

**BOARD OF FIRE COMMISSIONERS
TRUCKEE MEADOWS FIRE PROTECTION DISTRICT**

TUESDAY

10:00 A.M.

MAY 5, 2026

PRESENT:

Clara Andriola, Chair
Mariluz Garcia, Vice Chair
Alexis Hill, Commissioner*
Michael Clark, Commissioner
Jeanne Herman, Commissioner

Janis Galassini, County Clerk
Richard Edwards, Fire Chief
Jennifer Gustafson, Deputy District Attorney

The Board convened at 10:00 a.m. in regular session in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada. Following the Pledge of Allegiance to the flag of our Country, County Clerk Jan Galassini called roll and the Board conducted the following business:

26-057F AGENDA ITEM 3 Public Comment.

***10:02 a.m. Commissioner Hill arrived at the meeting**

There was no response to the call for public comment.

26-058F AGENDA ITEM 4 Announcements/Reports.

Truckee Meadows Fire Protection District (TMFPD) Fire Chief Richard Edwards somberly announced that Lake Valley Fire Protection District (LVFPD) lost a member of their organization in the line of duty on May 4, 2026. He reported that Engineer Neil Schnaible had a medical emergency on duty and had passed away. He noted that the TMFPD provided personnel coverage and would stand by to assist if anything was needed. He requested that those in attendance observe a moment of silence in honor of the ultimate sacrifice of Engineer Schnaible.

Commissioner Clark thanked the TMFPD for its Spring Green Waste Collection. He said the collection was popular and well-received in the community.

CONSENT ITEMS – 5A THROUGH 5L

26-059F 5A Recommendation to approve the meeting minutes from April 7, 2026, Board of Fire Commissioners Meeting (All Commission Districts).

- 26-060F** **5B** Recommendation to approve a Purchase Order issued to CMC Tire, Inc. in an amount not to exceed \$140,000 for fiscal year 2026-2027, utilizing Nevada State Contract pricing through both Continental Tire the Americas, LLC (99SWC-NV24-22192) contract and Goodyear Tire & Rubber Company (99SWC-NV24-21898) contract, allowing for the continuity of purchasing tires (All Commission Districts).
- 26-061F** **5C** Recommendation to approve the issuance of a Purchase Order to Dynamic Diesel in an amount not to exceed \$150,000 for fiscal year 2026-2027 for the maintenance and repair of fleet vehicles (under 26,001 lbs.) whose manufacturer warranties have expired, and to address specialized repairs to driveline, electrical, and emission systems that cannot be repaired by other vendors (All Commission Districts).
- 26-062F** **5D** Recommendation to approve the issuance of a Purchase Order to Life Assist in an amount not to exceed \$175,000 for fiscal year 2026-2027, utilizing the NPPGov Cooperative Purchasing Program (Publicly Solicited Contract #PS20180) to allow for the purchase of medical supplies (All Commission Districts).
- 26-063F** **5E** Recommendation to approve the purchase of forty-three (43) Dell Pro Rugged 12" Tablet Mobile Data Terminals (MDTs) and vehicle docking stations in an amount of \$180,857.02, with an additional 10% contingency to accommodate potential price increases, for a total amount not to exceed \$198,942.72, from Dell Technologies, utilizing Nevada State Contract pricing through Dell Marketing L.P. (99SWC-NV-24-20046) (All Commission Districts).
- 26-064F** **5F** Recommendation to approve an increase of \$45,000, bringing the total amount to \$130,000, for Purchase Order #6500005917 issued to Marshall EMS Billing Services. Marshall EMS Billing Services is the current contractor providing EMS billing services, and this increase will support the continued recovery of revenue associated with EMS service billing (All Commission Districts).
- 26-065F** **5G** Recommendation to ratify the Fire Chief's acceptance of two grant awards issued by the Nevada Fire Chief's Association ("NFCA") which administers the Wildfire Risk Reduction Program, and funded through the IJA Bureau of Land Management Nevada (NV) Fuels Management and Community Fire Assistance Program. Under this program, the Truckee Meadows Fire Protection District has received Grant Award #L24AC00738 - Silver Knolls Defensible Space Project for \$70,415 and Grant Award #L24AC00738 - Steamboat - Via Bianca Fuel Break Project for \$75,000 [no required match] (All Commission Districts).

- 26-066F** **5H** Recommendation to approve a modified Truckee Meadows Fire Protection District (“District”) Healthcare Education Program Rate Sheet, utilized when the District teaches public education programs and continuing education classes for EMT and Paramedic Certifications to Non-District employees (All Commission Districts).
- 26-067F** **5I** Recommendation to accept a donation of fifteen (15) Manual Blood Pressure Cuffs and corresponding supplies for a total estimated value of \$5,400 from the Inter-Hospital Coordinating Council; and if accepted, express sincere appreciation for the thoughtful contribution (All Commission Districts).
- 26-068F** **5J** Recommendation to approve participation in the Hearts 4 Heroes USA Paw Platoon Placement Program to add an in-training facility canine to the Truckee Meadows Fire Protection District’s Peer Support Program to support firefighter mental health and wellness; and if approved, authorize the Fire Chief or designee to execute all related policies, agreements, and required paperwork (All Commission Districts).
- 26-069F** **5K** Recommendation to approve and adopt Resolution TM01-2026 authorizing overtime and portal-to-portal pay for all Truckee Meadows Fire Protection District employees effective July 1, 2026 (All Commission Districts).
- 26-070F** **5L** Recommendation to approve a Notice of Cancellation for the regularly scheduled Board of Fire Commissioners Budget meeting on May 19, 2026, at 9 a.m. and reschedule the meeting for May 26, 2026, at 9 a.m. (All Commission Districts).

There was no response to the call for public comment on the Consent Agenda Items listed above.

On motion by Vice Chair Garcia, seconded by Commissioner Hill, which motion duly carried on a 5-0 vote, it was ordered that Consent Agenda Items 5A through 5L be approved. Any and all Resolutions or Interlocal Agreements pertinent to Consent Agenda Items 5A through 5L are attached hereto and made a part of the minutes thereof.

- 26-071F** **AGENDA ITEM 6** Recommendation for the Board to acknowledge receipt of the Truckee Meadows Fire Protection District's Single Audit Report, auditor’s report on compliance and report on internal control over compliance for the fiscal year ended June 30, 2025, as presented, and authorize the District to proceed with the distribution of the Single Audit Report for public record, as required by law (All Commission Districts).

