

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of March 13, 2019

To: Board of Directors

From: Jason Weber, Fire Chief

Subject: Add two-year fixed term Disaster Coordinator Position

RECOMMENDATION:

That the Board adopt Resolution No. 19-03 approving the addition of 1.0 FTE Fixed Term Disaster Coordinator Position for a two-year duration effective July 1, 2019.

BACKGROUND:

The last several years have highlighted the need to increase disaster preparedness and resiliency throughout the County. The Marin Managers Association and Marin County Fire Chiefs Association have worked collaboratively to support recommendations from both the Marin Citizen Disaster Council (DC3) and The Marin County Board of Supervisors "Lessons Learned Sub-Committee". Recommendations include: Re-energizing the Get Ready Program, coordination of the Countywide Community Emergency Response Teams (CERT) and providing leadership to the existing disaster councils. The goal of the recommendations is to increase resident resiliency with a focus on self sufficiency for the first 72 hours post disaster.

The tasks outlined above are greater than can be achieved with existing part-time and volunteer support. The twelve Cities and Towns and eight Fire Districts/Departments have committed to funding a two-year fixed term Disaster Coordinator Position.

The Ross Valley Fire Department is being asked to host the fixed-term position. The responsibility of the Department will include providing office space, daily oversight and general employment requirements. The Marin County Fire Chiefs Association and the Marin Managers Association have formed a sub-committee that will provide overall direction and deliverables for the position. The following annual contribution rates have been reviewed and approved by the Marin Managers Association and Marin County Fire Chiefs Association.

Countywide Disaster Coordinator - Funding Formula	
Municipalities	Contribution
City of Belvedere	\$ 2,500
City of Larkspur	\$ 3,500
City of Mill Valley	\$ 3,500
City of Novato	\$ 5,000
City of San Rafael	\$ 5,000
City of Sausalito	\$ 2,500
County of Marin	\$ 80,000
Town of Corte Madera	\$ 3,500
Town of Fairfax	\$ 2,500

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Town of Ross	\$ 2,500
Town of San Anselmo	\$ 3,500
Town of Tiburon	\$ 3,500
Fire Agencies	
Ross Valley Fire Department	\$ 3,500
Kentfield Fire Protection District	\$ 2,500
Marinwood Community Service District	\$ 2,500
Novato Fire Protection District	\$ 3,500
Sleepy Hollow Fire Protection District	\$ 2,500
Southern Marin Fire Protection District	\$ 3,500
Tiburon Fire Protection District	\$ 2,500
	\$ 138,000

FISCAL IMPACT:

There will be an increase cost of \$3,500 annually for two years (total \$7000) to the Ross Valley Fire Department. Funding is available within the baseline budget.

The anticipated position costs are approximately \$124,000 annually for two years (total \$248,000). Revenues through the above funding formula are sufficient to fully offset the position costs.

Additional grant funding in the amount of \$175,000 has been secured by the Marin County Fire Chiefs Association for public outreach, including expenses such as printing materials and advertising associated with re-energizing the Get Ready Program.

Ross Valley Fire Department

Disaster Preparedness Coordinator

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within a job.

DEFINITION

Under general direction, serves as countywide coordinator of a range of activities associated with disaster preparedness. Coordinates disaster preparedness initiatives and community resiliency activities among local, State and Federal agencies; develops and presents disaster preparedness public safety educational outreach programs and materials; prepares, implements, and maintains disaster preparedness programs that may include municipal employees and the community; and performs related work as required.

CLASS CHARACTERISTICS

This is a single class position that will work as a miscellaneous (non-safety) employee under direction of the Marin County Fire Chiefs Association (MCFCA). Under general direction, incumbent has over-all responsibility for developing countywide disaster resiliency and preparedness.

EXAMPLE OF DUTIES: (Illustrative Only) Note: The following duties are performed by employees in this classification. However, employees may perform other related duties at an equivalent level.

- Coordinate the development, implementation, and maintenance of various community based emergency preparedness programs (i.e. Get Ready; CERT; Disaster Councils).
- Coordinate the development of emergency prevention and emergency management public education programs and materials among cities, towns and the county.
- Present and assist in presenting community resiliency and disaster preparedness public education and training programs; speak to groups of various ages, educational levels and socio-economic backgrounds.
- Provide consultation services and evaluations regarding disaster preparedness.
- Assist community, volunteer, educational or other public and private groups with emergency prevention and preparedness.
- Seek and participate in the development of various emergency management grants.
- Coordinate with Federal, State, County, Cities, Towns and other local emergency management organizations.
- Utilize standard personal computer software, including word processing and spreadsheet programs, develop a variety of forms, reports, and statistical analysis; and use software tools to evaluate program effectiveness and develop alternative solutions.
- Work with volunteers, coordinate their activities, provide instructions and motivation; ensure volunteer activities are effective and provide appropriate recognition.
- Maintain accurate records and files; prepare a variety of statistical and narrative reports, including incident status reports for reimbursement by state and federal agencies.

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- Serve as a support team member in the EOC during emergency or disaster response situations.
- Assist in the development of agreements with allied agencies and vendors to commit personnel, equipment and other appropriate resources that will provide support to the Municipalities during emergencies.
- Coordinate with other governmental agencies, the public and stakeholders to gain and maintain effective working relationships and communication.

