

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

TUESDAY

10:00 A.M.

APRIL 7, 2026

PRESENT:

Clara Andriola, Chair
Mariluz Garcia, Vice Chair
Alexis Hill, Commissioner
Michael Clark, Commissioner

Janis Galassini, County Clerk
Richard Edwards, Fire Chief
Jennifer Gustafson, Deputy District Attorney

ABSENT:

Jeanne Herman, Commissioner

The Board convened at 10:00 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, County Clerk Jan Galassini called roll and the Board conducted the following business:

26-037F **AGENDA ITEM 3** Public Comment.

There was no response to the call for public comment.

26-038F **AGENDA ITEM 4** Announcements/Reports.

Truckee Meadows Fire Protection District (TMFPD) Fire Chief Richard Edwards corrected Agenda Item 6, noting the Fire Marshal's name should read Jennifer Williamson, not Jennifer Williams.

CONSENT ITEMS – 5A THROUGH 5E

26-039F **A** Recommendation to approve the meeting minutes from March 3, 2026, Board of Fire Commissioners Meeting (All Commission Districts).

26-040F **B** Recommendation to accept a donation of a 1990 D6-HP6 Caterpillar Dozer, VIN#4RC02534, in "as is" condition from the Nevada Division of Forestry, which has an estimated market value of 560,000; and if accepted, express sincere appreciation for the donation (All Commission Districts).

26-041F **C** Recommendation to approve an increase in the amount of 530,000 to Blanket Purchase Order #7500004872 for Manpower Temporary Services, increasing the total not-to-exceed amount from 595,000 to \$1-25,000,

utilizing Nevada State Contract pricing (99SWC-NV25-254071'. This increase will allow for the continued funding of one part-time Plans Examiner within the Fire Prevention Division (All Commission Districts).

26-042F D Recommendation to approve a Memorandum of Understanding between Northern Nevada Public Health and Truckee Meadows Fire Protection District for planning and provision of mass prophylaxis in the event of a declared public health emergency (All Commission Districts).

26-043F E Recommendation to approve an Interlocal Agreement between the State of Nevada Division of Public & Behavioral Health (Public Health Preparedness Program) and Truckee Meadows Fire Protection District with a term ending on June 30, 2029, for the storage, maintenance, security and use of CHEMPACK containers, to include deployment when necessary (All Commission Districts).

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

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

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Chair Andriola announced that Agenda Items 6 and 7 would be heard together.

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26-044F **AGENDA ITEM 6** New Hire introduction and badge pinning.

Samuel Dobson, Engineer
Casey Marvin, Captain
Ryan Whitlock, Battalion Chief
Jennifer Williamson, Fire Marshal

Truckee Meadows Fire Protection District (TMFPD) Division Chief Joseph Schum stated that the badge pinning recognized individuals who had completed their probationary year. He indicated that although they had been promoted a year earlier, the pinning marked the important final step in confirming them in their new roles. He said that they successfully completed probationary periods, completed test books, quarterly check-ins, progress reports, and evaluations. He noted that the TMFPD looked forward to continued achievements, professional growth, and community contributions.

TMFPD Division Chief Schum introduced Fire Engineer Samuel Dobson, Fire Captain Casey Marvin, and Battalion Chief Ryan Whitlock, and provided a brief history of their backgrounds. Engineer Dobson was pinned by his wife Sydney Dobson, Fire Captain Marvin was pinned by his wife Rebecca Marvin, and Battalion Chief Whitlock was pinned by his wife Aleise Whitlock.

TMFPD Fire Chief Richard Edwards introduced Fire Marshal Jennifer Williamson and provided a brief history of her background. Fire Marshal Williamson was pinned by her husband Daniel Chaney.

TMFPD Division Chief Schum recognized Fire Engineer Jonathan Sieben as the recipient of a Lifesaving Award, which honored members who were directly involved in saving another person's life. He mentioned that on October 30, 2025, while off duty at an event at the Elks Lodge, Mr. Sieben responded when an individual began choking and collapsed. He commented that, upon realizing what had happened, Mr. Sieben performed the Heimlich maneuver and, after several attempts, successfully cleared the obstruction, allowing the person to breathe again. He noted that Mr. Sieben remained with the individual and calmly assisted as they cleared the airway. He stated that, because of quick thinking and training, the situation was resolved safely.

TMFPD Division Chief Schum introduced Firefighters/Paramedics Austyn Mitchell and Matthew Nuthall and shared that the two were assigned to Medic 46 in Spanish Springs and had responded to an overdose medical call within the Sparks Fire District. He said that both Medic 46 and Fire Engine 46 were initially dispatched, and transport was initiated by Medic 46. He explained that while en route to Saint Mary's Regional Medical Center, the patient deteriorated and lost consciousness. He noted that without assistance from Fire Engine 46, Mr. Mitchell alerted his partner, Mr. Nuthall, to the patient's condition. He mentioned that Mr. Nuthall pulled the ambulance over, notified dispatch of the need for additional resources, and joined Mr. Mitchell to provide lifesaving care. He said that the crew performed an advanced airway management procedure to secure the patient's airway, and shortly thereafter, the patient became pulseless. He commented that Firefighters Mitchell and Nuthall initiated cardiopulmonary resuscitation (CPR) and advanced life support (ALS), ultimately achieving return of spontaneous circulation. He informed that due to Medic 46's location, Sparks Ladder 51 became the closest available unit and responded to assist with patient care, allowing transport to continue. He added that the patient again lost pulse but regained it prior to arrival at the hospital. He reported that the patient remained hospitalized for six days and was ultimately discharged with no deficits.

