

PAHRUMP TOWN BOARD MEETING
Bob Ruud Community Center
150 N. HWY. 160
Tuesday – 7:00 P.M.
July 8, 2008

AGENDA

1. **Call to Order**, Pledge of Allegiance, and Welcome.
2. **Discussion and decision** regarding agenda items.
3. **Public Comment.** Action may not be taken on matters considered during this period until specifically included on an agenda as an action item (NRS241.020 (2) (C) (3)).
4. **Advisory Board Reports**
5. **Announcements and “Good News”.**
6. **Discussion and decision** regarding job description and requirements for Administrative Director (currently Office Manager). Dan Sprouse/Chief Scott Lewis
7. **Presentation, discussion and decision** regarding proposed formation of a General Improvement District (GID) for flood control; Resolution 2008-14 from the Town Board to the Board of County Commissioners regarding a GID formation. Town Manager/Samson Yao
8. **Town Manager’s Report: (verbal)**
9. **Consent agenda items:**
 - a. Action – approval of Town vouchers
 - b. Action – approval of Town Board meeting minutes of June 24, 2003.
10. **Future Meetings/Workshops: Date, Time and Location.**
11. **Adjournment.**

AGENDA ITEM REQUEST

Requests and backup **must** be in the Town Office by **3:00 p.m. Monday** of the week **preceding the Town Board meeting** you wish the item presented. Town Board meetings are held on the second and fourth Tuesday of each month at 7:00 p.m. in the Bob Ruud Community Center.

DATE AGENDA ITEM SUBMITTED DATE OF DESIRED BOARD MEETING
6/30/08 7/8/08

CIRCLE ONE: Discussion, Action, Decision or Discussion Only

ITEM REQUESTED FOR CONSIDERATION:
Revised job description & requirements for
Administrative Director (currently
Office Manager)

If request for funding is approved by the Town Board, an invoice or letter from the requestor to Town of Pahrump/Accounts Payable is required to receive funding.

BRIEF SUMMARY OF ITEM:
Position was discussed with Town Board
during budget sessions for new Fiscal year 09

BACK UP ATTACHED: YES NO

SPONSORED BY: Don Spence
Town Board Member

NAME OF PRESENTER(S) OF ITEM: Chris Lewis

Scott Lewis
Print Name

[Signature]
Signature

Mailing Address

Telephone Number

Town of Pahrump

Job Description Form

Job Title: Administrative Director

Department: Fire-Rescue Service

Location: Ambulance Billing Office

Reports to: Fire Chief

Salary Range:

\$45,240 - \$59,686

Type of position:

Full-time

Part-time

Contractor

Volunteer

Hours 40 / week

FLSA Exempt

General Description:

Under general direction ensures the efficient administration of the Department and works in close liaison with the Fire Chief in fulfillment of the Departments objectives.

Confidentiality is essential to this position.

Essential Duties and Responsibilities:

The duties listed below are examples of work typically performed by an employee in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below.

1. Coordinates and directs the operation of the billing department, supervises assigned staff, interviews potential new hires; trains staff in department procedures; evaluates staff performance; handles disciplinary actions, as directed.
2. Reviews the work plan for the assigned areas and monitors the work flow.
3. Assists in the budget preparation and oversees the maintenance of all financial records of the Department.
4. Oversees support services in regards to Fleet Maintenance, Fire Prevention and Fire Inspections.
5. Maintains records for the department to include fleet maintenance, fire inspections, compliance with OSHA, HIPAA, etc.
6. Enhance and/or develop systems that support service delivery to the community.
7. Serves as a member of the Departments budget, safety, training and hiring committees.
8. Establish and maintain professional working relationships with other government agencies, the medical community, vendors and the business community.
9. Performs other duties as assigned or required.

Education and Experience Requirements:

Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

A degree or appropriate professional qualification. A qualification in administration is desirable but not obligatory.

Knowledge, Skills and Abilities Requirements:

Knowledge of:

- Thorough knowledge of business/financial management and office systems
- Managing multiple systems and resources: balancing organization needs with fiscal demands;
- Application of basic business principles to daily operations;
- Basic business principles to daily operations;
- Record keeping principles and practices;
- Techniques for dealing with the public, in person and over the telephone;
- Computer literacy and understanding appropriate to a complex organization.

Ability to:

- Supervise, organize and train;
- Ability to understand and work in a service environment;
- Communicate clearly and concisely, both orally and in writing;
- Manage multiple systems and resources: balance organizational needs with fiscal demands;
- Balance competing priorities;
- Operate a variety of standard office equipment;
- Work independently;
- Meet deadlines;

Special Requirements: None.

Physical Demands:

Strength and dexterity; vision to use keyboard and video display; strength and stamina to bend, stoop, sit and stand for long periods of time; lift files, stacks of paper or reports; ability to reach for items above and below desk level, some bending, manual dexterity and cognitive ability to operate a personal computer; ability to communicate via telephone.

