

Central Lyon County Fire District
Board Priorities and Expectations
PROGRESS REPORT
October 1, 2025-October 1, 2026

Per the adopted employment agreement with Fire Chief Tim McHargue (Chief McHargue), dated September 11, 2025, Section 6, A,

Upon hiring and at the time of each annual evaluation thereafter, the Board of Directors, with input from Employee, shall adopt priorities and expectations for Employee for the ensuing year.

This document serves as the adopted Priorities and Expectations of the Board of Directors for Chief McHargue for his first year of service. These priorities are mutually agreed upon. The Board acknowledges that this is a comprehensive work plan and recognizes that District operations are dynamic, with evolving demands and complexities. Accordingly, adjustments to these priorities may be necessary throughout the year. Should such adjustments be needed, the Board expects the Fire Chief to communicate proposed changes in a timely and transparent manner, with the understanding that not all items may reasonably be completed within the evaluation period.

For the period of October 1, 2025 through October 1, 2026, the Board of Directors establishes the following Leader's Intent:

The Central Lyon County Fire District will strengthen public trust, maintain fiscal accountability, develop internal leadership capacity, and align services with the community's evolving needs. The Board's expectation is that the Fire Chief will lead with transparency, engagement, and integrity while fostering a culture of professionalism, collaboration, and continuous improvement. This intent shall guide decision-making, communication, and operational priorities throughout the year, balancing the immediate needs of the District with long-term organizational sustainability.

Priorities

1. Assess Organizational Sustainability and Financial Resilience
2. Maintain and Enhance Public Trust and Fiscal Stewardship
3. Reengage Internal and External Stakeholders
4. Evaluate and Benchmark Operational Performance
5. Align Services to Community Risk and Legal Requirements
6. Prepare to Initiate a Formal Strategic Planning Process in April 2026

Expectations

1. Introductions

- a. Internal Staff of the District.
 - i.—~~Shift meetings with Line personnel~~ **COMPLETE**
 - ii.—~~Meeting with Administrative staff~~ **COMPLETE**
 - iii.—~~Meeting with Fire Prevention staff~~ **COMPLETE**
 - iv.—~~Meeting with Risk Reduction Crew~~ **COMPLETE**
 - v.—~~Meeting with Fleet Manager~~ **COMPLETE**
 - vi.—~~Meeting with Local #4728~~ **COMPLETE**
 - vii.—~~Chief Officers' Association~~ **COMPLETE**
 - viii.—~~Volunteers~~ **COMPLETE**
 - ix.—~~Board of Directors individual member meetings~~ **COMPLETE**
- b. External Staff
 - i.—~~Storey County Fire Chief~~ **COMPLETE**
 - ii.—~~North Lyon County Fire Chief~~ **COMPLETE**
 - iii.—~~Mason Valley Fire Chief~~ **COMPLETE**
 - iv.—~~Smith Valley Fire Chief~~ **COMPLETE**
 - v.—~~Lyon County Comptroller~~ **COMPLETE**
 - vi.—~~Lyon County CEO~~ **COMPLETE**
 - vii.—~~Lyon County Sheriff~~ **COMPLETE**
 - viii.—~~Lyon County DA~~ **COMPLETE**
 - ix.—~~Lyon County Sheriff Dispatch~~
 - x.—~~Carson City Fire Chief~~ **COMPLETE**
 - xi.—~~East Fork Fire Chief~~ **COMPLETE**
 - xii.—~~Lake Tahoe Regional Fire Chiefs Association~~ **COMPLETE**
 - xiii.—~~Northern Nevada Chief's Association~~ **COMPLETE**
- c. External Groups
 - i.—~~Silver Springs Advisory Board~~ **COMPLETE**
 - ii.—~~Mound House Advisory Board~~ **COMPLETE**
 - iii.—~~Dayton Advisory Board~~ **COMPLETE**
 - iv.—~~Stagecoach Advisory Board~~ **COMPLETE**
 - v. Silver City Advisory Board
 - vi. Board of County Commissioners residing in Central Lyon (3)
- 2. Assessment of current operations
 - a.—~~Meet with Assistant Chief~~
 - b.—~~Meet with Chief Officers~~
 - c.—~~Meet with Fleet Manager~~
 - d. Assess compliance with all District policies and practices **ONGOING**
 - e. Assess for any deficiencies of processes and practices that can be remedied quickly **ONGOING**
 - f. Assess current oversight of all personnel and assure every employee has a supervisor and expectations, based on policy, are communicated **ONGOING**
- 3. Assessment and Response to on-going and emerging personnel issues
 - a. Legacy issues **ONGOING**
 - b. Emerging issues **ONGOING**

