

**BOARD OF FIRE COMMISSIONERS  
TRUCKEE MEADOWS FIRE PROTECTION DISTRICT**

TUESDAY

9:00 A.M.

December 16, 2025

PRESENT:

Jeanne Herman, Vice Chair  
Mariluz Garcia, Commissioner  
Clara Andriola, Commissioner  
Michael Clark, Commissioner\*

Catherine Smith, Chief Deputy County Clerk  
Richard Edwards, Fire Chief  
Jennifer Gustafson, Deputy District Attorney

ABSENT:

Alexis Hill, Chair

The Board convened at 9:00 a.m. in regular session in the Commission Chambers of the Washoe County Administration Complex, 1001 East Ninth Street, Reno, Nevada. Following the Pledge of Allegiance to the flag of our Country, Chief Deputy County Clerk Cathy Smith called roll and the Board conducted the following business:

**25-200F      AGENDA ITEM 3 Public Comment.**

There was no response to the call for public comment.

**25-201F      AGENDA ITEM 4 Announcements/Reports.**

Commissioner Garcia thanked the Truckee Meadows Fire Protection District (TMFPD) team for their outstanding community outreach and for organizing parades throughout the region. She said she received many positive comments from constituents in her district who appreciated the TMFPD's holiday spirit and presence in the community. She recognized that public safety was the number one priority but thought that spreading Christmas cheer was also important. She believed that the TMFPD's community engagement made the organization more relatable, accessible, and trusted. She expressed appreciation for the extra effort required for the events that went beyond the staff's already busy schedules and noted the importance of community outreach.

Commissioner Andriola wished everyone a merry Christmas and echoed the comments made by Commissioner Garcia. She shared that she enjoyed riding in the fire truck with Santa Claus during the parade and seeing the community members who attended. She recognized the TMFPD Fire Chief Richard Edwards for organizing the event and thanked the TMFPD, community partners, the Washoe County Sheriff's Office (WCSO), and other participants. She said that she appreciated everyone's spirit and added

that she enjoyed drinking hot chocolate and seeing the presents. She mentioned the potential for future expansion of the event and stated that she was surprised by the level of participation. She noted that she could hear the hum of the fire trucks long after the event had ended and believed that while some neighbors may have initially been confused by the sirens, they were pleasantly surprised to see Santa Claus. She felt that the event was a fantastic idea and said she looked forward to it in the years to come. She assumed that Chief Edwards likely received positive feedback, and mentioned the event reflected that the TMFPD was part of the community. She believed that the team brought the holiday spirit, joy, and kindness that everyone deserved.

Chief Edwards said he appreciated the kind comments and thanked Engineer Anthony Schiro and Firefighter Alexander Doerr for turning the idea into a reality. He noted that staff had done an incredible job serving the community and said that by hosting five nights of parades in different neighborhoods, they were able to collect a substantial number of toys for several local nonprofits. He stated that the TMFPD staff looked forward to building on the event in the future. He felt that the event was a great way to interact and invite the community into the firehouses to meet their local firefighters, which he thought added tremendous value.

Commissioner Andriola asked Chief Edwards to share where donations could be sent. She thought that although the parade was over, it did not mean that donations could not still be made to the Truckee Meadows Firefighters Foundation (TMFF).

Chief Edwards explained that donations could be made through the TMFF website and provided information on how to donate. He believed the toy drive ended on December 16, 2025, and that unwrapped toys could be dropped off at a local firehouse or administrative building.

**\*9:06 a.m.    Commissioner Clark arrived at the meeting.**

**CONSENT ITEMS – 5A THROUGH 5D**

**25-202F** A Recommendation to approve the meeting minutes from the November 4, 2025, Board of Fire Commissioners Meeting (All Commission Districts).

**25-203F** B Recommendation to approve a Notice of Cancellation for the regularly scheduled Board of Fire Commissioners meeting on January 6, 2026, at 10 a.m. (All Commission Districts).

