

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of May 10, 2023

To: Board of Directors

From: Dan Mahoney, Interim Deputy Fire Chief

Subject: Authorize Use of Reserves for Partial Funding of Capital Outlay at Three Ross Valley Fire Stations

RECOMMENDATION:

Staff recommends the Board approve the one-time use of undesignated reserves to partially fund San Anselmo Station 19, San Anselmo Station 20 and Fairfax Station 21 remodel projects. One-time proposed funding amounts of \$200,000 for Station 19, \$300,000 for Station 20 and \$300,000 for Station 21 (totaling \$800,000) shall be considered for approval.

BACKGROUND:

Station 19 (built 1976), Station 20 (built 1960), and Station 21 (built 1960's) were designed and built utilizing the shared living space concept that include shared dormitory and bathing areas. Through the years we have made temporary accommodations to address privacy needs of personnel.

The closure of Station 18 will bring additional personnel to 2 of our 3 fire stations. Your Board has also expressed an interest in increasing future staffing to include all three stations. Contemporary fire stations need to meet the current and future accommodations for a diverse workforce, including gender neutral sleeping and bathrooms facilities.

DISCUSSION:

The Towns of San Anselmo and Fairfax are meeting their obligation as agreed to in the amended JPA dated January 1, 2022 with contributions to improve accommodations for additional personnel. Both Towns have been engaged with architectural firms related to improvements to meet the requirements of the amended JPA. In both cases cost estimates are far exceeding funding the Towns have committed to. These additional costs are related to necessary scope beyond adding a single person on each shift and focus on improvements to conditions that will ensure long term sustainability of housing emergency services personnel in improved living conditions.

The current Joint Powers Agreement (section 9.2a) states "the respective Town owning each fire station shall be responsible for maintenance, repair, replacement, and improvements to the building structure." Staff has met with the management committee and suggests, based on the current estimated fund balance of \$2,641,219, that allocating reserve funding to each Towns substantial

contribution, would maximize living improvements and stretch limited financial resources with the goal that all work could be completed in a timely manner with the least disruption.

RVFD reserves have experienced a steady increase over the last 5 years in part by our “California Fire Assistance Agreement” (Out of County) deployments. Over \$1,000,000 (after salary reimbursement) in the last 5 years has been placed into our reserves through the hard work of our firefighters being deployed throughout the state in some of the worst fire fighting conditions in California history. Staff feels the use of reserve funds to provide living conditions as outlined below for our firefighters would be in alignment with your Boards fiscal policies and creating a safe and acceptable work environment.

Station 19 - Proposed remodel project to include: provide separate dormitory rooms for on duty personnel, create additional bathroom that includes a toilet and shower, remodel existing upstairs bathroom. This project would remain in the existing footprint of the building. Estimated costs start at \$200,000.

Station 20 - Proposed remodel project to include: provide separate dormitory rooms for on duty personnel, create separate bathrooms that include a toilet and shower, kitchen remodel, relocation of exercise room from apparatus bay to interior space. This project may or may not remain in the existing footprint of the building depending on funding. Estimated costs are \$1.3M to \$2M.

Station 21 - Proposed remodel project to include: separate dormitory rooms for on duty personnel, additional bathroom that includes a toilet and shower, kitchen remodel. This project will remain in the existing footprint of the building. Estimated costs are \$650,000.

FISCAL IMPACT:

Fiscal impacts will include \$800,000 from undesignated reserves to be allocated to Station 19, Station 20, and Station 21 remodel projects. As of today, that will leave the fund balance at approximately \$1,841,219 which is 13.6% of our FY 23/24 draft budget.