



**TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
STAFF REPORT**

Board Meeting Date: April 7, 2026

DATE: March 17, 2026
TO: Truckee Meadows Fire Protection District Board of Fire Commissioners
FROM: Carla Arribillaga, HR Manager
Phone: (775) 326-6007 Email: carribillaga@tmfpd.us
THROUGH: Richard J. Edwards, Fire Chief
Phone: (775) 326-6000 Email: redwards@tmfpd.us
SUBJECT: Review, discussion and possible approval of the annual employment performance evaluation process for Fire Chief Richard J. Edwards, to include possible modification and/or approval of a proposed list of evaluators and a set of performance-based evaluation criteria (All Commission Districts). FOR POSSIBLE ACTION

SUMMARY

This item is presented for discussion and potential approval of the annual employment performance evaluation process for Fire Chief Richard J. Edwards. It includes a proposed list of evaluators and a set of performance-based evaluation criteria for review, as well as an opportunity for modification.

Additionally, the Fire Chief's 2025-2026 goals and objectives have been provided for your review as part of the evaluation process. The results of the evaluation will be presented at the Board of Fire Commissioners' regular meeting on June 2, 2026.

PREVIOUS ACTION

May 5, 2025, the Board of Fire Commissioners (Board) conducted interviews of the final five candidates and selected Richard J. Edwards as the Truckee Meadows Fire Protection District's (TMFPD) next Fire Chief.

June 3, 2025, the Board approved an Employment Agreement for Richard J Edwards (Fire Chief) to serve as the Truckee Meadows Fire Protection District Fire Chief, with a one (1) year contract beginning July 1, 2025, ending June 30, 2026.

BACKGROUND

The process and timeline for the employment performance evaluation of the Truckee Meadows Fire Protection District Fire Chief Edwards is outlined in the employment agreement, section 7 (stated below). The evaluation period is from July 1, 2025, through May 2026.

7. EVALUATIONS

A. PRIORITIES AND EXPECTATIONS

The TMFPD Board of Fire Commissioners, with Employee's input, agrees to adopt priorities and expectations for Employee and the Board agrees to do so each year so long as this Agreement is in effect. The Board's adoption of priorities and expectations for Employee shall coincide with Employee's evaluation as provided in Paragraph (7)B below. The priorities and expectations may be added to or deleted as the TMFPD Board of Fire Commissioners may from time to time determine, in consultation with Employee.

B. ANNUAL REVIEW

Each year prior to or as near as possible to the anniversary date of this Agreement, the TMFPD Board of Fire Commissioners will review and evaluate Employee's performance in accordance with the provisions of Nevada's Open Meeting Law. Employee shall contact the Chair of the Board at least 30 days in advance of his anniversary date to schedule the evaluation. The evaluation shall be based upon priorities and expectations as developed as provided in Paragraph 7(A). The evaluation process will be jointly developed and mutually agreed upon by Employer and Employee.

The Fire Chief's annual performance evaluation is conducted through a structured process administered by TMFPD Human Resources. The process includes Board review and approval of the evaluation process, participant groups, the attached performance-based evaluation criteria, and the Fire Chief's 2025-2026 goals and objectives. Upon approval, HR will distribute the survey evaluation to four stakeholder groups: the Board of Fire Commissioners, external stakeholders, direct reports, and Division Heads, with questions tailored to each group's working relationship with the Chief. The survey will remain open for 2 weeks, during which HR will monitor participation and issue reminders. Following closure, HR will compile and analyze the results, aggregate responses by stakeholder group, and prepare a summary report identifying overall ratings, trends, strengths, and areas for improvement aligned with the Chief's goals and objectives. The results will be presented to the Board of Fire Commissioners at its regular meeting on June 2, 2026, at which time the Board will discuss the evaluation findings and, in accordance with Section 7A of the Employment Agreement, formally establish the Fire Chief's priorities and expectations for the 2026–2027 evaluation cycle.

This item is presented for discussion and potential approval of the annual employment performance evaluation process for the Fire Chief, including the proposed list of evaluators and evaluation standards, with the opportunity for Board input and modification. The Fire Chief's goals and objectives from 2025-2026 are included for Board review as part of this evaluation process.

The proposed evaluators (Attachment #1) are provided for your review and consideration of any modifications.

The proposed performance-based evaluation criteria (Attachment #2) are provided for Board review and potential revision. These criteria will be administered via SurveyMonkey, with each stakeholder group receiving a version of the evaluation tailored to their role and working relationship with the Fire Chief. Participants will be provided a unique access code to submit their responses, and all responses will be maintained as anonymous and reported in aggregate to preserve confidentiality. All stakeholders will be asked to evaluate the Fire Chief's proficiency using the following rating guidelines:

- **Exceeds Expectations:** Performance is consistently exceptional. The individual serves as a role model of competency.
- **Meets Expectations:** Performance meets and occasionally exceeds expectations. The individual is a strong contributor to the organization.
- **Area for Growth:** Performance does not consistently meet reasonable expectations and standards. Immediate improvement is necessary.
- **No Basis for Judgment:** This response is appropriate if the evaluator is not familiar with the Fire Chief's effectiveness in a specific area.

Also included for your review are Chief Edwards' 2025–2026 Goals and Objectives (Attachment 3), along with the stakeholder groups and performance-based evaluation criteria standards.

FISCAL IMPACT

There is no fiscal impact on this item.

RECOMMENDATION

It is recommended that the Board review the annual employment performance evaluation process, including the proposed list of evaluators and the proposed performance-based evaluation criteria, and offer any proposed modifications for consideration prior to approval.

POSSIBLE MOTION

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

"I move to approve the proposed annual employment performance evaluation process for Fire Chief Richard J. Edwards [as presented, or as modified], including the list of evaluators and performance-based evaluation criteria."