

**MOAPA VALLEY FIRE DISTRICT ADVISORY BOARD
MINUTES FOR MEETING HELD ON JANUARY 13, 2014
OVERTON FIRE STATION**

BOARD MEMBERS: Ron Leachman, Chairman; Matt Nelson, Vice Chairman; Tim DeBarardinis, Junior Vice Chairman; Judy Metz, Moapa Valley Advisory Board; Ann Schreiber, Moapa Town Advisory Board

IN ATTENDANCE: Matt Nelson, Ron Leachman, Tim DeBarardinis, and Judy Metz.

AGENDA:

- I. Call to Order: The meeting was called to order by Ron Leachman at 19:00 hours.
 - A. Conformance with the Open Meeting Law. It was deemed the meeting was in conformance with the Open Meeting Law.
 - B. Adoption of the Agenda as posted: Judy Metz made the motion to adopt the agenda as posted for the January 13, 2014 meeting. Ron Leachman seconded the motion. The motion carried.
 - C. Approval of Minutes from the December 9, 2013 meeting: Matt Nelson made the motion to adopt the minutes from the December 9, 2013 meeting. The motion was seconded by Ron Leachman. Tim DeBarardinis and Judy Metz abstained as they were not present for the December meeting. The motion carried.
 - D. Introduction of County Representatives: Assistant Chief Mike Johnson was in attendance.

- II. Administrative Action:
 - A. Approval of District Secretary wages of \$150 for the month of December 2013: The motion to approve the secretary's wages of \$150 for the month of December 2013 was made by Judy Metz. Tim DeBarardinis seconded the motion. The motion carried.
 - B. Approve payment of bills: None

- III. Correspondence:
 - A. None

- IV. General Business
 - A. Discussion regarding narcotic safety and cyber keys. Chief Johnson provided the following background: The Moapa Valley Fire District has two ALS (advanced like support) rescues, 73 and 74. The paramedic drugs are currently kept in a safe inside the rescue which requires each paramedic to have their own pin number to open the safe. Whenever the safe is opened and an ALS drug is used, the paramedic is supposed to write down the amount used. Per Chief Johnson, this has proved to be a design flaw as there is no tracking system ensuring that it is a paramedic that is accessing the safe. He did stress that there have been no incidents in the rural areas, but that the department is attempting to better secure the narcotic medications and decrease liability. The cyber key is an electronic key with an individual pin number. When a paramedic uses the cyber key, the individual's pin number is activated; it opens the medication box, and tracks the user. In the event of loss or a prolonged period of un-use, the key "dies" and requires the key to be inserted into a portable refresher station that could be placed inside each ALS rescue unit to reactivate the key. The breakdown of required equipment and cost is as follows: A station safe that would be placed at one of the two ALS stations in the valley which would hold a total of 4 sets of back up narcotics (in the event that one set is used at

Station 74 and one at Station 73 both rescues can continue to run with the required medication without having to wait for an Las Vegas crew to bring out new medications) \$1282.00, 5 Cyber keys @ \$490.00, and hardware/ safe @ \$4220.00 (Total cost \$5992.00). Matt Nelson asked which part of the district budget this cost would come from. Chief Johnson replied that it would come out the minor equipment. Ron Leachman and Matt Nelson were in agreement that since it was a cost over \$5,000.00 it should be placed on the Capital Budget. Chief Johnson stated that the finance department was only concerned with items over \$10,000.00, but that items over \$5,000.00 were typically placed onto the capital outlay budget. The district has not spent a whole lot of money out of minor equipment, and with the end of the fiscal year coming June 30th, he is confident that the district has plenty of money to complete this project. Chief Johnson also stated that he would like to see this item approved as CCFD is also upgrading the other two rural ALS units (Bunkerville and Mt. Charleston) and when all of the units are upgraded, they can all interface with one another, as well as the Vegas units. Ron Leachman asked where Water Tender 73 is at, because if the Tender is not paid for until after July 1, 2014 and the district spends \$6,000.00 then the district will have to jockey money around and he doesn't want this expenditure to hurt the district. Chief Johnson stated that there wouldn't be a problem because the Water Tender will be paid out of the Capital Outlay, not the Minor Equipment. Ron Leachman stated that he understood that, but that in the past issues have arisen because units are not being paid for in the year they are slated to be paid for. Chief Johnson stated that the most likely scenario regarding Water Tender 73 is that its completion will be after the end of this fiscal year and therefore the bill will not be paid until receipt of the vehicle. Ron Leachman stated that he hoped it would not mess up the district budget for next year. Judy Metz made the motion to approve the expenditure per D. Troy Took's estimate. Tim DeBarardinis seconded the motion. The motion carried.

