

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of September 8, 2021

To: Board of Directors

From: Jason Weber, Fire Chief

Subject: Approve Resolution 21-11 Amending Resolution 21-02 for the Emergency Preparedness Coordinator Position

RECOMMENDATION:

Staff recommends that the Board approves Resolution 21-11 Amending Resolution 21-02 for the Emergency Preparedness Coordinator Position.

This position will focus on improving and coordinating emergency preparedness in the greater Ross Valley area, working closely with the Wildfire Mitigation Specialist- D-space Lead to implement critical aspects of wildfire preparedness.

BACKGROUND:

The last several years have highlighted the need to increase emergency preparedness and resiliency throughout the Valley. Recommendations include: (a) prepare residents for wildfire, (b) Re-energizing the Get Ready Program, (c) develop and support neighborhood response groups, and (d) providing leadership and coordination with local agency disaster councils and/or emergency preparedness committees. The goal of the recommendations is to increase resident resiliency, focusing on self-sufficiency for the first 72 hours post-disaster.

The Ross Valley Fire Department will host the fixed-term position on behalf of member agencies. The responsibility of the Department will include providing office space, daily oversight, and general employment requirements. Further, the Ross Valley Fire Department will work closely with the Towns and District on work plans and projects for the Disaster Coordinator.

DISCUSSION:

On February 10, 2021, The RVFD Board of Directors approved Resolution 21-02, establishing a two-year fixed-term Emergency Preparedness position; however, resolution did not include any health benefits. The Department posted the position, and a job offer was made but was unfortunately declined.

As a result, Staff and the Management team reviewed the salary, benefits, job specifications, and terms and conditions for the Emergency Preparedness Position. As a result, they came to the consensus to add health benefits to the position. Therefore, the amount of the cafeteria plan shall be equal to the full single cost of Kaiser (PERS Kaiser Bay Area Plan), which currently is \$813.64 per month.

FISCAL IMPACT:

The annual salary is \$65,496 - \$68,772 plus up to \$20,080.68 in retirement and benefits. This position will be funded by additional revenue from the Towns (Ross, San Anselmo, and Fairfax) and Sleepy Hollow Fire District. These jurisdictions are using Marin Wildfire Prevention Authority local funding. Revenue will be based on agreed-upon percentages:

San Anselmo: 45%

Fairfax: 32.5%

Ross: 11.25%

Sleepy Hollow Fire District: 11.25%

Attachments: Resolution 21-11 Emergency Preparedness Coordinator Position – Attachment #1
Resolution 21-02 Disaster Coordinator Position –Attachment #2
Emergency Preparedness Coordinator Job Classification –Attachment #3

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 21-11

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT AMENDS AND
RESTATES THE POSITION AND COMPENSATION PACKAGE FOR THE
EMERGENCY PREPAREDNESS COORDINATOR**

WHEREAS, Ross Valley Fire adopted Resolution 21-02 on February 10, 2021, to establish a two-year fixed-term Emergency Preparedness Coordinator position

WHEREAS, Ross Valley Fire wishes to update and amend the Emergency Preparedness Coordinator position benefits to include a cafeteria plan for health benefits such as health, dental, vision, life, or disability; and

WHEREAS Ross Valley Fire hereby amends and restates the limited-term (two-year) position of Emergency Preparedness Coordinator as a non-safety position within the Department; 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 Exhibit A Emergency Preparedness Coordinator class specifications, which the Fire Chief may make minor amendments from time-to-time effective September 8, 2021:

Disaster Preparedness Coordinator

Step A	Step B
5,458	5,731

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 Preparedness Coordinator's compensation annually.

Retirement: PERS PEPRA for Miscellaneous Members

Vacation Leave Schedule: 10 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: 3 days per year, capped at 6 days.

Cafeteria Plan: The amount of the cafeteria plan shall be an amount equal to the full single cost of Kaiser (PERS Kaiser Bay Area Plan), which at this time is \$813.64 per month. Any unused amount can be applied toward other benefits, including dental, life, and disability.