Chief Financial Officer (CFO) Crystal Sublet indicated that the Truckee Meadows Fire Protection District (TMFPD) would not be presenting the Schedule of

Expenditures of Federal Awards (SEFA) with the audited financial statement because of a delay in the federal government's compliance being released. She introduced Eide Bailly Partner Kurt Schlicker.

Mr. Schlicker indicated that the single audit requirements were met if an entity had historically spent \$750,000 in federal awards. He said that the requirement to have a single audit had changed to \$1 million for federal compliance. He noted that the District met the new threshold for the year ended June 30, 2025; therefore, Eide Bailly performed a single audit. He reiterated that there was a delay in the Office of Management and Budget (OMB) releasing the compliance supplement, which served as the audit program for auditors to follow. He said that the information was received the day before Thanksgiving, and that Eide Bailly performed its procedure after the holidays, with completion in the spring, which was why he was presenting. He reported that the audit results contained two findings for the District. He said that the first finding concerned procurement, suspension, and debarment, indicating that before an agency purchases goods from a vendor in excess of \$25,000, the agency must ensure the vendor was not federally suspended or debarred from doing business under a federal award. He explained that during the audit procedures, the District could not provide evidence that the procedure was performed. He clarified that Eide Bailly was not reporting that the vendor was suspended or debarred; rather, there was no evidence that the District had verified whether the vendor was.

Mr. Schlicker noted that the second finding concerned reporting a pass-through grant to the County. He said that the finding was due to reporting back and forth between the County and the District, which found erroneous reports completed by the District. He mentioned that the reports were sent to the County and that there was obviously a close working relationship between the two entities, with nothing negative resulting from the reporting error. He asserted that Eide Bailly had to report on internal controls, and the internal controls did not catch the error; therefore, unfortunately, the errors were of a magnitude that Eide Bailly had to qualify the opinion due to reports containing incorrect information in multiple categories. He reported that Eide Bailly found no unallowable costs or anything that necessitated repayment of funds, but found internal control matters related to checking for suspension and debarment, and then truing up reporting and reconciliation of reports ascending to the grantor.

Chair Andriola thanked Mr. Schlicker for performing a thorough job. She opined that any audit would not be 100 percent clean, but speculated that the District had no findings of great concern. She clarified that internal controls were important to follow and that it was helpful to ensure the District had an audit.

Commissioner Hill asked whether the two findings required the TMFPD to make internal changes to prevent the error from recurring. She recalled that in previous audits, the TMFPD had multiple issues; therefore, two findings were better than those of previous audits. She asserted that the Board wanted to ensure the errors did not happen again. Mr. Schlicker indicated that his recommendation for procurement suspension and debarment was to build a procurement process that included a step or checklist to verify

that the entity was not suspended or barred. He recommended, if possible, that the District create a small accounting department to build segregation of duties that would provide a review of the report prior to submission. He opined that if the District focused on segregation of duties and report preparation while developing the suspension and debarment procedure as a preliminary step, it would quickly solve both problems. Commissioner Hill asserted that the TMFPD Fire Chief Richard Edwards had taken notes and believed the Board had the necessary information for the next steps. She thanked him for the information.

Commissioner Clark saluted Eide Bailly for its work and believed there were many opportunities to catch issues before errors occurred or to create procedures to prevent them. He recalled issues with the County's Department of Alternative Sentencing (DAS), judges, and the City of Reno's Reno Police Department (RPD). He opined that conducting thorough reviews and performing quality audits helped agencies avoid many concerns.

Chair Andriola noted that Ms. Sublet was the District's new financial person and hoped the audit would help strengthen the ability to develop more efficient procedures. She speculated that there would always be something to find, since the staff was human. She commended the District for only having two findings in the audit; however, she asserted that zero would be the goal.

There was no response to the call for public comment.

On motion by Commissioner Hill, seconded by Vice Chair Garcia, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 6 be acknowledged and authorized.

26-072F **AGENDA ITEM 7** International Association of Fire Fighters Local 2487 Report.

Truckee Meadows Fire Protection District (TMFPD) Fire Chief Richard Edwards indicated that no representative from the International Association of Fire Fighters (IAFF) Local 2487 was present to report. Chair Andriola noted that the Board could reopen Agenda Item 7 later in the meeting if necessary.

26-073F **AGENDA ITEM 8** Fire Chief Report

A. Informational briefing on operational matters and activities for April 2026 and May 2026 to include the following items:

1. Capital Project Update
2. 2026 Community Report
3. Donation of Used Fire Equipment
4. REMSA Franchise Agreement Update
5. Regional Operations Update

6. Regional Fire Service Study Board Update
7. Senior Fire Prevention Fair
8. Weeds, Invasive Species, and Hazardous Fuels Information Sheet

B. Monthly Response Statistics for March 2026

C. Monthly Prevention Statistics for March 2026

Truckee Meadows Fire Protection District (TMFPD) Fire Chief Richard Edwards expressed gratitude to Fire Communications Manager Adam Mayberry for compiling and organizing the *2026 Truckee Meadows Fire & Rescue Community Report*. He said he was extremely proud of the District and believed it took a village to run an agency. He opined that many only saw the first responders who arrived at emergencies; however, he said there were many staff members who performed duties to make those responses possible.

Chief Edwards reported that the TMFPD responses had increased by more than 42 percent, attributed to automatic aid and mutual aid agreements that ensured the community received the closest available unit when they called 911. He said that Emergency Medical Service (EMS) responses also increased by more than 14 percent. He believed it was important to note that operational readiness did not happen by chance and that the TMFPD was very intentional in providing training. He recalled that staff training had increased by 28 percent the previous year. He said that the Wildland Fuels Division treated more than 460 acres, collected more than 4,500 cubic yards of vegetation through the Green Waste Collection program, and treated more than 47 acres through prescribed burns to make the community more resilient. He explained that the Fire Prevention Division completed more than 1,558 plan reviews, performed 354 defensible space inspections, and performed hundreds of annual business inspections. He recalled that the Fleet and Logistics Division implemented a new state-of-the-art personal protective equipment (PPE) cleaning facility on Barron Way while overseeing the renovation of Fire Station 37. He asserted that the Fleet and Logistics Division worked tirelessly to maintain a fleet of over 150 vehicles. He relayed that he could not be prouder of the work accomplished by the TMFPD within the last year and felt that it was a testament to the hard work and staff of the organization.

