

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

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 Myers, and Director Abrott. Chief Loveberg was 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 October 14, 2019 were submitted by President Boudreau for approval. President Boudreau moved to approve the minutes with no corrections or additions. Director Abrott seconded, and all were in favor. The motion passed.
5. **Public Comments and Discussion**
  - None.
6. **Accounts Payable:**
  - a. Adams, Steven \$20.00
  - b. Alling & Jillson \$50.00
  - c. MF Barcellos \$203.49
  - d. MF Barcellos \$321.60
  - e. Blackwood, Mary Annette \$85.00
  - f. Delll Marketing \$859.96
  - g. Distinctive Painting Company \$1860.00
  - h. Frontier Communications \$354.79
  - i. Chris Henning \$455.00
  - j. Imports & Sports \$1382.37
  - k. Life-Assist \$177.16
  - l. Life-Assist \$333.14
  - m. Life-Assist \$42.40
  - n. Mangiaracina, Michael \$20.00
  - o. Mason Valley Janitorial \$350.00
  - p. Jim Menesini Petroleum \$1314.29
  - q. Myers, Kristin \$120.00
  - r. Northern Nevada Fire Chiefs Association \$50.00
  - s. NV Energy \$75.34
  - t. NV Energy \$41.13
  - u. NV Energy \$166.36
  - v. NV Energy \$49.93
  - w. Office Depot, Inc. \$96.02
  - x. The Parts House \$5.97
  - y. The Parts House \$22.43
  - z. The Parts House \$21.53
  - aa. The Parts House \$21.53
  - bb. The Parts House \$25.49
  - cc. The Parts House \$5.88
  - dd. Care Flight \$30.00
  - ee. Care Flight \$30.00

- ff. Care Flight \$30.00
- gg. Renner \$14.97
- hh. Renner \$9.98
- ii. Renner \$104.97
- jj. Renner \$31.99
- kk. Standard Diesel \$58.38
- ll. Verdugo Lawn Care \$200.00
- mm. Verizon \$137.36
- nn. Welcome's Auto Body Mfg. \$1000.00
- oo. Welcome's Auto Body Mfg. \$1000.00
- pp. Wells Fargo \$449.86
- qq. Wells Fargo \$2761.14
- rr. Zoll \$1617.00

- 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 \$4,053.07. In addition, we received \$1,591.35 in Sales & Rental, \$161.83 in reimbursements, and \$80.00 in CPR Income. President Boudreau moved to accept the accounts receivables. Director Myers seconded, and all were in favor. The motion passed.

#### **8. Correspondence Received:**

- None.

#### **9. Approval of the District Fire Chief's 2018/2019 Performance Appraisal and possible merit increase effective on his anniversary date.**

- Chief Loveberg believes his anniversary date is September 12.
- In the interest of time, the Board discussed areas where improvement is needed. Director Myers commented about the need for more prompt action on projects.
- Director Abrott commented that there are tasks on the task list that need to be completed (i.e. grading at Station 40, water tanks, generator).
- Chief Loveberg responded that his part-time schedule makes it difficult to complete the many tasks on the list. Director Myers encouraged him to request assistance from volunteers and others who can help with some tasks. Chief Loveberg expressed his hesitation because he feels our volunteers' time is better spent responding to calls and attending needed training.
- President Boudreau pointed out that the task list is quite extensive, but many of the projects inherently take a lot of time to complete, and thus are long-term projects.
- Discussed potential merit increase and impact on Chief Loveberg's PERS retirement. Chief Loveberg did not feel it would affect his PERS retirement. Last year we gave 3.4%; Chief Loveberg commented that 2.5% merit increase is budgeted.
- President Boudreau moved to approve the District Fire Chief's 2018/2019 Performance Appraisal and a merit increase of 2.5%, effective on his anniversary date. Director Abrott seconded, and all were in favor. The motion passed.

#### **10. Discussion and possible action to approve the Sixth Amended Joint Powers Agreement of the Fire Agencies Insurance Risk Authority (FAIRA) and the updated Liability Risk Coverage Agreement, adoption of SVFPD Resolution No. 2019-002 and authorization for the Board of Directors President to sign all related documents.**

- Our insurance provider, FAIRA, addressed the need to update essential documents. Admin. Asst. Summer Walker contacted FAIRA for an overview of the changes. They moved sections to make the document flow better; no substantial changes; language clarified; no change to coverage. We noted that the Affirmative Action document stated we would comply with the laws of California; obtained instructions to cross out "California" and insert "Nevada."
- FAIRA has become more difficult to deal with over the last couple of years. We are considering changing to a new company. Discussed process to change.
- Director Myers moved to approve the Sixth Amended Joint Powers Agreement of the Fire Agencies Insurance Risk Authority (FAIRA) and the updated Liability Risk Coverage Agreement, adoption of SVFPD Resolution No. 2019-002 and authorization for the Board of Directors President to sign all related documents. Director Abrott seconded, and all were in favor. The motion passed.

