

ROSS VALLEY FIRE DEPARTMENT STAFF REPORT

For the meeting of October 9, 2019

To: Board of Directors

From: Jason Weber, Fire Chief

Subject: Annual Review of Administrative Services Agreement with Marin County FD

Recommendation:

Receive Staff report, provide input, and direction on the annual review of the Administrative Services Agreement with Marin County Fire Department from Jason Weber, Fire Chief.

Background:

Fire Departments and other emergency service agencies have a long history of sharing services to maximize efficiency, decrease costs, and improve overall service delivery. On August 1, 2018, Ross Valley Fire Department contracted for Executive and Administrative services with Marin County Fire Department in lieu of hiring a Fire Chief. This agreement has also provided services from the MCFD Deputy Fire Chief, Deputy Director of Fire, and Battalion Chiefs for: fire prevention, vegetation management, and EMS.

Discussion:

Appendix C of the agreement identified key deliverables that are priorities of Ross Valley Fire, these included items prioritized in year one and others in years two through five. There was some work that was reprioritized by Staff into year one to meet key decision points with staffing and facilities. The work on the Standards of Coverage was a priority in year 1 in addition to negotiations with both of the labor associations for new three-year agreements.

Below is the summary of the current status of each deliverable.

Year One and/or ongoing:

- (100%) Ensure the Department will continue to respond to the needs of the community's citizens and visitors and to deliver the best possible public service attainable.
- (100%) Review and gain an understanding of the Department's administrative functions, programs, policies, procedures, etc.
- (100%) Develop and maintain relationships with the communities, community leaders and elected officials ensuring the Department is well represented to stakeholders and constituents.
- (100%) Develop and maintain strong working relationships with Department Heads within the three towns.
- (20%) Conduct a review of the Department's current policies and procedures and implement the Lexipol policy management software.
- (100%) Complete a 5-year financial projection.
- (100%) Develop options for an enhanced defensible space inspection program.
- (90%) Complete the integration of the finance agreement with the Town of San Anselmo, including best practice cross checks and audit trail information.
- (50%) Implement employee performance management system.
- (50%) Evaluate the Department's infrastructure and capital assets.

AGENDA ITEM # 7

Date 10/11/19

Two to five-year deliverables:

- (0%) Develop a 5-year Strategic Plan.
- (0%) Development of Department wide Community Wildfire Protection Plan.
- (100%) Update RVFD Standards of Cover.
- (0%) Complete policy and procedure update.
- (0%) Long-term financial outlook and options for sustainability.
- (0%) Work with Towns to develop a capital facility (fire stations) master plan for long term major rehab, code compliance and, if needed, eventual replacement.

Fiscal Impact:

There is no fiscal impact for this review of the Administrative Services Agreement with Marin County Fire