Chief Edwards recalled the Regional Emergency Medical Services Agency (REMSA) Franchise Agreement and said that an item for reconsideration was not included on the District Board of Health's (DBOHs) April meeting agenda. He noted that District Health Officer Doctor (Dr.) Chad Kingsley provided a brief update on the 19 items of reconsideration as amendments to the REMSA Franchise Agreement in the future. He reported that Dr. Kingsley and his team were scheduled to begin negotiations with REMSA. He noted that Dr. Kingsley said that he would provide an update on the process at the May DBOH meeting, which he looked forward to.

Chief Edwards indicated that as the season progressed, vegetation grew rapidly, which would increase the number of calls to the Fire Prevention Division and Code

Enforcement regarding vegetation complaints. He noted that in the past, the TMFPD would route those complaints to Washoe 311, while Washoe 311 would route them back to the TMFPD. He speculated that there was nothing worse than trying to get answers and being rerouted to different agencies. He reported that a *Weed Information Sheet* was created, linked in the *Memorandum*, and posted on the TMFPD website, which he felt would provide guidance and hopefully eliminate calls back and forth between agencies. He pointed out that a phone number was included on the *Weed Information Sheet* for the community to call, which would alert the defensible space inspector to meet with the constituent and speak with them directly about their concerns, discuss fuel reduction, mitigation techniques, and home hardening recommendations. He mentioned that the Board would reconvene in the fall to address any changes or concerns related to the *Weed Information Sheet*.

Chief Edwards explained that the TMFPD responded to 1,597 incidents in March, of which 788 were medical-related. He said that the TMFPD responded to 247 incidents in Reno under the automatic aid agreement, while the Reno Fire Department (RFD) responded to 72 incidents with the TMFPD. He noted that the TMFPD responded to 59 incidents in Sparks, while the Sparks Fire Department (SFD) responded to 28 of the TMFPD incidents. He mentioned that building construction remained steady in the region, with 88 plans reviewed for new projects. He reported that the TMFPD completed 64 new construction inspections and 49 business inspections. Chair Andriola asked if the *Weed Information Sheet* would be shared with the Citizen Advisory Boards (CABs). Chief Edwards confirmed that the sheet would be distributed to the CABs.

Vice Chair Garcia expressed appreciation for the *2026 Truckee Meadows Fire & Rescue Community Report* and thanked staff for organizing it. She referred to page 5 of the *2026 Truckee Meadows Fire & Rescue Community Report*, which compared the data and statistics from 2024 and 2025. She pointed out that there was a 55 percent increase due to the expanded automatic aid agreement. She asked whether Chief Edwards knew which other agencies were reporting the information, whether their metrics were similar, and whether it was being distributed to their agency's councils and elected officials. Chief Edwards noted that he did not know if the other fire agencies presented their information or if it was similar, but would update Vice Chair Garcia when he knew.

Vice Chair Garcia asked who was analyzing the automatic aid data. She said she was curious about the exact date the statistics began being tracked, whether a specific TMFPD staff member was tracking them, whether other fire agencies were tracking their own information, and whether there were trends. Chief Edwards indicated that there was a significant increase in the number of calls to which the TMFPD was dispatched; however, this was mainly due to the dispatching process. He opined that if all agencies were on the same dispatch platform, they could eliminate many duplicate dispatches when only one was needed. He said that because of the limitations in the dispatch technology that the agencies utilized, dispatch needed to send both resources to ensure the closest units were sent to the emergency. He noted that once dispatch occurred, there was often extensive communication among dispatch centers to determine who was closest to the emergency site. He relayed that many calls would be reduced when Octave was active and regional

dispatch was considered. He speculated that the TMFPD would continue to respond to Reno emergencies at a high frequency due to the location of the firehouses and the call volume; however, he felt there were many efficiencies to be gained. He asserted that part of being a good regional partner was notifying the closest unit of the emergency. Vice Chair Garcia noted that the numbers were inflated and would continue until the new computer-aided dispatch (CAD) was online.

Commissioner Hill asked how the District could eliminate the need to go out to calls to have them canceled. She recalled that when she shadowed a fire engine in Stead, cancellations after being called out happened frequently. She said that the fire staff had an application (app) on their phones that showed where each engine was, so they could decide whether to call themselves off or discuss it with the other engines. She speculated that she was simplifying the process, but wondered why the District was waiting for dispatch to cancel the call when the engine could do it themselves. She felt that waiting for the new CAD system, Octave, was taking too long and wondered whether the product would ever be delivered. She expressed frustration and concern about Octave because the District could get into an accident when they were called to a duplicate call, and resources were being used just to cancel calls when staff could be training. She asserted that Chief Edwards had ensured that the staff continued to improve and train, but she wanted to offer any suggestions because she opined that the District was not sustainable if they were to be dispatched continuously to calls they were not needed for.

Chief Edwards indicated that the app Commissioner Hill referenced was *First Due*, and that all agencies utilized it, but not to its full capacity. He believed that it was not being fully used in part due to the testing and implementation of Octave. He opined that there was only so much capacity across the different dispatch centers and that integrating a new technology with everyone on board to use it would be challenging, given the limited capacity. He reported that staff used *First Due* in the field every day to see which units were closest to respond to the emergency quickly, or to see where neighboring agencies were before they got on the radio to switch dispatch frequencies. He relayed that, following the Octave implementation, there had been many conversations over the last couple of weeks about the challenges of getting it online. He said that Octave committed to adding more engineers to their team in the area to help set up the software and work out issues that seemed to be more on the law enforcement side of mobile field reporting; however, every time an adjustment was made, the software change impacted the CAD. He hoped to witness progress so the project could continue as soon as possible to begin training and implementation. He said that even with dispatch centers in different locations, having operational insight into where the apparatus was located and the technology of automatic vehicle locators (AVL), the region would be able to dispatch the closest resource more effectively. He reported that the team had done a lot of work to set up the CAD so that when it went online, the ability to pull the closest unit via AVL would improve efficiency. He wished that the CAD could be implemented sooner.

