

**BOARD OF FIRE COMMISSIONERS
TRUCKEE MEADOWS FIRE PROTECTION DISTRICT**

TUESDAY

10:00 A.M.

June 2, 2026

PRESENT:

Clara Andriola, Chair
Mariluz Garcia, Vice Chair
Michael Clark, Commissioner
Alexis Hill, Commissioner
Janis Galassini, County Clerk
Richard Edwards, Fire Chief
Jennifer Gustafson, Deputy District Attorney

ABSENT:

Jeanne Herman, Commissioner

The Board convened at 10:00 a.m. in regular session in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada. Following the Pledge of Allegiance to the flag of our Country, Deputy County Clerk Evonne Strickland called roll and the Board conducted the following business:

26-094F AGENDA ITEM 3 Public Comment.

There was no response to the call for public comment.

26-095F AGENDA ITEM 4 Announcements/Reports.

Truckee Meadows Fire Protection District (TMFPD) Fire Chief Richard Edwards introduced Deputy Chief of Operations Shannon Lewis. He mentioned that Deputy Chief Lewis came to the TMFPD from Tennessee and California and had a long, storied career in fire service. He explained that Deputy Chief Lewis spent more than 30 years with the City of Stockton and left that agency as the Deputy Chief of Operations. He expressed his excitement about having Deputy Chief Lewis join the TMFPD and said he looked forward to working with him.

Deputy Chief Lewis thanked the Board and Chief Edwards for the opportunity. He said that he was honored and humbled to serve as the TMFPD Deputy Chief of Fire Operations. He thanked the Board for their confidence placed in him. He explained that throughout his career, he had been fortunate to work alongside dedicated firefighters, members of the public safety community, and the community, and that he wanted to reinforce a servant-leadership mindset. He described himself as a team member committed to public service. He stated that his commitment was to support firefighters and employees, provide exceptional service to the community, and work collaboratively with the Board, labor groups, and partner agencies to continue building upon the District's strong foundation. He recognized the organization's proud history and outstanding

reputation. He added that his goal was to listen, learn, build relationships, and contribute to moving the District forward while honoring the values that made it successful. He thanked the Board and shared his excitement about being part of the TMFPD.

CONSENT ITEMS – 5A THROUGH 5E

26-096F **5A** Recommendation to approve the meeting minutes from May 5, 2026, Board of Fire Commissioners Meeting (All Commission Districts).

26-097F **5B** Recommendation to approve a Cooperative Agreement between the Truckee Meadows Fire Protection District and East Fork Fire Protection District to establish the practice of Automatic and Mutual Aid between the Districts for an initial term expiring on June 30, 2027 (All Commission Districts).

26-098F **5C** Recommendation to approve an agreement between the University of Nevada, Reno and the Truckee Meadows Fire Protection District to provide assistance to the University of Nevada, Reno with entry into and maintenance in the Incident Qualification System and Interagency Resource Ordering Capability system (All Commission Districts).

26-099F **5D** Recommendation to ratify a Change Order modifying the “Construction Agreement TMFPD Station 35 Project”, an agreement between Truckee Meadows Fire Protection District and Plenum Builders, Inc. to provide Construction Management services for the construction of Truckee Meadows Fire Protection District Fire Station #35. The Change Order extends the project’s completion date (and contract) from May 22, 2026, to June 19, 2026 (Commission District 4).

26-100F **5E** Recommendation to approve Amendment #1 to the State of Nevada Department of Administration Purchasing Division contract for fire fuels and vegetation management services statewide, increasing the Total contract “not to Exceed” cost by \$10,000,000 for a total not to exceed cost of \$31,616,000. and if approved, restate the Fire Chief’s authorization to sign this contract and any future awards under it (All Commission Districts).

There was no response to the call for public comment on the Consent Agenda Items listed above.

Vice Chair Garcia disclosed that, for Consent Item 5C, she was an employee of the University of Nevada, Reno (UNR) and stated that she had no pecuniary interest that would prevent her from voting.

On motion by Commissioner Hill, seconded by Vice Chair Garcia, which motion duly carried on a 4-0 vote with Commissioner Herman absent, it was ordered that Consent Agenda Items 5A through 5E be approved. Any and all Resolutions or Interlocal

Agreements pertinent to Consent Agenda Items 5A through 5E are attached hereto and made a part of the minutes thereof.

26-101F AGENDA ITEM 6 International Association of Fire Fighters Local 2487 Report.

International Association of Fire Fighters (IAFF) Local 2487 President Mark Thyer stated that the non-supervisory contract was not ratified, but he indicated a willingness to negotiate with the District to reach an amenable contract that could be passed. He explained that it was the beginning of the wildland season, and with the opening of Fire Station 35, the summer would be busy and could be stressful for the firefighters. He said that while the wildland season would be filled with caution and concern, the District would continue to serve the community.

