

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of January 12, 2022

To: Board of Directors

From: Jason Weber, Fire Chief

Subject: Approve Resolutions 22-02 & 22-03 for the Position and Compensation Package for the Wildfire Mitigation Specialist - Defensible Space Lead I & II

RECOMMENDATION:

Staff recommends that the Board approves Resolution 22-02, Updating and Amending the Position and Compensation Package for the Wildfire Mitigation Specialist - Defensible Space Lead as established in Resolution 21-03. As well as approve Resolution 22-03, Establishing the Position and Compensation Package for the Wildfire Mitigation Specialist - Defensible Space Lead I.

DISCUSSION:

The agencies of Central Marin Fire Department, Kentfield Fire Protection District, Ross Valley Fire Department, and Marin County Fire Department are working together to provide defensible space inspections for the Greater Ross Valley area and West Marin. The Defensible Space program had twenty-two seasonal defensible inspectors in 2021 and completed over 15,000 inspections in the Ross Valley and County service areas. Each agency provides some portion of personnel for the program; Kentfield Fire Protection provides a Deputy Fire Marshal and Central Marin Fire provides a Battalion Chief for technical expertise and program oversight. Marin County Fire Department employs the 22 seasonal inspectors. Ross Valley Fire's contribution is the employees supervising and directing the work of the inspectors.

In February 10, 2021, Ross Valley Fire adopted Resolution 21-03 establishing the limited term (one-year) full-time position of Wildfire Mitigation Specialist - Defensible Space Lead as a non-safety position within the Department. Further, the Department wishes to update and amend the Wildfire Mitigation Specialist - Defensible Space Lead position to a limited term (two-year) full-time position of Wildfire Mitigation Specialist - Defensible Space Lead II as a non-safety position within the Department.

In addition, staff is recommending adding two (2) additional positions (a) fixed term (two-year) position of Wildfire Mitigation Specialist - Defensible Space Lead I, and (b) a extra hire (nine-month) position of Wildfire Mitigation Specialist - Defensible Space Lead I. And that all three positions are non-safety positions within the Department

The Wildfire Mitigation Specialist - Defensible Space Lead I employment with the Department shall be for a maximum limited term of two (2) years; the Wildfire Mitigation Specialist - Defensible Space Lead I (extra hire) shall be for a maximum extra hire of nine months; and the Wildfire Mitigation Specialist - Defensible Space Lead II shall be for a maximum limited term of two (2) years. It is understood and agreed that the Wildfire Mitigation Specialist - Defensible Space Lead I & II serve as an at-will employee, meaning the employment with the Department may be terminated at any time with or without cause, and cause is not required.

Furthermore, the Ross Valley Fire Department will continue hosting the fixed-term and extra hire positions on behalf of member agencies. The responsibility of the Department includes providing oversight and general employment requirements. Further, the Ross Valley Fire Department will continue working closely with the Towns and District on the defensible space inspection program.

FISCAL IMPACT:

The annual cost for the three positions will be \$283,269.55 in salary plus retirement and benefits and the cost breakdown for each position is as follow:

- Wildfire Mitigation Specialist - Defensible Space Lead I position is \$59,040 plus up to \$15,491.38 in retirement and benefits. (9-month term)
- Wildfire Mitigation Specialist - Defensible Space Lead I position is \$78,720 plus up to \$20,416 in retirement and benefits. (12-month term)
- Wildfire Mitigation Specialist - Defensible Space Lead II position is \$88,320 plus up to \$21,284 in retirement and benefits. (12-month term)

Ross Valley Fire Department's costs for this position are offset by revenue through Marin Wildfire Prevention Authority's (MWPA) program for defensible space. Those MWPA member agencies participating in this program are billed through a per inspection formula that includes the cost of these positions.

ATTACHMENTS:

Resolution 22-02 a resolution Updating and Amending the Position and Compensation Package for the Wildfire Mitigation Specialist - Defensible Space Lead as established in Resolution 21-03. – **Attachment #1**

Resolution 22-03 a resolution Establishing the Position and Compensation Package for the Wildfire Mitigation Specialist - Defensible Space Lead I. – **Attachment #2**

Wildfire Mitigation Specialist - Defensible Space Lead I Job Classification – **Attachment #3**

Resolution 21-03, Resolution Wildfire Mitigation Specialist – Defensible Space Lead Position – **Attachment #4**