**25-204F** C Recommendation to approve Amendment #1 to an Interlocal Contract between the State of Nevada, acting by and through its Department of Health and Human Services, Division of Health Care Financing and Policy, and Truckee Meadows Fire Protection District, allowing for reimbursement from the Nevada Medicaid program for emergency ambulance services to Medicaid recipients. Amendment #1 reflects recent

state-level organizational changes, specifically, updating the name of the state agency responsible for managing the Medicaid program from the former "Department of Health and Human Services, Division of Health Care Financing and Policy" to the new official titles: "Nevada Health Authority" and "Nevada Medicaid". This administrative update is crucial because it enables the Truckee Meadows Fire Protection District to continue receiving these payments legally and without interruption. (All Commission Districts).

**25-205F** **D** Recommendation to approve a Truckee Meadows Fire Protection District Project Funding Policy (P406.1B) establishing requirements and procedures for funding all purchases, to include commitments for goods, services, or capital expenditures (Projects) with a total value exceeding \$50,000. (All Commission Districts).

There was no response to the call for public comment on the Consent Agenda Items listed above.

On motion by Commissioner Garcia, seconded by Commissioner Andriola, which motion duly carried on a 4-0 vote with Chair Hill absent, it was ordered that Consent Agenda Items 5A through 5D be approved. Any and all Interlocal Agreements pertinent to Consent Agenda Items 5A through 5D are attached hereto and made a part of the minutes thereof.

**25-206F** **AGENDA ITEM 6** International Association of Fire Fighters Local 2487 Report.

International Association of Fire Fighters (IAFF) Local 2487 Vice President Jaime Rivera stated that the past two weeks had been difficult due to the loss of Battalion Chief Ryan Rizzuto. He thanked the administration for their support and added that many individuals were involved to ensure everything that needed to be done was taken care of. He said the community would heal together. He acknowledged the Honor Guard for the outstanding job they did in bringing one of their brothers home to be with his family. He thanked Truckee Meadows Fire Protection District (TMFPD) Engineer Anthony Schiro, TMFPD Firefighter Alexander Doerr, and the Truckee Meadows Firefighters Foundation (TMFF) for assisting the family and managing responsibilities, including the toy drive and day-to-day operations. He thanked the regional partners who assisted with the procession and provided staffing coverage at various stations. He added that when tragic situations occur, all agencies support one another.

**25-207F** **AGENDA ITEM 7** Fire Chief Report

- A. Informational briefing on operational matters and activities for the month of November 2025 and December 2025 to include the following items:
  1. Capital Projects Construction Update

2. Capital Projects Apparatus Update
3. Green Waste Update
4. Joint Fire Agency Policies

B. Review of recent critical calls response statistics.

1. October 2025
2. November 2025

Truckee Meadows Fire Protection District (TMFPD) Fire Chief Richard Edwards explained that the TMFPD received two new Type 5 brush engines, which were currently being outfitted with equipment and radios. He stated that he was hopeful that the engines would be ready in time for the upcoming fire season. He noted that the Green Waste Program successfully collected 894 loads of material, equivalent to nearly 4,200 cubic yards, which significantly reduced fire risk and fuel around community members' properties. He expressed appreciation to Waste Management (WM) for donating 16 dumpsters, which helped offload material that could not be chipped or recycled. He thanked the TMFPD operations teams, as well as their counterparts in the Cities of Reno and Sparks for their contributions in adopting three standard operating procedures (SOPs) over the past months. He explained that the SOPs included guidelines for incident command, personnel accountability, and common terminology. He said that was the first step in integrating operations across all three agencies to make them more seamless on the ground. He acknowledged the contributions of those involved and noted that joint training would be conducted in the coming months to reinforce guidelines. He reported that in October, the TMFPD responded to 1,689 incidents, including 861 Emergency Medical Services (EMS) calls and 22 fire responses. He added that in November, incidents decreased slightly to 1,657, with 837 EMS calls and 17 fires, reflecting the colder and wetter weather.