TMFPD Division Chief Schum acknowledged Firefighter/Paramedic David Watson for receiving the Meritorious Conduct recognition for his outstanding performance. He explained that on November 6, 2025, while responding to an emergent patient transfer between the Spanish Springs standalone emergency room (ER) and Renown Regional Medical Center, Mr. Watson encountered a critically unstable patient experiencing a life-threatening heart rhythm requiring continuous advanced care to prevent worsening. He stated that Mr. Watson recognized the urgency and quickly requested a

higher level of transport and worked closely with staff to stabilize the patient. He mentioned that when the hospital ran low on a critical medication, Mr. Watson used supplies from his own unit, Medic 46, and requested additional medication from Fire Engine 46. He acknowledged that, due to Mr. Watson's quick thinking, teamwork, and ability to adapt under pressure, sufficient medication was provided until Care Flight arrived to transport the patient. He believed that Mr. Watson's decisive actions played a key role in the outcome and that he deserved recognition.

Chair Andriola congratulated the recipients, noting they demonstrated the high caliber of diversity and professionalism within the TMFPD, and thanked them for their efforts.

10:17 a.m. **The Board recessed for a photo.**

10:20 a.m. **The Board reconvened with all members present**

26-045F **AGENDA ITEM 7** Awards and Recognition.

Lifesaving Commendation:

- Austyn Mitchell, Firefighter Paramedic
- Matthew Nuthall, Firefighter Paramedic
- Jonathan Sieben, Engineer

Meritorious Conduct Commendation:

- David Watson, Firefighter Paramedic

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For discussion on Agenda Item 7, please see Agenda Item 6, Minute Item Number 26-044F.

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26-046F **AGENDA ITEM 8** International Association of Fire Fighters Local 2487 Report.

International Association of Fire Fighters (IAFF) Local 2487 President Mark Thyer highlighted that firefighters worked tirelessly for the community, both on and off duty. He said the Truckee Meadows Fire Protection District (TMFPD) was invested in the community, as demonstrated by the April 18, 2026, event, in which firefighters would participate in the Goals for Hope charity soccer tournament to support the fight against leukemia. He noted that the tournament would be firefighters against law enforcement officers. He said that the TMFPD also supported the Northern Nevada Children's Cancer Foundation (NNCCF) through the annual Guns and Hoses golf tournament between law enforcement and firefighters. He informed that in March and April, the TMFPD delegates attended a legislative conference in Washington, D.C., to sponsor legislation that supported

firefighters Nationwide through turnout development and cancer reduction. He added that there were discussions with Nevada representatives to discuss local issues, such as securing a fire station in Washoe Valley and whether any federal funding was available. He shared that 11 members attended an educational conference that covered the union's future, collective bargaining, employee representation, and public speaking. He indicated that fire-related classes were also offered. He expressed appreciation for the opportunity to interact with Commissioners during the campaign season and wished all those campaigning the best of luck.

Chair Andriola asked for the location for the Goals for Hope tournament.

Mr. Thyer stated that the event would be held at Mackay Stadium at the University of Nevada, Reno (UNR) on April 18, 2026. He noted that the NNCCF's golf event would be at Lakeridge Golf Course.

Chair Andriola asked Mr. Thyer to send the events' information to the Board.

26-047F **AGENDA ITEM 9** Fire Chief Report

A. Informational briefing on operational matters and activities for the month of March 2026 and April 2026 to include the following items:

1. Fire Prevention Statistics for January and February 2026
2. Community Wildfire Protection Plan Grant
3. REMSA Franchise Agreement Update
4. Regional Operations Policy Update
5. Regional Fire Study Board Update

B. Review of recent critical calls response statistics for February 2026.

Truckee Meadows Fire Protection District (TMFPD) Fire Chief Richard Edwards said March was a busy month for the District. He noted that there was no capital projects update on the current Chief's Report; therefore, updates would be provided in future months. He expressed appreciation toward the TMFPD's fire prevention staff and said that the Board would see fire prevention statistics monthly. He pointed out that the fire prevention team consisted of three and a half people who performed tremendous work. He believed that providing fire prevention data was very important because it was a leading economic indicator for the region. He noted that as projects increased and began, including new developments and plan reviews, conditions appeared strong; however, as those projects began to slow, scale back, or decrease in scope, it indicated that the broader economy was also beginning to contract.

