



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT STAFF REPORT

Board Meeting Date: November 4, 2025

DATE: October 10, 2025

TO: Truckee Meadows Fire Protection District Board of Fire Commissioners

FROM: Carla Arribillaga, Human Resources Manager
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THROUGH: Richard J. Edwards, Fire Chief
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SUBJECT: Recommendation to approve freezing one unclassified/appointed Fire Deputy Chief of Fire Prevention position (#70010000) and approve a revised Fire Marshal class specification and position (#70008230) with the Truckee Meadows Fire Protection District, with a salary range of \$144,560- \$184,496, with Regular Nevada Public Employees' Retirement System benefits (All Commission Districts). FOR POSSIBLE ACTION

SUMMARY

Recommendation to approve freezing one unclassified/appointed Fire Deputy Chief of Fire Prevention position (#70010000) and approve a revised Fire Marshal class specification and position (#70008230), with a salary range of \$144,560- \$184,496, with Regular Nevada Public Employees' Retirement System benefits.

PREVIOUS ACTION

On September 19, 2017, the Board of Fire Commissioners approved the creation of a unclassified/appointed Deputy Chief of Fire Prevention position, which included a class specification, salary range, and benefits.

BACKGROUND

NRS 474.470 authorizes the Board to organize the District and provide for payment of salaries of personnel. NRS 474.500 authorizes the District's fire chief to hire such employees as are authorized by the Board and coordinate fire protection activities within the District.

As part of the District's ongoing review of the Fire Prevention Division, it has been determined that the current Fire Deputy Chief of Fire Prevention position be frozen and that the former Fire Marshal position and class specification be revised, re-evaluated, and filled as an unclassified/appointed position. The revised Fire Marshall position is a supervisory role that is deemed critical to effectively support Fire Prevention staff, enhance community engagement,

and ensure the timely and robust enforcement of fire codes, all of which are immediate operational priorities. This position will report directly to the Fire Chief.

FISCAL IMPACT

The total estimated annual cost for the position is \$250,500 to \$307,700 to include salaries and benefits, including accrued time off. The total estimated general fund cost for Fiscal Year 2025-2026 (FY25/26) is \$145,600 to \$180,000. To offset the cost of this position, two unfilled fire prevention positions will remain unfilled through FY25/26. The net impact to the FY25/26 general fund budget will be \$0 to \$34,500, depending on the salary offered within the range and the exact start date. All costs will remain within the current FY25/26 General Fund Budget.

RECOMMENDATION

Staff recommends the Board approve freezing one unclassified/appointed Fire Deputy Chief of Fire Prevention position (#70010000) and approve a revised Fire Marshal class specification and position (#70008230), with a salary range of \$144,560- \$184,496, with Regular Nevada Public Employees' Retirement System benefits.

POSSIBLE MOTION

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

"I move to approve freezing one unclassified/appointed Fire Deputy Chief of Fire Prevention position (#70010000) and approve a revised Fire Marshal class specification and position (#70008230), with a salary range of \$144,560- \$184,496, with Regular Nevada Public Employees' Retirement System benefits."