**25-208F** **AGENDA ITEM 8** Recommendation to accept a grant from The William N. Pennington Foundation in the amount of \$3,213,727 with a grant match component of \$1,377,311 for the Priority Needs Capital Equipment and Apparatus project that includes the purchase of three new Type I fire engines and corresponding loose equipment, mobile data computers (MDCs) and parts for district wide mobile computer upgrades, VHF portable and mobile radios replacement, and self-contained breathing apparatus ("SCBA") upgrades and replacements; and if accepted, authorize the Fire Chief to execute all necessary documents to accept the grant (All Commission Districts).

There was no response to the call for public comment.

Commissioner Garcia thanked the William N. Pennington Foundation for its generous gift and acknowledged the foundation as a critical regional partner that worked closely with numerous agencies.

On motion by Commissioner Andriola, seconded by Commissioner Garcia, which motion duly carried on a 4-0 vote with Chair Hill absent, it was ordered that Agenda Item 8 be accepted and authorized.

**25-209F** **AGENDA ITEM 9** Recommendation to accept Truckee Meadows Fire Protection District's Audited Financial Statements for the fiscal year ended June 30, 2025, as presented; approve the re-appropriation of \$28,112 in the General Fund, \$2,747,497 in the Capital Projects Fund and \$8,632 in the EMS Fund for purchase order encumbrances committed in fiscal year 2024-2025 and authorize the District to proceed with distribution of the financial statements for public record, as required by law (All Commission Districts).

Truckee Meadows Fire Protection District (TMFPD) Chief Fiscal Officer (CFO) Cynthia Vance conducted a PowerPoint presentation and reviewed slides with the following titles: Truckee Meadows Fire Protection District Audit of the Financial Statements For the Year ended June 30, 2025; General Fund Revenues Year Ended June 30, 2025; General Fund Expenditures Year Ended June 30, 2025; Other Funds Year Ended June 30, 2025; Questions?.

Ms. Vance shared that the Board's packet included a complete set of financial statements and a governance letter from the audit team at Eide Bailly, which outlined any findings. She mentioned that no issues were identified, only some prior adjustments.

Ms. Vance reviewed the slide titled *General Fund Revenues Year Ended June 30, 2025*, and stated that revenues were approximately \$716,000 under budget. She explained that overall revenues were very close to projections, which were about 1.4 percent below budget.

Ms. Vance reviewed the slide titled *General Fund Expenditures Year Ended June 30, 2025*, and reported that expenditures were just over \$2 million under budget, or 4.2 percent. She indicated that it resulted in a higher ending fund balance than anticipated. She mentioned that much of the under-budget amount was attributed to employee vacancy savings, which were reflected in salaries and benefits. She explained that the ending General Fund balance was \$7 million, representing approximately 2.6 months of expenditures. She thought the Board might recall prior efforts, such as the fund balance policy adopted in November, to increase the fund balance to cover additional months of savings and put the District in a better position going into the next Fiscal Year (FY).

Ms. Vance reviewed the slide titled *Other Funds Year Ended June 30, 2025*, and said the other funds included the Emergency Fund, which, according to the Nevada Revised Statutes (NRS), could have up to \$1.5 million in deposits to be used only for emergencies. She noted that changes were made to how the fund could be used. She explained that previously, the fund had been utilized for all emergencies, both within the District and in other districts. She indicated that, for cash flow purposes, if the TMFPD assisted another district, the General Fund would be utilized, and the Emergency Fund

would be reserved for in-District emergencies in an effort to maintain a cash reserve. She stated that revenues for FY 2025 totaled just over \$2.5 million, while expenditures were \$1.6 million, resulting in a difference of approximately \$988,000. She mentioned that much of the fund balance difference was due to the suspension of the equipment policy, which resulted in no fund expenditures for equipment while revenues continued to be received. She explained that the Capital Projects Fund had approximately \$12 million in revenues and \$7.8 million in expenditures related to Fire Stations 35 and 37. She noted that revenues were significantly higher because proceeds from the debt issuance for Fire Station 37 had not been fully utilized. She stated that the Stabilization Fund could only be used if revenues declined to a certain percentage, and there was approximately \$600,000 in cash, with revenues generated solely from interest and investment earnings. She added that there were some expenditures related to the allocation of the investments.

