



**TRUCKEE MEADOWS FIRE PROTECTION DISTRICT
STAFF REPORT**

Board Meeting Date: October 7, 2025

DATE: September 15, 2025

TO: Truckee Meadows Fire Protection District Board of Fire Commissioners

FROM: Richard J. Edwards, Fire Chief
Phone: (775) 326-6000 Email: redwards@tmfpd.us

SUBJECT: Recommendation to approve a delegation of contractual approval and signing authority from the Board of Fire Commissioners to the Fire Chief on behalf of Truckee Meadows Fire Protection District for certain types of contracts/agreements, to include: (1) authority for the Fire Chief to purchase supplies, materials, equipment and contractual services required by TMFPD in annual amounts or estimated annual amounts up to \$100,000.00 per vendor contract or up to \$100,000.00 in the aggregate spend or encumbered per vendor, (2) authority for the Fire Chief to enter into operating plans subsumed under existing interlocal/cooperative/mutual aid agreements with other local governments, and (3) authority for the Fire Chief to enter into agreements with landowners to provide various services such as fuels management/reduction and defensible space assistance. The Fire Chief's approval and signing authority shall be in accordance with legal, purchasing, and fiscal compliance required by State and Federal law, and to the extent not otherwise inconsistent with this delegation, in accordance with Washoe County's purchasing policies. (All Commission Districts.) **FOR POSSIBLE ACTION**

SUMMARY

Recommendation to approve a delegation of contractual approval and signing authority from the Board of Fire Commissioners to the Fire Chief on behalf of the Truckee Meadows Fire Protection District ("TMFPD" or "District") for certain types of contracts/agreements. The Fire Chief's approval and signing authority shall follow applicable legal, purchasing, and fiscal compliance required by State and Federal law; and to the extent not otherwise inconsistent with this delegation, shall also follow Washoe County's purchasing policies. The specific delegation request is found on page 2 of this staff report.

PREVIOUS ACTION

None

BACKGROUND

TMFPD was created by the Washoe County Board of County Commissioners through the authority granted by NRS 474.460. TMFPD is a political subdivision of this state, and as such, it may contract and be contracted with. NRS 474.460(3)(c). The Washoe County Board of County Commissioners is ex officio the governing body of TMFPD, and in that role, is known as the Board of Fire Commissioners. *See* NRS 474.460(4).

The Board of Fire Commissioners manages and conducts the business affairs of the District and adopts rules and regulations necessary for the administration of the District. *See* NRS 474.470(1) and (2). This includes acquiring real and personal property necessary for the District's purposes and employing sufficient agents and employees to maintain and operate such property. NRS 474.470(6) and (7). Pursuant to NRS 474.500, the board of fire commissioners may appoint a district fire chief who is adequately trained and experienced in fire control. The District's fire chief shall administer fire control laws in the District's jurisdiction, hire such employees as are authorized by the Board of Fire Commissioners, and perform such other duties as may be designated by the Board. *See* NRS 474.500(1).

Generally speaking, TMFPD has followed Washoe County's policies in the absence of a specific applicable TMFPD policy. And generally speaking (with a few exceptions), Washoe County's policies do not authorize department heads or elected officials to enter into contractual agreements. Rather, contracts are authorized by the Board of County Commissioners or the Washoe County Purchasing and Contracts Manager. TMFPD is not part of Washoe County, but rather, an independent political subdivision. In order to perform his duties as designated by the Board, the Fire Chief is asking for the following specific delegation of contractual approval and signing authority:

- The Fire Chief shall have the authority to purchase all supplies, materials, equipment and contractual services required by the Truckee Meadows Fire Protection District in annual amounts or estimated annual amounts up to \$100,000.00 per vendor contract or up to \$100,000.00 in the aggregate spend or encumbered per vendor, and submit to the Board of Fire Commissioners for award all purchases of supplies, materials, equipment and contractual services in annual amounts or estimated annual amounts in excess of \$100,000.00 per vendor contract or in excess of \$100,000.00 in the aggregate spend or encumbered per vendor in accordance with the provisions of the Local Government Purchasing Act; and to the extent not inconsistent with this delegation, in accordance with Washoe County's purchasing policies. Further, for purchases of such supplies, materials, equipment and contractual services specified in this paragraph, the Fire Chief shall have the authority to delegate such authorization to appropriate TMFPD staff, to be limited to, the applicable Deputy Chief, Division Chief, Human Resources Manager or Chief Fiscal Officer.
- While interlocal agreements, cooperative agreements and mutual aid agreements between local governments and TMFPD will continue to be approved by the Board of Fire Commissioners, the Fire Chief shall have authority to enter into operating plans subsumed under those existing agreements.

- The Fire Chief shall have the authority to enter into agreements with landowners for TMFPD to provide various services, including fuels management/reduction and defensible space assistance. Further, for such agreements, the Fire Chief shall have the authority to delegate such authorization to appropriate TMFPD staff, to be limited to, the applicable Deputy Chief or Division Chief.

Other types of contracts/agreements not specified herein shall be approved by the Board of Fire Commissioners, who may designate to the Fire Chief further authority related to the specific agreement.

FISCAL IMPACT

There is no fiscal impact with this staff report.

RECOMMENDATION

Staff recommend that the Board approve a delegation of contractual authority from the Board of Fire Commissioners to the Fire Chief on behalf of TMFPD for certain types of contracts/agreements, as specified in this staff report.

POSSIBLE MOTION

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

"I move to approve a delegation of contractual approval and signing authority from the Board of Fire Commissioners to the Fire Chief on behalf of TMFPD for certain types of contracts/agreements, to include: (1) authority for the Fire Chief to purchase supplies, materials, equipment and contractual services required by TMFPD in annual amounts or estimated annual amounts up to \$100,000.00 per vendor contract or up to \$100,000.00 in the aggregate spend or encumbered per vendor, (2) authority for the Fire Chief to enter into operating plans subsumed under existing interlocal/cooperative/mutual aid agreements with other local governments, and (3) authority for the Fire Chief to enter into agreements with landowners to provide various services such as fuels management/reduction and defensible space assistance. The Fire Chief's approval and signing authority shall be in accordance with legal, purchasing, and fiscal compliance required by State and Federal law, and to the extent not otherwise inconsistent with this delegation, in accordance with Washoe County's purchasing policies."