



## **TRUCKEE MEADOWS FIRE PROTECTION DISTRICT STAFF REPORT**

**Board Meeting Date: December 16, 2025**

**DATE:** December 2, 2025

**TO:** Truckee Meadows Fire Protection District Board of Fire Commissioners

**FROM:** Cindy Vance, Chief Fiscal Officer  
Phone: (775) 326-6000 Email: [cvance@tmfpd.us](mailto:cvance@tmfpd.us)

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

**SUBJECT:** Recommendation to approve a Truckee Meadows Fire Protection District Project Funding Policy (P406.1B) establishing requirements and procedures for funding all purchases, to include commitments for goods, services, or capital expenditures (Projects) with a total value exceeding \$50,000. (All Commission Districts). FOR POSSIBLE ACTION

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### **SUMMARY**

This item is to establish requirements and procedures for funding all purchases, to include commitments for goods, services, or capital expenditures (Projects) with a total value exceeding \$50,000.

### **PREVIOUS ACTION**

None

### **BACKGROUND**

The proposed policy aims to enhance fiscal responsibility and increase transparency in the use of public funds. By mandating that funding is fully secured prior to approval of any project over \$50,000, this policy eliminates the risk of starting projects without the necessary financial resources to complete them. The policy provides clear guidelines for the verification of funding sources, including grants, bonds, and appropriations.

Prior to this policy, the District has initiated projects with an expectation of securing full funding during the project's development or planning phase. While this approach has generally been successful, it has also led to several challenges:

- Projects have been temporarily or permanently halted due to the inability to secure affordable funding.

- Delayed projects often face higher costs due to inflation, material price increases, and extended contract periods.
- Projects facing funding issues can erode public trust and confidence in the government entity's fiscal management.

The proposed project funding policy establishes responsibilities for the District and the Board prior to the approval of a single purchase contract exceeding \$50,000 or a commitment for a project expected to exceed \$50,000 in total.

For Projects over \$100,000, a completed proposal package, including a staff report including the departmental recommendation, bid comparisons (if applicable), vendor contracts, and funding confirmation will be submitted to the Board of Fire Commissioners for approval. The proposal must clearly state:

- The item(s) or service(s) to be purchased.
- The total cost (including taxes, estimated shipping, installation, etc.).
- The selected vendor and rationale for selection, in accordance with current purchasing policies.
- The funding source and confirmation of availability.

For Projects over \$50,000 and under \$100,000, a completed purchase proposal will be submitted to the District's Finance department. The proposal must clearly state:

- The item(s) or service(s) to be purchased.
- The total cost (including taxes, estimated shipping, installation, etc.).
- The selected vendor and applicable quotes as required by Washoe County Purchasing Policy.
- The funding source and confirmation of availability.

This policy will reduce the District's financial risks by:

- Requiring comprehensive financial documentation for all proposed projects, including detailed cost breakdowns and identified funding sources.
- Mandating that funding sources, whether from grants, bond proceeds, or internal appropriations, must be formally verified by the finance department prior to the project being presented for final approval.
- Ensuring that fiscal capacity matches project commitments.
- Encouraging more realistic and thorough project planning from the outset, as project managers must secure financing before beginning implementation.

### **FISCAL IMPACT**

The policy is expected to have a positive long-term fiscal impact by reducing project cost overrun and preventing expenditures on projects that are not financially viable. The initial administrative costs will be minimal, primarily related to updated review procedures within existing departments.

**RECOMMENDATION**

Staff recommend approving the Truckee Meadows Fire Protection District Project Funding Policy (P406.1B) establishing requirements and procedures for funding all purchases, to include commitments for goods, services, or capital expenditures (Projects) with a total value exceeding \$50,000.

**POSSIBLE MOTION**

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

*"I move to approve the Truckee Meadows Fire Protection District Project Funding Policy (P406.1B) establishing requirements and procedures for funding all purchases, to include commitments for goods, services, or capital expenditures (Projects) with a total value exceeding \$50,000."*