

Ross Valley Fire Department
Board meeting
Wednesday, November 13, 2013
6:30pm

Board Members Present: Berto, Small, Weinsoff, Reed, Kroot, McInerney, Shortall, Hoertkorn

Staff Present: Stutsman, Meagor, McCarthy, Hanson, Stasiowski, Lewis

Call to order: 6:30pm

Open time: No members of the public addressed the board.

Board requests for future agenda items, questions and comments to staff, staff miscellaneous items: Member Small asked about the discussion at the council level regarding the fire code adoption process to Fairfax and San Anselmo. Chief Meagor replied that there were no changes to the amendments that were presented at the council meetings. Member Weinsoff also spoke on the short time frame that is part of the process.

Chief Meagor presented President Kroot with a plaque for his service to the board, again. The department appreciates your service. President Kroot said he spent about 15 years on the board and at ten meetings a year and totals 150 meetings. He has been honored to be a part of this organization and thanked everyone for being able to serve.

Consent Agenda: M/S Weinsoff/McInerney to approve as presented. All ayes.

Monthly Call report: Chief Meagor presented the report and spoke on the small fire that occurred at the daycare center and the requirement for the fire extinguisher and they used it properly and kept the fire in check, and when the engine arrived on scene the firefighters assisted with smoke removal. It shows how the programs that the department have in place along with the codes and inspection programs work.

Current Financial Report: Chief Meagor presented the current report. The overtime is still a concern, with two people still out on long term injuries and two people on short term injuries. The costs are somewhat offset with the reimbursement from the workers comp. The account will have to be closely watched throughout the rest of the year. Member Berto asked if it was necessary to hire another firefighter to assist in reducing the overtime. Chief Meagor responded that there was a position that was frozen a few years ago. There have been some changes, however, from a cost effective standpoint it is still cost effective to hire the overtime. With retirements, there have been new hires and training to replace those retirements. The trainee position has now moved into a firefighter position. Discussion about what the process is with a workers comp injury or a disabling injury and the time frame that they could be off duty.

AGENDA ITEM # 2A
Date 12/11/13

Acceptance of Annual Independent Audit Report for Fiscal Year ending June 30 2013. Chief Meagor reviewed the staff report and explained the procedure of the audit process. Chief Meagor reviewed the Memorandum of Internal Control and the two recommendations and that staff has responded to them as well as implementing them. He then explained that since this is the first audit of the new JPA the financials are different than in the past. He explained the changes in assets and depreciation, as well as the debt changes. He explained the positive side of the expanded authority and the expansion of assets of the new authority. The depreciation is exceeding the additions to assets. He then introduced Tim Krisch from Maze and Associates to speak on the audit from the auditor's perspective. The department has received an unqualified opinion which means it is a clean opinion, which is the highest level. The audit firm goes into the processes of the department and the procedures are being followed. There were two "other subject matter" are recommendations that the auditors made, for internal control items. Chief thanked JoAnne and Dan Hom for the work throughout the year with and with the preparation for the audit. M/S McInerney/ Weinsoff to accept all ayes.

Adopt Resolution 13-10 Establishing salaries and benefits for part time employees: Chief Meagor presented the staff report and what the changes are in the resolution. This resolution includes updates to the salary ranges and the addition of a part time fire inspector position. Discussion about the salary ranges and how the salary is determined. It depends on the skills that are being utilized. The Fire Inspector range comes from the current salary of the Fire Inspector. M/S Weinsoff/Berto to adopt Resolution 13-10 as presented. All ayes.

Discussion regarding Fire Chief Recruitment and approval for the expenditure of funds for recruitment related expenses: Executive Officer Stutsman reviewed the staff report and explained the process that is currently being undertaken. The books of qualified applicants will be delivered to the board and will be for reviewed at the Special Board Meeting closed session on Monday November 18th at the San Anselmo Town Hall Conference room. Panel interviews will be put together, one of the full board, an employee panel of bargaining and non-bargaining employees, as well as a professional panel of other fire chiefs. The final selection would be a board interview one on one interview with the final candidate(s). There are candidates from outside the area and there will be costs associated with the travel for the applicants. The consultant is recommending an additional \$10,000 for those new costs. In addition, dates need to be decided upon. Member McInerney asked about the list and how the recruiter will be culling the list of candidates to a manageable number. The Chief and Executive Officer will also review the entire list. The largest concern is about the salary for the new chief. The concern is that the salary will not be acceptable to the candidates, especially those that come from a distance. There was discussion about what would be included in the binder and what information had been given to the candidates in the conversations with Ralph Anderson and Associates. Discussion about the panels and how they would be set up; the board supports the panels that have been recommended in the staff report. M/S Weinsoff/McInerney to approve the \$10,000 additional costs. All ayes. Tuesday, December 10, all day for all panels. Then Wednesday, December 11, for the follow up phone interviews. Then Closed Session and regular meeting on Wednesday December 11 that evening. Executive Officer will send out

email to everyone to confirm the meeting. M/S Weinsoff/McInerney to approve dates as discussed, Tuesday December 10, then closed session, then Wednesday December 11 one on one interviews and then regular meeting is set for that evening. All ayes.

Rotation of Executive Officer position: member Weinsoff spoke that Executive Officer Stutsman remain in the position for a minimum of six months to assist in the transition of the new chief and Executive Officer position. Member Small requested that a limit of six months be set, and that the Management Committee needs to be formalized, also that in the JPA the position is to be rotated each year. The Executive Officer position functions as assistance to the Fire Chief; writes staff reports, reviews them, financial matters, budgeting, day to day matters, etc. The Executive Officer then went on to describe how the work flow goes through the Executive Officer position and also that the attorney is working on an update to the JPA to formalize the management committee. Discussion about the Executive Officer position and how the new chief will report to the board and report through the Executive Officer. Member McInerney moves that Debbie continue for six months during that time the management committee presents the recommendations to the board. M/S McInerney/Weinsoff to approve the recommendation. All ayes.

Next meeting scheduled for Wednesday, December 11, 2013, 6:30pm.

Meeting adjourned to Closed Session.

Opened back in Open Session with no reportable action from the Closed Session.

Minutes respectfully submitted:

A handwritten signature in black ink, appearing to read 'JoAnne Lewis', written in a cursive style.

JoAnne Lewis

Administrative Assistant