

Ross Valley Fire Department  
Fire Board Meeting  
June 11, 2014

Board present: McInerney, Kelly, Reed, Small, Hoertkorn, Finn  
Board absent: Weinsoff, Shortall

Staff present: Stutsman, Mills, Hanson, Stasiowski, Mahoney, Lewis

Open time: No public addressed the board.

Presentation of recent live fire training video – Chief Mills introduced Captain Gavin Illingworth and BC Dave Stasiowski. They gave a presentation on the recent training that was held at the California Fire Explorers Academy, the burn trailer and trainers at Healdsburg FD and at the live fire training at the San Francisco Theological Seminary. The Healdsburg training was featured on the cover of the CSFA Magazine. Gavin explained how the explorer academy works and how the trailer was utilized there and in Healdsburg. He then went on to describe the training that occurred at the SF Theological seminary. He explained that the training opportunity was invaluable to the department. He gave an overview of the various aspects of the training that occurred and what evolutions that were trained on. BC Stasiowski thanked Gavin for his hard work and time involved in the preparing for the training.

The Board was shown a short video that was filmed by the Theological Seminary.

BC Stasiowski answered the questions from the Board about the various aspects of the burns.

**Board requests:** None at this time.

**Consent agenda:** M/S McInerney/Reed all ayes.

**Call Report:** Chief Mills reviewed the call report and they are tracking as over the past few years. With most of the calls being medical in nature. President Small asked a question about the call response times. Chief Mills responded that the average is approximately 7 – 8 minutes.

**Review of Current Financial Report:** Chief Mills reviewed the current report.

**Board discussion and direction to staff regarding selection of consultant to review JPA Agency**

**Percentages:** Chief Mills presented the staff report and reviewed his consultation with City Gates Associates. He received an estimate of anywhere from \$30,000 to \$70,000, depending on the scope of work that was requested. Member McInerney asked why this was on the agenda. President Small responded that with the review of the JPA coming in 2015 and the desire to review the costs. She feels that it would be very beneficial and that maybe the Management Committee reviews this and have an RFP for other consultants and how much detail is needed. Member McInerney's two concerns are that looking at the JPA there is not a

basis to re-examine the costs. And that this was just completed in 2012 through a public process. He then quoted the JPA language that would warrant a reexamination of the costs allocation share and that none of those factors, to his knowledge, exists at this time. He also suggested that if Ross has concerns, they should hire their own consultant to review the re-examination of costs. He also quoted language that it would need to be a vote of the full board. He also has concerns that Ross has been questioning the costs so soon after the signing of the agreement. He suggests waiting to see how this all plays out. Member Kelly asked who of the current board members were on the board when the agreement was signed. He then asked what Ross' concerns were, President Small and Member Hoertkorn responded that they have a new town manager now, and have new council members, and they are looking at the numbers saying that they don't feel that there were any cost savings. And questions have been raised from them regarding the costs. If there isn't the support of the board to hire a consultant, they may look into hiring a consultant as a town. Discussion regarding why this is coming up now and what the questions that have been asked as to why this is being discussed now. Member Reed stated that he feels the same way as Member McInerney and that each jurisdiction went into this as a business decision and that it feels like a threat to the JPA and that there really isn't the support at the board for this. He stated that the costs are also going up in Fairfax and that the fire department costs aren't the only ones going up, that the gain is a stronger fire department, which is better for everyone. It is good to recognize how we got here. Member Finn mentioned that Member Shortall participated in the process and agrees that this could be a threat to the stability of the JPA. He also stated that cost per capita wasn't brought up during the negotiations. Member Hoertkorn feels that it would be a stronger report if the report came from the board, not just from Ross. President Small agrees that it is apparent that the board isn't going to approve this request and thanked everyone for the discussion. Member McInerney asked for more specifics from Ross as to what the actual concerns are, versus broad statements, to help him and the rest of the board understand what the issues are. President Small responded that they have been looking at their five year forecasts and at the costs. Member Hoertkorn stated that Ross wants to be a part of the JPA and the stated that they were not questioning the quality of the department. Executive Stutsman asked for public comment. Steve Lamb from San Anselmo asked if a consultant was hired at the original time. There was not one hired at that time. Everything was open and analyzed during the process, just not by an outside consultant.

**Approval of Resolution 14-05 A resolution of the Ross Valley Fire Department Board of Directors adopting the budget for the Ross Valley Fire Department for the Fiscal Year commencing July 1, 2014.** Chief Mills briefly reviewed the staff report and resolution. He also reviewed the meeting that occurred with the Ross members, the discussion that was held, and the future changes to the budget document that may occur. M/S McInerney/Kelly to approve as presented. All ayes.

**Board discussion and appointment of new Executive Officer:** Chief Mills reviewed the staff report and the discussion about how to rotate the Executive Officer. President Small reviewed prior discussions of the Executive Officer position. Member McInerney asked that if there was language in the JPA that would preclude Executive Officer Stutsman to remain in the position.

President Small made the motion that the Executive Officer position be rotated to Ross Town Manager Rob Braulik as Executive Officer. She will open it up for discussion. She then gave a history of the discussions that were held regarding the formation of the Management Committee. And that the consistency is the Manager position. Member Reed agrees that it should be a collaborative effort with the Management Committee. Discussion about what the management committee purpose is and what the position of the Executive Officer does. Executive Officer Stutsman spoke about what the position is, mostly as an advisor, check signors, as a support to the Chief, confidentiality.

Member McInerney spoke on his concerns to have stability and cohesion in place to have the historical knowledge of the Executive Officer. He has concerns about the agenda that Ross has with the changes to the percentages. Discussion ensued regarding this item and the concerns of several board members regarding having the Ross Town Manager as the Executive Officer.

Member Kelly feels that there is an agenda and that maybe the Ross Town Council should have their issue resolved before Rob is in the Executive Officer position.

Member Hoertkorn responded that Rob has been professional and that the questions that have been brought up came from council members not from Rob.

Member Finn agrees with what Member McInerney said and that he is uncomfortable with the Ross Manager.

Discussion ensued with the Board about the position and that all members benefit from the experience and the quality and professionalism on the calls.

Member Hoertkorn seconded the motion from the beginning of the discussion to have Rob Braulik appointed as Executive Officer. The vote was three ayes and three noes. Motion does not pass.

Member Reed suggests that this item be continued to the July 9 meeting. President Small made the motion and Member Kelly seconded to continue this item to the next meeting. All ayes.

Next meeting scheduled for Wednesday, July 9, 2014 at Ross Valley Fire Department 777 San Anselmo Ave. San Anselmo.

Minutes respectfully submitted

A handwritten signature in black ink, appearing to read 'JoAnne Lewis', with a stylized, cursive script.

JoAnne Lewis

Administrative Assistant