26-102F AGENDA ITEM 7 Fire Chief Report

A. Informational briefing on operational matters and activities for the month of May 2026 and June 2026 to include the following items:

1. Capital Projects Apparatus Update
2. Capital Project Construction Update
3. Regional Operations Update
4. Wildland Fuels Mitigation Update

B. Monthly Response Statistics for April 2026.

C. Monthly Prevention Statistics for April 2026.

Truckee Meadows Fire Protection District (TMFPD) Fire Chief Richard Edwards provided a summary of the Chief's Report, which had been included in each Board member's agenda packet. He stated that the new Type 1 engines were nearing completion and were expected to be placed into service later in the summer. He mentioned that Fire Station 35 was nearing completion but was awaiting internet installation, which was estimated to take about 60 days. He said it would open in early August. He explained that the TMFPD was awaiting a decision from the State Infrastructure Bank on a request to transfer surplus funds from the Fire Station 37 renovation project to purchase furniture for Fire Station 35.

Chief Edwards stated that regional dispatch remained a high priority. He reported that the implementation of Octave had been delayed until late 2026 at the earliest, and possibly into early 2027. He said discussions were underway regarding regional dispatch and how existing technologies and workspaces could be leveraged to improve dispatch services. He shared that dispatch managers were evaluating the workspace at the Spectrum location to determine whether it could accommodate a consolidated operation. He indicated that combining dispatch into a single facility would be the first step towards establishing a consolidated regional dispatch system, after which a long-term plan could

be developed. He thought determining whether additional workspace was needed could require bringing in architects. He noted that there had been productive discussions with the Cities of Reno and Sparks and the Regional Emergency Medical Services Authority Health (REMSA Health) for fire services and Emergency Medical Services (EMS). He shared that law enforcement agencies were also considering a regional model.

Chief Edwards said that the TMFPD had received a \$600,000 fuels grant from the United States Forest Service (USFS), which would support ongoing partnership efforts to assist the USFS with prescribed burning, which would resume in the winter. He explained that the TMFPD had also received a \$13,000 grant from the Nevada Division of Forestry (NDF) for fuels work in the Galena Forest area, which would help reduce wildfire risk in that region.

Chief Edwards shared April statistics and said the Reno Fire Department (RFD) arrived at TMFPD incidents 87 times and TMFPD arrived at RFD incidents 261 times. He noted that Sparks Fire Department (SFD) arrived at TMFPD incidents 24 times, and TMFPD arrived at Sparks incidents 37 times, resulting in a closer parity than RFD.

Chief Edwards stated that the Fire Prevention Bureau remained steady and had conducted 35 business inspections in April, six fire investigations, and 51 new construction inspections.

Vice Chair Garcia inquired which agency was conducting the evaluation of the regional dispatch space and workload capacity. Chief Edwards responded that the City of Reno was working with Cody Shadle, Director of Public Safety Dispatch. He indicated that the facility was under new organizational leadership. He noted that an in-depth assessment had been conducted to determine the additional workspace requirements and whether the existing facility footprint could accommodate additional workstations. Vice Chair Garcia asked if that information would be shared with the fire chiefs and appropriate stakeholders. Chief Edwards said that he would provide an update to the Board of Fire Commissioners (BOFC) in July.

Commissioner Clark mentioned that the TMFPD responded to RFD calls 261 times, and the RFD responded to TMFPD calls 87 times. He surmised that TMFPD responded exactly three times as often as the RFD. He questioned how that level of imbalance in mutual aid responses could be sustained in the future.

Chief Edwards agreed that Commissioner Clark had asked a good question. He suggested that future dispatching methods could improve efficiency, although they would involve additional boundary drops. He explained that two resources were often dispatched initially, with one canceled once the closest resource was identified. He thought that strategic locations of fire stations and the resources available through the Cities of Reno and Sparks helped ensure that the closest available unit responded to incidents. Given the existing station locations, he believed the disparity would likely continue. He added that the community ultimately benefited when the nearest resource responded.

Commissioner Clark said the public was primarily concerned with having a response from the closest available unit. He believed the issue also involved finances, noting that continued annexation of County areas by the City of Reno would reduce County revenue. He felt that the County would be impacted by responding to more incidents and a loss of revenue, which he thought needed to be monitored.

26-103F **AGENDA ITEM 8** Recommendation to adopt Truckee Meadows Fire Protection District Resolutions TM02-2026 to amend the District's Fiscal Year 2025-2026 Budget for the Emergency Medical Services Fund in the amount of \$8,714.01; TM03-2026 to amend the District's Fiscal Year 2025-2026 Budget for the Capital Fund for Fleet, Special Apparatus in the amount of \$3,213,727.00; and TM04-2026 to amend the District's Fiscal Year 2025-2026 Budget for General Fund in the amount of \$39,120.00; and if approved, direct the District to make the appropriate budget adjustments (All Commission Districts).

There was no response to the call for public comment.

