respectfully submitted,
SW, Administrative Asst.