

**MOAPA VALLEY FIRE PROTECTION DISTRICT  
ADVISORY BOARD BY-LAWS**

**Article 1.**

**NAME**

The name of the advisory board shall be the Moapa Valley Fire Protection District Advisory Board (hereinafter the "Board").

**Article 2.**

**STATEMENT OF PURPOSE AND GEOGRAPHICAL AREA**

These bylaws are established to provide continuity and stability to the Board. The Moapa Valley Fire Protection District was created pursuant to Nevada Revised Statutes Chapter 474.460 and Chapter 3.20 of the Clark County Code creating Moapa Valley Fire Protection District (hereinafter the "District") for the provision of protection of property, public health, safety and welfare of the inhabitants of Clark County including the prevention and extinguishment of fires and the provision of emergency medical services in the unincorporated areas within Clark County generally located, described and comprising the following: from the northerly Warm Springs area, Moapa, (Moapa Valley), Logandale, Overton, the Valley of Fire, and southerly, including the Echo Bay area. (CCC3.20.010)

**Article 3.**

**MOAPA VALLEY FIRE PROTECTION DISTRICT  
ADVISORY BOARD MEMBERSHIP**

- A. Members of the Board shall be appointed by the Board of Fire Commissioners ("BFC") and shall consist of the following:

District Fire Chief	Ex Officio
Moapa Valley Town Board or designee	1 Member
Moapa Town Board or designee	1 Member
Citizen Non-Volunteer Firefighter	1 Member
Citizen Non-Volunteer Firefighter	1 Member
Citizen Non-Volunteer Firefighter	1 Member

- B. All members shall serve a two (2) year term at the time of appointment/approval by the Clark County Board of County Commissioners ("BCC"). The BCC may reappoint a member for additional terms and may at any time remove a member without cause.
- C. Resignations:
- Board members desiring to resign shall submit in writing, hard copy or e-mail, to the District Fire Chief. The resignation shall be effective upon the receipt of the

- written resignation.
  - A Board member may be removed from office by a majority vote of the Board for inefficiency, neglect of duty, or malfeasance or office.
- D. All Board members shall serve at the pleasure of the BFC.
- E. Board members shall each have one vote on each agenda item to be cast during attendance at any meeting.
- F. All Board members are required to comply with Clark County Code 3.01.10 regarding the attendance of meetings.
- G. Pursuant to the provisions of NRS 474.460 and CCC 3.20.30, the BFC shall manage and conduct the business and affairs of the District.
- H. The District Fire Chief shall answer to the Chair of the BFC or designee, be responsible for the day-to-day operations of the stations, advise in all matters with respect to the District, represent the Board, attend all meetings and advise the Chair of the BFC or designee with respect to the Board's recommendations regarding the governing of affairs of the District. It shall be the responsibility and duty of the Board to receive and review monthly reports from the three station Battalion Chiefs pertaining to station operations. The Board shall make recommendations to BFC on such reports and bills as appropriate and provide copies of such reports to County Finance and the Chair of BFC.
- I. Annually, the Board shall prepare, update, review, approve and recommend an Operating and Capital Improvement Budget for the District. The Board shall submit the recommend Budgets to the Clark County Department of Finance on or before the third Monday in January for the BFC's consideration.
- J. The District Fire Chief shall cooperate with the Clark County Fire Department ("CCFD") and make recommendations regarding business affecting the District which has been brought before her/him by the CCFD.
- K. By majority vote, the Board shall submit up to three recommendations to the BFC for the appointment or replacement of any vacancy on the Board. Appointments shall be at the sole discretion of the BFC.
- L. Each Member shall comply with the rules applicable to public officers under the Nevada Ethics in Government Law (Chapter 281A of Nevada Revised Statutes) and Clark County Ethics Resolutions, as they may be amended from time to time.
- M. The Board members agree to attend Open Meeting Law and Ethics Training provided by Clark County. All members shall take the training in the first year of serving on the Board and every third year thereafter. Current members who have not taken the training shall take it within the fiscal year.
- N. Town Board members or designees and the citizen members appointed to the Board may not be a member of any of the volunteer fire departments while serving on the Board.

- O. Members shall not have any financial conflicts which would require disclosure or abstention under the Nevada Ethics in Government Law. This prohibition extends to members of the Board member's household and to relatives of the Board member within the third degree of consanguinity or affinity. Upon such a conflict arising after the appointment of a member, the conflicted Board member shall notify the clerk of the BFC. If the conflicted member is unable or unwilling to resolve the conflict within thirty (30) days of such notice, a vacancy shall be deemed to exist upon the thirtieth day following notice. Conflict of interest is governed by the Code of Ethical Standards in NRS 281.400 et seq as applicable and amended.

