

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: July 9, 2014

To: Board of Directors
From: Mark E. Mills, Fire Chief *MEM*
Subject: Executive Officer

RECOMMENDATION:

Staff recommends that the Board discusses and appoints an Executive Officer from the Management Committee to assume the position as of August 1, 2014. The Management Committee further recommends appointing Garrett Toy, Town Manager of Fairfax as the new Executive Officer.

DISCUSSION/ANALYSIS:

The Executive Officer is responsible to provide administrative direction to the Fire Chief. The appointment of the Executive Officer is for a two year term and rotates between the three Town Managers. To that end, the Managers are meeting regularly to discuss current Fire Department issues. It is anticipated that the Executive Officer would continue to rotate between the three Towns. The Management Committee meets monthly to review the Board agenda and any other current issues.

The rotation through the Management Committee members has not been established. The Board needs to determine the order of the rotation to provide the proper balance between the Management Committee, Fire Chief, and the Board. The rotation needs to provide stability for the effective management of the Fire Department and to maintain a cohesive relationship between the Management Committee and the Board.

FISCAL IMPACT:

The new Executive Officer would receive the agreed upon stipend of \$300 per month.