

**Ross Valley Fire Department Board of Directors
STAFF REPORT**

For the meeting of June 14, 2023

To: Ross Valley Fire Board

From: Dan Mahoney, Interim Deputy Chief

Subject: Receive and file the “Future Governance and Leadership” final report by Local Motion Solutions.

RECOMMENDATION

Staff recommends the Ross Valley Fire Department (RVFD) Fire Board receive and file the “Future Governance and Leadership” final report by Local Motion Solutions (LMS).

BACKGROUND

In August 2018, the RVFD entered into a Memorandum of Understanding (MOU) with Marin County Fire Department (MCFD) to provide administrative and executive services. However, the MOU between RVFD and MCFD terminates on June 30, 2023. The RVFD has used the services provided by MCFD as outlined in the MOU for “Fire Chief” and other command/leadership since August of 2018. The MOU will not be renewed. Instead, the department used this opportunity to review options for a path forward for governance and leadership, ensuring the long-term sustainability of Fire and Emergency Services.

The RVFD released a request for proposal after the May 2022 Fire Board meeting, soliciting a contractor to complete a governance and leadership study. RVFD received three proposals from well-qualified vendors to complete the study. The RVFD Management Team, including a member of the Sleepy Hollow Fire District reviewed the three proposals.

In July 2022 the RVFD Fire Board selected Local Motion Solutions (LMS) to complete a “Future Governance and Leadership” study to include a high-level report outlining future leadership and governance options available to the RVFD.

In January 2023 a workshop was held before the regularly scheduled RVFD Fire Board meeting. Staff and consultants provided an overview of the draft LMS study on the future governance and leadership options to the RVFD Fire Board and workshop participants from the public. Staff was asked to provide each Town Council (Fairfax, San Anselmo, Ross) with a summary of the report and return to the March 2023 board meeting to provide a summary of the discussions with each Town and answer any questions raised by your Board or Council members.

On February 9, 2023 staff presented to the Ross Town Council. The Ross Town Council had a majority of council members interested in learning more about the details of a shared services

agreement with Central Marin Fire. On February 15, 2023 Fairfax Town Council held a special meeting and staff presented the information. Fairfax Town Council unanimously supported exploring the shared services option and returning to the Fire Board with details, after engagement with Central Marin Fire. And on February 28, 2023 staff presented to the Town of San Anselmo. San Anselmo Council also unanimously voted to pursue discussions with Central Marin on a shared services option.

In March 2023 staff and consultants presented an updated draft of the “Future Governance and Leadership” report along with a summary of the discussions and questions raised by each town council meeting presentation. Staff asked the Fire Board to narrow discussions and options to a stand-alone fire agency (Fire Chief & Executive Staff) or Joint Powers Agreement (shared services). The RVFD Fire Board voted to engage in shared services discussions with Central Marin Fire. Details including costs, organizational structure and any employee impacts would ultimately be presented to the Fire Board for policy consideration.

Attached is the “Future Governance and Leadership” final report by Local Motion Solutions. Additions to the “final” report vs. the “draft” report presented at the March 2023 RVFD Fire Board Meeting include supporting data that was requested through town council meeting presentations.

DISCUSSION:

The “Future Governance and Leadership” report by Local Motion Solutions provided the RVFD Fire Board with information and data to make an informed decision relating to the future governance and leadership at the March 2023 Fire Board meeting. It is recommended that the board receive and file the final report.

FISCAL IMPACT:

The receipt of this staff report and the “Future Governance and Leadership” Final Report has no direct fiscal impact.

Encl.: Future Governance and Leadership Final Report from LMS– **Attachment #1**