I do hereby certify that the above Resolution 21-11 is a true and correct copy as passed by the Ross Valley Fire Board on September 8, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Ford Greene, Board President

Mariana Gonzalez, Administrative Assistant

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 21-02

A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT AMENDS AND RESTATES THE POSITION AND COMPENSATION PACKAGE FOR THE DISASTER PREPAREDNESS COORDINATOR

WHEREAS, Ross Valley Fire adopted Resolution 19-03 on March 13, 2019 to establish the Disaster Preparedness Coordinator position

WHEREAS, Ross Valley Fire wishes to update and amend the Disaster Coordinator Preparedness position including salary, benefits, job specifications, and terms and conditions; and

WHEREAS Ross Valley Fire hereby amends and restates the limited term (two-year) position of Disaster Preparedness Coordinator as a non-safety position within the Department; 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 Exhibit A Disaster Preparedness Coordinator class specifications, which the Fire Chief, may make minor amendments from time to time effective March 1, 2021:

Disaster Preparedness Coordinator	Step A	Step B
	5,458	5,731

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 Preparedness Coordinator's compensation annually.

Retirement: PERS PEPPRA for Miscellaneous Members

Vacation Leave Schedule: 10 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: 3 days per year, capped at 6 days.

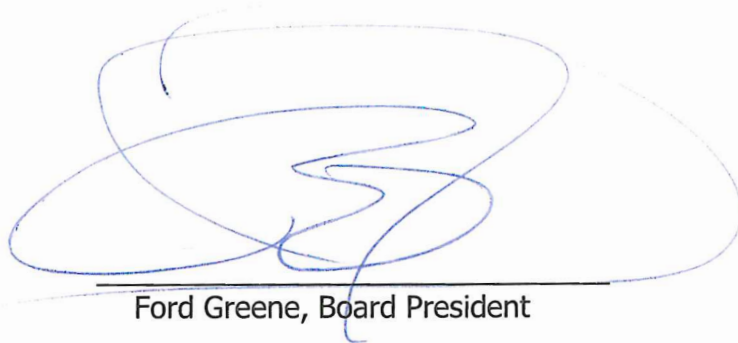
I do hereby certify that the above Resolution 21-02 is a true and correct copy as passed by the Ross Valley Fire Board on February 10, 2021, by the following vote:

AYES: ⑦

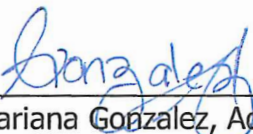
NOES: ②

ABSENT: ①

ABSTAIN: ②

A large, stylized handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.

Ford Greene, Board President

A handwritten signature in blue ink, appearing to read 'Mariana Gonzalez', written over a horizontal line.

Mariana Gonzalez, Administrative Assistant

Emergency Preparedness Coordinator

SALARY RANGE

Full-Time (40 hours per week) / Two-year Fixed-Term Position

\$5,458 - \$5,731 per month (DOE)

BENEFITS & RETIREMENT

\$813.64 per month for health benefits

PERS PEPRA for Miscellaneous Members

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 valley-wide coordinator of a range of activities associated with emergency preparedness. Coordinates emergency preparedness initiatives and community resiliency activities among local, State and Federal agencies; develops and presents emergency preparedness public safety educational outreach programs and materials; prepares, implements, and maintains emergency 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 the Ross Valley Fire Department's direction. Under general supervision, the incumbent has overall responsibility for developing valley-wide emergency 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., wildfire preparedness, NRG, Get Ready; CERT, and Disaster Councils)
- Coordinate the development of emergency prevention and emergency management public education programs and materials among Towns and District
- Present and assist in presenting community resiliency and emergency preparedness public education and training programs; speak to groups of various ages, educational levels, and socio-economic backgrounds
- Provide consultation services and evaluations regarding emergency preparedness
- Assist community, volunteer, educational, or other public and private groups with emergency prevention and preparedness

Emergency Preparedness Coordinator

- 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 various 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 various statistical and narrative reports, including incident status reports for reimbursement by state and federal agencies
- Serve as a support team member in the Emergency Operations Centers during an emergency or disaster response situations
- Assist in the developing agreements with allied agencies and vendors to commit personnel, equipment, and other appropriate resources to support 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 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 emergency 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

Emergency Preparedness Coordinator

Ability to:

The 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 promptly
- Develop and present training programs for staff and the public that address emergency management systems, procedures and responses
- Develop and coordinate emergency preparedness exercises
- Interpret and explain emergency 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 emergency preparedness planning and operations
- Stay abreast of emergency 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 emergency 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 to support 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

Emergency Preparedness Coordinator

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 represent those that an employee must meet 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 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.

The 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, there may be conditions with elevated noise levels during outdoor operations, odors or smoke may be present, with heavy machinery nearby.

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