Chief Edwards indicated that an item of importance in the Chief's Report was the Regional Emergency Medical Services Authority Health (REMSA Health) Franchise Agreement. He relayed that there was significant confusion about what could be

amended after the agreement was approved in January, and to help identify areas of concern, Northern Nevada Public Health (NNPH) and the District Board of Health (DBOH) held a stakeholder workshop meeting. He recalled that the TMFPD had three primary concerns with the agreement, all driven by concern for the well-being and safety of Washoe County citizens. He explained that the areas of concern included the reintegration of the Joint Advisory Committee (JAC) language in the agreement, ensuring that the closest ambulance, regardless of agency, was dispatched to priority one or priority two incidents, and that there should be priority two performance metrics because priority two calls were similar to priority one calls that could be life-threatening. He pointed out that under the unamended agreement, there were no performance metrics for the calls to ensure the region was meeting standards. He said that the DBOH organized the stakeholder workshops and recalled that at the first workshop, District Health Officer Dr. Chad Kingsley informed those in attendance that, in the absence of any technical errors in the agreement, there would be no changes to the current agreement if approved; however, they would take into consideration concerns brought forward to discuss with REMSA Health through negotiation. He reported that REMSA Health would need to be amenable to the changes; otherwise, the agreement would not be updated. He said that there was much consensus amongst the three fire agencies in the region. He recalled that Deputy District Attorney (DDA) Dania Reed provided two paths to move forward: that the agencies would continue to process, discuss, and take note of items of concern to bring to REMSA Health for negotiation, or that the agencies would vote for reconsideration to revote on the agreement presented, given that there were so many items of concern.

Chief Edwards said that future meetings to discuss all options were scheduled; however, the 19 areas of concern were addressed by the April 1, 2026, meeting, to which all other subsequent meetings were canceled. He reported that the information was shared with the DBOH to negotiate with REMSA Health to determine whether the concerns would be included in future recommendations and agreements. He opined that REMSA Health affected everyone in the District. He said that the TMFPD had a contract with REMSA Health; therefore, the items of concern would impact the TMFPD. He believed that providing the highest level of service and ensuring that items were memorialized in the agreement was best for the community.

Chief Edwards explained that other regional operation updates were included in the Chief's Report, including the meeting with partner agencies and the standardization of mobile and portable radio programming. He noted that the three regional fire agencies were to meet to discuss the programming of Octave, formally known as Hexagon, the computer-aided dispatch (CAD) system for emergency response in the fire districts and fire departments, and to discuss automatic vehicle locators (AVL) to ensure the closest unit was dispatched. He felt that the AVL would help the TMFPD be more efficient and reduce the number of duplicate units for the same call that were not needed.

Chief Edwards indicated that the first community Regional Fire Service Study Board (RFSSB) occurred on March 19, 2026. He recalled that Emergent Global Solutions (EGS) provided an overview of the project and an opportunity for community members to provide feedback. He said that partner agencies and EGS collaborated to

launch an online public survey for anyone to provide feedback. He reported that the survey would close on April 30, 2026. He urged anyone who had not provided feedback to do so through any of the region's fire jurisdiction websites. He concluded his report with the TMFPD's call statistics, which showed 1,588 incidents in February, 774 of which were medical and 25 were fire-related. He said that the TMFPD and the Reno Fire Department (RFD) arrived on scene 278 times, with the RFD coming to the TMFPD's aid 78 times, the TMFPD to the Sparks Fire Department's (SFDs) aid 56 times, and the SFD to the TMFPD's aid 27 times.

Commissioner Hill asked Chief Edwards if the other fire agencies agreed on AVL. Chief Edwards noted that there had been many conversations related to the AVL and hoped everyone would be amenable. She asked Chair Andriola, as REMSA Health's representative, for any updates. Chair Andriola thanked everyone for keeping the Board apprised, noting that there were many updates regarding the RFSSB and the REMSA Health agreement. She speculated that agreements should be taken seriously. She said she was the DBOH vice chair and noted that at DBOH's previous meeting, another DBOH member proposed an item for reconsideration; however, the DBOH chair had the purview to place it on the agenda. She asserted that she hoped the reconsideration would be placed on the agenda. She recalled participating in the April 1, 2026, workshop as a guest listener. She said she listened to 1 hour and 58 minutes of the March workshop because she was unable to attend in person due to another board meeting. She clarified that, while she was not speaking on behalf of the DBOH, she believed the board was committed to getting the agreement right the first time. She said that she had witnessed the commitment of all DBOH members. She speculated that great things came from workshops because they brought together all jurisdictions to work through various components. She felt that all jurisdictions needed to do the right thing for the right reason to help the community to the best of their ability and to save lives.

Chair Andriola reported that the areas of concern discussed in the workshops had been compiled, and she hoped to receive an update. She said that there would be more discussions and opportunities to get the agreement correct. She believed there was a lot of information with critical components that needed to be addressed, three of which were brought forward by Chief Edwards and several from other jurisdictions. She asserted that when someone was experiencing a life-saving situation that needed attention, the person on the phone with them should know where the closest available unit was. She felt that priority two calls were also important, as was reinstating the JAC, and expanding the Emergency Medical Services Advisory Board's (EMSABs) authority. She reiterated that the reconsideration had been made; however, she had no further updates. Commissioner Hill expressed appreciation to Chair Andriola for representing the region and Chief Edwards for being a great convener for the TMFPD during regionalization conversations. Chair Andriola added that she was appreciative of the TMFPD staff for having consensus and representation.

