

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

TUESDAY

10:00 A.M.

OCTOBER 7, 2025

PRESENT:

Alexis Hill, Chair
Jeanne Herman, Vice Chair
Michael Clark, Commissioner
Mariluz Garcia, Commissioner
Clara Andriola, Commissioner

Janis Galassini, County Clerk
Richard Edwards, Fire Chief
Jennifer Gustafson, Deputy District Attorney

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, County Clerk Janis Galassini called roll and the Board conducted the following business:

25-159F AGENDA ITEM 3 Public Comment.

There was no response to the call for public comment.

25-160F AGENDA ITEM 4 Announcements/Reports.

Chair Hill inquired if Truckee Meadows Fire Protection District (TMFPD) Fire Chief Richard Edwards or the Board of Fire Commissioners (BOFC) had any announcements or comments to make during the item, and it was concluded that they did not.

CONSENT ITEMS – 5A THROUGH 5H

25-161F 5A Recommendation to approve the meeting minutes from the September 2, 2025, Board of Fire Commissioners Meeting. (All Commission Districts.)

25-162F 5B Recommendation to approve a delegation of contractual approval and signing authority from the Board of Fire Commissioners to the Fire Chief on behalf of Truckee Meadows Fire Protection District for certain types of contracts/agreements, to include: (1) authority for the Fire Chief to purchase supplies, materials, equipment and contractual services required by TMFPD in annual amounts or estimated annual amounts up to \$100,000.00 per vendor contract or up to \$100,000.00 in the aggregate spend or encumbered per vendor, (2) authority for the Fire Chief to enter

into operating plans subsumed under existing interlocal/cooperative/mutual aid agreements with other local governments, and (3) authority for the Fire Chief to enter into agreements with landowners to provide various services such as fuels management/reduction and defensible space assistance. The Fire Chief's approval and signing authority shall be in accordance with legal, purchasing, and fiscal compliance required by State and Federal law, and to the extent not otherwise inconsistent with this delegation, in accordance with Washoe County's purchasing policies. (All Commission Districts.)

- 25-163F** **5C** Recommendation to approve a one-year professional services agreement between Steven Nicholas, DBA EmbGro, and Truckee Meadows Fire Protection District for the administration of a Mental Health and Wellness Program for an annual amount not to exceed \$90,000, retroactively effective July 1, 2025, and to authorize the Fire Chief to enter into future contract extensions with this independent contractor. (All Commission Districts.)
- 25-164F** **5D** Recommendation to approve a one-year professional services agreement between Brian Fischer, DBA Fischer Health and Wellness, and Truckee Meadows Fire Protection District for the administration of a Physical Health and Wellness Program for an annual amount not to exceed \$30,000, retroactively effective July 1, 2025, and to authorize the Fire Chief to enter into future contract extensions with this independent contractor. (All Commission Districts.)
- 25-165F** **5E** Recommendation to approve the release of a surplus 2007 Morbark Chipper Trailer VIN#4S8SZ161X7W070952, FD5060 in "as is" condition from Truckee Meadows Fire Protection District to Washoe County Parks and Open Space Department, in the amount of \$0.00. (All Commission Districts.)
- 25-166F** **5F** Recommendation to approve an annual operating agreement between the Truckee Meadows Fire Protection District (TMFPD) and the Carson City Fire Department (CCFD) for use of the Carson City Fire Training Facility located at 2400 College Parkway, Carson City, NV 89706 in the amount of \$20,000.00 for Fiscal Year 2025-2026; and authorize the Fire Chief to execute the agreement and approve any future agreements associated with TMFPD's use of the training facility. (All Commission Districts.)
- 25-167F** **5G** Recommendation to approve an amended Right-of-Entry Agreement between Truckee Meadows Water Authority ("TMWA") and Truckee Meadows Fire Protection District (TMFPD or "District") to extend TMWA's temporary access easement, to expire on December 30, 2026, over property (APN 534-571-06) owned by Truckee Meadows Fire

Protection District for the purpose of TMWA's construction of a water production well, wellhouse building and related facilities adjacent to TMFPD-owned property. (Commission District 4.)

- 25-168F** **5H** Recommendation to approve a revised US Highway 395 Mutual Aid Communications Plan between the Truckee Meadows Fire Protection District, Susanville Interagency Fire Center, and Beckwourth Peak Fire Protection District clarifying wildland response request procedures occurring on US Highway 395 in California between the Sierra County/Lassen County line and the southern end of Constantia Road/US 395; and if approved, authorize the Fire Chief to execute extensions and future operational amendments to this agreement. (All Commission Districts.)

Chair Hill asked Truckee Meadows Fire Protection District (TMFPD) Fire Chief Richard Edwards if any changes to the Consent Agenda items were suggested. Chief Edwards clarified that there were no changes.

