



## **TRUCKEE MEADOWS FIRE PROTECTION DISTRICT STAFF REPORT**

**Board Meeting Date: September 2, 2025**

**DATE:** August 14, 2025

**TO:** Truckee Meadows Fire Protection District Board of Fire Commissioners

**FROM:** Richard J Edwards, Fire Chief  
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**SUBJECT:** Discussion and possible adoption of the proposed Truckee Meadows Fire Protection District Board of Fire Commissioners Rules of Procedure, to be effective upon approval. The purpose of the Rules is to provide parliamentary authority and to establish supplemental rules of procedure for the conduct of the Truckee Meadows Fire Protection District Board of Fire Commissioner's meetings and the conduct of Fire Commissioners where such rules are consistent with the laws of the State of Nevada. The proposed Rules of Procedure reflect the current practices of the Board. (All Commission Districts.) **FOR POSSIBLE ACTION**

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### **SUMMARY**

This item seeks approval of the proposed Truckee Meadows Fire Protection District Board of Fire Commissioners (Fire Commission) Rules of Procedure (Rules). The Rules provide parliamentary authority and establish supplemental rules of procedure for the conduct of Fire Commission meetings and individual Fire Commission members where such rules are consistent with the laws of the State of Nevada.

### **PREVIOUS ACTION**

On June 1, 2019, the Board approved a policy requiring Board approval to utilize two or more hours of staff time to research, conduct analysis, and prepare staff reports on items requested by individual Commissioners or the Board in general.

### **BACKGROUND**

The purpose of the Rules is to adopt a parliamentary authority and to establish supplemental rules of procedure for the conduct of Fire Commission meetings and Fire Commissioners where such rules are consistent with the laws of the State of Nevada. The Washoe County Board of County Commissioners has used similar Rules internally since 2012 with updated variations through the years. The Fire Commission has followed the Washoe County Board of County Commissioners Rules with some degree of variation, depending on differences that may not apply to the Fire Commission. The County Commissioners last adopted a revised version of the Rules in February 2025. The presented Rules are specific to the Fire Commission to include the

referenced District Code of Conduct and District Lobbying Policies. They are attached for your reference.

**FISCAL IMPACT**

There is no fiscal impact with the adoption of the Rules of Procedure.

**RECOMMENDATION**

Staff recommends that the Board adopt the proposed Board of Fire Commissioners Rules of Procedure.

**POSSIBLE MOTION**

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

*"I move to adopt the proposed Board of Fire Commissioners Rules of Procedure."*