

**Board of Directors Meeting
Ross Valley Fire Department
Meeting Minutes
Wednesday, July 10, 2013**

Meeting called to order at 6:35pm.

Board Present: Shortall, Small, Hoertkorn, Berto, Kroot, Read, Weinsoff, McInerney absent

Staff present: Stutsman, Meagor, McCarthy, Stasiowski, Lewis

Open time for public expression: Firefighter/Paramedic Scott Porter announced that the Fire Ops 101 is going to be on October 8th. Invitations will be sent to all members via mail. It's a great opportunity to experience the many aspects of firefighting

Consent Agenda: Member Hoertkorn asked that item C be removed for discussion. M/S Weinsoff/Reed to approve items a and b. All ayes.

Consent, Item C: Adopt Resolution 13-06 Resolution of the Ross Valley Fire Department Board of Directors Adopting the VanatageCare Retirement Health Saving Plan for the Ross Valley Fire Department, and the approval of supporting documents for plan implementation

Member Hoertkorn questioned utilizing ICMARC for the Retirement Health Savings plan and is asking for performance standards for ICMA. Chief Meagor responded that this is the plan that the Union agreed to. Discussion ensued concerning the plan and its reliability and performance of the plan. This information was not readily available and Member Weinsoff asked that, in the future, these questions be brought up to the Chief prior to the meeting so he can research or obtain the data requested. Discussion about whether this can be brought to a future meeting; however the caveat is that this needs to be in place prior to August 1, 2013. Discussion about what decisions to make tonight and what can be reviewed. After further discussions about the program, its merits and the review that was done prior to agreeing to this program, it was agreed to review the performance of this plan in six months and have an analysis of this program. Chief Meagor responded that if this question had been posed to him prior to the meeting he could have provided information and had it available at the meeting. M/S Weinsoff/Berto to approve Resolution 13-06, 6 ayes, 1 abstain (Hoertkorn).

Monthly Call Report: Chief Meagor reviewed the current report and the various fires that occurred during June. Discussion amongst board members about responses and the various types of responses the Department responded to this past month. Member Weinsoff asked about unimproved lots/properties that are overgrown. Chief Meagor responded with information about the fire code and that if you own a piece of property that doesn't have a building on it, technically nothing needs to be done to clear the property. However, the department does ask that private property owners clear their property for safety aspects.

AGENDA ITEM # 2A
Date 9/10/13

Current Financial Report: Chief Meagor reviewed the current report. He explained the income from the sale of the surplus engine of \$10,000 from the sale of E88. That amount will be credited to prior authority reserves. There were no questions regarding the report.

Approval of response to the Marin County Civil Grand Jury Report – Marin’s Retirement Health Care Benefits: The Money Isn’t There”. Chief Meagor reviewed the staff report and the draft response that has been prepared. Member Shortall said that he likes the response that the Chief put together. Member Weinsoff said that he appreciated the decorum that he used with the response. Member Reed liked the response as well. Member Hoertkorn asked about the figures for the department and thinks that the issue is the amount that is unfunded will increase. The increase to the liability was the inclusion of the new employees with the new JPA. Chief Meagor responded that the liability could increase or decrease during the term. Based on actuarial assumptions the previous liabilities will be paid through a 30-year closed amortization period that has been agreed to and budgeted for. Member Shortall asked Executive Officer Stutsman if the town managers are aware of this issue. Executive Officer Stutsman replied that yes the town managers have discussed this issue and are aware of it. M/S Weinsoff/Shortall to approve the response to the Grand Jury Report as presented. All ayes.

Adopt Resolution 13-07 Resolution of the Ross Valley Fire Department Board of Directors determining the industrial disability retirement of Captain Thomas Conroy. Chief Meagor reviewed the staff report and explained the background of Captain Conroy’s injury. M/S Weinsoff/Berto to Adopt Resolution 13-07 as presented. There was no discussion. All ayes.

There is no August board meeting. The next scheduled meeting is Wednesday, September 11, 2013.

Meeting adjourned to closed session.

Meeting back to open session. There was no reportable action taken in the closed session.

Meeting adjourned

Minutes respectfully submitted,



JoAnne Lewis
Administrative Assistant

**Special Board of Directors Meeting
Ross Valley Fire Department
Meeting Minutes
Monday, August 26, 2013**

Board Present: Shortall, Small, Kroot, Read, Weinsoff, McInerney,
Hoertkorn and Berto absent

Staff present: Stutsman, Meagor, Hanson, Lewis

Open time for public expression: Member Shortall announced that during the selection process for the new Fire Chief, Alternate Member Tom Finn will be representing Sleepy Hollow FPD.

Authorize Executive Officer to execute agreement for Executive recruitment: Executive Officer Stutsman presented the staff report and explained the process of sending out Requests for Proposals and reviewing the proposals that were received. She explained that she, the Fire Chief and the two other Town Managers met to review the proposals. She then reviewed the individual firms and their agreement that they should select Ralph Anderson and Associates to perform the Fire Chief recruitment. This was based on their costs and the reputation of their firm.

Discussion ensued amongst the board about how the firms were interviewed, how the decision was made by the town managers and Executive Officer. She explained that their decision was based on the firm's professionalism, set fee, the avenues they use to put the word out for the recruitment.

Lengthy discussion concerning what the department will be looking for in the new chief, if they will be able to afford to live in Marin County, whether the chief should live within the jurisdiction, Discussed what kind of experience they should have, education, etc. Discussion about what the hiring process would entail, and that there should be a future discussion concerning what the responsibilities of the chief will be.

M/S Weinsoff/Reed to authorize the Executive Officer to execute the agreement for recruitment with Ralph Anderson and Associates. All ayes.

The next scheduled meeting is Wednesday, September 11, 2013.

Meeting adjourned to closed session.

Meeting back to open session. There was no reportable action taken in the closed session.

Meeting adjourned

Minutes respectfully submitted,



JoAnne Lewis
Administrative Assistant