

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: November 8, 2017

To: Board of Directors

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

Subject: Public Workshop – Shared Services / Fire Chief

RECOMMENDATION:

For the Board, staff, and the public to participate in a public workshop to provide input regarding the consideration of executive management options for Ross Valley Fire Department.

For the Board to provide direction to staff – Next steps

BACKGROUND

At the September Board meeting, the Board considered two options to fill the Fire Chief vacancy created by the retirement of Chief Mills. The Board directed staff to explore a shared services option at the executive management level (Fire Chief). Staff was also directed to prepare a Request for Proposals (RFP), to be sent to the various executive recruiting firms to provide full recruitment services for the position of Fire Chief. By moving forward on both the RFP and the shared services exploration it gives the Board, at least in the early stages, the ability to keep both options on the table.

Following the September meeting, the Management Committee and Chief Meagor met with Chief Weber from Marin County Fire Department. Additionally, Chief Meagor met with Chief Pomi from Kentfield Fire District, the Ross Valley Fire Battalion Chiefs, and had a follow-up meeting with Chief Weber. The discussions involved looking at the basic concept of an executive management shared services arrangement. Considerable amount of time was spent looking at Ross Valley Fire Department's general needs and expectations, as well as the ability of meeting those needs through a shared services arrangement.

At the October Board meeting, staff provided additional information regarding the shared service option. Staff was directed to include a public workshop on the agenda for the November Board meeting.

A Request for Proposals to provide full recruitment services for the position of Fire Chief was prepared and sent out to eight executive recruiting firms. Five proposals were received with prices ranging from \$19,000 to \$30,000. Staff has not reviewed the proposals.

DISCUSSION:

Staff is preparing a brief PowerPoint presentation which will provide an overview and some general information for the workshop, including a brief history of Ross Valley Fire Department, as well as some basic information about the Marin County Fire Department and Kentfield Fire District. Following the presentation, there will be a facilitated workshop to receive input from the Board, staff, and public. A series of topics and questions have been assembled to assist in the discussion and the gathering of information.

Chief Weber and Chief Pomi will be in attendance. The Chiefs have agreed to attend the workshop in order to observe and listen, but they believe the best approach is for Ross Valley Fire to determine its needs and expectations, in order to prepare a Request for Proposals which will allow them to provide a comprehensive response for a Shared Service option.

Workshop Topics/Questions:

- Department needs, current and future
- Essential job functions and expectations of the Fire Chief
- Stakeholder needs and expectations
 - RVFD personnel
 - Management Staff
 - JPA member agencies
 - Community members
- Shared Services Option - strengths, challenges, opportunities, threats
- Stand-alone Fire Chief - strengths, challenges, opportunities, threats
- General Comments – Consideration of Shared Services or stand-alone Fire Chief
- Department long-term vision
- Next steps, Recommendations, Timeline