On motion by Vice Chair Garcia, seconded by Commissioner Hill, which motion duly carried on a 4-0 vote with Commissioner Herman absent, it was ordered that Agenda Item 8 be adopted and directed.

26-104F **AGENDA ITEM 9** Financial presentation on the status of the Fiscal Year 2025-2026 General Fund & Capital Project Funds as of April 30, 2026.

Chief Financial Officer (CFO) Crystal Sublet conducted a PowerPoint presentation and reviewed slides with the following titles: Truckee Meadows Fire Protection District General Fund FY26 Budget & Actual As of April 30, 2026; General Revenues As of April 30, 2026; General Expenditures As of April 30, 2026; Fiscal 2026 – 2027 Budget Timelines; Questions?.

Ms. Sublet reviewed the slide titled *General Revenues As of April 30, 2026*, and said that General Fund revenues were approximately 83.9 percent of the budget. She indicated that property taxes (p-tax) remained the primary revenue source and added that all four major payments had been received, bringing total p-tax collections to \$29 million. She reported that the District had received eight consolidated tax (c-tax) payments totaling \$8.1 million.

Ms. Sublet reviewed the slide titled *General Expenditures As of April 30, 2026*, and said that the majority of expenditures were salaries, wages, and benefits, which represented 79 percent of the total budget. She shared that, as of April 30, 2026, total expenditures were approximately 71 percent of the annual budget. She noted that salaries, wages, and employee benefits accounted for the largest portion, totaling \$33.9 million. She explained that the amount represented 58.4 percent of the total annual budget and 81.3 percent of year-to-date expenses.

Ms. Sublet reviewed the slide titled *Fiscal 2026-2027 Budget Timelines* and said that the budget had been submitted to the Nevada Department of Taxation (NDT), and that she was awaiting the final certification letter.

Ms. Sublet noted that for the Capital Projects Fund, both funds received p-tax via transfers from the General Fund at approximately 95.8 percent, and other revenues, such as reimbursements and grants, were recorded based on project-specific milestones. She explained that the District received \$8 million in reimbursements for the Apple Fire Station and \$3.2 million from the William N. Pennington Grant. She said that expenditures totaled 68.3 percent in the Capital Projects Fund and 6.7 percent in the Extraordinary Repairs and Maintenance Fund.

26-105F **AGENDA ITEM 10** Recommendation to conduct the 2025-2026 annual performance evaluation of Fire Chief Richard Edwards, including a discussion of the 2025-2026 Annual Performance Feedback Survey results completed by various evaluators and the adoption of 2026-2027 Priorities and Expectations, pursuant to Paragraph 7 of the Employment Agreement executed on June 3, 2025 (All Commission Districts).

Truckee Meadows Fire Protection District (TMFPD) Human Resources Manager Carla Arribillaga presented information regarding the TMFPD Fire Chief Richard Edwards' leadership and performance review. She mentioned that the survey was distributed to 41 individuals across four stakeholder groups, which included the Board of Fire Commissioners (BOFC), external stakeholders, direct reports, and division and battalion chiefs. She noted that the battalion chiefs were added as a result of discussions at the previous meeting, which increased the size of the survey group. She indicated that 26 of the 41 individuals responded, for an overall response rate of 63 percent. She shared that the overall performance question at the end of the survey showed that 48 percent of respondents believed Chief Edwards exceeded expectations, 40 percent said he met expectations, and 12 percent identified areas for growth. She thought that the overall feedback reflected a predominantly positive assessment of Chief Edwards' performance. She stated that the most commonly identified strengths included leadership, integrity, transparency, communication and responsiveness, strategic leadership, and the ability to build trust, respect, and cooperation among those who evaluated him. She noted that the examples cited by respondents included his visible engagement with personnel through station visits and employee interactions, transparency in budget matters, a collaborative leadership style, consistent follow-through, and the implementation of Board direction. She stated that areas identified for continued focus and improvement included communication and information sharing, employee recognition and development, strategic plan alignment and clarity, and organizational and leadership development. She noted that some of the feedback was contradictory but stated that the survey results reflected the responses received. She added that the ratings and supporting information had been provided in the Board members' agenda packets for review.

Ms. Arribillaga mentioned that Chief Edwards would present his prior accomplishments, followed by his priorities and expectations for the coming year.

Chief Edwards said his accomplishments in 2025 and 2026 reflected a team effort, even though he provided overall motivation and vision. He mentioned that when he joined the organization, he conducted a District-wide listening tour to better understand operational conditions and members' needs and priorities. He added that from there, he developed and implemented a 180-day plan focused on the three core areas: finances, dispatch, and communications.