26-048F **AGENDA ITEM 10** Review, discussion and possible approval of the annual employment performance evaluation 9. Fire Chief Report - [Non-action item. For Discussion Only.] process for Fire Chief Richard J.

Edwards, to include possible modification and/or approval of a proposed list of evaluators and a set of performance-based evaluation criteria (All Commission Districts).

Truckee Meadows Fire Protection District (TMFPD) Executive Assistant Sandy Francis indicated that she was in attendance in lieu of Human Resources (HR) Manager Carla Arribillaga. She noted that she would present a proposed evaluation process like those conducted for the former fire chief. She said that the proposed evaluation process included a participant list and evaluation criteria based on TMFPD Fire Chief Richard Edwards' 2025 and 2026 goals and objectives, for the Board's approval or modification. She explained that based on the Board's feedback, the evaluation criteria were tailored to each participant group, would be sent via SurveyMonkey to the individual participant groups, and would remain open for approximately two weeks, with responses sent anonymously to the HR Manager for compilation and presentation at the June TMFPD meeting. Chair Andriola asked for the list of stakeholders to be sent to the Commissioners for review. Ms. Francis said that she could send the list.

Commissioner Hill asked if this was the first time other fire chiefs were on the stakeholder list. Chair Andriola indicated that it was. Commissioner Hill felt that having the other fire chiefs on the stakeholder list showed regional cooperation. She asked whether the responses were weighted equally across participants. Ms. Francis noted that all participants were weighted the same. She said the results would be provided separately and compiled in groups, while remaining anonymous.

Vice Chair Garcia asked how the staff came to the goals and objectives listed in *Attachment 3*. Chief Edwards explained that he participated in a listening session with all firefighters and members of the organization to develop the 180-day plan, and that, from there, three priorities were identified, including fiscal health, dispatch, and internal organizational communication. He said that, from those priorities, staff researched other items to support the areas of priority, including a plan to increase the District's fund balance, which would create fiscal solvency since the District had a very limited fund balance the previous year, which created difficulties the previous August. He noted that the team also researched funding the Washoe Valley consolidated fire station because he knew it was a long-standing community concern. He said another concern was supporting regional fire protection efforts, including regional dispatch. He asserted that the emergency response process began at dispatch. He reported that several studies in the region also identified regional dispatch as a priority.

Chief Edwards said that figuring out how to remove barriers and bring regional dispatch to fruition was important. He said that other parts of regionalization efforts included standardizing operating policies so that the region could function as one, regardless of the patch or emblem on the side of a fire engine or ambulance. He opined that regionalization efforts could be further enhanced through multi-agency training, which he recalled took place throughout the year with the acquired structure that allowed regional training. He said another goal was Fire Station 35, which would be completed at the end of June or early July. He stated that the Nonsupervisory group for the International

Association of Firefighters (IAFF) Local 2487 was in collective bargaining. He noted that building strong relationships was essential not only with internal and external stakeholders, but also with the community, because the team wanted to provide a better, higher-level of service to the community. He speculated that the relationships began with recognizing differences and different perspectives while seeking consensus, so that key initiatives could progress.

Vice Chair Garcia asked how many of the SurveyMonkey questions would be linked to Chief Edwards' goals and objectives, or if they would be broad. Ms. Francis indicated that the questions would be broad so that when the evaluation occurs, the Board could provide Chief Edwards with a more tailored list for next year's goals and objectives.

Chair Andriola noted that she had read the stakeholder evaluation list and asked for the consensus of her fellow Commissioners. She believed that direct reports were important for perspective and feedback. She said that staff were usually carrying out the Board's vision and direction. She felt that the next level was to go directly to the direct reports to ensure good communication, leadership, and implementation. She divulged that she had experience with performance evaluations. She said that if no one opposed, she would like to add direct reports to the feedback list. Ms. Francis explained that the direct reports were a large team and asked whether picking random staff would be sufficient or if the Board would like everyone to submit feedback. Chair Andriola felt that it should be filtered, and not every employee. Vice Chair Garcia reported that other large organizations conducted broader climate surveys for all classified and unclassified staff to serve as a litmus test of the climate and the organization's overall well-being and health. She asked if the TMFPD performed climate surveys. Ms. Francis indicated that the TMFPD did not perform climate surveys. Vice Chair Garcia speculated that the year-one evaluation feedback list was already extensive.

Chief Edwards noted that the Division Chiefs were included on the list but recommended that, if the Board desired, they could also include the Battalion Chiefs. Chair Andriola asked how many Battalion Chiefs the TMFPD had. Chief Edwards indicated that there were seven Battalion Chiefs. Chair Andriola appreciated Vice Chair Garcia's recommendation of a litmus test to gauge the organization's health. She asserted that adding the Battalion Chiefs to the list was important.

There was no response to the call for public comment.

On motion by Vice Chair Garcia, seconded by Commissioner Hill, which motion duly carried on a 4-0 vote, with Commissioner Herman absent, it was ordered that Agenda Item 10 be approved and that the Employment Performance Evaluation include battalion chiefs as a fifth group of stakeholders.

