

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: September 13, 2017

To: Board of Directors

From: Roger Meagor, Acting Fire Chief
Garrett Toy, Executive Officer

Subject: Fire Chief Recruitment

RECOMMENDATION:

Discuss the options for Fire Chief Recruitment, and provide direction to staff.

BACKGROUND

Since February 2017, Chief Mark Mills has been on a leave of absence. The Department filled the Chief's absence by appointing Battalion Chief Dan Mahoney as the Acting Fire Chief. As a result of the length of the absence and other work demands, in August, Roger Meagor was hired as the Acting Fire Chief on a part time, temporary basis.

DISCUSSION:

With the likely retirement of Chief Mills, and the need to fill the vacancy that will be created, staff is asking the Board to provide direction how best to proceed.

Recognizing that it is important to move ahead as quickly as possible, but also recognizing this is an opportunity to evaluate and consider traditional and non-traditional options to fill the vacant Fire Chief position, staff is asking the Board to consider the following options:

1. That Ross Valley Fire Department explores the potential for an administrative consolidation at the executive management level.

The objective would be to determine if a shared services agreement option could be utilized to provide the necessary leadership and to meet the duties and responsibilities of the current Fire Chief position, as well as improve administrative support and efficiency throughout the organization.

The following are some important first steps that need to be taken if the Department is going to explore this option:

- Determine the interest of neighboring agencies to share services.
 - Conduct a detailed analysis of the current organization and its needs.
 - Receive initial feedback from the key stake holders (e.g., RVFD staff) regarding expectations, needs, and concerns.
 - Daily management structure.
 - Administrative structure with Management Committee.
 - Identify the potential benefits and challenges.
2. Prepare a Request for Proposal (RFP), to be sent to the various executive recruiting firms to provide full recruitment services for the position of Fire Chief.

To assist in the evaluation, the Board will need to discuss and establish the core criteria and priorities by which to evaluate the options. These criteria include, but are not limited to, the following:

- Leadership structure
- Service levels and responsiveness to the community
- Cost savings
- Level of shared services/resources
- Training and mentoring opportunities for staff
- Importance of daily presence/availability of Fire Chief
- Future of the department

Conclusion:

If the Board decides to explore a potential administrative consolidation at the executive management level, staff recommends keeping the process moving as quickly as possible. Staff recommends preparing an RFP to be sent to executive recruiting firms. By doing so, the Board will have information regarding cost and timelines for the traditional Fire Chief option.