Commissioner Clark asked whether building permits and inspections of new construction had remained steady or declined. Chief Edwards explained that he had only two months' worth of data; however, he said those two months had been steady. He

indicated he would continue to monitor the data and update the Board, as he believed the statistics were a leading economic indicator for the region. He recalled that the previous year was good for issuing new permits and conducting business inspections, but said he would continue to monitor trends to see how it progressed and whether adjustments were necessary.

Commissioner Clark reported that various reports indicated that permits and inspections may be slowing, and he asked for the TMFPD's opinion. He asserted that it was important to collect building permit issues along with the Assessor's Office's review of partially completed buildings. He said that with new construction, there was no tax cap and no depreciation. He thanked Chief Edwards for the data.

Chair Andriola asked whether there had been an opportunity to research whether the District could handle some tasks on its own, given that Octave had taken longer than anticipated. She clarified that she understood Octave was working diligently; however, she wondered whether there was an opportunity to improve internal efficiency. She said that she did not need all the details but wondered if there could be a future discussion. She noted that efficiencies, such as having AVL for all jurisdictions, would be beneficial, as units were potentially being taken away or delayed for other emergencies when multiple units were dispatched. She opined that the Board recognized there was room for improvement and an opportunity to discuss, given that Octave had taken longer than preferred.

26-074F **AGENDA ITEM 9** Recommendation to approve the purchase of seventy-one (71) KNG-M150 mobile wildland radios and miscellaneous wildland radio accessories, in an amount not to exceed \$295,500.00 from BlackPoint L.L.C., located at 1407 Arlen Lane, Gardnerville, NV 89410, utilizing Nevada Purchasing's Statewide Contract #99SWC-NV22-10244 pricing (All Commission Districts).

There was no response to the call for public comment.

On motion by Commissioner Hill, seconded by Commissioner Herman, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 9 be approved.

26-075F **AGENDA ITEM 10** Recommendation to approve the purchase of sixty-two (62) Self Contained Breathing Apparatus and associated equipment in the amount of \$560,220.22 from MES, located at 12 Turnberry Lane, Sandy Hook, Connecticut 06482 (All Commission Districts).

There was no response to the call for public comment.

On motion by Commissioner Hill, seconded by Vice Chair Garcia, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 10 be approved.

26-076F **AGENDA ITEM 11** Recommendation to approve the purchase and installation of sixty-five (65) R2400 Cradlepoint routers, including antennas and miscellaneous accessories, in an amount of \$218,186.74, with an additional 10% contingency to accommodate potential price increases, for a total amount not to exceed \$240,005, from LEHR as part of an update to the Truckee Meadows Fire Protection District’s communication systems (All Commission Districts).

There was no response to the call for public comment.

On motion by Vice Chair Garcia, seconded by Commissioner Herman, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 11 be approved.

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Chair Andriola noted that Agenda Items 9, 10, and 11 had included wonderful, robust equipment. Commissioner Hill expressed appreciation for the William N. Pennington Foundation. Chair Andriola echoed thanks to the William N. Pennington Foundation.

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26-077F **AGENDA ITEM 12** Financial presentation on the status of the Fiscal Year 2025-2026 General Fund & Capital Project Funds as of March 31, 2026.

Chief Financial Officer (CFO) Crystal Sublet conducted a PowerPoint presentation and reviewed slides with the following titles: Truckee Meadows Fire Protection District General Fund FY26 Budget & Actual As of March 31, 2026; General Revenues As of March 31, 2026; General Expenditures As of March 31, 2026; Fiscal 2026 – 2027 Budget Timelines; Questions?. She referred to the slide titled *General Revenues As of March 31, 2026*, and said that the Truckee Meadows Fire Protection District (TMFPD) general revenues were at 77 percent of the budget, with property tax (p-tax) collections at 95.8 percent. She relayed that the District was expecting one small p-tax payment at the end of the year and reported that the District had received \$7.23 million in consolidated taxes (c-tax), with five outstanding payments anticipated. She said that the remaining revenue categories were trending as expected; however, there were outstanding receipts for fire billing.

Ms. Sublet read from the *General Expenditures As of March 31, 2026* slide and indicated that the TMFPD was at 65 percent of the budget, with Salaries and Wages and Employee Benefits remaining the major costs, representing 79 percent of the total annual budget. She pointed out that the year-to-date Salaries and Wages budget was 67.9 percent of the budgeted amount, and the Employee Benefits budget was 64.3 percent of the budgeted amount, which showed both categories were operating favorably. She said that the Services and Supplies budget was at 46.9 percent due to cost-conscious staff. She noted that Capital Project Fund transfers from the General Fund were at 95.8 percent, which

aligned with p-tax timing. She asserted that capital revenues depended on project milestones. She said that a recent major receipt included \$8 million in reimbursement from Apple and \$3.2 million from the William N. Pennington Foundation. She mentioned that Expenditures were 63.2 percent of the budget, with the Extraordinary Repairs and Maintenance budget at 6.7 percent, which she expected to increase due to a few outstanding repairs.

Chair Andriola thanked Ms. Sublet for her thoroughness. She said she appreciated receiving the information in advance because numbers could take time to research and understand. She opined that Ms. Sublet was performing a good job. Ms. Sublet indicated that she had a good support system at the TMFPD.

26-078F **AGENDA ITEM 13** Presentation and discussion of the Fiscal Year 2026-2027 Tentative Budget, including key priorities, planned projects, and proposed updates. Staff will also seek Board direction on any recommended changes to be incorporated into the tentative budget, which will come back before the Board for public hearing and possible adoption of the final budget on May 26, 2026 (All Commission Districts).

Chief Financial Officer (CFO) Crystal Sublet conducted a PowerPoint presentation and reviewed slides with the following titles: Truckee Meadows Fire Protection District FY27 Budget; General Fund Tax Revenues History; General Fund Revenues; General Fund Expenditures; General Fund FY26 Projected Actuals; General Fund FY27 Tentative Budget- Revenues; General Fund FY27 Tentative Budget – Expenditures; General Fund District Identified High-Priority Items; General Fund FY27 Tentative Final Budget Summary; Capital Projects Fund FY27 Tentative Final Budget Summary; Capital Projects Funds FY27 Fund Changes; Sick Annual Comp Benefits Fund FY27 Tentative Final Budget; Emergency Fund FY27 Tentative Final Budget Summary; Stabilization Fund FY27 Tentative Final Budget Summary; Debt Service Fund FY27 Tentative Final Budget Summary; Emergency Medical Services Fund FY27 Tentative Final Budget Summary; Emergency Medical Services Fund Business Type Fund FY27 Tentative Final Budget; Worker’s Compensation Fund FY27 Anticipated Final Budget Summary; General Fund Forecast; General Fund Forecast; Truckee Meadows Fire Protection District FY27 Budget Thank you! Questions?.