26-049F **AGENDA ITEM 11** Recommendation to approve the creation of one Public Information Officer (PIO) position, including job specification, benefits, and a salary range of \$67,600 to \$93,600, with an estimated hire date of June 15, 2026; freeze the Fire Communications Manager

position effective July 17, 2026; and approve the updated job specification and corrected salary ranges for the Deputy Fire Chief position as follows: Police/Fire PERS members \$189,030-\$241,238, and regular PERS members \$210,101-\$268,154 (All Commission Districts).

Commissioner Hill asked if the Public Information Officer (PIO) position change was due to Fire Communications Manager Adam Mayberry's retirement. Chair Andriola confirmed the change was due to his retirement. Commissioner Hill indicated that she appreciated the new structure and believed that finding a replacement would be difficult. She hoped that something to show the County's appreciation would be performed for Mr. Mayberry.

Vice Chair Garcia asked whether the Fire Communications Manager position would be frozen effective July 2026 and whether the position freeze would need to occur annually. Chief Edwards indicated that the position would be frozen in perpetuity. Chair Andriola indicated that this was not Mr. Mayberry's official farewell but the first phase in the process.

There was no response to the call for public comment.

On motion by Commissioner Hill, seconded by Vice Chair Garcia, which motion duly carried on a 4-0 vote, with Commissioner Herman absent, it was ordered that Agenda Item 11 be approved.

26-050F **AGENDA ITEM 12** Financial presentation on the status of the Fiscal Year 2025-2026 General Fund & Capital Project Funds as of February 28, 2026.

Chief Fiscal Officer (CFO) Crystal Sublet conducted a PowerPoint presentation and reviewed slides with the following titles: Truckee Meadows Fire Protection District General Fund FY26 Budget & Actual As of February 28, 2026; General Revenues As of February 28, 2026; General Expenditures As of February 28, 2026; Fiscal 2026 – 2027 Budget Timelines; Questions. She indicated that as of February 28, 2026, the Truckee Meadows Fire Protection District (TMFPD) had used about 67 percent of the budget. She referred to the *General Revenues As of February 28, 2026* slide and said the TMFPD's revenues were \$35.8 million, about 65.1 percent of expectations. She noted that another large contribution to revenues had been received and would be reflected in the next month's financial statements.

Ms. Sublet read from the *General Expenditures As of February 28, 2026* slide and stated that the TMFPD expenditures were operating favorably. She reported that the TMFPD's expenditures were approximately 57.3 percent of the budget. She mentioned that she would expand on the expenditures during Agenda Item 13. She believed that the TMFPD had performed well and had been aware of mission-critical spending. She said the TMFPD was operating favorably in the Salaries and Wages budget, which she noted was the largest part of the TMFPD's expenses. She said that expenditures were 49.7 percent in

the Capital Projects Fund and 0 percent in the Extraordinary Repairs and Maintenance Fund. She relayed that some capital projects would conclude toward the end of the fiscal year (FY); therefore, she anticipated the percentage would increase over the next couple of financial reports.

Chair Andriola asked how Ms. Sublet was settling into her new position. Ms. Sublet indicated that she was working diligently and relayed that everyone had been nice and patient. She explained that she had many questions that were received well. She said that it was refreshing to witness Division Chiefs and Battalion Chiefs understand their finances. Chair Andriola believed the knowledge was a testament to the team's leadership and experience. She thanked Ms. Sublet for her work.

26-051F **AGENDA ITEM 13** Presentation and discussion, to include any recommended changes, of the preliminary tentative budget for Fiscal Year 2026-2027.

Chief Fiscal Officer (CFO) Crystal Sublet conducted a PowerPoint presentation and reviewed slides with the following titles: Truckee Meadows Fire Protection District FY27 Budget; General Fund FY27 Anticipated Final Budget Revenues; General Fund FY27 Anticipated Final Budget Expenditures; General Fund FY27 Anticipated Final Budget Summary; General Fund FY26 Projected Actuals; General Fund FY27 Budget Significant Items; Sick Annual Comp Benefits Fund FY27 Anticipated Final Budget Summary; Emergency Fund FY27 Anticipated Final Budget Summary; Stabilization Fund FY27 Anticipated Final Budget Summary; Debt Service Fund FY27 Anticipated Final Budget Summary; Emergency Medical Services Fund FY27 Anticipated Final Budget General Information; Emergency Medical Services Fund FY27 Anticipated Final Budget Summary; Workers' Compensation Fund FY27 Anticipated Final Budget Summary; Truckee Meadows Fire Protection District FY27 Budget.

Ms. Sublet said that the quickest way to learn about an agency was to be hired during budget season. She shared that in accordance with Nevada Revised Statutes (NRS) 354, the tentative budget must be submitted to the Nevada Department of Taxation (NDT). She mentioned there were two submissions, one on April 15 and a final submission on June 1. She indicated that the purpose of the presentation was to review the preliminary budget, including its priorities and projects, and to gather Board feedback for incorporation into the final tentative budget. She noted that the budget would be presented to the Board on May 5, 2026, and that the final budget would be presented for adoption at the May 19, 2026 meeting.