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

Chair Hill inquired if members of the Board of Fire Commissioners (BOFC) intended to pull any items from the Consent Agenda, and it was concluded that they did not.

On motion by Commissioner Andriola, seconded by Vice Chair Herman, which motion duly carried on a 5-0 vote, it was ordered that Consent Agenda Items 5A through 5H be approved.

PROCLAMATIONS

- 25-169F** **AGENDA ITEM 6** Recommendation for the Board of Fire Commissioners to proclaim October 2025 as Fire Prevention Month and approve a proclamation concerning the proper disposal and recycling of lithium-ion batteries to reduce the risk of fires in homes and communities. (All Commission Districts.)

Chair Hill stated that the Board of Fire Commissioners (BOFC) did not have a proclamation and inquired whether a copy was at the dais. Truckee Meadows Fire Protection District (TMFPD) Fire Chief Richard Edwards explained that he had a copy to provide her with.

Chief Edwards requested that the TMFPD fire prevention staff approach the dais, which included Fire Inspector Trainees Victor Olmedo and Andrew Royat and Fire Prevention Plan Reviewer Jen Donohue. Commissioner Garcia read the proclamation

alongside Mr. Olmedo, Mr. Royat, and Ms. Donohue after thanking them for attending the meeting.

Chair Hill asked the fire prevention staff to introduce themselves and encouraged them to add any remarks. Mr. Olmedo and Mr. Royat introduced themselves, and Chair Hill thanked them. Chair Hill remarked that she knew who Ms. Donohue was and expressed excitement about seeing her. Ms. Donohue introduced herself and stated that she had previously retired. She explained that she was assisting the TMFPD because the District, Mr. Olmedo, and Mr. Royat were special to her. Chair Hill voiced gratitude that Ms. Donohue was part of the TMFPD team. Chair Hill noted that the BOFC appreciated Mr. Olmedo, Mr. Royat, and Ms. Donohue's work to keep the community safe.

There was no response to the call for public comment.

On motion by Commissioner Garcia, seconded by Vice Chair Herman, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 6 be approved.

25-170F **AGENDA ITEM 7** International Association of Fire Fighters Local 2487 Report.

International Association of Fire Fighters (IAFF) Local 2487 Vice President Jaime Rivera greeted the Board of Fire Commissioners (BOFC). He stated that the Truckee Meadows Fire Protection District (TMFPD) and the Truckee Meadows Firefighters Association (TMFA) recognized October as Breast Cancer Awareness Month. He noted that line staff would be able to wear duty shirts supporting that cause.

Mr. Rivera reported that the Professional Firefighters of Nevada (PFN) had strengthened firefighter cancer protection during the legislative session by mandating annual cancer screenings, including mammograms, pap smears, full-body cancer screenings, and prostate and thyroid cancer diagnostics. He noted that the list of presumptive cancers was updated to include breast and ovarian cancers, which represented a significant step forward in recognizing gender-specific cancer risks faced by female firefighters. He acknowledged that it was a sad fact that firefighters had a 9 percent higher rate of cancer and a 14 percent increased risk of cancer mortality. He apologized for sharing bad news but noted that those factors came with the kind of work done by firefighters.

Chair Hill thanked Mr. Rivera for bringing attention to those matters. She explained that the BOFC wanted to ensure the women who fought alongside Mr. Rivera had the same protections. She thanked Mr. Rivera for his work and sacrifice.

Chair Hill inquired if the Board had any questions, and it was concluded that they did not. She explained that the BOFC appreciated Mr. Rivera and would continue discussions with him.

AGENDA ITEM 8 Fire Chief Report

A. Informational briefing on operational matters and activities for August 2025 and September 2025 to include the following items:

1. Green Waste Collection Dates
2. Hexagon Update
3. Capital Projects Construction Update
4. Capital Projects Apparatus Update
5. Wildland Fire Conditions
6. 180 Day Plan Update

B. Monthly Response Statistics:

1. Revised July 2025
2. August 2025

Truckee Meadows Fire Protection District (TMFPD) Fire Chief Richard Edwards explained that the past month had been busy for the TMFPD. He noted that there were several items he wanted to highlight. He stated that October was Fire Prevention Month and explained that fuel reduction and vegetation management were among the best ways to help the TMFPD assist others during a wildfire. He noted that the District was excited to begin its green waste recycling program that weekend in Washoe Valley at the Nevada Department of Forestry's (NDFs) Eastlake Boulevard Facility from 9 a.m. to 4 p.m. on October 11 and 12. He reported that the TMFPD was hosting events on three other dates listed on the District's website, which he invited everyone to view.

