



**TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
STAFF REPORT**

Board Meeting Date: June 2, 2026

DATE: May 5, 2026

TO: Truckee Meadows Fire Protection District Board of Fire Commissioners

FROM: Carla Arribillaga, HR Manager
Phone: (775) 326-6007 Email: carribillaga@tmfpd.us

THROUGH: Richard Edwards, Fire Chief
Phone: (775) 326-6000 Email: redwards@tmfpd.us

SUBJECT: Recommendation to conduct the 2025–2026 annual performance evaluation of Fire Chief Richard Edwards, including a discussion of the 2025-2026 Annual Performance Feedback Survey results completed by various evaluators and the adoption of 2026-2027 Priorities and Expectations, pursuant to Paragraph 7 of the Employment Agreement executed on June 3, 2025 (All Commission Districts).
FOR POSSIBLE ACTION

SUMMARY

This item is a recommendation to conduct the 2025–2026 annual performance evaluation of Fire Chief Richard Edwards, including a discussion of results from the 2025-2026 Annual Performance Feedback Survey and the adoption of updated priorities and expectations, pursuant to Paragraph 7 of the Employment Agreement executed on June 3, 2025.

PREVIOUS ACTION

Richard J. Edwards was appointed Fire Chief of the Truckee Meadows Fire Protection District by the Board of Fire Commissioners pursuant to NRS 474.500, at its regular meeting on June 3, 2025, and entered into a one-year employment agreement with Chief Edwards dated June 3, 2025, with the first day of employment commencing on July 1, 2025.

BACKGROUND

This item is the annual performance evaluation of Truckee Meadows Fire Protection District Fire Chief Richard Edwards for the period of July 1, 2025 through June 2026. The Fire Chief’s Employment Agreement, Section 7, addresses the annual evaluation of the Fire Chief:

7. **EVALUATIONS**

A. PRIORITIES AND EXPECTATIONS

The TMFPD Board of Fire Commissioners, with Employee's input, agrees to adopt priorities and expectations for Employee and the Board agrees to do so each year so long as this Agreement is in effect. The Board's adoption of priorities and expectations for Employee shall coincide with Employee's evaluation as provided in Paragraph (7)B below. The priorities and expectations may be added to or deleted as the TMFPD Board of Fire Commissioners may from time to time determine, in consultation with Employee.

B. ANNUAL REVIEW

Each year prior to or as near as possible to the anniversary date of this Agreement, the TMFPD Board of Fire Commissioners will review and evaluate Employee's performance in accordance with the provisions of Nevada's Open Meeting Law. Employee shall contact the Chair of the Board at least 30 days in advance of his anniversary date to schedule the evaluation. The evaluation shall be based upon priorities and expectations as developed as provided in Paragraph 7(A). The evaluation process will be jointly developed and mutually agreed upon by Employer and Employee.

The District's Human Resources Manager invited 41 participants to provide feedback and perspective on the performance of the Fire Chief this past year. The survey was sent to four (4) targeted groups (Attachment A) with specific questions. The invited participants included the Board of Fire Commissioners, direct reports, Division Chiefs/Battalion Chiefs. Twenty-six (26) participants responded (63% response rate), as follows:

- Fire Commissioners (5 invited; 2 responded, 40% response rate)
- External Stakeholders (17 invited; 10 responded, 59% response rate)
- Direct Reports (6 invited; 4 responded, 67% response rate)
- Division Chiefs/Battalion Chiefs (13 invited; 10 responded, 77% response rate)

The participant responses were collected anonymously to support candid and open feedback (see Attachment A for survey responses). Of the 41 individuals invited to participate, 26 responded, resulting in a 63% response rate across the four targeted groups. While some survey items indicated areas for growth, the majority of responses indicated that Chief Edwards either meets or exceeds expectations in every category, both of which are defined in the survey as indicators of successful performance.

When asked to evaluate the Chief's overall performance, 12 participants (48%) reported that Chief Edwards exceeds expectations, 10 participants (40%) indicated that he meets expectations, and 3 participants (12%) identified an area for growth. These results, reflected consistently across Fire Commissioners, External Stakeholders, Direct Reports, and Division and Battalion Chiefs, demonstrate a predominantly positive assessment of Chief Edwards' performance over the past year. (See chart below.) The specific survey responses are included as an attachment to this staff report.

<u>Participant Group</u>	<u>Overall Performance Rating</u>			
	<u>Number of Responses</u>	<u>Exceeds Expectations</u>	<u>Meets Expectations</u>	<u>Area for Growth</u>
Fire Commissioners	2	2 or 100%	-	-
External Stakeholders	10	6 or 60%	2 or 20%	2 or 20%
Direct Reports	4	3 or 75%	1 or 25%	-
Division & Battalion Chiefs	10	1 or 11%	7 or 78%	1 or 11%
Total 'Overall Evaluation'	25	12 or 48%	10 or 40%	3 or 12%

FISCAL IMPACT

Conducting Chief Edwards performance evaluation does not have a fiscal impact.

RECOMMENDATION

It is recommended that the Board conduct the 2025–2026 annual performance evaluation of Fire Chief Richard Edwards, including a discussion of the 2025-2026 Annual Performance Feedback Survey results completed by various evaluators and the adoption of 2026-2027 Priorities and Expectations.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion could be:

"I move to conclude the 2025–2026 annual performance evaluation of Fire Chief Richard Edwards and adopt the 2026-2027 Priorities and Expectations [as provided in the attachment to the staff report OR with the following changes....]"