



**TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
STAFF REPORT**

Board Meeting Date: April 1, 2025

DATE: March 17, 2025

TO: Truckee Meadows Fire Protection District Board of Fire Commissioners

FROM: Cindy Vance, Chief Fiscal Officer
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THROUGH: Dale Way, Interim Fire Chief
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SUBJECT: Recommendation to approve and adopt Truckee Meadows Fire Protection District Resolutions TM02-2025, TM03-2025, and TM04-2025 to augment or amend the District's Fiscal Year 2024-2025 Budget for the Emergency Medical Services fund in the amount of \$67,806, for the Capital Projects fund in the amount of \$11,140,064, and for the General fund in the amount of \$60,000; and if approved direct the District to make the appropriate budget adjustments. (All Commission Districts) FOR POSSIBLE ACTION

SUMMARY

Recommendation to approve and adopt Truckee Meadows Fire Protection District (TMFPD) Resolutions TM02-2025, TM03-2025, and TM04-2025 to augment or amend the District's Fiscal Year 2024-2025 (FY24/25) Budget for the Emergency Medical Services (EMS) fund in the amount of \$67,806, for the Capital Projects fund in the amount of \$11,140,064, and for the General fund in the amount of \$60,000; and if approved direct the District to make the appropriate budget adjustments.

PREVIOUS ACTION

October 3, 2023, the Board of Fire Commissioners approved and adopted Resolution TM19-2023 accepting a grant from The William N. Pennington Foundation in the amount of \$558,000 for the purchase of a new Type III wildland fire engine and corresponding loose equipment.

November 7, 2023, the Board of Fire Commissioners approved a Phase 2 Memorandum of Understanding between TMFPD, Washoe County, and Apple, Inc., which defines the next steps in the development and processes for design and pre-construction services for the TMFPD Fire Station #35 and the respective duties and responsibilities of each party.

May 7, 2024, the Board of Fire Commissioners approved a First Amendment to the Phase 2 Memorandum of Understanding between Apple, and TMFPD, including a \$100,000 increase of the total aggregate amount of \$180,000 in cost for electric service and approve the payment to NV Energy in that amount for the site of the TMFPD Fire Station #35, and approve a \$114,700 expenditure to H+K Architects for additional site design, and approve a change order to the current contract in that amount.

May 21, 2024, the Board of Fire Commissioners approved the TMFPD's FY 24/25 tentative budget with changes to be adopted into the Final Budget as presented.

September 3, 2024, the Board of Fire Commissioners accepted a donation of three (3) Lucas Mechanical Compression Devices and accessories and four (4) Airway Manikin trainers including any required carrying cases and corresponding supplies from the Inter-Hospital Coordinating Council.

October 1, 2024, the Board of Fire Commissioners retroactively approved a Sub-Grant Agreement effective from July 1, 2024, to June 30, 2025, between TMFPD and Washoe County to provide for the purchase of one Toxic Medic Kit in the amount of \$5,317. as part of the 2025 Nevada State Emergency Response Commission, Operations, Planning, Training and Equipment Grant, passed through from Washoe County.

November 12, 2024, the Board of Fire Commissioners accepted a grant from TC Energy, in an amount of up to \$20,000, to obtain the needed extrication equipment relating to TMFPD Operations Division.

November 12, 2024, the Board of Fire Commissioners approved the selection of Bob Murray & Associates to perform a nationwide search for the selection of a new TMFPD Fire Chief at a cost of \$22,000 plus reimbursable expenses at an approximate additional cost of \$8,000-\$12,000.

November 12, 2024, the Board of Fire Commissioners adopted Resolution TM09-2024 authorizing the issuance of the TMFPD's Capital Improvement Revenue Bond, Series 2024 in the maximum principal amount of \$5,252,000 to finance the acquisition of properties for stations and administration authorized by NRS 474.511, including fixtures, structures, stations, other buildings and sites therefor and appurtenances and incidentals necessary, useful or desirable for any such facilities, including all types of property and delegate to the Fire Chief authority to finalize the terms of the Bond upon approval of the loan by the Board of the State Infrastructure Bank in November.