Ms. Sublet explained that the budgeting process began when she was hired, and that the Truckee Meadows Fire Protection District (TMFPD) began submitting supplemental budget requests across the entire agency to develop a prioritized list. She noted that Fire Chief Richard Edwards emphasized transparency through the process. She stated that 27 additional requested items had been proposed and would be considered once the projected fund balance was determined. She indicated that if additional funds were available, those suggestions would be brought to the Board. She shared that final revenue

figures for property tax (p-tax) revenues and consolidated tax (c-tax) were received from the NDT on March 25, 2026. She indicated that each division reviewed the budget to determine what their expected needs were, including potential overtime. She noted that, for salaries, wages, and benefits, the TMFPD used TrueComp software to generate preliminary budget projections. She said the software accounted for overtime, health benefits, salary increases, cost-of-living adjustments (COLAs), merit increases, and retirement projections. She explained that the purpose of the presentation was to present the proposed budget to the Board and to gather any feedback, recommendations, or questions for incorporation prior to the final budget presentation in May. She added that the final budget would be submitted to the NDT by June 1.

Commissioner Hill questioned the 10 percent estimate for p-tax and asked whether Ms. Sublet had discussed the projected figures with the County. Ms. Sublet replied that the p-tax projections were provided by the State. Commissioner Hill wondered whether the State had projected the 10 percent figure. Ms. Sublet stated that the Fiscal Year (FY) 2026 projections were already budgeted and were annualized based on actual collections. She indicated that p-tax revenue was received four times a year, with occasional prior-year distributions. She noted that the estimate was based on a five-year historical trend to assess growth and compare it to projections provided by the NDT.

Commissioner Hill stated that the Board had been instructed to track business activity to determine whether development was increasing or decreasing. She noted potential signs of slowing development and suggested that the budget reflect a conservative approach. She emphasized the importance of considering all factors in the budget process. Ms. Sublet shared that she would conduct a true-up prior to the May presentation and would contact the County to obtain their projections. Commissioner Hill questioned whether firefighter positions had been frozen in the previous FY. Chief Edwards responded that a few suppression positions had been frozen but felt those positions could be accommodated within the current projected tentative budget. Ms. Sublet mentioned that she would address staffing in her presentation.

Ms. Sublet reviewed the slide titled *General Fund FY27 Anticipated Final Budget Revenues* and said projected revenues were \$56.28 million for FY 2026 and \$58.5 million for FY 2027. She indicated that those figures were based on actual p-tax and c-tax figures provided by the State. She noted that revenues included licenses and permits, charges for services, c-tax, reimbursements, intergovernmental revenue, excluding c-tax, and miscellaneous revenues. She stated that she would conduct additional analysis following the next p-tax distribution and would present any notable changes at the May meeting.

Ms. Sublet reviewed the slide titled *General Fund FY27 Anticipated Final Budget Expenditures* and said the projected expenditures for FY 2026 were \$50,159,000, and the projected budget was \$55,251,000. She indicated that FY 2026 was operating favorably primarily because it did not pay the other post-employment benefits (OPEB) to the trust, as a cost-saving measure. She explained that as of the last actuarial report, the TMFPD was 92 percent funded. She mentioned that some positions were vacant or frozen,

which contributed to the savings in salary, wages, and benefits. She stated that the projection for FY 2026 was approximately \$3 million favorable. She indicated that in FY 2027, Fire Station 35 was expected to open and would be staffed through normal attrition, and added that overtime expenses would be higher than normal due to additional staffing. She stated that several planned retirements were expected in FY 2027, with payouts totaling approximately \$1.3 million. She noted that part of the reason the OPEB budget was favorable was due to investment earnings. She shared that she would have discussions to ensure the accounting was done appropriately, since OPEB would not need to be paid in FY 2027 but could potentially be needed elsewhere in the budget.

Ms. Sublet reviewed the slide titled *General Fund FY27 Anticipated Final Budget Summary* and said that the projected beginning fund balance for FY 2027 was \$9.6 million, revenues were \$58.5 million, expenditures were \$55.3 million, and other financing uses were \$4.5 million, with a projected ending fund balance of \$8.4 million. She mentioned that expenditures were 15.2 percent, while the ideal range was 17 to 19 percent. She reviewed the slide titled *General Fund FY27 Budget Significant Items* and said revenues were consistent. She noted that year over year, the increase was similar. She explained that, with the opening of Fire Station 35, overtime costs were expected to exceed \$1 million. She explained that she would work closely with Chief Edwards, Division Chief Joseph Schum, and Chief Chris Ketring to reanalyze those figures. She said that other expenditures included filling existing fire suppression vacancies, a 3.25 percent cost-of-living adjustment (COLA) for three labor groups, \$1.2 million for expected retirement payouts in FY 2027, and funding for necessary training deferred from FY 2026.

Ms. Sublet said there were no new positions proposed for FY 2027, other than the one replacing a current position. She mentioned that, additionally, five existing vacant positions would be frozen for FYs 2026 and 2027 to focus on filling the remaining fire suppression positions. She shared that the positions that would remain frozen were two 40-hour fire captains assigned to training, one 40-hour fire captain for prevention, one fire inspector investigator, and one fire mechanic. She noted that those details were shared in the Board report, including the various costs for each division. She commented that she was unable to reconcile the Capital Projects Fund for inclusion in the presentation and that it would be added to the May meeting. She mentioned that no large capital projects were anticipated in FY 2027, but that several projects would be completed in FY 2026.