Ms. Vance explained that the Sick and Annual Compensation Benefits Fund was established to build equity. She noted that when a payout was made for a termination, the money was set aside and would not impact the General Fund. She indicated that the fund currently had a zero balance because existing funds had been spent. She shared that a transfer of \$832,000 was made into the fund, while expenditures totaled approximately \$904,000, with part of the fund balance used to cover allocations from the 2026 budget. She mentioned that the Emergency Medical Services (EMS) Fund was a business-type fund that operated on a full accrual basis and was self-sustaining. She stated that all pension and other post-employment benefits (OPEB) costs were allocated to the fund. She mentioned that, unlike governmental funds, which only recognized revenues collected within 60 days, the EMS Fund recorded all revenues earned, regardless of collection timing. She stated that all ambulance billings, after expenses were paid, were recorded in the fund, which currently maintained a positive balance of approximately \$1 million.

Ms. Vance said that the Workers' Compensation Fund was an Internal Service Fund that paid the City of Reno for heart and lung claims after July 1, 2012. She added that any retiree who was considered a TMFPD employee could submit a heart and lung workers' compensation claim. She shared that the fund currently had a little over \$1 million and was expected to maintain a balance for several years. She indicated that the expenditures consisted of payments to the City of Reno and could fluctuate depending on the number of claims. She explained that the Workers' Compensation Fund received claim adjustments, and when the City of Reno completed an actuarial valuation, a portion was allocated as a claims adjustment expense, which earned investment income. She noted that currently, investment earnings for FY 2025 exceeded claims expenses. She mentioned the Debt Service Fund, where revenues consisted solely of transfers equal to principal and interest. She stated that during budget discussions, the transfers were based on three debt services. She added that an additional \$153,000 debt was issued to cover payments that exceeded available resources, representing principal and interest payments.

Commissioner Garcia recalled that her prior notes indicated the TMFPD's goal was to maintain a fund balance of 16 percent. She asked, given a fund balance of \$7 million, what the current percentage was. Ms. Vance replied that it was 13.7 percent.

Commissioner Andriola thanked Ms. Vance for her succinct presentation. She inquired whether there was a projection for when workers' compensation coverage for heart and lung claims might no longer be applicable. Ms. Vance responded that requests could be made at any time up until an individual's passing and noted that there were approximately 32 retirees who qualified. Commissioner Andriola acknowledged that the topic was difficult but said that she wanted the actual numbers. Ms. Vance replied that she would provide the information to the Board. Commissioner Andriola indicated that after the holidays was a good time to discuss the information.

There was no response to the call for public comment.

On motion by Commissioner Andriola, seconded by Commissioner Garcia, which motion duly carried on a 4-0 vote with Chair Hill absent, it was ordered that Agenda Item 9 be accepted, approved, and authorized.

**25-210F      AGENDA ITEM 10** Financial presentation on the status of the Fiscal Year 2025-2026 General Fund & Capital Project Funds as of November 30, 2025.

Truckee Meadows Fire Protection District (TMFPD) Chief Fiscal Officer (CFO) Cynthia Vance conducted a PowerPoint presentation and reviewed slides with the following titles: Truckee Meadows Fire Protection District General Fund FY26 Budget & Actual As of November 30, 2025; General Revenues As of November 30, 2025 compared to 42% of Budget; General Expenditures As of November 30, 2025 compared to 42% of Budget; Questions.

