



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT STAFF REPORT

Board Meeting Date: April 7, 2026

DATE: February 13, 2026

TO: Truckee Meadows Fire Protection District Board of Fire Commissioners

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THROUGH: Richard Edwards, Fire Chief
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SUBJECT: Recommendation to approve the creation of one Public Information Officer (PIO) position, including job specification, benefits, and a salary range of \$67,600 to \$93,600, with an estimated hire date of June 15, 2026; freeze the Fire Communications Manager position effective July 17, 2026; and approve the updated job specification and corrected salary ranges for the Deputy Fire Chief position as follows: Police/Fire PERS members \$189,030–\$241,238, and regular PERS members \$210,101–\$268,154 (All Commission Districts). FOR POSSIBLE ACTION

SUMMARY

Recommendation to approve the creation of one Public Information Officer (PIO) position, including job specification, benefits, and a salary range of \$67,600 to \$93,600, with an estimated hire date of June 15, 2026; freeze the Fire Communications Manager position effective July 17, 2026; and approve the updated job specification and corrected salary ranges for the Deputy Fire Chief position as follows: Police/Fire PERS members \$189,030–\$241,238, and regular PERS members \$210,101–\$268,154 .

PREVIOUS ACTION

January 17, 2016, the Board created a Deputy Fire Chief position, including job specification, salary range and benefits.

March 19, 2019, the Board created a Fire Communications Manager position, including job specification, salary range and benefits.

June 3, 2019, the Board approved a correction/clarification to the Deputy Fire Chief position's listed salaries: Police/Fire Public Employee Retirement System (PERS) member annual salary range correction from \$135,657 – \$169,915 to \$139,715.84 – \$165,205.87; Regular PERS member annual Salary range correction from \$143,728 – \$169,915 to \$148,014.04 – \$175,018.

BACKGROUND

A regional compensation analysis for the Public Information Officer position was conducted using comparable public sector public information and communications roles across Northern Nevada. Positions were evaluated and grouped based on scope, excluding supervisory and management-level classifications to ensure alignment with the operational responsibilities of a Public Information Officer.

The resulting market data reflects positions with primary duties focused on media relations, public communications, and community engagement without significant supervisory or program management responsibilities. Based on this analysis, the proposed salary range of \$67,600 to \$93,600 aligns with the regional labor market while maintaining appropriate differentiation from higher-level communications management classifications. This structure supports recruitment and retention of this position while preserving internal equity.

Additionally, a review of the Deputy Fire Chief classification was conducted to ensure alignment with the operational needs of the position. As part of this effort, the job specification was updated, and a structured six step salary progression was established to clearly define compensation steps consistent with District salary practices and PERS membership classifications. Currently, the salary structure is established and defined within the employment Contract.

FISCAL IMPACT

PIO Position: Estimated annual salary and benefits range: \$67,600 to \$93,600. Funding for this position is included in the proposed FY 2026–2027 (FY26/27) budget. The Communications Manager position’s freezing will see a cost savings to the District as it will remain vacant for FY26/27. The Deputy Chief salary adjustment is below the current Deputy Chief salary, is within existing budget allocations, and will see an overall cost savings to the district.

RECOMMENDATION

Staff recommends that the Board approve the creation of one Public Information Officer position, the freezing of one Communications Manager position, and approve an updated job classification and salary range for the Deputy Chief position, as outlined in the Staff Report.

POSSIBLE MOTION

Should the Board agree with the Staff’s recommendation, a possible motion could be:

“I move to approve the creation of one Public Information Officer position, to freeze one Communications Manager position, and to approve an updated job classification and salary range for the Deputy Chief position, as outlined in the Staff Report.”