Chief Edwards noted that he had an update on the new Hexagon computer-aided dispatch (CAD) system, which was expected to increase interagency communication. He explained that the software had faced numerous challenges during development, which led to the TMFPD meeting weekly with Hexagon's executive staff and the software developers to address those issues. He stated that, while there had been some small wins in those efforts, progress on the system was slow, and the TMFPD would continue to closely monitor the matter.

Chief Edwards referred to the District's capital projects updates and explained that the Fire Station 37 renovation project for the apparatus bay was nearing completion. He reported that he would be working with Chair Hill to organize a ribbon-cutting event in early November to celebrate the project and watch it reach completion. He stated that the TMFPD completed the personal protection equipment (PPE) Washroom Project at the District's headquarters (HQ) facility. He thanked Division Chief Jay Cwiak and Logistics Coordinator Robert Stults for bringing the project to fruition. Chief Edwards opined that the completion of the PPE Washroom Project was significant and would directly impact the health and wellness of the TMFPD's firefighters by having a formal location and process for cleaning their protective equipment and conducting their turnouts to remove carcinogens. He noted that every time a firefighter responded to a fire, they were

exposed to different carcinogens that were absorbed into their safety equipment and gear. He explained that the PPE Washroom Project implemented a new process to help thoroughly clean those materials to reduce risk to the TMFPD's firefighters. He expressed gratitude to the TMFPD staff who organized and formalized that process.

Chief Edwards reported that the TMFPD had some new fire apparatus that would be arriving soon. He described a new Type 3 Brush Engine that had arrived and was currently being outfitted. He hoped that the TMFPD would have that apparatus available to be shared at the following Board of Fire Commissioners (BOFC) meeting. He noted that several additional smaller brush engines and a Type 5 Engine were expected to arrive sometime in mid-November.

Chief Edwards noted the fire conditions and explained that the fire risk had decreased significantly as the region began to experience autumnal weather. He acknowledged that such a decrease did not mean there would be no fire threat, as the weather could change quickly. He explained that the TMFPD would continue to closely monitor those conditions because some warm temperatures in the wind could bring fire risks back to the severity they were at previously. He opined that it was important to recognize that the number of large fires was beginning to decrease across the Western United States (US) because of the notable change in weather. He explained that the TMFPD was trying to remind people not to reduce their fire awareness yet. He believed it was a good time to conduct vegetation management, home hardening, and take advantage of the TMFPD's green waste recycling events.

Chief Edwards referred to the TMFPD's 180-day plan, which he had previously shared with the BOFC. He reported that the District was working on addressing the plan by conducting a budget study session. He explained that the session was held several weeks prior with the TMFPD's Chief Financial Officer (CFO) and labor leaders to focus on challenges within the District's structural budget deficit, increase fiscal literacy, and understand where the TMFPD's money was located and being spent. He stated that work was being done to enhance those efforts with monthly budget presentations. He explained that the budget presentations being shared with the BOFC were also distributed throughout the entire organization to ensure that everybody understood the District's fiscal status.

Chief Edwards reported that the TMFPD was evaluating the challenges with the District's current dispatch processes to identify how to streamline some of those procedures to be more effective and guarantee that the correct resources were transported to the proper calls for service. He explained that part of those efforts was collecting the data on the TMFPD's Priority 3 responses to ensure that the District sent the most appropriate resource to the Emergency Medical Services (EMS) calls for service. He noted that the TMFPD had adopted an internal procedure for electronic communications with an archive process to guarantee there was a history that could be reviewed to enhance all organizational communications. He explained that the TMFPD was working towards reducing silos across the organization's different divisions by ensuring that division and deputy chiefs visited the firehouses, shared updates on their actions, and created an

opportunity for various crews to ask questions directly, which would make the organization better informed as a whole. He expressed the TMFPD's excitement for those measures.

Chief Edwards stated that the last item he had to discuss with the BOFC was regarding the TMFPD's response statistics. He acknowledged that the Board would see that the July information had been revised to correct the inverted data on page seven of the report of the responses to and from the TMFPD. He explained that a new data set was included to share the corrected data. He reported that the TMFPD had 2,727 responses to 1,935 incidents in August. He noted that the 119-acre Peavine Fire and the 1,482-acre Rancho Fire represented some of the major incidents the TMFPD had responded to that month, which he was thankful resulted in no loss of homes or injuries. He thanked the Red Rock Volunteer Fire Department participants who assisted during the Rancho Fire. He opined that their efforts were incredible and had helped the TMFPD save some of the impacted homes during the initial moments of the fire. He noted that there had been two structure fires the previous month. He explained that while nobody had been injured during those fires, seven people were displaced and assisted by the American Red Cross.

