

Ross Valley Fire Board Meeting  
777 San Anselmo Ave.  
San Anselmo, CA  
Board Meeting Minutes  
Wednesday, July 09, 2014

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

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

Open time: no items

**Board requests for future agenda items, questions, comments to staff; staff miscellaneous items:** Member Reed mentioned chipper days towards the end of summer for Town of Fairfax and asked if other agencies would be interested. Sleepy Hollow agreed and is also interested in a chipper program. President Small brought up a question asked at the last meeting about who put items on the agenda and asked for an item be placed on the agenda or discussed at the Management Committee to clarify if there are items that the President and Vice President are responsible for. She also reported to staff that the Town of Ross has no intention to leave the fire JPA.

**Consent Agenda:** M/S McInerney/Reed to approve items A, B, E, F. All ayes.

**Consent Agenda:** Chief Mills pulled items C and deleted item D. Chief Mills explained the training that the department just completed today. He distributed a Fuels and Fire Behavior Advisory that was received today. This explained the anticipated and current fire behavior. He then explained the process of requesting strike teams, and how they work. Chief Mills explained the incident management teams and what disasters they work. President Small asked if there was a way to have a brief primary put together about how a strike team works and what Chief Mills' training and knowledge is as an IMT. She also asked about for an info sheet for residents that would explain what they need to be doing during this time of year. Member Finn asked what notification he receives before going out. He is on a two hour response when his team is on first call. Member Shortall said that the dividends are huge for the department and is very valuable. And to let our residents know that we have this resource here. M/S Shortall/Hoertkorn to accept Item C. All ayes.

**Call Report and Out of jurisdiction report:** Chief Mills gave the current report.

**Review of Current Financial Report:** This is the end of year report. The audit process has begun and the report will be presented at the November meeting.

**Board discussion and appointment of new Executive Officer:** Chief Mills presented the staff report and the recommendation to appoint Town Manager Garret Toy as Executive Officer. Member Shortall asked about the management committee and what his understanding is about the Executive Officer roles and responsibilities. He doesn't

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have a problem with rotating the position and appreciates the management committee to make the best recommendation for the Executive Officer at that time of year. Discussion about having the management committee review the roles of the Executive Officer and Committee. The management committee will put together a clear role and responsibilities of the Executive Officer. Discussion ensued after question by Member Hoertkorn about the management committee suggesting changes to the format of the budget.

M/S McInerney/Weinsoff to appoint Fairfax Town Manager Garret Toy to serve as Executive Officer. All ayes.

Next meeting – scheduled for Wednesday, September 10, 2014.

Minutes respectfully submitted,

  
JoAnne Lewis  
Administrative Assistant