Ms. Sublet indicated that she had received tremendous support and could not have performed her job to the fullest capacity without the knowledge of the team, the Division Chiefs, and Truckee Meadows Fire Protection District (TMFPD) Fire Chief Richard Edwards. She noted that the TMFPD’s focus for the coming year was to strengthen core services, support the workforce, and invest in resources. She believed that the priorities would guide the TMFPD in allocating the budget and ensuring that the District continued to deliver exceptional service. She said that some of the priorities that the District felt were important included delivering continuous Fire and Emergency Medical Services (EMS) across the District, to build and sustain workforce capacity by filling vacant positions while supporting a strong, capable team, advance training and operational readiness through essential Fire, EMS, and specialty team development, to maintain and

modernize equipment and facilities to ensure safe, reliable, and ready operations, and to enhance community safety through risk reduction programs, safe development standards, and responsible fiscal stewardship.

Ms. Sublet referred to the slide titled *General Fund Tax Revenue History* and noted that there was a 9.2 percent increase forecast for the General Fund for fiscal year (FY) 2026 from the Department of Taxation (NDT). She recalled that after she presented to the Board in April, she received a phone call from the NDT, who reported an error in their calculations for the District and several agencies in Southern Nevada. She said the NDT amounts, about \$900,000, were reflected in the budget. She expressed gratitude to the NDT for providing her with the information before the final budget was presented or adopted.

Ms. Sublet read from the *General Fund Revenues* slide and noted that the FY 2026 projected budget was \$55.4 million, while the FY 2027 projected budget was \$59.6 million. She referred to the *General Fund Expenditures* slide and indicated that the Salaries and Wages budget was the District's highest cost, with total FY 2026 Expenditures projected at \$50.7 million and FY 2027 Expenditures projected at \$56.4 million. She pointed out the District's key cost-saving measures on the *General Fund FY26 Projected Actuals* slide, including the TMFPD's implementation of tighter mission-critical spending, division-wide cost reductions, and the temporary suspension of Other Post-Employment Benefits (OPEB) Trust contributions. She recalled a meeting with the District's actuary, which concluded in the decision not to contribute to the OPEB Trust for the remainder of the year, equaling about \$1.2 million. She said the District would also not contribute to the OPEB Trust for FY 2027. She asserted that the TMFPD was 92 percent funded for the OPEB Trust, so the District was not at risk. She explained that there were several large salary savings from unfilled vacant positions, a one-year pause on Water Entry Team (WET) and Hazardous Materials (HazMat) Teams, Fire Dozer, Rapid Extraction Module Support Team (REMS), and the Academy of Arts, Careers, & Technology (AACT), along with various reductions in discretionary costs.

Ms. Sublet explained that FY 2026 revenues were \$684,000 above budget, resulting in a projected surplus of \$684,000. She said expenditures were favorable by \$3.9 million, with transfers out favorable by \$306,000. She pointed out that the total favorable outcome for FY 2026 was \$4.9 million, largely due to the pause in OPEB Trust contributions and salary savings from unfilled positions. She said that the major changes from the prior Board presentation on April 7, 2026, included a \$877,558 decrease in revenue due to updated actuals that improved the accuracy of the revenue estimate, and a \$327,000 decrease in miscellaneous revenue due to the temporary suspension of the Fuels Program funding. She noted that at the April 7, 2026, meeting, capital was not reconciled or completed, which led to a \$557,000 expenditure for two brush trucks and additional decreases and increases across division budgets as updated actuals were applied, thereby improving the accuracy of projections.

Ms. Sublet read from the *General Fund FY27 Tentative Budget – Revenues* slide and noted that FY 2027 budgeted revenues were projected to exceed FY 2026 by

approximately \$4.2 million due to a 5.8 percent increase of \$1.7 million from the NDT due to property tax (p-tax), a \$2.2 million over-forecast due to projected actuals, a \$344,000 consolidated tax (c-tax) increase from the NDT, and a \$293,000 increase due to projected FY 2026 actuals. She said there would also be a \$1.3 million increase in revenue for North Township 22. She explained that major changes from the April 7, 2026, presentation included adding the \$1.3 million in revenue for North Township 22 and correcting p-tax revenue from the NDT.

Ms. Sublet referred to the *General Fund FY27 Tentative Budget – Expenditures* slide and mentioned that the General Fund budgeted expenditures were expected to exceed FY 2026 projected expenditures by approximately \$5.7 million due to salaries, wages, and benefits equaling \$4.8 million, which contained an increase of \$1.7 million due to the future fulfillment of ten unfilled FY 2026 positions. She said that five positions listed on the slide would remain unfilled, with the potential to request the Board's approval for their future fulfillment. She noted that the five positions included two 40-hour fire captains assigned to training, one 40-hour fire captain assigned to prevention, one fire inspector investigator, and one fire mechanic. She reported that the District expected \$1.3 million in retiree payouts and \$1.1 million in overtime costs associated with the opening and staffing of Station 35. She pointed out that the costs stemmed from reassigning three captains, engineers, and firefighters who previously served as floater positions to help reduce District-wide overtime. She said that there was an anticipated 3.25 percent cost-of-living adjustment (COLA) for two labor groups and unrepresented employees and an expected workers' compensation increase of \$450,000. She relayed that the District would expect services and supplies to increase by \$1.4 million, including \$500,000 in new costs for North Township 22, \$711,000 for high-priority items, and the restoration of training previously paused, such as WET and HazMat Team training, REMS, and the Green Waste Program. She stated that major changes from the April 7, 2026, presentation included an increase in overall expenditures of \$1.1 million due to the addition of the \$711,000 high priority items, the estimated \$500,000 increase in costs related to North Township 22, and the expected increase of \$450,000 for workers' compensation.