**11. Discussion and possible action to appoint District Fire Chief Rob Loveberg and Administrative Assistant Summer Walker as the individuals and Key Executives with banking authority and control on the Smith Valley Fire Protection District's Wells Fargo Business Card accounts including, but not limited to: opening accounts, closing accounts, requesting credit line increases, requesting additional cards, reallocating credit lines and all other related activities required to manage the account(s), and authorization for the Board of Directors President to sign a letter to Wells Fargo Bank granting such authorities.**

- Discussed recent challenges in dealing with our Wells Fargo credit card accounts. The Bank needs to know who is authorized to manage the account in order to make certain changes.
- President Boudreau moved to appoint District Fire Chief Rob Loveberg and Administrative Assistant Summer Walker as the individuals and Key Executives with banking authority and control on the Smith Valley Fire Protection District's Wells Fargo Business Card accounts including, but not limited to: opening accounts, closing accounts, requesting credit line increases, requesting additional cards, reallocating credit lines and all other related activities required to manage the account(s), and authorization for the Board of Directors President to sign a letter to Wells Fargo Bank granting such authorities. Director Myers seconded, and all were in favor. The motion passed.

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

- We have offered the Fuels Management Technician position to an applicant. She has accepted and will be starting tomorrow.
- Trailer use has dropped off; will begin advertising the program.

**13. Discussion and possible action regarding the purchase of an ambulance.**

- Committee is still working on changing existing plans and finishing drafting specs. Will give this information to the manufacturer for preliminary drawing and plans. Waiting for additional drawings from a nearby agency. We are approximately 10-12 months out on finalization.

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

- Strategic Plan workshop scheduled for Tuesday, Feb. 4<sup>th</sup>, 1800 hours at Station 40.

**15. Fire Chief's Report:**

- 164 calls to date. 15 calls away from last year's total.
- Chief Loveberg distributed information from the National Weather Service to support our keeping fire restrictions in place. Humidities during the day are still quite low. Chief Loveberg still feels it is unsafe to lift burning.

- Reviewed Task List; corrected page 1 – Station 42 water tank project – septic tanks have been located; still working on leach fields. Discussed water tank capacity and material.
- FAIRA has been sending Chief Loveberg emails telling us we were delinquent on California training. They have penalized us despite our repeated emails stating that we are not in California. Chief has since resolved the issue with FAIRA.

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

- Auxiliary engine repaired on Brush 42; replaced carburetor and fuel pump, fuel lines, filters, etc.
- No other major repairs needed.

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

- Captain Hunewill is working on talking with a local engineering contractor regarding the drainage issue at Station 40. He was awaiting a return call. Chief Loveberg will follow up.

**18. Smith Valley Fire District Volunteer Comments:**

- Volunteer Travis Walker shared that the Volunteers have identified a need for a larger utility vehicle to take to trainings. On behalf of the Volunteers, he is requesting that the Board consider surplussing Utility 40 and Chief 401 and purchasing a new utility vehicle. The Volunteers would like to contribute funds to the project.
- Volunteer Captain Michael Nuti inquired about the status of the Memorandum of Understanding between the District and Phyllis Hunewill regarding the fill station. Chief Loveberg still needs to contact her to line out what her needs are. Captain Nuti stated that he believed he had already provided a document to that effect and briefly reviewed her requests. Captain Nuti stated that he would revisit Mrs. Hunewill to renew his understanding of her requests and bring that information back to the Board.
- Captain Nuti commented that he agreed with Director Myers regarding the possibility of some tasks being delegated to individuals.
- Captain Nuti inquired about the number of trainings we attend yearly and the possibility of using one of our existing apparatus as a utility instead of purchasing a new vehicle.

**19. Board Member Comments:**

- President Boudreau thanked all of our veterans for their service.

**20. Public Comment:**

- None.

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

- Utility vehicle.
- President Boudreau will not be present for the next two meetings but will attend by phone.

**22. Action to adjourn:**

- President Boudreau moved to adjourn. Director Myers seconded, and all were in favor. The meeting was adjourned at 1901.

Respectfully submitted,  
SW, Administrative Asst.