#### **Article 4.**

### **MEETINGS AND ELECTIONS**

- A. The Board may hold regular monthly meetings on the same day at the same time each month, but the Board must hold at least one meeting each quarter. The day and time of the meetings for the coming year will be decided at the February meeting. All meetings shall be properly posted in accordance with the Nevada Open Meeting Law, NRS Chapter 241, and shall be open to the public. Meeting notices shall be posted at the Overton Post Office, Logandale Post Office, and Moapa Post Office, as well as at each member fire station and the official website of the State of Nevada required by NRS 241.020(3)(b).
- B. Special meetings of the Board may be held at the call of the Chair, or at the request of the BFC, and shall be properly posted as provided in Article 3(A). Notice of regular and special meetings will include the time, place, and agenda. The agenda will be posted in accordance with the applicable open meeting laws. In case of an emergency meeting in accordance with the open meeting laws, notice will be provided as is reasonable under the circumstances, but no less than six hours prior to the meeting.
- C. A quorum shall be a simple majority of the appointed members.
- D. In accordance with the Nevada Open Meeting Law, the proceedings of all official meetings are to be recorded and retained in a secure area at the Logandale Station.
- E. Three members of the Board shall constitute a quorum and must be present in order to perform any official business of the Board.
- F. The Board are permitted to attend board meeting via teleconference.
- G. The Board, at their first meeting of the year, shall nominate and elect a Chair and Vice Chair to serve a maximum of two (2) years in a four (4) year period. The Board shall also appoint a secretary.
- H. The District secretary shall be appointed by the Board at the first meeting of each year. He or she shall serve a one-year term and be paid the sum of \$150 per month. An Agreement between the secretary and the District shall be executed by the Board and

ratified by the BFC. A timely County Vendor Claim Voucher shall be submitted for approval by the Board and forwarded to the CCFD for processing.

- I. Voting will be in public with the Chair voting last.
- J. The Board shall take action by motion.
- K. A tie vote will result in a denial of the motion. If a motion is denied, another motion may be made.
- L. Minutes of the meeting shall be kept in accordance with the open meeting law.

## **Article 5.**

### **DUTIES OF THE DISTRICT FIRE CHIEF, BOARD OFFICERS AND SECRETARY**

- A. The District Fire Chief shall:
  - Coordinate the duties of the Moapa, Logandale, and Overton Volunteers.
  - Act as liaison to the Clark County Fire Department.
  - Inspect each fire station and equipment on a monthly basis.
  - Preside at monthly station meetings.
  - Ascertain and authorize emergency repairs to District equipment pursuant to current policy.
  - Coordinate overall fire protection and emergency medical service within the District.
  - Assist individual stations and EMT units in complying with all applicable Clark County Codes, Clark County Fire Department boundaries, rules and regulations and protocols, Southern Nevada Health District regulations and State Fire Marshall rules and regulations.
  - Approve or deny all firefighter personnel either joining or being released from Volunteer Firefighter status.
  - Act as Emergency Manager for Overton, Logandale, and Moapa.
  - Perform other duties as specified by the Board and/or the BFC.
- B. The Chair shall:
  - Sit on the Board, make motions, and exercise full voting rights.
  - Participate and vote at monthly and Special Board meetings.
  - Preside at monthly station meetings when the Fire Chief is unavailable.
- C. The Vice Chair shall:
  - Assist the Chair in his or her duties.
  - Perform as acting Chair when the Chair is unavailable.
  - Preside at monthly station meetings when the Fire Chief or Chair are unavailable.

- Participate and vote at monthly and Special Board meetings.
- D. The District Secretary shall:
- Keep minutes and recordings of all meetings.
  - Handle District correspondence.
  - Submit timely vouchers to Clark County Fire Department Accounts Payable for individual response payments.
  - Post all notices and public meetings as prescribed in Article 3 of the By-Laws.
  - Additional clerical services as necessary for the efficient and orderly performance of the Board's duties and responsibilities and as outlined by the Board.

## **Article 6.**

### **VOLUNTEER FIRE DEPARTMENTS**

- A. The Moapa Valley Fire District shall be comprised of 3 volunteer fire stations located in the district, as defined in Clark County Code 3.20. Fire apparatus shall be located at all three station locations. The number of apparatuses shall be determined by the Board in accordance with the Capital Improvement Budget approved by the BFC.
- B. The fire stations and apparatus shall be staffed by volunteer emergency responders who reside within the fire protection district. All members must be at least of 18 years of age.
- C. The BFC will appoint a District Fire Chief. The District Fire Chief shall oversee the day-to-day operations of the three fire stations. The District Fire Chief must live within the geographical area of the District. The District Fire Chief shall coordinate District fire operations with the Clark County Fire Chief or his/her designee. The District Fire Chief shall be responsible for appointing 3 Battalion Chiefs, one to manage each of the three (3) fire stations.
- D. The District Fire Chief or designee shall facilitate training to improve the safety and efficiency of all volunteers in the stations. The training shall be sufficient to comply with National Fire Protection Association Standards, State Fire Marshall requirements and Southern Nevada Health District standards and regulations. Volunteers who fail to perform his or her duties may be removed by the District Fire Chief.
- E. The District Fire Chief or designee shall develop Rules and Regulations and/or Standard Operating Procedures for the safe and effective operation of the stations.
- F. If Battalion Chiefs are appointed, they must live within the geographical area of their assigned station.
- G. Each volunteer station Battalion Chief shall appoint his/her own station officers: These may include; Station Captains. Station Secretary, EMS Coordinator, and Assistant EMS Coordinator. The Battalion Chief shall preside over station meetings and conduct all activities related to the operation of the station. Battalion Chiefs shall be responsible for holding a minimum of one station staff meeting per month.

