



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

**Board Meeting Date: April 6, 2021**

**DATE:** March 19, 2021

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

**FROM:** Charles A. Moore, Fire Chief  
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**SUBJECT:** Recommendation to approve an amendment to the lease Agreement between Truckee Meadows Fire Protection District and the Bureau of Land Management, for property at 3405 White Lake Parkway, Reno Nevada, APN 087-141-24, adjusting the leased area from partial premise use for a minimum of \$12,000 annually to include the entire premise for a minimum of \$20,765.00 annually, and accept a one-time payment of \$6,298.51, for charges associated with the BLM's use of propane from December 2016 through December 2020 as required by the original lease terms. (Commission District 5) FOR POSSIBLE ACTION

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### **SUMMARY**

Recommendation to approve an amendment to the lease Agreement between Truckee Meadows Fire Protection District and the Bureau of Land Management, for property at 3405 White Lake Parkway, Reno Nevada, APN 087-141-24, adjusting the leased area from partial premise use for a minimum of \$12,000 annually to include the entire premise for a minimum of \$20,765.00 annually, and accept a one-time payment of \$6,298.51, for charges associated with the BLM's use of propane from December 2016 through December 2020 as required by the original lease terms.

### **PREVIOUS ACTION**

April 2, 2016, the Board of Fire Commissioners approved a Resolution of the Truckee Meadows Fire Protection District declaring its intent to lease property at 3405 White Lake Parkway, Reno Nevada, APM 087-141-24 to the United States Bureau of Land Management for a minimum of \$12,000.00 annually.

May 17, 2016, the Board of Fire Commissioners held a public meeting at which objections to the lease could be made by the electors of the Truckee Meadows Fire Protection District. The Lease was executed on June 1, 2016.

### **BACKGROUND**

Since 2016 the BLM has maintained the premise and promise to remit rental payments adjusted as per the terms and conditions of the lease. In 2020 the amount remitted to the District was \$12,765.75 which included \$765.75 in CPI adjustments above the minimum amount of \$12,000.00 as required by the lease.

During the summer of 2020, BLM approached the District to inquire about adding site improvements to better support their operations. District staff reviewed the request and offered to extend the leased areas to include the entire building and premise in order to limit any changes to the property. This increased the leased square footage from approximately 1,857 to approximately 3,022 square feet. The increased use does not impact District operations as the added square footage was being used for storage of reserve apparatus.

The BLM Contracting Officer has agreed to an increased rental rate commensurate to the square footage leased at a rate of 20,765.00 annually, set to increase based upon CPI as per the original lease terms. The BLM Contracting Officer also agreed to pay a lump sum to the district for the cost of propane after a review of the lease terms and District expenses revealed the District continued to pay for propane between May 2016 and December 2020. The rate was prorated based upon actual costs versus percentage of total square footage leased.

All other provisions of the original lease will remain in effect with an expiration date of April 30, 2036 and may be terminated by either party with 60 days written notice between October 1<sup>st</sup> and February 1<sup>st</sup> of any year.

If approved, the station lease agreement will continue the practice of sharing critical resources in a timely and cost-efficient manner and provide our citizens with the high level of service they have come to expect from the District.

### **FISCAL IMPACT**

The amended lease will generate an additional \$8,008.61 of revenue per year for a total of not less than \$20,765.00 per year in revenue to the District for the term of the lease.

The lump sum payment for propane use will reimburse the District \$6,298.51 in FY21.

### **RECOMMENDATION**

Recommendation to approve an amendment to the lease Agreement between Truckee Meadows Fire Protection District and the Bureau of Land Management, for property at 3405 White Lake Parkway, Reno Nevada, APN 087-141-24, adjusting the leased area from partial premise use for a minimum of \$12,000 annually to include the entire premise for a minimum of \$20,765.00 annually, and accept a one-time payment of \$6,298.51, for charges associated with the BLM's use of propane from December 2016 through December 2020 as required by the original lease terms.

### **POSSIBLE MOTION**

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

*"Recommendation to approve an amendment to the lease Agreement between Truckee Meadows Fire Protection District and the Bureau of Land Management, for property at 3405 White Lake Parkway, Reno Nevada, APN 087-141-24, adjusting the leased area from partial premise use for a minimum of \$12,000 annually to include the entire premise for a minimum of \$20,765.00 annually, and accept a one-time payment of \$6,298.51, for charges associated with the BLM's use of propane from December 2016 through December 2020 as required by the original lease terms."*