Chief Edwards explained that, as part of the finance portion of his plan, staff evaluated the District's overall fiscal health. He indicated that subsequent changes had been implemented based on that assessment. He stated that monthly financial reports and presentations were provided to help track the District's ongoing financial position. He said that a Memorandum of Understanding (MOU) had been negotiated with all three bargaining groups from the International Association of Fire Fighters (IAFF) Local 2487. He identified a key outcome of those negotiations as the decision not to allocate \$1.4 million to Other Post-Employment Benefits (OPEB), noting that the fund was already at 92 percent. He stated that the decision was an important factor in the District's current fiscal health. He recalled that when he first joined the organization, there had been concern about whether sufficient cash would be available to meet obligations at the end of August. He added that implementing financial adjustments allowed most obligations to be paid through the receipt of the property tax (p-tax) disbursement at the end of August. He concluded that the improvements were the result of a team effort.

Chief Edwards shared that new policies had been adopted, including a fund balance policy set to 17 to 20 percent. He stated that the TMFPD adopted a project funding policy. He said that after hearing residents' concerns about the Washoe Valley Consolidated Fire Station, he understood that the project had been brought forward previously but had not received funding. He explained that the new policy was intended to ensure that future proposals presented to the Board included an identified funding mechanism, establishing the expectation that approved projects could be completed. He added that, as part of the budget process, a five-year financial forecast model was developed to provide greater long-term visibility and support more informed decision-making, with the goal of helping avoid future cash shortfalls.

Chief Edwards said the TMFPD evaluated current dispatch services and processes, and conducted an internal dispatch workshop to identify priorities, determine where dispatch should be, and outline what to expect from a dispatch center. He stated that he also explored opportunities to expedite the development of a regional dispatch system and initiate related discussions, noting that three prior studies conducted before his arrival had all identified the need for regional dispatch. He emphasized that a key component of the effort was building relationships among partner agencies, including the Cities of Reno and Sparks, to facilitate open dialogue and evaluate opportunities to improve efficiency and cost-effectiveness. He shared that regional dispatch had made significant progress over the past six months. He added that discussions regarding the Spectrum Dispatch Center and regional dispatch were ongoing and he expressed optimism about continued progress.

Chief Edwards mentioned that internal communication within the organization had improved. He said that when he joined the TMFPD, information sharing was limited to email, and the only information available was from the date that an employee started with the organization. He indicated that new policies had been adopted for administrative and informational communication bulletins, so that when key information was released within the organization, it was also archived on SharePoint for later review. He noted that processes were being put in place to support the organization's fiscal health and that, in the event of future downturns, the information would be available to determine how the organization had overcome some of those challenges. He felt that would provide a historical perspective for the organization as a whole. He explained that he implemented chief officer visits to fire stations. He added that the suggestion had come from his listening tour of the firehouses, which highlighted the need for information on what was happening within the different divisions and for relationship-building. He determined that the easiest way to accomplish that was for one of the chief officers to visit the firehouses, share information, and establish relationships. He believed it had been a productive change and added that the organization was better informed as a result of his executive staff being able to get into the firehouse and share information and priorities within their divisions.

Chief Edwards said that over the last year, the TMFPD had hired a new Chief Financial Officer (CFO), a new fire marshal, and a deputy chief of operations. He noted significant turnover and added that the leadership team was being rebuilt as it addressed organizational challenges. He noted that he had attended several community meetings to address the delay in the construction of the Washoe Valley Consolidated Fire Station. He acknowledged the importance of a fire station to the Washoe Valley community and noted that he had been committed to providing frequent updates on the capital project, as well as on any leverage or traction with donors or other funding opportunities. He explained that what had been a \$5 or \$6 million fire station had now increased to between \$16 million and \$20 million because of the time it would take to generate that revenue or secure the available funds to build it.

Chief Edwards said that he had supported regional fire protection efforts. He mentioned that he regularly met with partner agencies to develop an implementation plan for regional dispatch services, independent of Hexagon or Octave. He noted that while Hexagon and Octave were intended to be the solution, they were delayed. He explained that regional dispatch services could not wait for that implementation to build efficiency, dispatch, and the regional partnerships. He shared that the TMFPD had adopted standard operating policies that closely aligned with regional dispatch, enabling the agencies to work as one on the fireground. He thanked Division Chief Joseph Schum and the operations group for developing the policies and implementing training that allowed the TMFPD to function as one unit on the fireground, for firefighter safety, and for the overall benefit to the community. He said that the TMFPD had hosted and attended multi-agency trainings, including a live-fire training in Spanish Springs that reinforced those policies.

Chief Edwards noted that the TMFPD was an active participant in the regional fire services study. He added that staff had attended a community meeting and that regular monthly check-ins were held with the consultant team to ensure they received

the information needed. He stated that the organization had hosted a volunteer firefighter meeting for the Truckee Meadows because it was the only agency in the valley that had volunteer firefighters. He believed it was important for consultants to hear from the volunteers about their history and how they had come to be in Washoe County. He shared that a significant amount of data had been provided to the consultants for the fire study.

