

**Scope:** Admin  
Career  
Volunteer

Truckee Meadows Fire Protection District

## **POLICY**

# **Employee Lobbying Policy State Legislature P101.0B**

References:

**Effective April 1, 2025**

Initiated: 3/25/2025

Revised: Date

### **INTENT:**

The intent of the *Truckee Meadows Fire Protection District Lobbying Policy: State Legislature* is to:

1. Provide guidance and consistent procedures for appropriate lobbying at the state legislature; and to:
2. Provide clear guidance and procedures for required state and district lobbying reporting requirements; and to:
3. Provide coordinated and effective lobbying activities by Truckee Meadows Fire Protection District officers, employees and contract lobbyists at the Nevada State Legislature.

### **POLICY:**

#### **A. Overview**

1. Truckee Meadows Fire Protection District has determined that to provide for the security and welfare of the inhabitants of the Truckee Meadows Fire Protection District it is necessary for district officers and employees to participate in the State of Nevada's biennial legislative process, including legislative and lobbying activities, and in so doing, those district officers and employees are carrying out public business.
  - a. The Truckee Meadows Fire Protection District Lobbying Policy: State Legislature provides guidelines and requirements that must be followed by all district officers, employees and contract lobbyists while engaged in such legislative and lobbying activities.

#### **B. Lobbying**

1. When appearing before the Nevada State Legislature, any committee of the Legislature, or when meeting with individual Legislators, as representing the interests of Truckee Meadows Fire Protection District, a District employee, District officer, or contract lobbyist:
  - a. Must have approval of the District Fire Chief or their designee to register as a lobbyist for Truckee Meadows Fire Protection District; or in the case of an elected department, with the approval of the elected department head, may register to

1 represent that elected official and shall inform the District Fire Chief of such  
2 registration.

- 3 b. When appearing as a District issue expert, must have approval of the District Fire  
4 Chief or their designee; and shall inform the Legislative Affairs Manager prior to  
5 or as soon after as possible of such appearance.
- 6 c. Must communicate to the Legislative Affairs Manager all legislative activity  
7 performed on behalf of Truckee Meadows Fire Protection District, including  
8 contacts with legislators, lobbyists, and staff of the Legislature; appearances  
9 before committees and individual legislators (as a lobbyist or a District issue  
10 expert); and shall provide the Legislative Affairs Manager copies of all  
11 correspondence, written testimony, exhibits, etc. provided to the Legislature on  
12 behalf of Truckee Meadows Fire Protection District. The District Fire Chief or his  
13 designee, with their approval, may develop procedures to expedite any or all of  
14 these communication requirements.
- 15 d. In addition to filing required reports to the State of Nevada, must report on a  
16 monthly basis to the Legislative Affairs Manager (on the supplied standard form)  
17 all expenses related to lobbying, including hourly wages spent on lobbying  
18 activities, transportation, lodging and meals, telephone, entertainment, gifts, or  
19 other expenses required to be reported pursuant to *NRS218H.400 to 218H.410*,  
20 inclusive.
- 21 e. Shall confine position statements to the Board of Fire Commissioners approved  
22 policy positions, or in absence of such policy position, must confine position  
23 statements to those approved by the District Fire Chief or their designee.
- 24 f. Shall coordinate and report all contact with the media regarding any legislation or  
25 lobbying efforts with the Legislative Affairs Manager, who shall inform and  
26 coordinate such contact with the District Fire Chief or their designee; and shall  
27 coordinate with and report all contact with the media regarding any legislation or  
28 lobbying efforts to the District Communication manager.
- 29 g. When lobbying in the capacity as a member of a professional organization or  
30 association, must note in testimony or statement that they are speaking as a  
31 member of that professional organization or association, not as an employee or  
32 representative of Truckee Meadows Fire Protection District.
- 33 h. Shall not advocate a position for a professional organization or association that is  
34 inconsistent with District Board policy or an adopted legislative position if Truckee  
35 Meadows Fire Protection District has funded payment of dues for membership in  
36 that professional association, and/or the employee is appearing before the  
37 Legislature on District time.

2. Members of a board, commission, or employees appointed by the Truckee Meadows Fire Protection District Board of Fire Commissioners are not authorized to appear before the Nevada State Legislature, Committees of the Legislature, or to meet with individual Legislators, as representing the interests of Truckee Meadows Fire Protection District unless specifically authorized to do so by the Truckee Meadows Fire Protection District Fire Chief or the Board of Fire Commissioners.
3. In accordance with *NRS 218H.930 (6) and (7)*, an elected officer or employee of the district shall not receive compensation or reimbursement other than from Truckee Meadows Fire Protection District for personally engaging in lobbying at the State Legislature; except that an elected officer or employee of Truckee Meadows Fire Protection District may receive compensation or reimbursement from any organization whose membership consists of elected or appointed public officers.

### C. Registration and Expense Reporting Procedures

#### 1. Lobbyist Registration:

- a. Prior to appearing before the Legislature as a lobbyist representing Truckee Meadows Fire Protection District, a District employee, District Officer, or contract lobbyist shall register as a paid lobbyist with the Legislative Counsel Bureau in accordance with procedures and policies of the Legislative Commission, and the Truckee Meadows Fire Protection District Employee Lobbying Policy: State Legislature.
- b. Fees for lobbyist registration for District employees and officers are paid through the Legislative Affairs Program.
- c. District employees and officers intending to register as a lobbyist should contact the Legislative Affairs Manager prior to registering with the Legislative Counsel Bureau. *NRS 218H.080* defines lobbyist and provides for certain exceptions.
  - i. If an exception applies, the District employee or District Officer should not register as a lobbyist to avoid the unnecessary expense of the lobbyist registration fee.