Chair Hill thanked Chief Edwards, noting that the report was substantial. She inquired if the Board had any questions to ask him.

Commissioner Clark asked whether the TMFPD's primary HQ housed the new facility or room where the uniforms and gear were cleaned. Chief Edwards confirmed that was correct. Commissioner Clark asked how the firefighters based at other firehouses brought their gear to that location on a regular basis. He inquired how the TMFPD facilitated the gear to be brought in for those working in branch offices.

Chief Edwards explained that TMFPD's firefighters had two sets of safety equipment, and following a fire, they stored the contaminated equipment in bags. He noted that a battalion chief would then pick up the contaminated equipment and take it back to the facility at the HQ, where specially trained personnel would open the bags and clean the equipment.

Commissioner Clark asked how quickly the entire process would be completed. He noted that a firefighter could need to go into another fire while they had a soiled set of gear and reiterated his question about the time it would take to return the gear to the firefighter. Chief Edwards said he would defer Commissioner Clark's question to Division Chief Cwiak, as he oversaw that project. Division Chief Cwiak introduced himself and explained that the entire process could be as short as 24 hours or could be completed the same day. He noted that the timeline depended on how much else was being done. He reported that the cleaning could be completed relatively quickly if there was a smaller type of incident with fewer turnouts but would take longer to conduct if there were more turnouts. He explained that the benefit of having the cleaning done at the HQ facility was that the personnel doing the work were trained in doing an inspection process in addition to managing the turnouts, which was supposed to be a new standard coming out in December, according to the National Fire Protection Association (NFPA) 1850.

Commissioner Clark informed Division Chief Cwiak that he was not questioning the wisdom of having an HQ for that process. He explained that he had only wanted to learn the total completion time and frequency with which the firefighters had their uniforms or gear cleaned to ensure they consistently had clean materials available.

Commissioner Clark asked if Chief Edwards could provide the Board with some information about an incident that occurred the previous Saturday in his district. Commissioner Clark recalled that there had been a car versus bicyclist collision near Old US Route 395, which lasted from about 9:00 a.m. until approximately 6:00 p.m. He noted that many individuals bicycled on that route and on Eastlake Boulevard during weekends, which he opined was a very dangerous area for riding bikes. He mentioned that there was at least one fatality during the incident. He inquired if there was anything the BOFC could learn to share with the cyclist community about safety, without delving too deeply into the specifics of that case. He asked whether anything about that incident on Old US Route 395 was notable regarding whether there was something someone had done wrong or right, or how it happened. He inquired whether there was information that could be shared with the bicycling public throughout the County to help prevent similar incidents.

Chief Edwards remarked that Commissioner Clark asked a great question. He explained that he was aware of the incident, but acknowledged that he did not have specific information about its cause. He noted that it was something the TMFPD could investigate and then share cycling safety tips through the District's social media pages.

Commissioner Clark noted that he and Chief Edwards had a meeting planned for the following day and proposed that they might be able to discuss the matter further at that time. He wanted to share the information that weekend, as hundreds of people used that route and were serious cyclists with the proper gear, helmets, uniforms, and racing bicycles. He hoped to ensure that the BOFC and TMFPD shared any lessons learned from the incident with the bicycle shops and clubs in the community, as well as with motorists, given that a vehicle was involved in the accident. He emphasized his desire to share some safety tips with the community and noted that he would appreciate it if Chief Edwards could investigate those matters.

Commissioner Clark referred to Chief Edwards' mention of Fire Prevention Month and reported that he had met with staff at Waste Management (WM) the previous day. He noted that WM would allow six extra bags to be placed beside trash cans during the entire month of November. He explained that individuals would not need tags for the extra bags, and WM would collect them at no extra cost. He opined that the service offered by WM was a good opportunity for people who were trying to create defensible space during November. He hoped the County would share that information through its media department to ensure that the citizens were aware of the extra bag allowance in November.

Chair Hill thanked Commissioner Clark and agreed that the Board would send that information to the public so they would be aware of the TMFPD's green waste recycling project and the excellent service that WM was offering for extra bags. She thanked Chief Edwards and opined that his update was great.

25-172F **AGENDA ITEM 9** Financial presentation on the status of the Fiscal Year 2025-2026 General Fund & Capital Project Funds as of August 31, 2025.

Truckee Meadows Fire Protection District (TMFPD) Chief Fiscal Officer (CFO) Cynthia Vance conducted a PowerPoint presentation and reviewed slides with the following titles: Truckee Meadows Fire Protection District General Fund FY26 Budget & Actual As of August 31, 2025; General Revenues As of August 31, 2025 compared to 16.67% of Budget; General Expenditures As of August 31, 2025 compared to 16.67% of Budget; Follow Up On Financial Questions.

