TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
STAFF REPORT
Board Meeting Date: June 3, 2025

DATE: May 19, 2025

TO: Truckee Meadows Fire Protection District Board of Fire Commissioners

FROM: Carla Arribillaga, Human Resources Manager
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THROUGH: Dale Way, Interim Fire Chief
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SUBJECT: Recommendation to approve an Employment Agreement for Richard J Edwards to serve as the Truckee Meadows Fire Protection District Fire Chief, with a one (1) year contract beginning July 1, 2025, ending June 30, 2026, including provisions for an annual salary of $296,849.28, benefits in the amount of $145,753, and other provisions common to executive employment contracts, including those of previous Fire Chief, and to authorize reimbursement of moving expenses up to $5,000. (All Commission Districts) FOR POSSIBLE ACTION

SUMMARY

Recommendation to approve an Employment Agreement for Richard J Edwards to serve as the Truckee Meadows Fire Protection District Fire Chief, with a one (1) year contract beginning July 1, 2025, ending June 30, 2026, including provisions for an annual salary of $296,849.28, benefits in the amount of $145,753, and other provisions common to executive employment contracts, including those of previous Fire Chief, and to authorize reimbursement of moving expenses up to $5,000.

PREVIOUS ACTION

On May 5, 2025, the Board conducted interviews of the final five candidates and selected Richard J. Edwards as its next Fire Chief. The Board's intent was to have an employment contract developed with Mr. Edwards and submitted to the Board for consideration and possible approval at this meeting.

BACKGROUND

Per Nevada Revised Statute 474.163, the Fire Chief must be filled by appointment by the board of directors of a county fire protection district; the Fire Chief serves at the pleasure of the Board.

1. The board of directors of a county fire protection district may appoint a district fire chief who shall have adequate training and experience in fire control and who shall hire such employees as are authorized by the board.

2. The district fire chief shall administer all fire control laws in the district and perform such other duties as may be designated by the board of directors.
3. The district fire chief shall coordinate fire protection activities in the district and shall cooperate with all other fire protection agencies and rangeland fire protection associations.

The recruitment for the Fire Chief opened on February 12, 2025, and the application period closed on March 23, 2025. There were 12 total applicants that met the minimum qualifications. Phone interviews were conducted with 11 (one withdrew) candidates on April 1st and 2nd, 2025. The final five candidates were interviewed by the Board on May 5, 2025, and the Board selected Richard J. Edwards as its next Fire Chief.

Accordingly, staff developed and negotiated the attached agreement with Mr. Edwards on behalf of the board, which is presented for approval.

1. Annual salary of $296,849.28
2. One-time addition of 60 hours of PTO, added January 2026 and must be used by December 2026.
3. Annual benefits include, but are not limited to, Health Insurance, Life Insurance, Regular PERS, and Uniform Allowance at an annual cost of $145,753.
4. Mr. Edwards is still employed and on leave from the City of Stockton pending his retirement on July 14, 2025.

FISCAL IMPACT

The estimated value of employment, including paid time off which is not expected to have a Fiscal Year 2025-2026 (FY25/26) budget impact, is $468,145. The estimated total annual FY25/26 budget impact is approximately $434,642. The total cost is within the FY25/26 budget for this position.

RECOMMENDATION

It is recommended the Board approve an Employment Agreement for Richard J Edwards to serve as the Truckee Meadows Fire Protection District Fire Chief, with a one (1) year contract beginning July 1, 2025, ending June 30, 2026, including provisions for an annual salary of $296,849.28, benefits in the amount of $145,753, and other provisions common to executive employment contracts, including those of previous Fire Chief, and to authorize reimbursement of moving expenses up to $5,000.

POSSIBLE MOTION

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

"I move to approve an Employment Agreement for Richard J Edwards to serve as the Truckee Meadows Fire Protection District Fire Chief, with a one (1) year contract beginning July 1, 2025, ending June 30, 2026, including provisions for an annual salary of $296,849.28, benefits in the amount of $145,753, and other provisions common to executive employment contracts, including those of previous Fire Chief, and to authorize reimbursement of moving expenses up to $5,000."