

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: November 12, 2014

To: Board of Directors
From: Mark E. Mills, Fire Chief *MM*
Subject: Chief's Update

RECOMMENDATION:

For the Board's information

FLEET

All apparatus in service

FACILITIES

Station 18

Station 19

Station 20

Station 21

No other significant changes or repairs are being made at this time.

PERSONNEL

After working nearly 9 months on a 5 day schedule and evaluating Friday operations with the main office being closed to the public, the Chief along with support from the Executive Management Committee has decided to modify the administrative work schedule. Chief Mills and Administrative Assistant JoAnne Lewis will be switching to a 4 / 10 work schedule.

The office at the San Anselmo Station will continue to remain open Monday through Thursday. Friday the office has been and will continue being closed to the public. The office will continue to be closed on Friday, but all other administrative personnel except the Chief will continue to be present. Ms. Lewis will be in to handle any administrative matters that may arise. Chief Mills will be available by phone or email as normal. On Mondays, Ms. Lewis will be off.

AGENDA ITEM # 20
Date 11/12/14

ACTIVITIES

FIRE PREVENTION

Resale:

Resale Inspections:	11
Re-inspections	05
Total:	16

New Construction:

Ross	08
San Anselmo:	07
County:	04
Fairfax:	02
Total:	21

Planning

New Planning applications:

Ross:	01
Fairfax:	02
San Anselmo	08
County:	01
Pre-project	05
Total:	17

Fire Permits:

Sprinkler:	22
Fire Mains	04
Hood and Duct	01
Special events:	01
Total:	28

Field Inspections:

Final Inspections:	34
Hydro:	10
Alarm:	01
Fire Main:	03
Special events:	01
Day Care Licensing:	02
State Mandated:	07
Pre-construction	05
Total:	63

Chief Mills attended:

- 10/07 - Met with Marin Sanitary concerning chipper program
- 10/08 - Took delivery of chipper and attended operational training
- 10/15 - Met with Ross Town Manager
- 10/16 - Attended Marin County Fire Chief's meeting, appointed as Secretary
- 10/21 - Met with chipper truck specialist
- 10/23 - Attended FASIS Board meeting, appointed to Underwriting Committee
- 10/27 - Met with property owner from Ross
- 10/29 - Attended San Anselmo staff meeting
- 10/30 - Attended Ross Town Council workshop and presented WUI map proposal
- 10/31 - Phone conference with auditors
- 11/04 - Administrative staff meeting
- 11/05 - JPA Executive Management Committee meeting

BC Mahoney attended:

- 10/09 - Dominican University "Making Of leaders"
- 10/14 - Attend Earthquake drill at San Dominico School
- 10/16 - Dominican University "Making Of leaders"
- 10/24 - Grant meeting with Todd Lando
- 10/28 - Standard Fire Ground Operations meeting
- 11/03 - Marin County Operations meeting
- 11/04 - RVFD Administration meeting
- 11/05 - "Art of reading smoke" class
- 11/07 - Meeting with Sean Condry regarding engine access in San Anselmo
- 11/08 - "Get Ready" public education class at Marin Art and Garden Center

Battalion Chief Stasiwoski attended:

- 10/08 - Fire Board meeting
- 10/10 - Driver/Operator manipulative testing
- 10/17 - Operations Standards committee meeting
- 10/20 - Marin County Training Officers meeting
- 10/23 - MMWD meeting for Fawn Drive FFIP
- 10/29 - Goblins Spooktacular event
- 11/03 - Marin County Operations Section meeting
- 11/04 - Administration and Battalion Chiefs meeting
- 11/11 - CAD interface committee meeting