- B. Discussion and action regarding the course offered for the advanced and basic EMT courses through JTM Training Group as presented by Troy Benson. Mike Otero stated that he had been in contact with Troy who was not going to be able to make the meeting. Troy had informed him that the course is being held over because the county needs 3 bids on it. Mike Johnson stated that the district still needed to approve the item, but the quote for the two classes combined came in at approximately \$21,000.00 and change for the EMT B class for 16 people there and the EMT Advanced came in about another \$6,000.00. Being that it is over the \$20,000.00 threshold this requires a 3 bid process. JTM provided one quote for both classes. Matt Nelson stated that this was wasting our time; it wasn't about money but a competent EMT class. Mike Johnson stated that he was aware that the district was not interested in using the EMS Training Center of Southern Nevada, as it had used them in the past. He also stated that the County had been giving preferential treatment to small businesses owned by women, which is another factor that will come into the bid process. He also attempted to contact LVAPEC to possibly bid, however they had not responded. Another option provided by one of the Deputy Fire Chief's, was to possibly have the internal staff of CCFD provide a class. Chief Johnson had them provide a quote for a twenty week class out in the valley, without the Saturday option, which came in around \$27,000.00. This cost estimate was for any class size. Judy Metz questioned whether or not the District had any say as to

who gets the bid? Chief Johnson stated that CCFD has to follow the County Fiscal Directive. Tim DeBarardinis asked how long the bid process needs to go, and if the district could put a time limit on it? Judy Metz stated that the district needed to implement the directive to get the quotes. Chief Johnson agreed. Judy Metz stated that the board needs to see the actual bids. She made the motion to get the bids for the basic class no later than February 1, 2014 for the board to discuss at the February meeting. Tim DeBarardinis seconded the motion. The motion carried. Ron Leachman made the motion to approve the JTM EMT I class up to a total expenditure of \$9,999.00. Tim DeBarardinis seconded the motion. The motion carried.

- C. Discussion and action regarding the Moapa Valley Fire District Board Members. Judy Metz will still continue to be the representative from the Moapa Valley Town Board. Ann Schreiber was not present, but her appointment is not over until next year so the other board members were confident that she would be staying on as the Moapa Town Board representative. Tim DeBarardinis stated that Mike Otero was willing to take the position on the board representing Logandale Volunteer Fire Department. Tim stated that he was in agreement with that decision, but was not sure if it contradicted any of the current by-laws. In the event that his nomination did not contradict any of the by-laws, he made the motion that Mike Otero be accepted as the new board member representing the Logandale Volunteer Fire Department. Judy Metz seconded the motion. Mike Otero thanked Tim for the nomination. Ron Leachman stated that the board members had been in contact with Caroline Campbell regarding the district by-laws and Mike's current position on the Moapa Valley Town Board, and she stated that there was not a problem. The motion carried.

V. Reports:

- A. Assistant Chief Johnson: Assistant Chief Johnson stated that the department was starting another yearly rotation with the spring ELFF class in April. Ron Leachman stated that he had spoken to both Mark Flesher and Chief Johnson about the tan turnouts to the rural specifications being possible. Cori Leachman stated that she had spoken to Mr. Flesher and he had informed her that it was not possible because the company had already cut the material for the black turnouts. The material is the same as the tan turnouts and they are a lot lighter, not so heavy. Chief Johnson stated that he had spoken to Mark regarding the reflective strip from changing orange to green. The reason that the black turn outs came about was because the district was paying a lot of money for turnouts that were being made to meet the contract requirements for the urban firefighters. The reason that they were made in a different color was so they did not get confused with the urban side. It was decided that they will now put together a tan/ khaki turnout with a green reflective stripe, which will be for all of the rural departments. He also expressed that everyone should feel comfortable inside the turnouts.

The pre-bid is complete for the water tender and will go out for bid on 1/23/14. A time frame was placed on the manufacturer to order the chassis within 5 days of award of the bid.

The last item he discussed concerned Chief Leary's retirement at the beginning of the year. Chief Leary was the Emergency Manager for CCFD. The staff is pretty lean, and in the mean time Chief Johnson has been given the task of being the Emergency Manager. He stated that he will be wearing a few hats for a bit.

- B. Overton Fire and Rescue: Matt Nelson reported that things were going well.
- C. Logandale Fire and Rescue: Tim DeBarardinis announced the new officers of Station 73: Mike Otero is Chief, Mark Prisbey is Assistant Chief, Tim DeBarardinis is the EMS

Coordinator, Russ Cameron is the Assistant EMS Coordinator, and Troy Benson is the Executive Secretary. Tim DeBarardinis then asked if any of the participants were aware of the Urban/ Rural interface that Don DeCaria and Brian Burris were working on. Chief Johnson stated that approximately 1 ½ years ago, as part of the strategic plan, Don DeCaria volunteered to step up to help integrate volunteers and the paid crews in town. They have come up with a t-shirt and badge option, along with training. Tom Smith is a previous volunteer fire fighter and now a current paid fire fighter that is possibly going to chair the volunteer Urban/ Rural interface. Tim stated that Don and Brian had put a lot of time into the interface program and he wanted to make sure that we were aware of it. Tim then asked if there would be a wild land refresher course. Chief Johnson stated that there would be a refresher on March 15th and April 15th.

D. Moapa Fire and Rescue: Ron Leachman stated that their station was running well and their sheds are complete. Cori Leachman had been tasked with making a new green fire report for the rural stations.

VI. Public Input/Concerns: None

VII. Set next meeting date: The next meeting date was set for Monday, February 10, 2014 at 1900 hours.

VIII. Adjournment: The motion to adjourn the meeting was made by Ron Leachman. All members seconded the motion. Adjournment took place at 1957 hours.