Chief Edwards said that there had been significant organizational accomplishments. He mentioned that the renovation of Fire Station 37 was completed in November, and that construction of Fire Station 35 would be completed in July, likely opening in August as soon as the internet was installed and furniture was delivered. He noted that the TMFPD had received \$5.4 million in grants for fuel mitigation projects, which were the primary source of funding for the Wildland Division. He acknowledged Division Chief August Isernhagen and his team for their work in securing the grant funding. He explained that the Wildland Division staffing had increased by six seasonal firefighters and was back to full staffing, which enabled the division to accomplish the work for the grants that were awarded.

Chief Edwards mentioned that the open burning season had been extended from two months to six months, providing a broader window for residents with parcels of one acre or larger to conduct open burning. He noted that the previous schedule allowed only one month in the fall and one in the spring, resulting in a limited opportunity dependent on the weather. He explained that the expanded timeframe enhanced community safety by providing additional opportunities for property owners to reduce fuels. He also reported that First Watch software had been implemented to collect dispatch and emergency incident data in the background, supporting more data-informed decision-making.

Chief Edwards said that, as an organization, the Gerlach Volunteer Fire Department had been re-integrated into Truckee Meadows, and volunteers had increased from 2 to 6. He noted that the organization had received a \$3.2 million William N. Pennington grant, one of the largest the TMFPD had ever received, which was a big accomplishment. He explained that the funding went towards the purchase of new fire engines, communications equipment, loose equipment, and technology for the District. He stated that the TMFPD had completed construction of the state-of-the-art personal protective equipment (PPE) washroom at its headquarters. He mentioned that previously, after a fire, the firefighters would bring their soiled turnouts to one of two different fire stations, and the uniforms would be washed by the crews. He said that now, soiled uniforms were brought into the headquarters station, where trained personnel ensured that the turnouts were cleaned, dried, inspected, put back together, and then redelivered to the firehouses. He indicated that the efficient process helped ensure that firefighters had the cleanest gear possible, thereby reducing the risk of cancer-causing contaminants from smoke and the materials they were exposed to. He said that the TMFPD had hosted the third annual wildland fire command and control training for regional partners in Northern Nevada, helping ensure that all agencies were prepared for wildfire season before it arrived.

Chief Edwards transitioned to share his 2026 and 2027 priorities and expectations. He noted that he had met with Chair Andriola to share his proposal and added that he was open to amending the list if Board members had additional expectations. He shared that one of the things he wanted to focus on in 2026 was finalizing the regional fire service study with Emergent Global Solutions while continuing to explore opportunities to strengthen the TMFPD's financial position. He explained that he would be focused on exploring expanded revenue streams, such as EMS and wildland, as potential opportunities, and would continue pursuing grant opportunities, such as the Federal Emergency Management Agency (FEMA) and Assistance to Firefighters Grants Program (AFGP). He sought to develop and implement a succession planning handbook, as turnover was expected in the organization's upper ranks. He explained the succession plan would include training, mentorship, and stretch assignments to ensure that staff were prepared for future leadership roles. He said he wanted to continue expanding fire and EMS regionalization efforts, support regional practices, and build upon the development and training opportunities for standard operating guidelines with regional partners. He mentioned the possibility of future fire academies and suggested conducting them in coordination and partnership with the Cities of Reno and Sparks, as those were the agencies with which the TMFPD responded most closely and frequently.

Chief Edwards said that he looked forward to the implementation of Octave. He acknowledged the work that had been done on the back end, in preparation for when the programming was functional and ready for implementation, to ensure that all the issues were worked out to deploy resources effectively so that the community had a response from the closest emergency unit, regardless of what agency was listed on the fire engine or ambulance. He mentioned that, concurrently, work was being done on regional dispatches, which he felt would create tremendous efficiency, likely have cost savings, and leverage economies of scale with regional partners.

Chief Edwards noted that he looked forward to expanding the employee wellness programs. He mentioned that he had previously presented the facility dog program to the Board and added that the organization was anxiously awaiting the phone call that a dog was ready. He shared that Fire Marshal Jennifer Williamson was working hard to identify all pending business inspections, evaluate the annual workload, evaluate possible funding opportunities, and ensure a fire-safe community by conducting the required annual inspections. He hoped to explore additional opportunities to expand the Green Waste Program for those living on parcels smaller than an acre who were unable to burn their fuels. He acknowledged that the Green Waste Program was expensive, but he felt it had tremendous value to the community. He noted that he wanted to figure out how to expand partnerships to reduce the District's costs by increasing opportunities for community members to dispose of their green waste.

Chief Edwards shared that he wanted to continue to explore funding opportunities for Fire Station 30, the consolidated fire station in Washoe Valley. He acknowledged hearing from the community that it was a big project. He stated that the current Fire Station 32 would only be able to operate for a few more years, so it was imperative to determine how to move towards a consolidated fire station and identify the

funding. He said he wanted to see an increase in high-risk, low-frequency training, including live-fire exercises. He added that the training focused on incidents that were not frequently responded to but could still hurt someone. He emphasized the importance of ensuring the TMFPD was performing at its highest level to mitigate such emergencies. He hoped to re-engage with the strategic plan and conduct monthly check-in meetings to ensure that captains were assigned to each priority so those could be accomplished.

