

Scope: Admin
Career
Volunteer

Truckee Meadows Fire Protection District

BOARD POLICY

Project Funding P406.1B

References:

Initiated: 12/16/2025

Revised: Date

INTENT:

To establish the requirements and a procedure for funding all purchases, to include commitments for goods, services, or capital expenditures (Projects) with a total value exceeding \$50,000. To ensure projects have an identified and secured funding source before any formal contracts are signed or money is spent to include any additional required authorization by the Truckee Meadows Fire Protection District Board of Fire Commissioners (Board).

POLICY:

A. Board of Fire Commissioners Responsibility

1. The Board is responsible for approval of the District's annual budget and any purchases over \$100,000 annually per vendor contract or over \$100,000 in the annual aggregate spend or encumbered per vendor.

B. District Responsibility

1. No commitment or purchase order shall be issued until 100% of the required funding has been identified, secured, and verified. Identified funding means one of the following has been confirmed by the District's Finance Department:
 - a. Funds are available within the current approved operating budget for the applicable fiscal year.
 - b. Funds are available through an approved grant, donation, or specific capital project fund.
 - c. Funds are available via a financing agreement that has been fully executed and approved by the Board of Fire Commissioners.
2. All purchases will continue to follow the standard procurement procedures as outlined in Washoe County Purchasing Policy and Board approved policies. Purchases over \$50,000 will be subject to the additional funding requirements as included in this policy.

C. Procedure

1. For Projects requiring Board approval (Projects over \$100,000 as stated above), funding must have been identified, secured and verified before being brought to the Board of Fire Commissioners for final approval.

- 1 a. For Projects over \$100,000, a completed proposal package, including a staff report
2 including the departmental recommendation, bid comparisons (if applicable), vendor
3 contracts, and funding confirmation will be submitted to the Board of Fire
4 Commissioners for approval. The proposal must clearly state:
5 i. The item(s) or service(s) to be purchased.
6 ii. The total cost (including taxes, estimated shipping, installation, etc.).
7 iii. The selected vendor and rationale for selection, in accordance with current
8 purchasing policies.
9 iv. The funding source and confirmation of availability.
10
11 b. For Projects over \$50,000 and under \$100,000, a completed purchase proposal
12 requesting a purchase order will be submitted to the Finance department. The
13 proposal must clearly state:
14 i. The item(s) or service(s) to be purchased.
15 ii. The total cost (including taxes, estimated shipping, installation, etc.).
16 iii. The selected vendor and applicable quotes as required by Washoe County
17 Purchasing Policy.
18 iv. The funding source and confirmation of availability.
19
20 2. The District's Chief Fiscal Officer or their designee will, in addition to the verification of
21 funds, confirm the following:
22
23 a. The purchase is within the approved budget.
24 b. The financial terms of the proposal (pricing, payment schedule) are within Washoe
25 County Purchasing Policy and the district's ability to pay.
26 c. All contracts associated with the project have been reviewed and approved by legal.

APPROVED BY:

Board of Fire Commissioners / Date

Fire Chief / Date

Revision History Date:	Description	Page # and Line #
12/16/2025	Newly Published.	n/a