


**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: February 14, 2018

To: Board of Directors
From:  Roger Meagor, Acting Fire Chief
Subject: Executive Management Shared Services and Fire Chief Recruitment

RECOMMENDATIONS:

That the Board receives an update on executive management shared services and Fire Chief Recruitment

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 asked 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 provided 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.

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

The Executive Officer 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.

AGENDA ITEM # 5
Date 2/14/18

DISCUSSION:

The Management Team is working with both Citygate and Bob Murray & Associates to move forward on both the executive management level shared services and the initial phase for the recruitment of a stand-alone fire chief.

Bob Murray & Associates has prepared a recruitment brochure and has placed ads with the following sources:

- California Fire Chiefs Association
- International Association of Fire Chiefs
- California Special Districts Association
- Daily Dispatch
- Fire District Association of California
- Fire Career Assistance
- Firerescue1.com
- Jobs Available
- Western City
- Careers in Government

Chief Weber and I had a meeting with Stu Gary of CityGate. As a result of the meeting, next steps include: working on a detailed cost structure, development of an agreement frame work, and establishing deliverables. Chief Weber and I are currently working on the next step items.