In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors and response to unplanned events.

Reviewed by Town Manager:

Name: _____

Date: _____

Approved by Town Board:

Chairman: _____

Clerk: _____

Date: _____

Date: _____

This Job Description supersedes previous version dated: _____

Special Town Board Meeting
Preliminary Budget Hearing
March 27, 2008

Chief Lewis noted that the ordered truck could be available next week as the new fleet in Delaware has been received.

Scott Lewis explained that PVFRS is currently in negotiations with the International Association of Fire Fighters (IAFF) so numbers could change once the negotiations have been reached and ratified by the union and the Town Board. Numbers for employees and benefits associated with that may change based on historic information. Chief Lewis said the numbers could go up but it is part of the negotiations as to what the numbers will be. Laurayne Murray asked how many regular employees there are presently. Chief Lewis replied 13. Operational figures for expenses are anticipated to change based on the negotiations as well. Scott Lewis stated that vehicle fuel line item has been increased due to fuel prices going up. The Board was reminded that this is for fire equipment only and not ambulances which is in another area of the budget.

Chief Lewis continued with the line items and any changes that may occur based on negotiations.

Scott Lewis explained that due to the current market conditions the fire station previously agreed to with Focus Group may be postponed for at least one year. The needs at Station 3 will have to be acclimated to accommodate 24 hour crews. A proposal is being worked on with Building and Grounds using existing funds.

In the Proposed Capital Projects there is an inclusion of \$130,000 as discussed.



Chief Lewis proposed a new organizational chart which would exclude an Assistant Fire Chief and would allow for that salary to be used for additional personnel for PVFRS. The positions proposed are a Training Coordinator, a proposed Captain's position, a Volunteer Coordinator and, an Administrative Director. Scott Lewis explained how these changes would create a better flow from an operational standpoint. Chief Lewis said he could achieve this by using the salary of the Assistant Fire Chief position. He asked for input from the Board on this proposal.

John McDonald questioned the revised plan that there would be eight personnel in all Platoons and the old plan showed 7, 6, and 6 listed personnel on the Platoons. Scott Lewis replied that there are actually 9 slated positions per Platoon. It was stated that there is an open issue in arbitration, at this time.

There was discussion regarding manned stations and current manpower, goals, training operations and other budgeted manpower and additional needs for the new budget and staffing issues.

Special Town Board Meeting
Preliminary Budget Hearing
March 27, 2008

John McDonald asked when the preliminary budget needed to be completed and approved and sent to Carson City. Mr. Sullivan replied that the preliminary does not require any action goes to Carson City April 15. A required public hearing will be held in May for the Final Budget which must be filed by June 1. This preliminary will be sent following these preliminary meetings. Changes can be made from the preliminary to the final budget if need be.

Laurayne Murray stated that unless there is decision from the Town Board in regard to increasing funding, the concern voiced last year is that more people need to respond to calls. Mrs. Murray said she has no comment on to organize the rest of the department. Chief Lewis explained how this would create better flexibility.

John McDonald stated his concerns are with understaffing. What the Chief could do is provide a staffing report that would show how many additional fire fighters would make a significant difference. There are no guarantees it would be accepted. Mr. McDonald said Chief Lewis should propose what is needed and let the Board do the cutting.

Chief Lewis stated that challenges are with having Station 3 available for housing and needing a Lieutenant per Platoon to bring the numbers higher. Station 1 is already at capacity. Toni Glines added that by adding the Captain position there would still have a Lieutenant and eight firefighters.

The discussion turned to page 15, Ambulance Enterprise Fund. Chief Lewis explained the Operating Disbursements (page 16) will be affected by union negotiations. Postage will be increased as well as Vehicle Fuel. Increases will be needed in Paramedic Supplies due to durable equipment costs. Uniform budget amount was increased pending results of negotiations.

Toni Glines explained that there is legislation being considered pertaining to non-emergency medical transports with Medicaid. Also, there is a Medicare HMO that does not allow billing for durable equipment. As people use this new HMO it will make the revenue go down. With regard to collections, the Town is collecting more on their own rather than sending them to collections and paying the agency 25%-30% on collections.

John McDonald said he has requested Carl Joerger to look at the item in Dan McArthur's management letter referring to writing off bad accounts. It appears Mr. McArthur is saying we are not following state law. There is a possibility that bad debt collections may be impacted based on his findings.

PAHRUMP TOWN BOARD MEETING

Bob Ruud Community Center

150 N. HWY. 160

Tuesday – 7:00 P.M.

