

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: September 13, 2017

To: Board of Directors
From: Roger Meagor, Acting Fire Chief
Subject: Fire Prevention Services

RECOMMENDATION:

For Board information

BACKGROUND:

The Department provides a wide range of fire prevention services. These services are delivered, in part, by all members of the organization. An important component of the program is the Department's two fulltime fire inspectors. The fire inspectors responsibilities include construction plan review and inspections, State mandated inspections for Assembly, Educational, and Institutional occupancies, fire hazard complaint follow-up, general fire code interpretation, public education, etc.

In January of this year, Ross Valley Fire Department entered into an informal agreement with the Corte Madera Fire Department to provide plan checking and inspection services for construction permits in the Town of Corte Madera. Plan checking and inspection responsibilities are divided between the two fire inspectors. One inspector conducts in house plan checks and identifies fire department requirements for the project and the other inspector conducts the field inspections to ensure code requirements are met. Fees for service are based on the Ross Valley Fire Department fee schedule.

DISCUSSION:

In late July, Ruben Martin notified the Department that he was resigning from his position of Fire Inspector. Inspector Martin accepted a fulltime position as a Fire Marshal with the Larkspur-Corte Madera Fire Department. His resignation was effective August 10, 2017.

On August 10, 2017, the Department received verbal notification that, effective immediately, the Corte Madera Fire Department was terminating the agreement with Ross Valley Fire Department to provide construction plan reviews and inspections.

Staff is currently evaluating the impact of the vacant fire inspector position and the cancelation of the agreement to provided plan check and inspection service for the Corte Madera Fire Department.