Ms. Sublet reviewed the slide titled *Emergency Fund FY27 Anticipated Final Budget Summary* and said that the projected beginning fund balance was \$2.4 million, reimbursement revenues were \$1.5 million, transfers in were \$250,000, budgeted expenditures were \$1.5 million, and the projected ending fund balance was \$2.6 million. She explained that the fund balance policy was to be at \$1.5 million, which would be addressed at a later time, since it was unknown whether anything would be needed from the Emergency Fund through the end of the year. She reviewed the slide titled *Sick Annual Comp Benefits Fund FY27 Anticipated Final Budget Summary* and said the projected beginning fund balance was currently negative because an internal transfer was needed, and added that the fund was generally a wash. She indicated that the fund would be updated prior to the May meeting, but currently had a \$368,000 negative balance.

Ms. Sublet reviewed the slide titled *Stabilization Fund FY27 Anticipated Final Budget Summary* and said that the projected beginning fund balance was \$700,000. She noted that investment earnings were higher than those reflected on the slide and could fluctuate. She stated that budgeted expenditures were \$550,000 with a projected ending fund balance of \$150,000. She indicated that she did not anticipate any transfers from the fund. She reviewed the slide titled *Debt Service Fund FY27 Anticipated Final Budget Summary* and said there were four debt agreements, with the slide showing the annual payment breakdown. She noted that the projected beginning fund balance was \$446,000, with debt service expenditures of \$1.3 million.

Ms. Sublet reviewed the slide titled *Emergency Medical Services Fund FY27 Anticipated Final Budget General Information* and said it was the only business-type fund. She stated that the Emergency Medical Services (EMS) Fund included salaries and benefits for four permanent positions, 18 rotating ambulance staff, one EMS division chief, three EMS coordinators, and 18 other personnel. She noted that because the positions were full accrual, they were accounted for in the budgeting process for compensated absences, OPEB, the Public Employees' Retirement System (PERS), and depreciation. She reviewed the slide titled *Emergency Medical Services Fund FY27 Anticipated Final Budget Summary* and explained that the initial net position was expected to be \$6.3 million, with operating revenues of \$2.9 million, a conservative estimate. She said that the operating expenses were \$6 million, and the operating net loss was \$3.1 million. She commented that the non-operating income was \$9,000, with a projected ending fund balance of \$3.2 million.

Ms. Sublet reviewed the slide titled *Workers' Compensation Fund FY27 Anticipated Final Budget Summary* and said the beginning net position was \$1 million, operating expenses of \$500,000, and the ending net position was \$576,000. She explained that the fund covered the TMFPD retirees who retired from the City of Reno under the pre-2012 agreement and added that there were approximately 37 retirees. She indicated that expenses were based on estimated claims activity and that the \$2.4 million cash balance was expected to be sufficient to cover future costs. She shared that former CFO Cindy Vance developed a process to reconcile and track information.

Chair Andriola thanked Ms. Sublet for the thorough presentation.

Commissioner Hill asked whether the projected \$1 million in overtime costs to staff the new station were due to not hiring additional firefighters. Ms. Sublet responded that the salaries, wages, and benefits budget for emergency operations covered filling those positions, and that the overtime costs were in addition to those costs. Commissioner Hill asked if new positions would be added. Ms. Sublet noted that vacant positions would be filled. Commissioner Hill asked whether positions had been frozen in the prior FY, and if those were the positions being filled. She also inquired whether the \$1 million intergovernmental transfer for payment in lieu of taxes (PILT) had been included in the budget. Ms. Sublet stated that it had not been included. Commissioner Hill questioned whether it would be added once the County approved its budget.

Chief Edwards explained that he had met with Assistant County Manager (ACM) David Solaro to discuss the interlocal agreement. He mentioned that the funds had been set aside for the upcoming FY and could be incorporated once the interlocal agreement was finalized, but they were not included in the current budget.

Commissioner Hill asked whether the changes to the heart and lung coverage would affect the budget. Chief Edwards indicated that the changes fell under the workers' compensation carrier and that any new liabilities would be determined. He mentioned that the current workers' compensation carrier had notified it would no longer insure fire districts. He stated that the TMFPD was actively seeking a new workers' compensation carrier. Commissioner Hill asked whether the new carrier would provide an estimate for the new liability.

Ms. Sublet said that she was unaware whether positions had been frozen in the previous year, but acknowledged that several fire suppression positions were currently vacant. She indicated that five positions would be frozen for the current FY.

Commissioner Clark commended Ms. Sublet for her thorough presentation. He shared that he was uncertain whether there was a potential decline in development and asked whether a subdivision in District 2 would be annexed into the City of Reno and if that would impact the TMFPD budget. Ms. Sublet said that she would provide that information at a later time. Commissioner Clark acknowledged that concerns regarding annexation were being discussed amongst the public. He suggested that annexations could present an ongoing challenge for the County and result in a loss of potential p-tax revenue. He felt that the situation should be monitored.