Ms. Vance stated that the presentation would include information through November. Ms. Vance reviewed the slide titled *General Revenues As of November 30, 2025, Compared to 42 % of Budget*, and said that current revenues were at roughly 42 percent of the budget, which aligned with the five-month mark and was slightly ahead of projections. She noted that certain revenues, particularly consolidated taxes (c-tax), were delayed by approximately two months. She mentioned that for revenues and property taxes (p-tax), larger payments were received in August, October, January, and March, with most collections occurring in the third quarter and fewer in the fourth quarter. She stated that the TMFPD's budget for p-tax was approximately 2 percent above budget through November. She reported that three c-tax collections were received as of November and that revenues were about 1.7 percent above budget, which she hoped would continue.

Ms. Vance reviewed the slide titled *General Expenditures As of November 30, 2025, compared to 42 % of Budget*, and said that expenditures were slightly under budget. She mentioned that the Board received department-specific information, and the slide reflected the General Fund as a whole. She indicated that salaries accounted for approximately 39.8 percent, benefits for 35.2 percent, and services and supplies for 25.6 percent. She stated that salaries and wages, as well as employee benefits, included accruals, which were reflected in the General Fund totals. She added that the slide represented approximately five months of expenditures. She explained that the categories under budget

were a positive sign and reflected policies that had been implemented to reduce expenditures. She noted that the Capital Projects Fund was calculated on a per-project basis, and additional details were provided to the Board in their packet.

**25-211F      AGENDA ITEM 11 Announcements/Reports.**

Truckee Meadows Fire Protection District (TMFPD) Fire Chief Richard Edwards thanked Division Chief Joseph Schum and the grants team for writing the exceptional grant. He thought it was likely one of the largest grants the TMFPD had received from a private philanthropic organization and emphasized that it was not taken lightly. He indicated that the grant would significantly enhance the District's ability to provide a high level of service by equipping firefighters with the apparatus and tools needed to perform their duties. He expressed gratitude to the entire team for their efforts in bringing it to fruition. He explained that the TMFPD had recently endured a difficult week with the loss of Battalion Chief Ryan Rizzuto and his wife, Danielle. He expressed appreciation for the support received from partner agencies, the Board, and the community. As the family and organization continued to heal, he respectfully requested that the meeting be closed with a moment of silence in honor of Chief Rizzuto and his wife.

Commissioner Andriola stated that she had heard from many community members about the tragic loss. She reiterated a prior statement regarding a fund established to support the family, stating that 100 percent of the donated funds would go directly to the surviving children. She asked Chief Edwards to share information with the community on where donations could be made.

Chief Edwards shared that the Truckee Meadows Firefighters Foundation (TMFF) graciously agreed to receive donations to support the Rizzuto family, with 100 percent of funds going directly to the surviving children. He stated that those wishing to donate could visit the TMFF website, where a donation link was available. He said that all donations were appreciated.

Commissioner Clark stated that he sent condolences to the family, the entire department, and all first responders for their loss. He apologized for arriving late to the meeting and explained that an unexpected matter had required his attention. He shared his excitement regarding the success of the Green Waste Program. He recalled a previous discussion about the possibility of defunding the program, which he had opposed. He stated that the program helped prevent fires by removing potential fuel before incidents could occur. He believed the strong turnout reflected the program's success. He highlighted the benefits of a second program that allowed residents from rural areas to burn green waste on their property for an extended period, which reduced fire risks and helped prevent overfilled landfills. He believed that there were many good reasons to maintain the program and thanked Chief Edwards for his foresight in extending it. He suggested that local news frequently reported dangerous events in the region. He noted that the TMFPD staff's primary duties were fire prevention and fire management, and he felt it was tragic that they were exposed to medical emergencies. He mentioned that given the many discussions regarding tragic events, he was concerned about the mental health of the TMFPD staff and

wanted to ensure that adequate resources were available to support them. He said that tragic situations often stayed in the minds of staff and could not be easily forgotten. He believed that the TMFPD staff were exposed to crime and violence while responding to calls. He requested that, in future reports, Chief Edwards provide a breakdown of the types of calls to which staff responded as first responders. He explained that although the TMFPD staff were not law enforcement personnel, they were first responders and he wanted to ensure there were adequate services to support their long-term mental health.

