



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

STAFF REPORT

Board Meeting Date: July 24, 2018

DATE: July 17, 2018
TO: Truckee Meadows Fire Protection District Board of Fire Commissioners
FROM: Charles A. Moore, Fire Chief
Phone: (775) 328-6123 Email: cmoore@tmfpd.us
SUBJECT: Approve the annual services of two (2) part time administration assistants, one (1) part time volunteer coordinator and one (1) part time, on call incident Public Information Officer through Manpower Temporary Services in an amount not to exceed \$132,000 using the State of Nevada contract #3296 as allowed by NRS 332.195. (All Commission Districts) FOR POSSIBLE ACTION

SUMMARY

Approve the annual services of two (2) part time administration assistants, one (1) part time volunteer coordinator and one (1) part time, on call incident Public Information Officer through Manpower Temporary Services in an amount not to exceed \$132,000 using the State of Nevada contract #3296 as allowed by NRS 332.195.

Strategic Objective supported by this item: *Safe, Secure and Healthy Communities*

PREVIOUS ACTION

March 22, 2018 the Board of Fire Commissioners approved retroactive and continued purchases for needed supplies, materials, equipment and contractual services from various suppliers that have or will exceed in the aggregate \$100,000 during fiscal year 2018, including Manpower Temporary Services.

BACKGROUND

The Truckee Meadows Fire Protection District (TMFPD), through approval of the FY18-19 budget, included amounts in the General Fund allocated for administrative assistants for Fire Prevention and general administration and for a volunteer support coordinator. Additionally TMFPD included amounts in the FY18-19 budget in the Emergency Fund for all costs necessary to support emergency crews during an incident. In contracting for these services, it provides much needed support to the administration staff on a part-time basis.

FISCAL IMPACT

There is sufficient funding in the District's General Fund and Emergency Fund Budgets as approved in the FY 18/19 Budget. The portion included in the Emergency Fund Budget, \$30,000, will be reimbursed by other agencies through cost share agreements.

RECOMMENDATION

It is recommended that the Board approve the annual services of two (2) part time administration assistants, one (1) part time volunteer coordinator and one (1) part time, on call incident Public Information Officer through Manpower Temporary Services in an amount not to exceed \$132,000 using the State of Nevada contract #3296 as allowed by NRS 332.195.

POSSIBLE MOTION

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

"I Move to approve the annual services of two (2) part time administration assistants, one (1) part time volunteer coordinator and one (1) part time, on call incident Public Information Officer through Manpower Temporary Services in an amount not to exceed \$132,000 using the State of Nevada contract #3296 as allowed by NRS 332.195."