- H. The Battalion Chief shall be responsible for submitting recommendations for their respective station's Operating and Capital Improvement Budgets to the District Fire Chief. The budget recommendations are to be submitted to the Board on or before December 31, of each year.
- I. All volunteers shall be responsible for the safe operation and maintenance of apparatus and equipment, as well as routine maintenance and upkeep of the facility. Each station will be responsible to assign equipment and keep records of serial numbers.
- J. Each station shall operate in accordance with District By-Laws, Department Standard Operating Procedures and/or Rules and Regulations approved by the District Fire Chief and/or the Board.

## **Article 7.**

### **FISCAL REQUIREMENTS**

- A. All operating expenses for the District shall be coded in the general ledger and charged to the Operating Budget, Fund F2920, Cost Center 1200350000.
- B. Whenever a volunteer responds to an emergency call, the volunteer shall receive a stipend as follows:

Firefighter	\$10.00/call or event
Emergency Medical Technician	\$15.00/call or event
Advance Emergency Medical Technician	\$20.00/call or event
Paramedic	\$30.00/call or event

- C. In order to receive the stipend as noted above a station member must have been:
  - 1. Scheduled to be on call at the time of the incident, or
  - 2. Been requested to respond by an on-scene unit requesting assistance, or
  - 3. Be responding to a fire call; or
  - 4. Unscheduled Members who were requested to assist must reach their assigned station and ride with the crew in order to receive the stipend; or
  - 5. The member is a Paramedic responding to a Charlie, Delta or Echo level call.
- D. All volunteers shall be compensated \$20.00 for each training sessions they attend each month up to a maximum of three (3) training sessions.
- E. The Battalion Chief or designee of a station shall be responsible for keeping an accurate record of attendance at the regular monthly meeting, training sessions and all emergency calls. The record of attendance is to be submitted monthly to the District Fire Chief for approval. The signed document will be forwarded to the District secretary for submission to Clark County Fire Department Accounts Payment staff located at Fire Station 18 for payment. The District secretary will timely transmit the report with backup materials to Accounts Payable for processing. Funds shall be credited directly to the District's account. Records of all expenditures of the funds shall be maintained by

the station Secretary.

- F. Records of all funds deposited, the source of the funds, and the expenditures of the funds shall be maintained by the station Secretary.
- G. Station funds may be derived from local donations or by other means. Any donations exceeding \$1,000 require BFC approval prior to acceptance. Donations less than a \$1,000 shall be reported to the BFC quarterly. The Assistant Fire Chief shall maintain a roster and provide it to the Fire Chief of donations.

#### **Article 8.**

#### **RECORDS**

- A. Records maintained by the Board and District are subject to the Nevada Public Record Act in accordance with Chapter 239 of Nevada Revised Statutes. Permanent records of the District shall be kept by the Board secretary in a secured area located at the Logandale Station.
- C. Upon resignation of the secretary, access to District records shall be transferred immediately to the District Fire Chief until a replacement secretary is appointed.

#### **Article 9.**

#### **PARLIAMENTARY AUTHORITY**

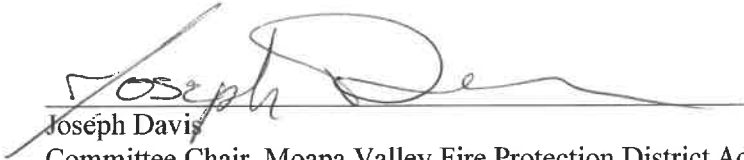
Robert's Rules of Order (Newly Revised) 10<sup>th</sup> edition, or its successor edition, shall be used when applicable and when not inconsistent with these By-laws.

#### **Article 10.**


#### **AMENDMENTS**

- A. Prior to submission for approval by the BFC, these rules may be amended at any meeting by a vote of the majority of the entire membership of the Board, provided ten days notice has been given to each Board member. Amendments shall not become an official part of the by-laws unless or until approved by the BFC.
- B. The BFC may also amend the By-laws at any meeting by a vote of the majority of the entire membership of the BFC provided ten days written notice has been given to each BFC member.

APPROVED this 28 day of December, 2023.

  
Joseph Davis  
Committee Chair, Moapa Valley Fire Protection District Advisory  
Board

ATTEST:

 12/28/2023  
Stephen Neel  
Fire Chief, Moapa Valley Fire Protection District