Chief Edwards requested clarification on whether Commissioner Clark wanted more information about the tools in place for peer support, mental health, and staff well-being to be included in future reports.

Commissioner Clark emphasized that what used to be considered a firefighter's job had evolved into something completely different. He thought it was important for future candidates to understand that when considering a position with the organization.

Commissioner Garcia asked how firefighters had utilized peer support resources over the past weeks. She felt that it was important for Chief Edwards to explain the process, as Commissioner Clark had requested additional information for future reports. She inquired how those resources had been used and how frequently communication was sent to the TMFPD employees to remind them of the available services. She shared that she checked the fundraiser for Chief Rizzuto and noted that it had reached less than 20 percent of its goal. She encouraged the community to visit the website and make donations to ensure that the surviving children would have everything they needed. She suggested that, given the tragedy and the difficult circumstances the children faced, the incident would have a lasting impact on their lives.

Chief Edwards responded that the TMFPD had a very robust peer support network in Washoe Valley, and when larger incidents occurred, staff relied on assistance from neighboring agencies. He explained that peer support members from the Reno Police Department (RPD), the Washoe County Sheriff's Office (WCSO), the Sparks Fire Department (SFD), and the Reno Fire Department (RFD) came together to provide support. He stated that those agencies checked in with the TMFPD members to ensure they had the necessary skills and resources to process the recent event and to confirm that staff were in a healthy mental state, both personally and professionally. He mentioned that the International Association of Fire Fighters (IAFF) peer support team also assisted, which was a significant help in supporting the large number of individuals impacted by the tragic event. He believed that the process could be reviewed and further developed at a later time. He thought that following the event, staff could meet with peer support members to reflect on what worked well and identify areas for improvement. He stated that the process could be continually refined to ensure that everything possible was being done to support mental health and well-being, which he identified as a priority for the organization. He noted that it was not merely a discussion topic, but something experienced daily, and that those services needed to be strengthened. He indicated that future presentations would include

more substantive information on how peer support services would be expanded going forward.

Vice Chair Herman said God bless and paused for a moment of silence to reflect on the loss within the TMFPD family.

**25-212F      AGENDA ITEM 12 Public Comment.**

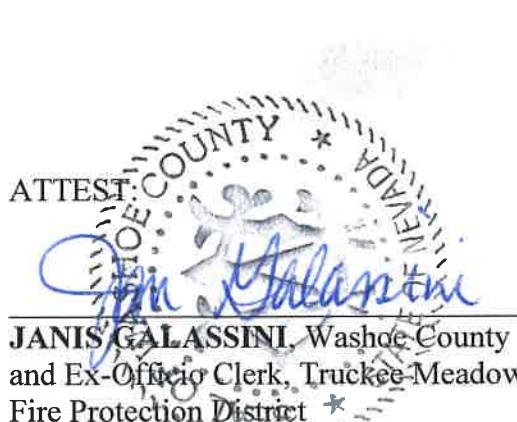
There was no response to the call for public comment.

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**9:38 a.m.**      There being no further business to discuss, the meeting was adjourned without objection.

*Clare Andruola for*  
**ALEXIS HILL, Chair**  
Truckee Meadows Fire  
Protection District

ATTEST:

  
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*JANIS GALASSINI*  
JANIS GALASSINI, Washoe County Clerk  
and Ex-Officio Clerk, Truckee Meadows  
Fire Protection District

*Minutes Prepared By:*  
Jessica Melka, Deputy County Clerk