Ms. Vance greeted the Board of Fire Commissioners (BOFC) and explained that her presentation covered the TMFPD's budget and actual amounts as of August 31, 2025. She noted that due to the timing of the BOFC meetings, the presentations typically reviewed data from each month approximately a month after each period concluded.

Ms. Vance displayed the *General Revenues as of August 31, 2025, compared to the 16.67% of the Budget* slide. She explained that the general revenues as of August 31, 2025, on the slide were given in comparison to 16.6 percent of the budget because that percentage represented two months of the budget. She noted that the bar titled *Actual* on the chart within the *Taxes* category for property taxes was much higher than the bar representing TMFPD's budget percentage. She reported that the TMFPD received a large tax payment in August, approximately 36 percent of the District's total property tax revenue. She explained that the TMFPD would receive roughly 20 percent of that revenue in October and about 39 percent in January, which was the final and most substantial of the payments for the year. She stated that another tax payment was expected to be received in March, which was equal to approximately 5 percent.

Ms. Vance acknowledged that while the tax revenue statistics appeared to be over budget when reviewed on a monthly scale, that revenue would have to be used to help supplement the District for the remainder of the year. She indicated that the District had yet to receive any intergovernmental revenue throughout the timeframe covered within the presentation. She explained that the intergovernmental revenue payments were often delayed by approximately two months. She noted that the consolidated tax (c-tax) revenue typically came in September, and she recalled seeing that the TMFPD's first c-tax payment had been comparatively low. She reported that the District would be attending a local government meeting hosted by the State in the following few weeks. She noted that there would be discussions during that meeting regarding what was happening with the c-tax disbursement. She suspected that a technology issue that the State was experiencing might have hindered the c-tax distribution. She suggested that the problem might have been the cause for the c-tax payment being lower than usual. She noted that the c-tax payment received in September 2025 was only about \$840,000, when the typical amount was expected to be about \$950,000.

Ms. Vance referred to the category on the graph for the District's revenue from charges for service, noting that in October, the TMFPD had just begun sending out the bills for July and August. She explained that there would be more traction in receiving

that revenue throughout the upcoming fall season. She acknowledged that the total revenues during August were over budget. She reiterated that property tax was the most significant source of the TMFPD's revenue, and that the TMFPD had received a large distribution.

Ms. Vance showed the *General Expenditures As of August 31, 2025 compared to 16.67% of Budget* slide. She explained that, for general fund expenditures, salaries and employee benefits comprised 79% of the TMFPD's budget. She noted that the District had operated very close to the budget but remained slightly under it. She mentioned that during July and August, expenditures for salaries and wages were likely higher because more employees went on vacation, which resulted in some additional overtime. She stated that despite that excess, the organization was still under budget, with the budgeting ending fund balance currently about 4 percent. She emphasized that the District needed to be slightly more under budget and shared that the TMFPD was actively working with all staff, as Chief Edwards had mentioned, to review the budget, make cuts, and find ways to grow the fund balance to between 16 and 20 percent.

Ms. Vance explained that a capital summary was included in the packet of materials for Agenda Item 9. She acknowledged that Chief Edwards had already reviewed some of the TMFPD's capital projects but noted that the packet listed the current status of the District's budgeted projects. She explained that she had not included a slide in her presentation on that topic and offered to discuss the matter if the Board preferred. She stated that the information could be reviewed in the packet if the BOFC had any questions.

Ms. Vance introduced the slide titled *Follow Up On Financial Questions* by explaining her intent to address some of the questions the BOFC had asked during her presentation at the previous BOFC meeting. She recalled that one of the questions the BOFC discussed was the meaning of finance with debt. She mentioned that the TMFPD had four debt issuances, with three related to facilities. She clarified that the District's bonds were written to apply to any facility, not specific ones. She explained that the TMFPD had a main facility project at the time of the previous presentation, but the District could also use any extra proceeds from that project for other facility projects. She noted that the three facility projects she referred to previously included the house and apparatus bay project for Fire Station 37, purchasing land, and the Baron Way project. She stated that the TMFPD had one equipment bond. She described the District's ability to finance debt through different types of bonds, leases, and revenue bonds. She noted that the TMFPD's c-tax limit was about 15%, which the District was approaching. She stated that revenue bonds were generally easier to issue than other types. She explained that the issuance of general obligation revenue bonds was subject to the 15% c-tax limit and reiterated that they were among the simplest bonds to issue. She elaborated on the property tax limit by noting that the TMFPD had a \$340 million limit to issue debt, representing all of the District's debt. She noted the connection of that debt to the Nevada Revised Statutes (NRS). She clarified that the debt would include the TMFPD's revenue bonds and certain types of leases. If the District issued bonds for proprietary funds based on business-type activities, those revenues or voter overrides would also be included. She emphasized that, despite the c-tax limit, the TMFPD still needed to be able to repay its debt. She explained that the

TMFPD would have to designate sources to reach that limit outside the District's general obligations.

