

Ross Valley Fire Department
Board Meeting Minutes
May 10, 2017

Board Present: McInerney, Greene, Shortall, Kuhl, Breckus, Weinsoff, Finn, Reed

Staff Present: Toy, Mahoney

Meeting called to order and adjourned to Closed Session.

Closed session: Board provided direction to staff.

Open time: No members of the public wished to address the board.

President McInerney introduced new Finance Director Helen Yu Scott to the board. She will be working with the Department, replacing Daria Carrillo.

Consent agenda: M/S Weinsoff/Greene as presented. All ayes.

New Fire Inspector position/Fire Marshal Discussion and direction to staff. Acting Chief Mahoney presented the staff report and background regarding the proposed changes to the Fire Prevention operations. The Department would enter into a shared services agreement with the Corte Madera, Larkspur, and Kentfield Fire Departments for Prevention services. Discussion regarding the importance of the Fire Marshal position and the careful consideration that needs to occur in the selection of a Fire Marshal given the job duties and decisions that can need to be made within the jurisdiction. Member Finn asked why the other fire departments are going away from their own fire prevention services and coming to the Department. It may be because the Department is becoming a known expert within the county, as Novato FPD is with their billing services. Further discussion regarding the actual duties and functions of the positions, what the costs would be, and how the costs would be distributed between the agencies. What do the individual towns gain by this agreement? There would be a designated Fire Inspector/Fire Marshal on duty each day and creates an actual Fire Prevention Bureau within the valley. A lengthy discussion occurred regarding the Board concerns about taking on this proposed agreement – the concerns were the revenue stream, not having a revenue “bonus” for the department. The fees can only cover the costs. How will one additional position be able to provide the additional services for the expanded area? There needs to be a deeper look into the numbers, the additional costs that would go along with the position – i.e. a car, technology, location/office, etc. This needs to be further discussed and the details explained in more details. Would there be a need for a second new Inspector? That would need to be looked into as well. Concerns were raised regarding what would happen if the fees collected did not cover the expenses for the position. Acting Chief Mahoney agreed and explained that this was an initial report brought to the board for input and discussion. President McInerney encapsulated the concerns raised by the Board – continue to look into this, however, to keep the concerns in mind - risks if the agreement does not work, what are

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the benefits to the department, work load with the addition of the other agencies, is two years a long enough time to evaluate the program, what about reciprocity for the other agencies. This is being looked at as a stepping stone for other shared services between the departments. There was also a discussion regarding the Fire Codes and how they are similar/different between the agencies. They are mostly standardized throughout the county. Acting Chief Mahoney will look further into this item and bring back more details to a future board meeting, taking into account the discussions and recommendations.

Adopt Resolution 17-04 A resolution of the Ross Valley Fire Department approving the settlement agreement and general release with the firefighters of the Ross Valley Fire Department. Discussion regarding the details in the agreement. M/S Greene/Reed to adopt as presented. All ayes.

Presentation and discussion of the Draft FY 17/18 Budget. Acting Chief Mahoney presented the staff report and explained the variations in the new Budget. Discussion ensued regarding various items in the budget and the increases, vehicle replacement fund, and PERS costs. During the preliminary budget discussions, the Management Committee met with the Acting Fire Chief and went through each item in the budget to determine what changes, if any, would need to be made to that line item. There was also a discussion regarding pre-paying the PERS side fund versus obtaining a separate bond for the amount as the amount in the side fund is not a set number at this time. With regards to non-contract revenue, information was provided regarding the contracts that the department has with other agencies for Auto Aid and paramedic services. Discussion regarding setting up meetings in the future for contract negotiations.

Next meeting is scheduled for Wednesday, June 14, 2017 at 6:00pm.

Minutes respectfully submitted,



JoAnne Lewis
Administrative Assistant

(via recording of meeting)