Chief Edwards indicated that, after speaking with Chair Andriola, he believed it would be very informative and advantageous to lead a BOFC workshop with his leadership team to provide an overview of the District and the specific functions of each division. He hoped to conduct the workshop by the end of the calendar year and provide the Board with insight into what the firefighters did each day and the divisions' responsibilities, so the Board would better understand the firefighters' duties. He shared that the projects brought forward to the Board, or those shared on social media, were only a snippet of what was accomplished daily. He mentioned that there was a tremendous amount of work that went into daily tasks to ensure a high-performing organization and service to the community. He explained that another priority was to lead a District-wide goal-setting workshop with the BOFC in January 2027, in advance of budget preparation, to ensure that the Board's priorities were reflected in the TMFPD's upcoming budget.

Vice Chair Garcia suggested exploring a partnership with the Truckee Meadows Community College (TMCC). She indicated that the TMCC was planning exciting developments in District 2, including proposed EMS and fire training centers. She thought there were many opportunities for workforce development and for supplementing existing operations. She suggested that, if students met appropriate training and safety criteria, they could serve as additional personnel to provide mutual aid when needed.

Commissioner Hill acknowledged the difficult job Chief Edwards had, which was having to make the Board happy, be out in the community, and be part of the regional efforts. She felt it forced Chief Edwards to take a lead in the regional efforts, which could involve having uncomfortable, difficult conversations. She recognized that Chief Edwards was new to the region and acknowledged his efforts to advance the BOFC's agenda. She thought that Chief Edwards had accomplished many amazing things in a short amount of time. She shared her excitement about the District's priority goal-setting workshop. She believed it would be a great opportunity for the TMFPD team because they had requested more time with Chief Edwards. She recognized that Chief Edwards had limited time left after being present in the community and running the department. She felt that, based on the feedback from the review, there were opportunities for leadership and team building in the coming year. She expressed her appreciation that Chief Edwards had taken the feedback well and that he considered what changes could be made to improve some areas. She believed that positive changes could be made. She added that she hoped there would continue to be opportunities to strengthen the TMFPD's financial position. Although there was no available funding, she suggested giving someone an opportunity to grow into a leadership position and occasionally sending them to the Legislature to participate in revenue discussions. She clarified that she was not asking to hire a lobbyist, but suggested an existing staff member could work closely with Washoe County

Government Affairs Liaison Cadence Matijevich, who was experienced with the Board's priorities. She acknowledged that Chief Edwards had many goals for 2026 and 2027, and she offered the Board's support. She thanked him for doing a great job leading regional conversations and said she felt comfortable knowing that Chief Edwards was involved. She shared her excitement about his leadership and her optimism about future efforts. She congratulated Chief Edwards and expressed her appreciation for his dedication to the TMFPD.

Commissioner Clark thanked Chief Edwards for a good year with the TMFPD and added that he thought Chief Edwards had done a great job. He acknowledged that Chief Edwards attended many events, including community forums, public workshops, and Citizen Advisory Board (CAB) meetings. He opined that Chief Edwards was well-known in the community. He said that the community appreciated the information that Chief Edwards presented at the BOFC meetings. He shared his appreciation for the Green Waste Program and acknowledged that it was costly but beneficial to the community by offering additional days and different locations. He shared that he appreciated having an extended timeframe that included burn days for the community. He acknowledged that Chief Edwards had inherited Hexagon and said that Washoe County was the first organization to use the software on a large scale. He believed the County was now facing the consequences of that. He emphasized his appreciation for Chief Edwards keeping the Board informed about progress.

Commissioner Clark said the County had a regional training facility and requested information on how the TMCC could collaborate with the County to avoid duplicating services and developing separate training facilities. He thought that all the agencies would use Washoe County's training facility but suggested that was not the case. He thought it would be beneficial to focus on how the organization could better utilize existing County facilities and help the Sheriff generate revenue for the training facility.

Commissioner Clark said that Chief Edwards was doing a great job and appreciated the opportunity to meet with him regularly. He mentioned that it was encouraging to see Chief Edwards out in the community and believed the TMFPD staff appreciated those efforts. He noted that employee morale depended on staff being satisfied with their employer and stated that Chief Edwards had contributed positively to that environment.