Ms. Sublet indicated that the *General Fund District Identified High-Priority Items* slide listed \$711,000 in increased expenditure items due to their high priority for FY 2027, including \$225,000 for L3 Harris Mobile Tri-Band Radios and accessories, \$170,000 for portable very high frequency (VHF) radios and accessories, \$142,000 for REMS training and equipment, \$60,000 for helmet replacements, \$56,000 for WET program overtime, refresher, and personal protective equipment (PPE), \$35,000 for the headquarters (HQ) parking lot and asphalt repairs, \$8,000 for one-time pump test equipment, \$5,200 for FirstWatch ongoing conversion and maintenance, \$5,000 for hose and ladder testing, and \$5,000 for mobile data terminals (MDTs) and wireless maintenance. She referred to the *General Fund FY27 Tentative Final Budget Summary* slide and reported that the beginning FY 2027 fund balance was \$8 million, with anticipated revenues of \$59.6 million, expenditures of \$56.4 million, other financing uses, including transfers to other funds, of \$4.8 million, and a projected ending balance of \$6,450,000 for FY 2027, which equaled 11.44 percent of expenditures projected for FY 2027.

Ms. Sublet read from the slide titled *Capital Projects Funds FY27 Tentative Final Budget Summary* and noted that she did not include a Capital Projects Fund slide in the April 7, 2026, presentation. She said that the projected beginning fund balance for FY 2027 would be \$4.4 million. She reported that the slide had a miscalculation for *Transfers In*, with the correct total, a little over \$100,000, of the displayed \$1,266,684 listed on the slide, due to a miscalculation of 4 percent of the p-tax revenue rate, which should have been calculated at 4.33 percent. She said the fund policy had increased each year up to 7 percent. She noted that the other revenues totaled \$2.1 million, expenditures totaled \$3.2 million, and the projected ending fund balance was \$4.6 million, which included part of the monies going out or coming in from pending grant items but did not include the remaining grant revenue from the William N. Pennington grant. She said that the revenue related to the Type 1 Fire Engines was deferred because it was tied to expenditures that would move into FY 2027, along with the Type 1 Fire Engines' expenses. She clarified that revenue from the William N. Pennington grant would stay within FY 2026. She asserted that the Extraordinary Repairs and Maintenance Fund's projected beginning fund balance was \$75,000, with transfers in totaling \$316,000, \$500 in other revenues, and \$176,000 in expenditures, resulting in an ending fund balance of \$216,000.

Ms. Sublet read from the *Capital Projects Fund FY27 Fund Changes* slide and said that, under the Capital Projects Fund, the District abided by Resolution TM05-2025, which included an incremental increase in the percentage of p-taxes transferred to the Capital Projects Fund for future capital costs. She noted that the dedicated revenue source included the 4.33 percent of p-tax revenue from FY 2026. She said that Capital Projects Fund expenditures included \$255,000 in loose equipment for Type 1 Fire Engines, \$712,000 for self-contained breathing apparatuses (SCBAs), \$173,000 for MDTs, \$123,000 for mobile routers, and \$293,000 for VHF radios. She recalled that the three Type 1 Fire Engines would be delivered in FY 2027 at a cost of about \$3 million, funded by the Capital Projects Fund from prior years and by the William N. Pennington grant.

Ms. Sublet indicated that the Extraordinary Repairs and Maintenance Fund was in accordance with Resolution TM06-2025, which allocated an incremental percentage allotted from p-tax revenue and was a restricted fund balance that would not revert to the General Fund. She said there was a 1 percent of p-tax revenue dedicated to FY 2027, which would fund maintenance or upgrades to current facilities and equipment. She reported that FY 2026 was expected to cost \$36,000 for HQ awning and front door repairs, \$53,000 for roofing replacements at Station 39, and \$9,500 for investigation and repair of an irrigation leak.

Ms. Sublet read from the *Sick Annual Comp Benefits Fund FY27 Tentative Final Budget* slide and indicated that the projected beginning fund balance for FY 2027's Sick Annual Comp Benefits Fund was \$53,000, with transfers in totaling \$1.3 million and projected retirement payouts equaling the same, resulting in an ending fund balance of \$53,000. She referred to the *Emergency Fund FY 27 Tentative Final Budget Summary* slide and noted that the projected beginning fund balance for FY 2027's Emergency Fund was \$2.4 million; however, the amount may change depending on any in-District fires before the end of the year. She said that the reimbursement revenues for the Emergency Fund were

\$1.5 million, with transfers in of \$250,000 and budgeted expenditures of \$1.5 million, resulting in a projected ending fund balance of \$2.6 million. She recalled that the Emergency Fund used to be reserved for true unforeseen District emergencies, but was changed a few years previously due to the strain it created on the Emergency Fund while waiting for reimbursements from the General Fund. She said that the Emergency Fund was now limited to in-District use and was kept stable and available, while out-of-District events were charged to the General Fund. She reported that the District tried to keep \$1.5 million in the Emergency Fund. She said the District would reassess at the end of FY 2026 if there were any in-District fires.

Ms. Sublet referred to the *Stabilization Fund FY27 Tentative Final Budget Summary* slide and reported that the Stabilization Fund's projected beginning fund balance was \$695,000 with \$5,000 in investment earnings and \$550,000 in budgeted expenditures. She read from the *Debt Service Fund FY 2027 Tentative Final Budget Summary* slide and noted that the District had four bonds, with their expected payments for FY 2027 listed on the slide. She reported that in FY 2030, one of the debt payments would be satisfied. She referenced the slide titled *Emergency Medical Services Fund FY27 Tentative Final Budget Summary* and said that FY 2027's beginning net position was \$3.5 million, the projected operating revenues was \$3.2 million, operating expenses were \$6 million, operating net loss was \$2.8 million, non operating revenue was \$9,000, change in net position was \$2.8 million, resulting in an ending fund balance of \$716,000 for FY 2027. She read from the *Emergency Medical Services Fund Business Type Fund FY27 Tentative Final Budget* and noted that the tentative FY 2027 budgeted revenue for transport services was \$2.2 million, while Ground Emergency Medical Transport (GEMT) was projected at \$1.1 million. She said that GEMT received Medicaid reimbursements and was paid two years in arrears; therefore, future FYs should be around \$2 million. She indicated that the reason the projected amount was \$1.1 million was due to three major fires during fall of 2025, the Davis Fire, the Callahan Fire, and the Gold Ranch Fires, which affected the reimbursement for FY 2027.