Chair Andriola commented that she agreed with Commissioner Clark's point.

Chief Edwards thanked Commissioner Clark for his comments and shared that annexations were being monitored. He noted that the Ladera annexation in South Reno was approximately 116 acres. He mentioned that after reviewing the p-tax assessment for that annexation over the past year, there was a difference of under \$1,000 to the District, but it was worth monitoring. He noted that continued annexations would further reduce the fire district's revenue. He shared that as new projects began, fire apparatus were purchased and new firehouses were built, and that funding came from bonds based on projected tax revenues. He indicated that when revenues were based on declining p-tax, there could be future fiscal challenges. He explained another concern regarding annexations was determining which agency would provide fire services to those areas. He emphasized concerns about both the loss of p-tax revenue and the potential need for the District to continue providing the bulk of fire protection services in the future.

Commissioner Clark suggested that annexations were uncontrollable and that continuing to provide service while losing revenue was unsustainable. He recognized that the situation would need to be monitored.

Ms. Sublet stated that nine firefighter vacancies would be filled in FY 2027. Commissioner Hill suggested including the information in the presentation, noting that it was unfortunate the positions could not be filled in the previous FY.

There was no response to the call for public comment.

Ms. Sublet shared that Agenda Item 13 was an action item for Board questions, recommendations, or additions to the presentation for the May meeting.

Chair Andriola said that the Board understood that positions would be added.

On motion by Commissioner Hill, seconded by Vice Chair Garcia, which motion duly carried on a 4-0 vote, with Commissioner Herman absent, it was ordered that Agenda Item 13 be accepted.

Chair Andriola thanked Ms. Sublet for her presentation and hard work.

26-052F **AGENDA ITEM 14** Announcements/Reports.

Truckee Meadows Fire Protection District (TMFPD) Fire Chief Richard Edwards announced that the TMFPD was partnering with public safety agencies, emergency management, the Washoe County Sheriff's Office (WCSO), American Red Cross, and others at a fire prevention fair for senior citizens at the Cold Springs Community Center on Thursday, April 23, 2026, from 11:00 a.m. to 1:00 p.m. He mentioned that there had been many previous conversations about the weather and forecast for predictive analytics of the upcoming fire season. He urged the public to take action now to reduce fuels before the fire season. He said that the spring Green Waste collection would be on May 2, 2026, at the Silver Lake Fire Station, and on May 3, 2026, in Washoe Valley. He noted that related information could be located on the TMFPD website.

Commissioner Clark recognized the individuals who were awarded promotions and commendations for life-saving efforts. He felt that reflected that all the firefighters were woven into the fabric of the community, whether on or off duty. He surmised that firefighters were never off duty and when something happened, they were prepared due to their extensive training. He described the TMFPD staff as selfless and as a benefit to the entire County. He emphasized the importance of the closest person responding in an emergency, including firefighters who were off duty. He asked TMFPD Fire Captain Casey Marvin for additional information on his training and how it had helped him in his current position.

Captain Marvin explained that the training program he attended was designed for firefighter survival and search-and-rescue, and had applied physical and mental stress so that decisions could be made while being tired and exhausted. He noted that he encountered situations in live-fire conditions in which important decisions had to be made quickly. He mentioned it was extraordinary how personal protective equipment

(PPE) and self-contained breathing apparatus (SCBA) would be used to help a fellow firefighter or a citizen who was trapped. He stated that the training program began in the early 1980s in Georgia and had since gained traction. He described the training as similar to that of the Navy Seals, but for the fire service. He said that he jumped at the opportunity to put himself in a situation to gain more experience and knowledge. He stated that he was happy to share what he learned not only with the TMFPD but also with the Reno Fire Department (RFD) and the Sparks Fire Department (SFD). He indicated that he was part of a cadre that traveled the West Coast and shared what they had learned. He added that his training included water rescues. He mentioned that four Nevada firefighters had successfully completed the program and that recently, a second member of the TMFPD had passed.

Commissioner Clark said it was an elite group and thanked him for his service.

26-053F **AGENDA ITEM 15** Public Comment.

There was no response to the call for public comment.

26-054F **AGENDA ITEM 16** Possible Closed Session pursuant to NRS 288.220 for the purpose of discussing negotiations with Employee Organizations per Nevada Revised Statutes (NRS) 288.220.

Deputy District Attorney (DDA) Jennifer Gustafson mentioned that the closed session would take place in the Caucus Room and that anyone who wanted to provide public comment after the closed session could do so upstairs.

11:29 a.m. **The Board recessed to a closed session for the purpose of discussing negotiations with Employee Organizations per Nevada Revised Statutes (NRS) 288.220.**

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11:53 a.m. There being no further business to discuss, the meeting was adjourned without objection.

Clara Andriola

CLARA ANDRIOLA, Chair
Truckee Meadows Fire
Protection District

ATTEST:

Janis Galassini
COUNTY CLERK
JANIS GALASSINI, Washoe County Clerk
and Ex-Officio Clerk, Truckee Meadows
Fire Protection District

Minutes Prepared By:
Jessica Melka, Deputy County Clerk
Lizzie Tregon, Deputy County Clerk