January 7, 2025, the Board of Fire Commissioners approved a Phase 3 Memorandum of Understanding between TMFPD, Washoe County, and Apple Inc. which defines the agreement between the Parties for funding the construction, construction management, commissioning, special inspections, and cost apportionment for TMFPD Fire Station #35, and authorize staff to negotiate final details of the cost apportionment, subject to a final review and approval of the Chair.

BACKGROUND

The District has revenues generated from previously unbudgeted sources. These sources have been previously approved by the Board of Fire Commissioners under grants, agreements, donation and debt proceeds. In addition, the District has the need to use a portion of contingency allowance for the costs of the recruitment firm for the nationwide search for the District's Fire Chief.

The additional sources and uses are listed below:

EMS Fund:

Donation of Lucas CPR devices, \$50,000 plus supplies of \$3,006, and Airway manikin head trainers \$9,483, and donation of Tox-Medic kit \$5,317

Increase Revenues:

Capital Contribution:	\$ 50,000.00
Donations:	\$ 12,489.00
State Grant:	<u>\$ 5,317.00</u>
Total EMS Revenues:	\$ 67,806.00

Expenses and Cash Flows:

Cash Flow for Capital Purchase	\$ 50,000.00
Non-capital equipment & supplies expense	<u>\$ 17,806.00</u>
Total EMS Expenses and Cash Flows:	\$ 67,806.00

Capital Projects Fund:

Debt Proceeds of \$5,252,000, Apple MOU #2 and MOU #3 \$5,388,303 to included actual expenditures reimbursed under MOU #2 (\$1,534,545) and the first payment request of 25% of MOU #3 (\$3,853,758), and reallocation for apparatus purchased under a Pennington Grant Award in Fiscal Year 2023-2024, expected to be received in FY 24/25 for \$499,761.

Increase Revenues/Sources:

Proceeds from Issuance of Debt:	\$ 5,252,000.00
Reimbursements:	\$ 5,388,303.00
Donations:	<u>\$ 499,761.00</u>
Total Capital Projects Revenues/Sources:	\$ 11,140,064.00

Expenditures and Uses:

Debt Issuance Costs	\$ 133,464.00
Capital Outlay: Apparatus	\$499,761.00
Capital Outlay: Buildings and Improvements	<u>\$ 10,506,839.00</u>
Total Capital Projects Expenditures and Uses:	\$ 11,140,064.00

General Fund:

TC Energy Grant for extrication equipment \$20,000 and use of contingency for recruitment firm for \$40,000.

Increase Revenues:

Donations: \$ 20,000.00

Expenditures/Sources:

Contingency (\$40,000.00)

Service & Supplies: Professional Services \$40,000.00

Capital Outlay: Equipment \$ 20,000.00

Total General Fund Expenditures: \$ 20,000.00

FISCAL IMPACT

If approved, the amendments and augmentations will result in an increase in appropriations for the General Fund by \$20,000 plus a reallocation of contingency funds of \$40,000, an increase in appropriations for the EMS Fund by \$67,806 and an increase in appropriations in the Capital Projects fund by \$11,140,064.

RECOMMENDATION

Staff recommends the Board approve Truckee Meadows Fire Protection District Resolutions TM02-2025, TM03-2025, and TM04-2025 to augment or amend the District's Fiscal Year 2024-2025 Budget for the Emergency Medical Services fund in the amount of \$67,806, for the Capital Projects fund in the amount of \$11,140,064, and for the General fund in the amount of \$60,000; and direct the District to make the appropriate budget adjustments.

POSSIBLE MOTION

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

"I move to approve Truckee Meadows Fire Protection District Resolutions TM02-2025, TM03-2025, and TM04-2025 to augment or amend the District's Fiscal Year 2024-2025 Budget for the Emergency Medical Services fund in the amount of \$67,806, for the Capital Projects fund in the amount of \$11,140,064, and for the General fund in the amount of \$60,000; and direct the District to make the appropriate budget adjustments."