Ms. Vance recalled that there had been a question about the estimated value of TMFPD's buildings as of the District's previous insurance renewal. She mentioned that the TMFPD did an estimate of that value, which was a roll-forward, but she did not have a full appraisal of the District's buildings. She stated that the estimate was about \$32.5 million for the buildings, excluding their contents. She clarified that collateral was not necessarily how the TMFPD issued bonds. She explained that while collateral could be used in some ways, its use was not required. She added that the TMFPD had the ability to issue debt but currently lacked the capacity to pay the District's debt due to interest rates and terms, economically driven expense increases, and revenue decreases.

Ms. Vance acknowledged that there had previously been a question about a special assessment. She mentioned that the TMFPD had researched that matter and found a special assessment in 2000 of \$0.0277 per \$100 of assessed value, which was used to purchase a fire engine for a volunteer fire department. She emphasized that it was a temporary special assessment. She explained that once that engine was purchased, the assessment was complete. She then stated that the TMFPD's current tax rate was \$0.54 per \$100 of assessed value and clarified that it was evenly distributed across the District, with nobody paying a different amount.

Chair Hill asked for confirmation whether that temporary special assessment was conducted in Washoe Valley. Ms. Vance noted that Chair Hill was correct. Chair Hill inquired if the assessment was specifically for purchasing an apparatus, and Ms. Vance clarified that it was for a fire engine for the volunteer fire department. Chair Hill asked if Ms. Vance knew when the assessment ended. Ms. Vance responded that the assessment was the last the TMFPD conducted, and it concluded in 2000, which was the last time it was included on any tax roll. Chair Hill thanked Ms. Vance for the clarification, which she thought was helpful.

Commissioner Andriola mentioned that she did not have a question but expressed appreciation for the clarification about the special assessment because she had received many calls on the matter. She believed others had received similar calls as well. She recounted having spoken with Chief Edwards and expressed gratitude to him and Ms. Vance for clarifying the matter. She emphasized the importance of such clarification. She pointed out that misinformation could sometimes become perceived as fact and appreciated the efforts to provide accurate information. She concluded by thanking them again for their leadership on the issue. Ms. Vance extended her gratitude to the Treasurer's Office and Treasurer Justin Taylor, noting that they were the people who had been able to find the historical background of the matter.

Commissioner Clark stated that he had a couple of questions and asked if it was correct that Ms. Vance had mentioned the value of the TMFPD's facilities being \$32.5 million. Ms. Vance confirmed that was the value the District used for its most recent insurance renewal. She explained that the insurance company had an inflation rate that they

applied to the estimate. She noted that the TMFPD had not had all of its facilities appraised, and those facilities could not all be replaced for \$32.4 million, as many of the District's facilities were older.

Commissioner Clark explained that he had tried to ask that question in a previous meeting, as he wanted to get an idea of the value of all the TMFPD's fire stations. He mentioned that if the fire stations were valued at \$32.4 million for insurance purposes, and the cost to build a new fire station in Washoe Valley was currently just over \$16 million, the total value for all the facilities seemed as though it should be much higher than \$32.4 million. He expressed a desire to better understand the total value of all the properties that the TMFPD owned, controlled, or occupied. He stated that he did not expect Ms. Vance to have that number prepared that day, but he opined that it would be interesting to know the total value of all the District's properties.

Chair Hill wanted to highlight to the Board that she and Vice Chair Herman had a meeting with executive staff at the County about the payment in lieu of taxes (PILT) funds that were received from the federal government. She explained that Vice Chair Herman was an expert on PILT funds, and they had wanted to discuss how the TMFPD could receive a grant of PILT money from the County, because they were aware the District would face cashflow issues at the beginning of the following FY. She explained that it was possible for the County to loan that money to the TMFPD, opining that it was great that the County had the ability to do so. She mentioned that County staff was examining the proper process for such action. She voiced her desire to ensure the rest of the BOFC was aware that those discussions were underway, as the discussed methods could represent a valuable use of funding, especially since the TMFPD was fighting fires on Bureau of Land Management (BLM) and United States Forest Service (USFS) land without always receiving federal reimbursement. She noted that the District was still waiting on federal government funds for some incidents. She thought it was a good connection and suggested that when the BOFC met as the Board of County Commissioners (BCC), they might discuss that in more detail. She wanted to ensure the board knew that it was a topic being discussed.

