


**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: January 10, 2018

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

RECOMMENDATIONS:

That the Board receives the staff report, meets with Regan Williams with Bob Murray & Associates, and provides direction to staff as appropriate.

BACKGROUND

Since September the Department has been exploring options to fill the Fire Chief vacancy created by the retirement of Chief Mills. The options include a shared agreement at the executive management level (Fire Chief) or to continue with a stand-alone fire chief.

In order to explore the shared service option there has been discussion with both Kentfield Fire District and Marin County Fire Department. At the November Board meeting, a facilitated workshop was held to receive input from the Board, staff, and public. Chief Pomi, Kentfield Fire District and Chief Weber, Marin County Fire Department attended the workshop. Chief Weber and Chief Pomi were ask by the Board to make a presentation at an upcoming Board meeting.

At the December meeting Chief Weber gave a presentation outlining the basic concepts of a shared service option between Ross Valley Fire Department and Marin County Fire Department. Chief Pomi provide a letter communicating that after reviewing the needs and expectations gathered during the Public Workshop, and anticipating the parameters that will be included in an RFP, he felt that Kentfield Fire District would not be a good fit for this service. He provided thanks and that he looks forward to exploring future opportunities and collaboration between the two organizations.

DISCUSSION:

At the December meeting the Board directed staff to continue to explore both shared services and the recruitment for a Fire Chief. Staff was directed develop an RFP for the shared service option, while at the same time contracting with a recruiting firm to conduct the initial phases of the Fire Chief recruitment to see if there is a well-qualified group of candidates. The Executive Officer was authorized to spend up to \$20,000 for a

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firm to assist with the preparation of a RFP and spend up to \$23,000 for a recruitment firm.

The Executive Officer has secured agreements with Citygate Associates to assist in the shared service option and Bob Murray & Associates to conduct the initial phase of a Fire Chief recruitment. The Management Team has begun working with both Citygate and Bob Murray & Associates. Regan Williams with Bob Murray & Associates is scheduled to meet Board members, staff and management. Regan Williams will be in attendance at the Board meeting.