Chair Andriola thanked Chief Edwards for all that he had accomplished. She felt that his experience helped him understand how to be a leader and the importance of the entire organization. She acknowledged that he recognized the importance of a succession plan to ensure stability. She said she appreciated that Chief Edwards had taken the time to understand the details of the financial data so he could make informed financial decisions. She stated that his commitment to transparency was evident. She mentioned that she had read all the comments in his review and thought that, at times, it was easier to focus on the negative statements. She thought that part of the growth, in terms of the evaluation, included comments suggesting that his communication needed strengthening. She noted the addition of the strategic alignment piece to the strategic plan. She said that she was

aware that Chief Edwards had monthly check-in meetings. She explained that she did not want to add more work, but she thought that having reference documents available in SharePoint and a communications plan would be important.

Chair Andriola emphasized her excitement that everyone seemed to like the idea of having a workshop. She said she was excited for the workshop and felt it would be helpful to have an in-depth discussion regarding what each division of the TMFPD did, to fully understand the different areas. She added that information was important to policymakers. She thought that it would be helpful for the Board if they understood what each division did, as it would help them make decisions to best support the community. She explained that surveys often provided an opportunity to gauge how something was going. She suggested that having staff complete surveys at different times could give everyone a voice. She said some suggestions might be realistic, while others might not. She thought that there might be information shared that some individuals were not aware of, and she added that it could be a great learning experience. She emphasized the importance of receiving as much feedback as possible because it helped with communication. She believed everyone would have a better understanding of each other's workloads and thought it could offer a time to share barriers, challenges, and accomplishments.

Chair Andriola thanked Chief Edwards and his team for their hard work. She said there was no magic solution to the financial difficulties and added that it was important to find creative ways to implement continuous process improvement. She thought it started with leadership and extended throughout the organization. She mentioned that Chief Edwards' leadership since joining the organization had shown his commitment. She noted that many individuals sought time with Chief Edwards and acknowledged that prioritizing his schedule could be challenging. She expressed appreciation for his view of the organization's accomplishments as collective rather than individual, emphasizing that no one could do everything alone. She thanked Chief Edwards for meeting individually with each Commissioner, stating that those discussions were valuable and informative. She said she looked forward to the upcoming workshop and the District priority goal-setting session, which might incorporate useful feedback. She also thanked the TMFPD staff who participated in the performance evaluation process.

There was no response to the call for public comment.

On motion by Commissioner Hill, seconded by Vice Chair Garcia, which motion duly carried on a 4-0 vote with Commissioner Herman absent, it was ordered that Agenda Item 10 be conducted and adopted.

26-106F **AGENDA ITEM 11** Recommendation to approve a First Amendment to The Employment Agreement between Truckee Meadows Fire Protection District Board of Fire Commissioners and Richard J. Edwards, Fire Chief, to: (1) extend the Chief's current contract term from July 1, 2026 to June 30, 2031, (2) increase severance pay from three months to six months of base salary; (3) establish parameters for merit-based salary increases and

performance bonuses, (4) revise vacation accrual to provide a prorated 167 hours of earned vacation for the remainder of 2026, and 213 hours of annual vacation accrual beginning January 1, 2027; (5) clean-up and clarification of existing language, and (6) add a successorship provision in the event of agency consolidation (All Commission Districts).

Chair Andriola stated that she was unable to submit her document prior to the posting deadline. She provided a document, copies of which were distributed to the Board and placed on file with the Clerk. She mentioned that she had also shared the document with the District Attorney's Office (DA) and with Truckee Meadows Fire Protection District (TMFPD) Fire Chief Richard Edwards. She stated that copies of her submitted document were available to anyone interested in reviewing it. She explained that the provision pertained to leave time and was currently included in the County Manager's (CM) contract. She shared that there would be no cost impact or financial burden to the TMFPD. She noted that the proposal would allow Chief Edwards to convert up to 80 hours of accrued, but unused, vacation into a pretax employment contribution. She thanked Chief Edwards for electing not to accept a pay increase, given the organization's current financial condition. She noted that Chief Edwards had tied future compensation increases to the fund balance, thereby holding himself accountable for improving the organization's financial health. She explained that the established fund balance target was 17 percent and that Chief Edwards was committed to achieving that. She shared that Chief Edwards had reviewed her document and the information in the Staff Report.

There was no response to the call for public comment.

Commissioner Hill asked for clarification that Chair Andriola wanted her suggestion added to the motion. Chair Andriola confirmed that Commissioner Hill's statement was correct. Commissioner Hill thought it would offer Chief Edwards an additional incentive. Commissioner Hill said she was fine with the change and expressed appreciation for Chair Andriola's work with the Chief on the updates. She believed it was important to support Chief Edwards and allow him to take well-deserved time off.

Vice Chair Garcia expressed her appreciation and respect for Chair Andriola's review of the region's other agencies' Chief Executive Officers (CEOs). She believed that the proposed changes did not exceed requirements but provided appropriate compensation for a very difficult job. She asked Deputy District Attorney (DDA) Jennifer Gustafson for clarification, explaining that it was often confusing for the public when something was posted with an addition made later to an existing section.