June 24, 2008

MINUTES

PRESENT:

Laurayne Murray

John McDonald

Don Rust

Dan Sprouse

Carl Joerger, Attorney

Michael Sullivan, Interim Town Manager

ABSENT:

Nicole Shupp

1. Call to Order, Pledge of Allegiance, and Welcome.

Chairman Murray called the meeting to order and led in the pledge of allegiance.

2. Discussion and decision regarding agenda items.

Michael Sullivan asked that Item #8 be deleted from the agenda.

John McDonald motioned to delete Item #8 (Discussion and decision regarding approval of Fiscal Year 2008 augmentation). D Sprouse seconded the motion.

Vote passed 4 – 0.

3. Public Comment. Action may not be taken on matters considered during this period until specifically included on an agenda as an act item (NRS241.020 (2) (C) (3).

Butch Borasky announced the 4th of July Parade will take place on July 4th at 9:00 a.m. Mr. Borasky invited the community to attend.

Jim Petell announced that July 13th, Noon until 3:00 p.m. will conduct a Candidate's Day for all candidates.

Vicky Parker announced that on July 12th the Nathan Adelson Blue Butterfly Coffee House will be at the Pahrump Nugget. Tickets are available.

4. Advisory Board Reports

John McDonald reported that the Pahrump Veteran's Memorial Advisory Board meeting scheduled for June 19th was cancelled.

Dan Sprouse reported that the website should be up and operational within the next two to three weeks.

Al Balloqui, regarding economic development, reported that PAVED was successful in securing an RBED grant from the USDA for \$19,695. \$8,275 was requested with a matching fund of \$6,620 and \$4,800 from private contributions. Mr. Balloqui congratulated the PAVED staff for their accomplishment

Mrs. Murray asked if there were any more public hearings to be held on the PARC project. Mr. Balloqui said 3 have been completed with over 65 written responses. The comments will be addressed with LARC on suggested changes to the plan.

5. Announcements and "Good News".

Art Jones commented on the work done at the Calvada Eye and thanked Pahrump Valley Disposal and Valley Electric for their efforts.

Don Rust read a letter from the Boys & Girls Clubs of Henderson thanking the Town Board for funding.

Laurayne Murray announced that Movies in the Park have resumed on Saturday nights at Honeysuckle Park and is being supported by the Parks and Recreation Advisory Board.

Mrs. Murray also announced that the US Census 2010 has begun their process. A presentation is forthcoming on a future agenda. A resident of Pahrump has been chosen as the state coordinator.

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6. **Presentation, discussion and decision regarding the Incorporation Advisory Board request to the Town Board to proceed with incorporating the Town of Pahrump and putting the item to vote on the November ballot.**

Darce Wilson, Chairman of the Incorporation Advisory Board, introduced Mr. Bill Verbeck who prepared the feasibility study being presented.

Bill Verbeck noted that nine months of research and work went into the study from the advisory board, with many meetings taking place to accomplish this report. Mr. Verbeck acknowledged advisory board members: **Darce Wilson, Allan Parker, Al Balloqui, Janice Painter and Jacob Skinner**. **Bill Verbeck** stated that the Incorporation Advisory Board, after months of study, believes that it is feasible to continue to pursue the goal of Incorporation and the findings and recommendations support this.

Don Rust read the title of Resolution #2008-13.

“A RESOLUTION OF THE TOWN BOARD OF THE TOWN OF PAHRUMP REQUESTING THAT THE NYE BOARD OF COUNTY COMMISSIONERS INCLUDE AN ADVISORY QUESTION ON THE NOVEMBER GENERAL ELECTION BALLOT REQUESTING A VOTE FROM THE REGISTERED VOTERS OF THE TOWN OF PAHRUMP REGARDING WHETHER THE TOWN SHOULD OR SHOULD NOT INCORPORATE.”

Don Rust motioned to approve Resolution #2008-13 as presented. **John McDonald** seconded the motion.

Dan Sprouse confirmed that this is to bring a ballot question to the public for a vote. Mr. Sprouse had concerns about what the citizens are getting out of it and are the taxes going to go up. **Dan Sprouse** said from the study he has a model but not a comprehensive idea of what it would entail.

Don Rust pointed out that there have been five public meetings on the issue and not everyone has the answer to every question, but brochures are available that answers many of the questions. It is just a ballot question, either yes or no, to proceed with incorporation.

Laurayne Murray explained that the timeline for a ballot question, which must go through the County Commission, is near. What has been submitted is in the general direction and within the time frame for a ballot question. If the Board chooses to move forward, there is time to get the specifics to the public.

John McDonald reiterated that the vote tonight is not whether to incorporate or not to incorporate, but whether to put it on the ballot so the citizens of Pahrump can decide whether to incorporate or not. The purpose of this agenda item is to petition the County Commissioners to place this question on the ballot.