#### 2. Monthly Expenditure Reports and End of Session Reports:

- a. In accordance with *NRS 218H.400*, all registered lobbyists are required to file a monthly expenditure report with the Legislative Counsel Bureau, irrespective of whether they had expenditures that month or not during all months when the Legislature is in session (including lobbyists registered for Special Sessions).
  - i. Expenditure reports on lobbying activities during the previous month must be filed with the Legislative Counsel Bureau's Lobbyist Registration Office, and copies shall be sent to the Truckee Meadows Fire Protection District Legislative Affairs Manager.

- ii. The monthly report must be filed with the LCB between the 1st and 10th day of the following month of the expenditure.
    - iii. Failure to file a report within 30 days will result in the revocation of your registration.
    - iv. Monthly expenditure reports are submitted during legislative sessions only.
  - b. The Termination/Final Report of Activity report must be filed within 30 days after the end of a legislative session or within 30 days of when a lobbyist terminates lobbying activities.
  - c. There is a statutory fee of \$10 per day for late filing of monthly reports and end of session reports (*NRS 218H.410*). District employees, District Officers, and contract lobbyists are personally responsible for payment of fees for the late filing of monthly expenditure reports and the Termination/Final Report of Activity.
3. Expense Reimbursement:
- a. All Legislative expenses and requests for reimbursements shall be made in accordance with ***Washoe County Code 5.365***: Legislative and Lobbying Expenses, utilizing the supplied standard form for reimbursement requests.

#### D. Obligations

1. District officials, District employees, and contract lobbyists who lobby or act as a District issue expert before the Nevada State Legislature on behalf of Truckee Meadows Fire Protection District shall:
  - a. Abide by all applicable Truckee Meadows Fire Protection District policies, including the Truckee Meadows Fire Protection District Employee Lobbying Policy: State Legislature
  - b. Abide by all applicable Truckee Meadows Fire Protection District and Washoe County Code requirements;
  - c. Abide by all applicable Nevada Revised Statutes and Nevada Administrative Code requirements; and
  - d. Abide by all policies of the Nevada Legislature.
2. Questions on this policy should be directed to the District Legislative Affairs Manager.

#### DEFINITIONS:

**Board:** The Truckee Meadows Fire Protection District Board of Fire Commissioners.

**District officer:** Any elected or appointed official of Truckee Meadows Fire Protection District.

**District employee:** Any individual currently under employment by Truckee Meadows Fire Protection District

1 **A member of a “board, commission, or task force”:** Any individual appointed by the  
2 Truckee Meadows Fire Protection District Board of Fire Commission to a board, commission or  
3 task force, regardless of whether the board, commission or task force is advisory or regulatory  
4 in nature.

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6 **Contract lobbyist:** Any individual or firm the District has contracted with Truckee Meadows  
7 Fire Protection District or any agency or division of Truckee Meadows Fire Protection District  
8 for legislative lobbying services.

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10 **District lobbyist:** means, except as excluded below, a district officer, employee or contract  
11 lobbyist who:

- 12 a. Appears in person in the legislative building or any other building in which the legislature  
13 or any of its standing committees hold meetings; and
- 14 b. Communicates directly with a member of the legislative branch on behalf of Truckee  
15 Meadows Fire Protection District to influence legislative action whether or not any  
16 compensation is received for the communication.

17 “District lobbyist” does not include:

- 18 c. A District “issue expert” as defined below.
- 19 d. Elected or appointed district officers who **confine their lobbying activities to issues**  
20 **directly related to the scope of the office of which they represent (NRS 218H.080).**

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22 **District issue expert:** A district officer or employee who confines their legislative activities to  
23 formal appearances before official legislative committee hearings (either at the request of a  
24 District Lobbyist, a Legislator, or a Committee of the Legislature), or confine their lobbying  
25 activities to communicating directly with one or more members of the Legislative Branch only  
26 on an infrequent or irregular basis and who do not otherwise engage in any lobbying activities,  
27 and who clearly identifies themselves as a district officer or employee and presents information  
28 or testimony that includes an identification of the interest or interests of Truckee Meadows Fire  
29 Protection District. A District issue expert is not required to register as a lobbyist with the State  
30 of Nevada Legislative Counsel Bureau, unless their contact with the Legislature and or one or  
31 more members of the Legislature is frequent, regular or substantial enough to constitute  
32 lobbying (NRS 218H.080(h)). A District issue expert must report their legislative and lobbying  
33 activities to the District Fire Chief or their designee.

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35 **Legislative Affairs Manager:** The specific District Liaison designated by the Fire Chief to  
36 manage Truckee Meadows Fire Protection Districts County’s overall State legislative affairs  
37 program.

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39 **Legislative action:** Introduction, sponsorship, debate, voting and any other official action on  
40 any bill, resolution, amendment, nomination, appointment, report and any other matter pending  
41 or proposed in a legislative committee, in either house of the legislature, or is before the  
42 Governor for consideration, or on any matter which may be the subject of action by the  
43 legislature.

APPROVED BY:

 4/1/25

Board of Fire Commissioners / Date

 4/1/25

Fire Chief / Date

**Revision History:**

Date	Description	Page # and Line #
03/25/2025	Newly published to be effective 04/01/2025	n/a