Chair Hill thanked Ms. Vance for her presentation. She thought it was great that the Board addressed the topics she presented every month. She appreciated the capital fund worksheet that Ms. Vance provided, as she believed it was helpful to see what the TMFPD had outstanding.

25-173F **AGENDA ITEM 10** Recommendation to approve the suspension of Board Policy P404.3B, Equipment Reimbursement Allocation, retroactive to Fiscal Year 2024-2025. (All Commission Districts.)

Chair Hill asked if Truckee Meadows Fire Protection District (TMFPD) Fire Chief Richard Edwards could provide a quick summary of the item.

Chief Edwards explained that the policy being discussed originated from TMFPD's off-district assignments and the reimbursements received for the equipment relocated for wildland assignments. He noted that the policy allocated 50 percent of those

reimbursements to the TMFPD's Capital Fund, which was used to replace equipment as it aged or required repairs. He recalled that, as Chair Hill had alluded to, the TMFPD would face a challenge with its fund balance beginning July 1, 2026. He mentioned that the District did not have enough funding readily available to pay the bills until it received the first property tax disbursement at the end of August. He said the TMFPD was investigating ways to temporarily put more money back into the General Fund to cover those bills. He stated that the recommendation from Agenda Item 10 represented one-time revenue for the General Fund, which should be sufficient to cover expenses and bills from July to August of the following year. He noted the District would reevaluate if it would be necessary to take similar action beyond that period. He added that the TMFPD would re-implement the suspended policy after that time to start returning money to the Capital Fund again. He reiterated that the recommendation was to temporarily suspend the Board policy, which would retroactively impact the previous fiscal year (FY), so the District would not transfer funds. Those funds would instead be put into the General Fund to help pay the bills the following year.

Chair Hill opined that Chief Edwards' suggestion demonstrated that he was investigating every policy and financial option for the Board of Fire Commissioners (BOFC). She was glad Chief Edwards mentioned eventually re-implementing the policy, as the policy was good and the Board wanted to ensure they invested in the TMFPD's equipment. She stated that when the District had cash flow issues, the BOFC needed to make such decisions.

Commissioner Andriola thanked Chief Edwards for investigating all possible savings and revenue opportunities, which she equated to finding spare change in a couch. She thought it would be helpful to keep track of the suspension that the Board was considering, as the goal was to reimplement the suspended policy. She wanted that to be considered so everyone remained aware of the matter for budgeting and planning purposes.

TMFPD Chief Fiscal Officer (CFO) Cynthia Vance clarified that the District tracked every incident and all equipment revenue, even outside the policy outlined in Agenda Item 10. She noted that the TMFPD would be able to determine precisely how much money the policy suspension equated to that would have gone into the Capital Fund if it were not reallocated to either the General Fund or Emergency Fund.

Commissioner Garcia asked for clarification regarding how the suspension would be implemented retroactively. She requested that Chief Edwards explain how that worked. Chief Edwards explained that the TMFPD received money for off-district assignments through June 30 of the previous year. He noted that the District did not transfer that money to the Capital Fund, so the policy suspension being deliberated would encompass that revenue as well. Commissioner Garcia acknowledged that, should Agenda Item 10 be approved, the policy suspension would be approved that day. She asked when Chief Edwards anticipated that the Board would revisit the matter. Chief Edwards answered that he expected the Board to revisit the policy suspension at approximately the

same time the following year, once past the previously mentioned July 1 to August 30 time frame.

Commissioner Clark stated that he thought Board Policy P404.3B was a good thing and that it had been beneficial to have it in place. He explained that during financially strong times, it made sense to reinvest 50 percent of the income back into equipment being leased or used off-site for other fires. He opined that it was wise to set aside money for the equipment's depreciation as payments were received. He voiced that he understood why there was currently an intent to reconsider the policy but questioned when it might be reactivated and reinstituted. He believed the policy should have a clause implementing a time frame for its suspension so funds could be allocated for emergencies and replacing equipment as it depreciated. He asked how long the TMFPD was planning to temporarily suspend the policy.

Chief Edwards expressed that he thought Commissioner Clark's question was great and fully supported what he had mentioned. Chief Edwards stated that the District needed the policy change and would reevaluate it around the same time the following year. He explained that the purpose of revisiting the matter later was to assess how much money the TMFPD would have from the fund balance, enabling the District to avoid repeating the same process during FYs 2026 and 2027. He explained that the TMFPD would evaluate whether it had enough money and if its fund balance had increased to about 16 percent. He noted that the fund balance not being where it needed to be was the most significant current challenge, as it represented the cash the District had on hand to cover expenses from the start of the FY until the TMFPD received the first property tax disbursement at the end of August. He noted that the increase to the fund needed to be around 16 percent because the TMFPD spent approximately 8.4 percent of its overall budget each month. He opined that achieving that target would allow the District to live within its means and thus re-implement the policy the following year.

