



# TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

## STAFF REPORT

Board Meeting Date: June 18, 2019

**DATE:** June 1, 2019  
**TO:** Truckee Meadows Fire Protection District Board of Fire Commissioners  
**FROM:** Charles A. Moore, Fire Chief  
Phone: (775) 328-6123 Email: [cmoore@tmfpd.us](mailto:cmoore@tmfpd.us)  
**SUBJECT:** Discussion and possible approval of a new Board policy to require Board approval to utilize two or more hours of staff time to research, conduct analysis and prepare staff reports on items requested by individual Commissioners or the Board in general. (All Commission Districts) FOR POSSIBLE ACTION

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### SUMMARY

This item is for the approval of a new Board policy to require Board approval to utilize two or more hours of staff time to research, conduct analysis and prepare staff reports on items requested by individual Commissioners or the Board in general.

### PREVIOUS ACTION

None

### BACKGROUND

The Truckee Meadows Board of Fire Commissioners meets on a monthly basis. At these meetings, there is an opportunity for a Commissioner or the full Board to request information on a wide variety of items. Some of these requests for information can require extensive staff time. Staff is seeking direction from the Board on prioritization of these items. Staff is recommending requests for new items that will require more than 2 hours of cumulative staff time be brought back to the Board as a separate staff report for the Board to take action to authorize use of staff time for the project.

The staff report would estimate the number of hours to complete the directed item with additional recommendations for the estimated date of completion.

### FISCAL IMPACT

There is no fiscal impact with this staff report, however, if this staff report is approved with direction to bring items back to the Board for approval, the fiscal impact will be outlined in the staff report for the specific request.

### RECOMMENDATION

It is recommended the Board approve a new Board policy to require Board approval to utilize two or more hours of staff time to research, conduct analysis and prepare staff reports on items requested by individual Commissioners or the Board in general.

**POSSIBLE MOTION**

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

*"I move to approve a new Board policy to require Board approval to utilize two or more hours of staff time to research, conduct analysis and prepare staff reports on items requested by individual Commissioners or the Board in general."*