

Ross Valley Fire Board
Meeting Minutes
Wednesday, December 13, 2017

Vice Chair Breckhus called the meeting to order at 635pm

No public addressed the board.

Members present: Reed, Lacques, Finn, Shortall, Kuhl, Breckhus, Brown.
Member absent: Greene

Staff: Toy, Meagor, Stasiowski, Grasser, Mahoney, Lewis, Chinn, Donery

M/S Consent Agenda: Reed/Finn to approve. All ayes.

Presentation and acceptance of Annual Financial Audit for FY 16/17. Acting chief Meagor introduced Finance Director Helen Yu Scott to present the staff report and the position of the Department as of June 30, 2017. She also reported on the Memorandum of Internal Control and the new items – regarding journal entry review and bank reconciliation review. The other item is the Capital Asset amount increase. In addition there needs to be addressed the accounting policies and procedures to mirror the Town of San Anselmo procedures. Discussion regarding what will be included in the policies and procedures and how the items will be addressed. The Memorandum of Internal Control was not sent to the Board Members, so the items will be brought back to the board with updates on the items in the MOIC.

The auditor from Maze and Associates presented the basic financial statements and highlighted various items within the statements. The financial statements are unmodified or a “clean” audit.

M/S Finn/ Kuhl to accept the auditor report and defer the MOIC until the next meeting.

Shared Services/Fire Chief: Chief Meagor presented the staff report and explained where the discussion is currently. Chief Pomi and Kentfield FPD have pulled out of the process of the Shared Services discussions at this time.

Chief Meagor introduced Fire Chief Jason Weber, Marin County FD, who made a presentation to the board regarding the Shared Services option. He showed the board what a possible shared services working relationship with RVFD staff and programs could look like. He also shared some of his thoughts on the pros and cons of a shared services agreement.

Discussion ensued with Chief Weber regarding the presentation.

Vice Chair Breckhus brought the discussion back to the board. Member Kuhl felt after the last meeting that both options should be considered. Tonight he was very

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impressed by the suggestions presented. However, he feels that all options should still be considered. He is leaning more towards the shared services. Member Breckhus is supportive of looking at both options and feels that if there was a qualified candidate out there that they should be considered. She is still concerned what would be beneficial to Ross and is still on the fence. Member Brown isn't sure that the process of creating the RFP would need to continue as Kentfield has pulled out of the discussion. He wants to be sure the firefighters are in support of whatever decision was made. Member Reed appreciated the presentation and realizes that more discussions need to be held with staff to get their input. Would like to see what else is out there and if there are qualified Fire Chief candidates out there. Member Lacques also appreciated the presentation and the education that he has received as a new board member. There is a lot of promise for the shared services, but believes the recruitment process needs to be pursued as well. Does feel that the RFP drafting would be beneficial to put all the information together in one document. Member Finn feels that the Shared services is the wave of the future and we should not spend time and money to recruit a new fire chief. Member Shortall doesn't see the point to recruit a new chief when you have a proven fire chief and the added value to the citizens and the area. Would like to see the time and energy put into working with Chief Weber to flush out the details of the proposal. We have a great department but feels that hiring a new Chief doesn't change things. Status quo is not acceptable any longer. It is the boards' job to explain what the benefits are to the new model. SHFPD has done a lot of prevention activities and believes that the publics' expectation is towards prevention. Hopes this can move forward and it's not a forever deal. It is time for a bold action and not the status quo.

M/S Kuhl/Brown to adopt the recommendation from the staff report and proceed on the two tracks – shared services and stand-alone fire chief.

Minutes respectfully submitted,

A handwritten signature in black ink, appearing to read "JoAnne Lewis". The signature is fluid and cursive, with a large initial "J" and "L".

JoAnne Lewis
Administrative Assistant