Commissioner Clark explained that he understood that Chief Edwards inherited the situation and that there was a reason the money was not available for the District's current needs, which he attributed to the funds having already been spent. He emphasized that it should not be minimized that the funds had been spent. He noted that he would support the recommendation but clarified that he wanted the suspension to be a temporary fix rather than an ongoing measure. He mentioned that there should be a point for the suspension to cease effectiveness in the future and urged starting to rebuild reserve funds for equipment replacement. He reaffirmed his support for Agenda Item 10, provided it was clear that the TMFPD needed to return to normal operations, which he believed Chief Edwards was working diligently to achieve. Commissioner Clark acknowledged that Chief Edwards inherited the problem and appreciated his efforts to make things work. He indicated that the problem occurred in the past and emphasized that the present circumstances differed, as Chief Edwards had since begun his role. He hoped the public understood the importance of rebuilding the reserves to their necessary level.

There was no response to the call for public comment.

On motion by Commissioner Andriola, seconded by Commissioner Clark, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 10 be approved.

25-174F **AGENDA ITEM 11** Recommendation to approve a purchase order to the Siddons-Martin Emergency Group, Inc., 1362 E. Richie Ave, Houston, TX 77073, in an amount not to exceed \$250,000 for the repair of a 2019 Pierce Quantum Type I Pumper (FD0117) in accordance with NRS 332.115(c). (All Commission Districts.)

Chair Hill inquired if Truckee Meadows Fire Protection District (TMFPD) Fire Chief Richard Edwards could provide the Board of Fire Commissioners (BOFC) with any background on Agenda Item 11. Chief Edwards explained that the TMFPD had a fire apparatus that sustained substantial damage following a vehicle accident the previous winter. He noted that there were initial estimates to repair that apparatus, and the District paid the deductible and sent the check before relocating the apparatus to have the repairs done. He explained that the initial estimate was based on seeing only the outside of the apparatus, but more damage was noticed after removing parts and examining it from the back. He reported that the insurance adjustors contacted the District and informed them of the additional estimated cost. He noted that the TMFPD now required those funds to be provided to the repair company to fix the apparatus, which was the action to be deliberated on by Agenda Item 11.

Chair Hill asked whether the company Chief Edwards mentioned was a specialty repair shop, which was why the TMFPD would not have conducted competitive bids for the service. Chief Edwards confirmed that the company was designed specifically to repair Pierce apparatus. Chair Hill inquired if the Board had any questions, and it was concluded that they did not.

County Clerk Jan Galassini clarified that there was no public comment for Agenda Item 11.

On motion by Commissioner Garcia, seconded by Commissioner Andriola, which motion duly carried on a 5-0 vote, it was ordered that Agenda Item 11 be approved.

25-175F **AGENDA ITEM 12** Announcements/Reports.

Truckee Meadows Fire Protection District (TMFPD) Fire Chief Richard Edwards encouraged everyone to visit TMFPD's website to learn the dates and locations of the green waste recycling events. He hoped to see everybody at the green waste collection events.

Chair Hill noted that the Board would speak with County staff to share the information after Fire Communications Manager Adam Mayberry posted it on social media.

Commissioner Garcia thanked Chief Edwards for engaging with the community through the community preparedness events he and the TMFPD staff attended. She opined that it was lovely to see him interacting with citizens as a newcomer to the community, which she thought was important. She encouraged him to continue that work.

Commissioner Andriola echoed Commissioner Garcia's comments and explained that she had attended the Lazy 5 Regional Park community preparedness event. She thanked everyone who came to the event and the community as a whole. She was unsure how many community preparedness events there had been, but suspected there were about six. She thought it was great that there was a partnership for the event's messaging and thanked the TMFPD and the staff at the event for their contributions.

Commissioner Clark thanked Chief Edwards for attending his town hall meetings, being active in the South Valleys region, and remaining responsive to the citizens in that area. Commissioner Clark also expressed gratitude to Chief Edwards for showing up, working continuously to acquaint himself with the situations and personalities in District 2, and for his willingness to attend the town hall meetings.

Chair Hill noted the Board's appreciation for Chief Edwards. She stated that the Board of Fire Commissioners (BOFC) would continue to work with Chief Edwards to ensure they could engage with and educate the community about the TMFPD and the District's importance.

25-176F AGENDA ITEM 13 Public Comment.

There was no response to the call for public comment.

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10:44 a.m. There being no further business to discuss, the meeting was adjourned without objection.

ALEXIS HILL, Chair
Truckee Meadows Fire
Protection District

ATTEST:

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

Minutes Prepared By:
Brooke Koerner, Deputy County Clerk

Pending Board Approval