



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT STAFF REPORT

Board Meeting Date: June 23, 2026

DATE: June 10, 2026

TO: Truckee Meadows Fire Protection District Board of Fire Commissioners

FROM: Crystal Sublet, Chief Fiscal Officer
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THROUGH: Richard J. Edwards, Fire Chief
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SUBJECT: Recommendation to approve an increase in the amount of \$10,000 to Blanket Purchase Order #7500004872 for Manpower Temporary Services, increasing the total not-to-exceed amount from \$125,000 to \$135,000, utilizing Nevada State Contract pricing (99SWC-NV25-25407). This increase will allow for the funding of one part-time Accountant within the Finance Division (All Commission Districts). FOR POSSIBLE ACTION

SUMMARY

This item is to approve an increase in the amount of \$10,000 to Blanket Purchase Order #7500004872 for Manpower Temporary Services, increasing the total not-to-exceed amount from \$125,000 to \$135,000, utilizing Nevada State Contract pricing (99SWC-NV25-25407). This increase will allow for the funding of one part-time Accountant within the Finance Division.

PREVIOUS ACTION

April 7, 2026, The Board of Fire Commissioners approved an increase in the amount of \$30,000 to Blanket Purchase Order #7500004872 for Manpower Temporary Services, increasing the total not-to-exceed amount from \$95,000 to \$125,000, utilizing Nevada State Contract pricing (99SWC-NV25-25407) to allow for the continued funding of one part-time Plans Examiner within the Fire Prevention Division.

BACKGROUND

In prior fiscal years, the Finance Division has successfully utilized temporary Accountant support to assist with the increased workload associated with fiscal year-end closing and preparation for the annual external audit. This practice has ensured the District's ability to meet critical financial reporting deadlines and maintain smooth audit operations.

The upcoming fiscal year-end coincides with the District's peak operational period during fire season, which places additional demands on internal staff and emphasizes the need for timely, accurate financial processing. While the current Finance team continues to take on higher-level responsibilities and improve internal processes, temporary year-end assistance remains the most efficient and cost-effective solution to manage the seasonal workload without adding permanent staffing.

The Finance Division is responsible for essential districtwide functions including budget development and monitoring, payroll processing, accounts payable and receivable, financial reporting, audit coordination, asset and inventory management, grant administration, and oversight of internal controls. Continued use of temporary Accountant support during the year-end period ensures these critical functions remain uninterrupted and compliant with all reporting requirements.

FISCAL IMPACT

The District has adequate funds in the fiscal year 2025-2026 General Fund to cover the change order's increased amount of \$10,000 to continue funding for one part-time accountant within the Finance Division.

RECOMMENDATION

Staff recommends the Board approve an increase in the amount of \$10,000 to Blanket Purchase Order #7500004872 for Manpower Temporary Services, increasing the total not-to-exceed amount from \$125,000 to \$135,000, utilizing Nevada State Contract pricing (99SWC-NV25-25407) allowing for the funding of one part-time Accountant within the Finance Division.

POSSIBLE MOTION

If the Board agrees with Staff's recommendation a possible motion can be:

"I move to approve an increase in the amount of \$10,000 to Blanket Purchase Order #7500004872 for Manpower Temporary Services, increasing the total not-to-exceed amount from \$125,000 to \$135,000, utilizing Nevada State Contract pricing (99SWC-NV25-25407) allowing for the funding of one part-time Accountant within the Finance Division."