Ms. Sublet indicated that the FY 2027 tentative budgeted expenditures included salaries, wages, and benefits for four permanent employees and 18 rotating ambulance staff, equaling \$5.1 million. She said that the four permanent employees included one EMS Division Chief and three EMS Coordinators. She noted that the services and supplies equaled roughly \$626,000, primarily due to professional services and medical supplies. She said there was a full accrual-based fund that included any injuries related to compensated absences, OPEB depreciation, and accruals that impacted the net position.

Ms. Sublet referenced the *Workers' Compensation Fund FY27 Anticipated Final Budget Summary* slide and reported that the District anticipated a beginning net position of \$1 million in the Workers' Compensation Fund with no operating revenues. She noted that the expected operating expenses totaled \$507,000, resulting in an ending net position of \$576,000. She referred to the *General Fund Forecast* slide and mentioned that the left axis showed revenues and expenditures, while the right axis showed the projected fund balance in dollars. She said that the graph also included the transfers out of the General Fund. She recalled that she and Chief Edwards worked on a five-year forecast

and historical analysis using a third-party analysis from EKAY Economic Consultants Inc. (EEC), President Doctor (Dr.) Eugenia Larmore. She said that she used fund policies to formulate the graph, including debt, capital, and extraordinary repairs and maintenance. She explained that she used Dr. Larmore's study for p-taxes and c-tax projections, and that she included North Township 22 revenues and expenditures.

Ms. Sublet said that Dr. Larmore had a Doctor of Philosophy (PhD) and a master's in business administration (MBA). She asserted that Dr. Larmore prepared both the 2026 Revenue Projections Report and the January 25 TMFPD Five-Year Revenue and Expenditure Report. She said that Dr. Larmore specialized in municipal revenue forecasting, tax modeling, and long-range financial planning and had extensive experience working with Nevada public agencies. She summarized that Dr. Larmore's revenue projections were based on assessed value, tax caps, new development, and abatement trends. She said that c-tax projections were informed by Countywide taxable sales trends, population growth, and changes in per capita income. She stated that the Assembly Bill (AB) 104 was forecasted with Basic City-County Relief Tax (BCCRT), Real Property Transfer Tax (RPTT), Government Service Tax (GST) and gaming tax components with conservative growth factors, while other revenues were forecasted using historical patterns, inflation expectations, program level funding assumptions, expenditure projections based on wage growth factors, benefits, inflation, and consumer price index (CPI)-driven services and supplies. She believed that the combined inputs allowed the model to reflect both current economic trends and established District policies regarding fund reserves, financial stability, and statutory debt requirements. She relayed that while the fund balance showed a future negative trend, the District could not legally have a negative ending fund balance; instead, the projected shortfall served as an early indicator intended to assist leadership in identifying long-term structural challenges and supporting future policy or operational planning. She felt that the purpose of presenting a future negative fund balance was to ensure that the District remained proactive, transparent, and continued researching financial decisions.

Chief Edwards found the presentation sobering; however, he stated that he expected the data when he stepped into the role of Fire Chief. He thanked the District for the hard work performed over the last year and Ms. Sublet for organizing the presentation so that the Board could witness the forecasted impacts and ongoing costs. He believed that using one-time funds was different from committing to ongoing expenses for the District. He believed that the presentation highlighted that the District could not afford to bond another fire station. He said the District would have to find another way to build the Washoe Valley Fire Station, as he reiterated that the District could not take on more debt. He referred to the *General Fund Forecast* slide and noted that the negative fund balance would decrease over time as a bond matured. Although the FY 2025 forecast indicated a \$3.5 million deficit, he stated that the District improved its financial position by carefully managing expenses. He emphasized that the budget would require ongoing oversight, and the District must stay flexible and adaptable to remain within its financial limits until p-taxes and c-taxes could be raised. He reported that FY 2026 included an approximately half-million-dollar increase in workers' compensation insurance, unique not only to the TMFPD but also to the region. He recalled that one of the largest providers decided it no

longer would provide workers' compensation insurance, which affected the budget. He speculated that there would be many opportunities to provide services within the budget, as demonstrated over the last year. He said the future would not be sustainable unless the District made changes.

Vice Chair Garcia noted a similar budget trend at the County level, and warned that if no changes are made, FY 2031's budget could be unfavorable. She referred to page 3 of the Staff Report and said that the Board was very sensitive to positions being frozen, as 77 percent of the District's funding went toward salaries and benefits. She asked Chief Edwards how the five frozen positions were identified and what the process was in choosing them. She requested that Ms. Sublet provide the total cost savings for the five positions. Chief Edwards indicated that the five positions were left frozen from the previous FY budget. He said that while it would be amazing to have the positions filled because they would reduce and distribute workload more efficiently, they were not sustainable. He reported that the positions were permanently frozen until the District could reopen them upon the Board's approval. Ms. Sublet indicated that she would find the information Vice Chair Garcia requested.

Commissioner Hill asked whether the workers' compensation also increased due to a change from the last legislative special session, or whether it was only an increase in insurance costs. Chief Edwards asked if Commissioner Hill was referring to the heart and lung increase passed by the Legislature. He said that the increase in heart and lung cases did not affect the District much because they had not had any new cases since the legislation. He reported that the variable that was used to calculate heart and lung claims increased; therefore, the couple of injuries endured over the past couple of years were under the new rate. Commissioner Hill said that the Staff Report indicated that the District had made its final payment for the five-year buyout to the City of Reno per a FY 2016/2017 agreement; therefore, the District was now only responsible for heart and lung workers' compensation client claims filed after July 1, 2012, which totaled about \$500,000. She asked if the \$500,000 was due to a change in legislation. Chief Edwards believed the \$500,000 was the District's responsibility due to the fire separations in 2012.

Commissioner Hill asked whether the increase in overtime was due to staffing at the Apple Station and to the ten open firefighter positions being frozen because the District could not afford to hire new staff. She asked Commissioner Herman if, when the Apple Station was built, Apple received tax abatements. Commissioner Herman indicated that she vaguely remembered the situation. Commissioner Hill speculated that the County was not receiving the tax revenues needed from the development. She thanked the District for their presentation and commended the team and leadership for being more fiscally responsible. She asserted that the County needed to advocate for the District at the Legislature because the budget was not sustainable. She felt that having people who were originally floaters work overtime was not sustainable either. She said the Board would continue researching how to help the District.