- ~~c. Ensure all operations employees have a completed evaluation by the implementation of shift bid 2026, and all other employees by April 1, 2026.~~
COMPLETE

4. Labor Negotiations

- ~~a. Participate in Labor negotiations with Local #4728, share information with Board, and complete an updated Collective Bargaining Agreement~~
COMPLETE
- b. Participate in discussions with the Chiefs Association, share information with Board, and working with the Attorney create an Agreement or other document if applicable and advised. **ONGOING**
- c. Update all Memoranda of Understanding and present for Board approval by the January 2026 meeting. **ONGOING**
- d. Meet, as needed, with personnel, practicing an “Open Door” policy
ONGOING
- e. Conduct regular and as-needed Labor/Management meetings with all labor groups, Local #4728, Chief’s Association, and unrepresented employees.
ONGOING

5. District Finances **ONGOING**

- ~~a. Review and assess current District financial policy assuring compliance with State and Federal requirements by creating a policy with the following subjects:~~ **ONGOING**
 - ~~i. Statutory Framework~~
 - ~~ii. Core Financial Policies~~
 - ~~iii. Purchasing and Contracting Policies~~
 - ~~iv. Use of Public Funds and Ethics Compliance~~
 - ~~v. Reserve and Fund Balance Policy~~
 - ~~vi. Grants Management~~
 - ~~vii. Travel and Expense Reimbursement~~
 - ~~viii. Policy Adoption and Oversight~~
- ~~b. Working with the Business Manager and the Assistant Fire Chief prepare a financial briefing for the Board at the December 2025 meeting~~ **COMPLETE**
- ~~c. Assure compliance with State regulations accounting and financial reporting standards set by the Governmental Accounting Standards Board (GASB)~~
COMPLETE
- ~~d. Assess and implement industry best practices regarding financial transactions and purchases:~~ **COMPLETE**
- e. Prepare a mid-year budget review for the District at the January 2026 meeting and implement Board approved policy to memorialize this practice in future years. **ONGOING**

6. District Equipment **ONGOING**

- ~~a. Assess any urgent equipment needs~~ **COMPLETE**
 - b. Prepare a report for the Board to be presented on the first meeting in January 2026 assessing our current fleet circumstances and recommending possible action. **ONGOING**
- 7. Set meeting schedules
 - ~~a. Monthly Staff and Chief's Meetings~~ **COMPLETE**
 - ~~b. Labor Management Meeting~~ **COMPLETE**
 - ~~c. Annual Captain's Meeting~~ **COMPLETE**
 - d. Volunteer Meetings
- ~~8. Develop and present monthly dashboards for the Board including:~~ **COMPLETE**
 - ~~a. Fire Prevention Stats~~
 - ~~b. Risk Reduction Stats~~
 - ~~c. Operations and EMS Statistics~~
 - ~~d. Financial Stats~~
- 9. Software assessment and utilization
 - ~~a. TrackIT~~ **COMPLETE**
 - b. First Due **ONGOING**
 - c. Implement Smartsheets or similar project tracking software **ONGOING**
- 10. Department Policies
 - a. Assess current policies and procedures **ONGOING**
 - b. Create an interim directive process until Policy Manual can be updated **ONGOING**
 - c. Develop a 1-year plan, with benchmarks, to update the Policy Manual with input from Business Manager/HR Director, Chief Officers and Labor **ONGOING**
- 11. Strategic Oversight
 - a. Implement a management oversight software program, as mentioned above, that is interactive and provides a dashboard for assessment of operations **ONGOING**
 - b. Prepare to launch a strategic planning process in April 2026 that will assess and revise, as needed, the mission, vision, and core values of the District. The plan should be completed by July 2026. **PARTIALLY COMPLETE**
- 12. Succession Planning
 - a. Begin a process to assure redundancy in all positions **ONGOING**
 - b. Create a process to encourage "cross pollination" between project managers and staff removing silos of information. **ONGOING**