



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT STAFF REPORT

Board Meeting Date: June 2, 2026

DATE: May 10, 2026

TO: Truckee Meadows Fire Protection District Board of Fire Commissioners

FROM: Richard J. Edwards, Fire Chief
Phone: (775) 328-6000 Email: redwards@tmfpd.us

SUBJECT: Recommendation to approve a First Amendment to The Employment Agreement between Truckee Meadows Fire Protection District Board of Fire Commissioners and Richard J. Edwards, Fire Chief, to: (1) extend the Chief's current contract term from July 1, 2026 to June 30, 2031, (2) increase severance pay from three months to six months of base salary; (3) establish parameters for merit-based salary increases and performance bonuses, (4) revise vacation accrual to provide a prorated 167 hours of earned vacation for the remainder of 2026, and 213 hours of annual vacation accrual beginning January 1, 2027; (5) clean-up and clarification of existing language, and (6) add a successorship provision in the event of agency consolidation (All Commission Districts). FOR POSSIBLE ACTION

SUMMARY

This proposed amendment updates the existing Employment Agreement with Fire Chief Edwards to reflect revised terms related to contract duration, severance pay, compensation structure, and vacation leave accrual, and to add a provision providing for Employment Agreement continuation and assumption of obligations in the event of an agency consolidation. The amendment is intended to ensure continuity of leadership, align executive compensation practices with comparable agencies, and provide clarity on key employment terms.

PREVIOUS ACTION

May 5, 2025, the Board of Fire Commissioners (Board) conducted interviews of the final five candidates for Fire Chief and selected Richard J. Edwards as Truckee Meadows Fire Protection District's next Fire Chief. The Board's intent was to have an employment contract developed with Mr. Edwards and submitted to the Board for consideration and possible approval at the June 3, 2025, meeting.

June 3, 2025, the Board approved an Employment Agreement for Richard J. Edwards to serve as the Truckee Meadows Fire Protection District Fire Chief, with a one (1) year contract beginning July 1, 2025, ending June 30, 2026, and including provisions for an annual salary of \$296,849.28, benefits in the amount of \$145,753, and other provisions common to executive

employment contracts, including those of the previous Fire Chief, and authorized reimbursement of moving expenses up to \$5,000.

BACKGROUND

Fire Chief Richard J. Edwards currently serves under an Employment Agreement with the Truckee Meadows Fire Protection District. As part of an ongoing contract review and in anticipation of future organizational needs, the Chief has drafted proposed amendments to the agreement to address compensation flexibility, benefits, and long-term stability. The proposed First Amendment to the Employment Agreement has been reviewed for form and legal compliance by the Washoe County Deputy District Attorney.

Chief Edwards desires to extend the current contract until June 30, 2031, with the following additional changes:

- Severance pay shall increase from an amount equal to three (3) months of base salary to six (6) months of base salary.
- Merit increases, salary adjustments, and performance bonuses shall be suspended and shall not be awarded until such time as the district's adopted annual budget, General Fund, reflects a projected ending fund balance of at least seventeen percent (17%) or greater.
- Vacation leave shall increase from 3.93 hours biweekly to 6.43 hours biweekly beginning in Pay Period 16 through in calendar year 2026. Vacation leave will increase to 8.21 hours biweekly beginning January 1, 2027.
- Professional Development language was changed for more concise and to remove duplication and correction of clerical errors
- In the event that Truckee Meadows Fire Protection District consolidates, merges, reorganizes, or otherwise combines with another agency, government entity, or fire protection agency during the term of the Agreement, this Agreement shall continue in full force and effect. Chief Edwards shall remain employed by the successor agency, with the successor agency to assume the Agreement's obligations, for the remainder of the term, unless sooner terminated in accordance with the termination provisions of this agreement.

FISCAL IMPACT

The fiscal impact will vary with future merit increases and potential bonuses. The revised severance provision may increase liability by an additional three months of base salary. Vacation accrual adjustments may also result in a modest increase in accrued leave liability. All costs are anticipated to be absorbed within the District's existing and future budgets.

RECOMMENDATION

It is recommended that the Board of Fire Commissioners approve the First Amendment to The Employment Agreement between the Truckee Meadows Fire Protection District Board of Fire Commissioners and Fire Chief Richard J. Edwards as presented.

POSSIBLE MOTION

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

“I move to approve the First Amendment to the Employment Agreement between the Truckee Meadows Fire Protection District Board of Fire Commissioners and Fire Chief Richard J. Edwards as presented.”