Commissioner Clark commended Chief Edwards for his work. He recalled that the District had been in a budget crisis and wished that the Board had received the

reports presented three or four years earlier to better prepare. He believed that audits were important because they helped the Board plan. He said that Chief Edwards inherited the District's problems and thanked him for sharing the information. He highlighted that the budget consisted of many components that quickly added up. He said that with the City of Reno annexing some County property, it would remove income the District was anticipating, while the TMFPD would still be responsible for protecting the properties annexed without income. Chief Edwards indicated that certain areas would affect the District. Commissioner Clark opined that budget reports like the ones presented were important for the public to understand. He said he understood that Chief Edwards had been very transparent with the Truckee Meadows Fire Fighters Association (TMFFA) and the International Association of Fire Fighters (IAFF) Local 2487, so they understood what was happening. He asserted that Chief Edwards did not cause the District's budget problems. He recalled that Chief Edwards had come from a city that had its fair share of struggles; therefore, he speculated that Chief Edwards was the right man to solve the TMFPD's problems because he was a subject-matter expert. He reiterated his thanks to Chief Edwards. Commissioner Herman indicated that she had mentioned many times before that development and abatements were not paying for themselves, and were impacting the County.

Chair Andriola recalled that Ms. Sublet said that the OPEB Trust contributions were suspended, and that the District verified and vetted the discussion with the actuary, and that the savings were \$1.2 million for FY 2027. She asked if the savings would also apply to FY 2027. Ms. Sublet indicated that the FY 2027 savings would be \$136,000. She said that the \$1.2 million for FY 2026 was due to the District already making a payment at the beginning of the year.

Chair Andriola asked whether there was a long-term discussion regarding how the District planned to address OPEB Trust contributions, given that a five-year forecast was provided. Ms. Sublet indicated that she did not share the five-year projection with the actuary; however, she recalled a conversation regarding monitoring the OPEB Trust and ensuring the goal was about 75 percent funding. She said that there was some work involved in getting the right policies in place to sustain the funding, and that another discussion was about market fluctuations. She noted that the OPEB Trust performed a full actuary report every other year, including this year, which would provide the District with information for future forecasting.

Chair Andriola speculated that the Board was very appreciative of the actuaries because the budget times were not making long-term investment funding any easier. She recalled the *General Fund FY27 Tentative Final Budget Summary* slide and said 11.44 percent of expenditures were allocated, and asked what the fund balance goal was. Ms. Sublet indicated that the policy adopted was 17 to 20 percent for General Fund expenditures and did not include other financing uses, such as transfers to other funds. Chair Andriola inquired about Ms. Sublet's opinion on the District's expected fund balance for FY 2027. Ms. Sublet mentioned she aimed for 11.44 percent, but it might increase if the District continued to monitor costs.

Chair Andriola asked whether the District had been fully reimbursed for the Davis Fire or whether any amounts were still outstanding. Ms. Sublet said that she did not have an answer to that question. Chief Edwards did not believe there was anything outstanding from the Davis Fire. Chair Andriola thanked Chief Edwards for having a plan when he was hired and for researching the District's financials right away. She opined that it was great that Ms. Sublet, Chief Edwards, the team, and Dr. Larmore participated in the budget projection research. She speculated that everyone would be looking for cost savings and for which policies could be changed to address inefficiencies. She reported that wages and salaries were always the most expensive category at any organization. She hoped for more updates in the future on how to improve the District's performance and progress. She said she understood there was still the final budget to approve; however, she asked whether the next presentation would have be comparables to how the District might change. She mentioned that the current presentation contained much information and thanked Chief Edwards and Ms. Sublet for their work.

Ms. Sublet indicated to Vice Chair Garcia's question related to salary savings from the five frozen positions that the savings were roughly \$800,000 to \$900,000. Vice Chair Garcia noted that the Board would receive an update on collective bargaining; however, she pointed out that the Staff Report stated that a 3.25 percent COLA for the three labor groups had already been included in the FY 2026 and FY 2027 budgets. Ms. Sublet confirmed that the 3.25 percent was already calculated into the budget. Chair Andriola thanked Ms. Sublet for her hard work and the presentation. Ms. Sublet indicated that the presentation was an educational opportunity that enabled her to learn a great deal.

There was no response to the call for public comment.

On motion by Commissioner Hill, seconded by Vice Chair Garcia, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 13 be directed.

26-079F **AGENDA ITEM 14** Announcements/Reports.

Truckee Meadows Fire Protection District (TMFPD) Fire Chief Richard Edwards celebrated the work of Wildland Fuels Division Chief August Isernhagen and his team, who collected over 400 loads of green waste the previous weekend at Silver Lake and Washoe Valley as part of the Spring Green Waste Collection. He reminded the public that pile burning was no longer permissible within the District but would reopen in the fall.

Vice Chair Garcia asked whether there were any lightning-related fires that impacted the District the previous day. Chief Edwards indicated that the TMFPD responded to one in Caughlin Ranch. Chief of Operations Chris Ketring said there were multiple lightning-related incidents, including one in Sun Valley; however, the rain put out the fire. He reported that the largest fire was in Caughlin Ranch, where lightning struck a gas line. He said that the gas ignited, which then caught the nearby shrubbery on fire. He mentioned that both the Reno Fire Department (RFD) and the TMFPD responded and kept the shrubbery dampened until NV Energy arrived and shut off the gas. He said there were multiple fires started by lightning, but the rain put most out. Chair Andriola noted that,

with Chief Ketrings's retirement on July 2, 2026, the Board needed to ask as many questions as possible.

26-080F **AGENDA ITEM 15** Public Comment.

There was no response to the call for public comment.

26-081F Closed Session for the purpose of discussing labor issues with Truckee Meadows Fire Protection District per NRS 288.220.

Deputy District Attorney (DDA) Jennifer Gustafson mentioned that the closed session would take place in the Caucus Room and that anyone who wanted to provide public comment after the closed session could do so upstairs.

11:27 a.m. **The Board recessed to a closed session for the purpose of discussing negotiations with Employee Organizations per Nevada Revised Statutes (NRS) 288.220.**

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11:42 a.m. There being no further business to discuss, the meeting was adjourned without objection.

CLARA ANDRIOLA, Chair
Truckee Meadows Fire
Protection District

ATTEST:

JANIS GALASSINI, Washoe County Clerk
and Ex-Officio Clerk, Truckee Meadows
Fire Protection District

Minutes Prepared By:
Lizzie Tietjen, Deputy County Clerk