



**TRUCKEE MEADOWS FIRE PROTECTION DISTRICT  
STAFF REPORT**

**Board Meeting Date: September 7, 2021**

**DATE:** August 23, 2021  
**TO:** Truckee Meadows Fire Protection District Board of Fire Commissioners  
**FROM:** Janis Galassini, Washoe County Clerk  
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**THROUGH:** Charles A. Moore, Fire Chief  
Phone: (775) 328-6123 Email: [cmoore@tmfpd.us](mailto:cmoore@tmfpd.us)  
**SUBJECT:** Recommendation to approve meeting minutes for the Board of Fire Commissioners' regular meeting of July 6, 2021. (All Commission Districts.) FOR POSSIBLE ACTION

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**SUMMARY:**

Approval of meeting minutes which have gone past the 45-day requirement for approval by the governing body.

**PREVIOUS ACTION**

None.

**BACKGROUND**

NRS 241.035 states that, unless good cause is shown, a public body shall approve the minutes of a meeting within 45 days of the meeting or at the next meeting of the public body, whichever occurs later. The attached meeting minutes for July 6, 2021 were not submitted for approval within 45 days due to the following reasons:

- 1) Notice of the July 27, 2021 special meeting of the Board of Fire Commissioners was not received by the Clerk's Office until July 15. There was not sufficient time to prepare the minutes before the July 21, 2021 deadline for submission of documents for that agenda.
- 2) No other meeting was scheduled within the 45-day approval window.

Therefore, it was not possible for the July 6, 2021 meeting minutes to be approved within the 45-day timeframe of August 20, 2021.

**FISCAL IMPACT**

None.

**RECOMMENDATION**

Staff recommends approval of the meeting minutes for the Board of Fire Commissioners regular meeting on July 6, 2021 and find that good cause has been shown for the delayed approval of said minutes.

**POSSIBLE MOTION**

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

*"I move to approve the meeting minutes for the Board of Fire Commission regular meeting of July 6, 2021 and find that good cause has been shown for the delayed approval of said minutes."*