



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT STAFF REPORT

Board Meeting Date: April 1, 2025

DATE: March 10, 2025

TO: Truckee Meadows Fire Protection District Board of Fire Commissioners

FROM: August Isernhagen, Division Chief - Wildland
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THROUGH: Dale Way, Interim Fire Chief
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SUBJECT: Recommendation to approve a Lease Agreement effective May 1, 2025, between Truckee Meadows Fire Protection District and Whispering Road Investments, LLC to lease 1,771 square feet of flexible office space (Suiter #102 and #201), and 1,000 square feet of secured outdoor parking located at 1365 Quilici Ranch Road, Verdi NV, 89439 for a term of sixty (56) months and a base rent of \$3,550 plus Common Area Maintenance Cost at \$1,053 per Month commencing on June 1, 2025, for the purpose of establishing office space for Wildland and Fuels Division personnel. (Commission District 5) FOR POSSIBLE ACTION

SUMMARY

This item is a recommendation to approve a Lease Agreement effective May 1, 2025, between Truckee Meadows Fire Protection District (TMFPD) and Whispering Road Investments, LLC to lease 1,771 square feet of flexible office space (Suiter #102 and #201), and 1,000 square feet of secured outdoor parking located at 1365 Quilici Ranch Road, Verdi NV, 89439 for a term of sixty (56) months and a base rent of \$3,550 plus Common Area Maintenance (CAM) Cost at \$1,053 per Month commencing on June 1, 2025, for the purpose of establishing office space for Wildland and Fuels Division personnel.

PREVIOUS ACTION

November 12, 2024, the Board of Fire Commissioners approved a Lease Agreement between TMFPD and Whispering Road Investments, LLC to lease 2,700 square feet of flex Commercial Space and 1,200 square feet of secured outdoor parking located at 1365 Quilici Ranch Road, Verdi NV, 89439 for a term of sixty (60) months and a base rent of \$4,293 per month plus \$528 monthly rent for the secured outdoor space commencing on January 1, 2025 for the purpose of establishing office and storage space for Wildland and Fuels Division personnel and equipment.

BACKGROUND

In Spring of 2020, TMFPD started hiring personnel for the Wildland Division. TMFPD subsequently hired additional personnel in the coming years numbering 38 total. Those personnel and equipment were housed between Lemmon Valley station 440, and the Verdi History Preservation Society's property. In fall of 2023 TMFPD was asked by the Verdi History Preservation Society to terminate its lease at 165 Bridge St, Verdi. When this took place, TMFPD shifted housing locations for its crews. TMFPD is currently housing two engines and personnel out of Headquarters.

In November of 2024, the district entered into a lease agreement for 2,700 square feet of flex Commercial Space. This space is used to house engines and miscellaneous gear. Within that same complex, additional space has become available. By leasing this additional space, the Wildland and Fuels crew will now have the ability to move the "homebase" of two-thirds of its crew. This space provides for much-needed office space for supervisors and for the crew to complete daily administrative-type tasks. The location also includes space for training and no hazardous storage. All of the leased spaces are located within the same location and will provide for much more efficient daily processes.

FISCAL IMPACT

The total cost for FISCAL Year 2024-2025 (FY24/25) is expected to be less than \$35,000 and remain within the current FY24/25 adopted budget. Future annual lease payments of approximately \$60,000 plus utilities will be included in future budgets.

RECOMMENDATION

Staff recommends the Board of Fire Commissioners approve a Lease Agreement effective May 1, 2025, between TMFPD and Whispering Road Investments, LLC to lease 1,771 square feet of flexible office space (Suiter #102 and #201), and 1,000 square feet of secured outdoor parking located at 1365 Quilici Ranch Road, Verdi NV, 89439 for a term of sixty (56) months and a base rent of \$3,550 plus CAM Cost at \$1,053 per Month commencing on June 1, 2025, for the purpose of establishing office space for Wildland and Fuels Division personnel.

POSSIBLE MOTION

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

"I move to approve a Lease Agreement effective May 1, 2025, between Truckee Meadows Fire Protection District and Whispering Road Investments, LLC to lease 1,771 square feet of flexible office space (Suiter #102 and #201), and 1,000 square feet of secured outdoor parking located at 1365 Quilici Ranch Road, Verdi NV, 89439 for a term of sixty (56) months and a base rent of \$3,550 plus Common Area Maintenance Cost at \$1,053 per Month commencing on June 1, 2025, for the purpose of establishing office space for Wildland and Fuels Division personnel."