MINIMUM QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be equivalent to a Bachelor's degree from an accredited college or university with major course work in emergency management, fire management, public administration, or a related field; and/or technical-level experience in an organization performing emergency management, disaster planning, and/or response, which has provided knowledge of emergency management concepts, terminology and basic procedures. Or an equivalent combination of education and experience sufficient to successfully perform the duties and responsibilities of the job as listed:

Knowledge of:

- Principles and practices of emergency management, and disaster preparedness, response and recovery.
- California Standardized Emergency Management System (SEMS), Incident Command System (ICS) and the National Incident Management System (NIMS).
- Emergency operations communications systems.
- State and Federal volunteer regulations and reporting and reimbursement procedures.
- Principles and practices of program coordination, development, budgeting, administration and evaluation.
- Office procedures, methods and equipment including MS Office computer software programs, such as word processing, spreadsheets and databases.
- Pertinent federal, state and local laws, codes and regulations.
- Preparing and presenting public information; teaching; and public speaking.
- Principles and practices of supervision and training.

Ability to:

Candidate must be capable of carrying out all items in both emergency and non-emergency situations.

- Be self motivated, work independently to complete assigned duties and responsibilities in a timely manner.
- Develop and present training programs for staff and the public that addresses emergency management systems, procedures and response.
- Develop and coordinate disaster preparedness exercises.
- Interpret and explain disaster preparedness services, policies and procedures.
- Interpret and apply federal, state and local laws, rules and regulations.
- Learn and retain local geography and resources as they relate to disaster preparedness planning and operations.

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- Stay abreast of disaster preparedness requirements and standards.
- Analyze and evaluate new program techniques.
- Prepare clear and concise reports; express ideas and communicate clearly and concisely, both orally and in writing.
- Coordinate, train, oversee and evaluate volunteers.
- Logically and creatively utilize a variety of analytical techniques to solve complex disaster preparedness challenges.
- Gain the respect, confidence and cooperation of municipal leaders and the public and maintain effective working relationships with those contacted in the course of work.
- Participate in the development and administration of goals, objectives, procedures and budgets.
- Work cooperatively with the public and emergency response agencies.
- Identify and analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Build and maintain positive working relationships with stakeholders to ensure that assigned disaster preparedness coordination efforts are successful.

CERTIFICATES/LICENSE

Obtain prior to and maintain a valid California Driver's License with a satisfactory driving record.

Possession or ability to obtain a Healthcare Provider CPR certificate issued by a training center approved by the California EMS Authority. Healthcare Provider cards issued by the American Heart Association and the American Red Cross meet the CPR requirement.

SPECIAL REQUIREMENTS

Required to work on some weekends and evenings; work at any location in the County; attend meetings and classes both; work under various adverse and hazardous conditions; perform routine and repetitive work; personally maintain all certifications and licenses required for job class, assist in training agency employees; wear uniform; and maintain clean and neat appearance.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by a employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment includes performing activities in the natural environment and the constructed environment.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, feel or hold; reach with hands and arms; and talk, hear, taste, or smell. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee may be required to walk on trails or up and down steep inclines off trails. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance

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vision, color vision, peripheral vision, depth perception, and ability to adjust focus; and vision sufficient to read computer screens and printed documents with, or without, correction. Hear within the normal audio range with, or without, correction. The employee must have sufficient physical ability to work in an office setting and operate office equipment.

Employee will be expected to wear personal protective equipment (PPE) and is responsible for using the proper PPE in the appropriate environment. Examples of PPE may include a hardhat, hearing protection for noisy environments, eye protection, dust mask or respirator and safety shoes.

While performing the duties of this job, the employee is regularly working in an office environment. The noise level in the office work environment is relatively quiet. However, during outdoor operations there may be conditions with elevated noise levels, odors or smoke may be present, with heavy machinery nearby.

In emergency situations, the employee may be required to work under signification pressure, be subjected to extended work hours and be on-call in case of emergencies.

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 19-03

A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT ESTABLISHING THE POSITION AND COMPENSATION PACKAGE FOR THE DISASTER COORDINATOR

WHEREAS, Ross Valley Fire hereby establishes the limited term (two-year) position of Disaster Coordinator as a non-safety position within the Department; and

WHEREAS, the duties, responsibilities, and compensation of the Disaster Coordinator have been compared with positions in other municipalities throughout the region; and

NOW THEREFORE BE IT RESOLVED, that the following are the salary and benefits for this position;

BE IT FURTHER RESOLVED, that the Ross Valley Fire Department adopts the following terms and conditions for the Disaster Coordinator effective July 1, 2019:

Disaster Coordinator	Step A	Step B
	5,938	6,250

Step placement and advancement shall be in accordance with the provisions of Section 11 of Authority's Civil Service Rules and Regulations.

Salary Adjustments: The Fire Board will review the Disaster Coordinator's compensation annually.

Retirement: PERS PEPPRA for Miscellaneous Members

Vacation Leave Schedule:	1-3 years	11 days
	4-7 years	15 days
	8-12 years	18 days
	13-15years	20 days
	16>years	25 days

Holidays: 13 Days off per year: New Year's Day; Martin Luther King, Jr. Day; Lincoln's Birthday; Washington's Birthday; Memorial Day; Independence Day; Labor Day; Admission Day; Veterans' Day; Thanksgiving Day; Friday after Thanksgiving Day; December 24, 1/2 day; Christmas Day; December 31, 1/2 day. In addition to the above, any other single day appointed by the President of the United States or the Governor of California and observed by the Authority as a public fast, Thanksgiving or holiday.

Sick Leave: 12 days per year

Uniform: A uniform allowance of \$60 per month.

Cafeteria Plan: The amount of the cafeteria plan shall be an amount equal to the full family cost of Kaiser (PERS Kaiser Bay Area Plan) which at this time is \$1,997 per month. Any unused amount can be applied toward other benefits including dental, life, disability, and cash back to the employee.

I do hereby certify that the above Resolution 19-03 is a true and correct copy as passed by the Ross Valley Fire Board on March 13, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Peter Lacques, President

JoAnne Lewis, Administrative Assistant