



**TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
STAFF REPORT**

Board Meeting Date: April 7, 2026

DATE: March 18, 2026
TO: Truckee Meadows Fire Protection District Board of Fire Commissioners
FROM: Jenny Williamson, Fire Marshal
Phone: (775) 326-6000 Email: jewilliamson@tmfpd.us
THROUGH: Richard J. Edwards, Fire Chief
Phone: (775) 326-6000 Email: redwards@tmfpd.us
SUBJECT: Recommendation to approve an increase in the amount of \$30,000 to Blanket Purchase Order #7500004872 for Manpower Temporary Services, increasing the total not-to-exceed amount from \$95,000 to \$125,000, utilizing Nevada State Contract pricing (99SWC-NV25-25407). This increase will allow for the continued funding of one part-time Plans Examiner within the Fire Prevention Division (All Commission Districts). FOR POSSIBLE ACTION

SUMMARY

This item is to approve an increase in the amount of \$30,000 to Blanket Purchase Order #7500004872 for Manpower Temporary Services, increasing the total not-to-exceed amount from \$95,000 to \$125,000, utilizing Nevada State Contract pricing (99SWC-NV25-25407). This increase will allow for the continued funding of one part-time Plans Examiner within the Fire Prevention Division.

PREVIOUS ACTION

None

BACKGROUND

The Fire Prevention Division is currently undergoing a period of transition due to staffing changes, organizational restructuring, increased service demand, and implementation of new programs. These changes have created a temporary gap in staffing capacity and institutional knowledge, impacting the division's ability to maintain consistent service levels.

The Fire Prevention Division is responsible for critical functions including fire and life safety inspections, plan review, code enforcement, public education, and business outreach. Maintaining continuity in these services is essential for community safety, regulatory compliance, and risk reduction. The use of a part-time Plans Examiner provides a flexible and cost-effective solution to address short-term operational needs without committing to a full-time hire during this transition.

FISCAL IMPACT

The District has adequate funds in the fiscal year 2025-2026 General Fund to cover the change order's increased amount of \$30,000 to continued funding of one part-time Plans Examiner within the Fire Prevention Division.

RECOMMENDATION

Staff recommends the Board approve an increase in the amount of \$30,000 to Blanket Purchase Order #7500004872 for Manpower Temporary Services, increasing the total not-to-exceed amount from \$95,000 to \$125,000, utilizing Nevada State Contract pricing (99SWC-NV25-25407), to allow continued funding for one part-time Plans Examiner within the Fire Prevention Division.

POSSIBLE MOTION

If the Board agrees with Staff's recommendation a possible motion can be:

"I move to approve an increase in the amount of \$30,000 to Blanket Purchase Order #7500004872 for Manpower Temporary Services, increasing the total not-to-exceed amount from \$95,000 to \$125,000, utilizing Nevada State Contract pricing (99SWC-NV25-25407), to allow for the continued funding of one part-time Plans Examiner within the Fire Prevention Division."