



Truckee Fire Protection District

*Proudly providing service to portions of both Nevada and
Placer Counties and the Town of Truckee*

Fire Chief
Kevin McKechnie

Fire Marshal
Steve Kessmann

Board of Directors

*Gary R. Botto
Victor R. Hernandez
Gerald W. Herrick
Paul D. Wilford
Erin E. Prado
Paul D. Wilford*

Dear Event Promoter,

Thank you for notifying us of your event. We are always happy to help in making your event as successful as we possibly can.

Due to the increased numbers and magnitude of special events within our District in recent years, we have had to review and update our policies and procedures related to special events. We feel it is very important that special events do not impact normal response times or emergency services to any incident within our jurisdiction.

We request that you review our special events webpage. Please provide as much information as possible in regards to your event. Once we have received your completed application, plan review fee (cost recovery fees are generally associated with any plan review, service, or inspection), and event information, we will determine whether any additional steps or mitigation measures are needed before we approve the event.

Most events require nothing more than a “will serve” type letter for permitting agencies such as county and state authorities. However, if we determine that the impact and/or magnitude of your event affects the level of service to a point deemed unacceptable by District personnel, you will be requested to enter into an agreement for services to help mitigate these effects.

All events are required to submit a completed application form and plan describing event activities, timelines, and any temporary facilities proposed. The event may also require state mandated inspections of temporary facilities such as tents, stages, and structures.

Thanks in advance for your cooperation.

Sincerely,

Kevin McKechnie
Fire Chief

Steve Kessmann
Fire Marshal