- **Rick Marshall**, Nye County Sheriff's Office, commended the committee for their work.
- **Harley Kulkin** commented that the county should be split.
- **Sheriff Tony DeMeo** reiterated what Assistant Sheriff Rick Marshall had stated about the figures being flawed and pointed out revenue disputes.
- **Larkey White** stated that he is against the resolution.
- **Dave Stevens** commented that he was 100% against incorporation.
- **Mike Darby** asked that unemployment be taken into consideration.
- **Bill Becht** congratulated the advisory board for stepping up and also noted that the figures were inaccurate.
- **Bob Little** commented that he has been in favor of incorporation in the past, but cannot support it any more as the laws have changed regarding the proportionate share law.
- **John Konig** commented that he is undecided on his vote for or against incorporation.
- **Bill Carlough** commented that the issue should be put up for a vote, but the people should be informed on the facts.
- **Charlie Gronda** commented that the committee had a difficult job. Mr. Gronda noted that that if the Board decided to put this the ballot there is still five months to get all the figures and facts.
- **Donald Cox** commented that Mesquite is a thriving City because they incorporated.
- **Alan Parker** pointed out that no one is trying to sell incorporation or not.
- **Michael Miraglia** commented that more government means more taxes if incorporated.

Bill Verbeck summarized that this is not about incorporation today; it is the feasibility and moving forward in the process. The comments which were made regarding a flawed report can be addressed and corrected.

Don Rust said someone suggested hiring consultants to gather information to present to the Town while one of the complaints he has always heard was why are we paying consultants to get information when there are people here that can get the information for us.

John McDonald noted that the vote is to put the item on the ballot as an advisory question, and the Board is not voting to incorporate tonight. Mr. McDonald stated the Board is not impinging anybody's right to vote any way they want on the issue. Nobody can vote if it not on the ballot.

Dan Sprouse commented that he would like to see a third party who has no involvement with the County or Town provide the citizens with factual information as to if this will work or not. Is it feasible for the Town to put it on the ballot and have the study done by the time the information goes out to the public?

Don Rust asked who would pay for it?

John McDonald pointed out that it is not an agenda item whether to hire a consultant or not.

Laurayne Murray noted that there needs to be an agenda item as to what the next steps would be regarding the continuation of the existing advisory board and whether additional resources would be needed to move forward. Mrs. Murray said there is a lot of details to be worked out. Laurayne Murray had comments regarding the County budget and the lack of cooperation on getting the accurate numbers and information.

Vote passed 3 – 1. Dan Sprouse voted nay.

7. Discussion and decision regarding approval of Fiscal Year 2009 Non-Union Staff Cost of Living Allowance (COLA). Michael Sullivan

Michael Sullivan explained that each year it is recommended to the Board a COLA increase for the staff not under the Collective Bargaining Agreement. The Consumer Price Index figure for the Western United States is used for smaller communities. The chart has been provided in the backup and Mr. Sullivan made a recommendation of 4% COLA.

John McDonald asked if this is included in the Town budget. Mr. Sullivan replied that it is part of the projections.

Don Rust read Resolution #2008-12:

“A RESOLUTION APPROVING A COLA INCREASE OF 4.0% FOR NON-BARGAINING UNIT EMPLOYEES FOR FISCAL YEAR 2009.”

John McDonald motioned to approve the 4% COLA for fiscal year 2009. **Don Rust** seconded the motion.

Vote passed 4 – 0.

8. Discussion and decision regarding approval of Fiscal Year 2008 augmentation. Michael Sullivan

This item deleted under Item #2.

9. Consent agenda items:

- a. Action – approval of Town vouchers
- b. Action – approval of Special Town Board Meeting minutes of January 12, 2008.
- c. Action – approval of Special Town Board meeting minutes of June 14, 2008.
- d. Action – approval of \$5,000 Tourism Room Tax grant for Wild West Extravaganza for various advertisements.
- e. Action – approval of a grant request from the Parks and Recreation Advisory Board in an amount not to exceed \$4,000 to sponsor a summer family movie night series to be funded from the Parks Room Tax Fund.
- f. Action – approval of a grant request from the Parks and Recreation Advisory Board in an amount not to exceed \$2,000 to co-sponsor the ThreadzFest 2008 event on July 12th at Honeysuckle Park to be funded from the Parks Room Tax Fund.
- g. Action – approval of Nick Moore to the Parks & Recreation Advisory Board.

John McDonald motioned to accept consent agenda items 9a – 9g. **Dan Sprouse** seconded the motion.

Vote passed 4 – 0.

10. **Future Meetings/Workshops: Date, Time and Location.**

No future meeting scheduled at this time.

11. **Adjournment.**

Chairman Murray adjourned the meeting at approximately 8:46 p.m.

Respectfully submitted,

Don Rust, Clerk
Pahrump Town Board

/cw