DDA Gustafson stated that what was presented were the amendments requested by Chief Edwards. She explained that the Board had the discretion to modify the amendments and make any necessary changes to the employment contract during the meeting. She indicated that Chair Andriola had presented the amendments, and that copies had been made available to the public. She mentioned that she did not see any legal issues with what had been presented.

Chair Andriola said she confirmed with DDA Gustafson that legal parameters would be added to the contract item before introducing her suggestion to the Board.

Commissioner Hill mentioned that the discussion would be included in the minutes for transparency.

Commissioner Clark acknowledged that the addition did not change anything and was already used in other contracts. He questioned why it was introduced at the meeting rather than beforehand. Chair Andriola explained that by the time she was able to contact everyone who needed to discuss the suggestion, she had missed the posting deadline. She emphasized the importance of consulting legal counsel before presenting it to the Board. Commissioner Clark said her explanation did not fully answer his question. Chair Andriola asked Commissioner Clark what was missing from her comment. Commissioner Clark questioned why the item could not be approved as it was and then presented at the next Board of Fire Commissioners (BOFC) meeting after proper advance notice. He suggested that missing the deadline was an oversight. Chair Andriola clarified that it was not an oversight. Commissioner Clark believed that the way it was presented appeared to be an error because it was not posted in time. Chair Andriola clarified that it was not a mistake. Commissioner Clark said she missed the deadline to submit her document.

Chair Andriola explained that the entire Board needed to approve the amendment. She reiterated that there was no cost impact and added that everyone had busy schedules. She mentioned that there were legal requirements to meet and that the Board could add additional information to the amendment. She said the provision was already in another contract and expected it to be added to future contracts.

On motion by Commissioner Hill, seconded by Vice Chair Garcia, which motion duly carried on a 4-0 vote with Commissioner Herman absent, it was ordered that Agenda Item 11 be approved with the proposed addendum.

26-107F **AGENDA ITEM 12** Announcements/Reports.

Truckee Meadows Fire Protection District (TMFPD) Fire Chief Richard Edwards thanked the Board and expressed appreciation for the Board's feedback and the confidence placed in him to lead the organization. He acknowledged that there would be challenges ahead, but thought the right team was in place to address those challenges while maintaining the high level of service expected by the community. He added that the organization would continue to work toward that goal with a sustained effort.

Chief Edwards acknowledged that on June 3, 2026, the TMFPD and the Second Judicial Court of Nevada would participate in honoring the 250th birthday of America. He said that the celebration would begin at 8:00 a.m. on the steps of the Washoe County Courthouse, and he hoped everyone would attend the historic event.

Commissioner Clark asked about a prior comment regarding Chief Edwards keeping a database of internal emails. He acknowledged that when Chief Edwards began his position, he was not provided with prior correspondence or a historical database. He suggested that the database being created could be useful to everyone and wondered how it would be made available to the organization. He asked whether it would be accessible as a public record of communications related to meetings in email form and whether it could serve as a historical record from the start of Chief Edward's employment.

Chief Edwards explained that when special information was shared with the District, it was sent by email and, once read by a District member, it was deleted. He noted that there was no record of the email unless it was retrieved through a records search of an individual's email account. He stated that under the new model, administrative and informational communications would use standardized templates. He added that records would be archived by year to allow for future reference. He explained that the archive would identify each item, including its topic, such as specialized training, community functions, volunteer needs, or policy changes, and would include a yearly table of contents and reference numbers for retrieval. He clarified that the system was intended for broader organizational communications rather than individual emails.

Commissioner Clark asked whether it would include directives, courses offered, and communication, and whether it would serve as both a catalog and a historical record that individuals could reference. Chief Edwards confirmed that statement was correct.

Commissioner Clark thought that it was a great idea as it would prevent things from being overlooked. He suggested that the new process could help control the information shared with staff and the rest of the organization. He expressed appreciation for Chief Edwards's efforts and felt that other departments in the organization could consider adopting a similar approach in the future.

26-108F **AGENDA ITEM 13** Public Comment.

There was no response to the call for public comment.

26-109F **AGENDA ITEM 14** Possible Closed Session pursuant to NRS 288.220 for the purpose of discussing with management representatives labor matters and negotiations.

Deputy District Attorney (DDA) Jennifer Gustafson explained that the closed session would be held in the Caucus Room. She noted that anyone interested in providing public comment at the end of the closed session would have an opportunity to do so.

11:06 a.m. **The Board recessed to a closed session for the purpose of discussing negotiations with Employee Organizations per Nevada Revised Statutes (NRS) 288.220.**

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11:36 a.m. There being no further business to discuss, the meeting was adjourned without objection.

CLARA ANDRIOLA, Chair
Truckee Meadows Fire
Protection District

ATTEST:

JANIS GALASSINI, Washoe County Clerk
and Ex-Officio Clerk, Truckee Meadows
Fire Protection District

*Minutes Prepared By:
Jessica Melka, Deputy County Clerk*

Pending Board Approval