

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the Special Meeting of July 19, 2023

To: Ross Valley Fire Board

From: Dan Mahoney, Interim Fire Chief

Subject: Approve Resolution 23-14 Extending the Limited Term (two-year) for the Emergency Preparedness Coordinator for Two Additional Years, and Amending the Salary for FY24-25

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**RECOMMENDATION:**

Staff recommends that the Board approves Resolution 23-14 extending the limited term (two-year) for the Emergency Preparedness Coordinator for two additional years from September 9, 2023, to September 9, 2025, and amending the salary for FY24-25 to include the 3% Cost of Living Adjustment (COLA) for Fiscal year 24-25

**BACKGROUND:**

On February 10, 2021, The RVFD Board of Directors approved Resolution 21-02, establishing a two-year fixed-term Emergency Preparedness position that did not include health benefits. As a result, Staff and the Management team reviewed the salary, benefits, job specifications, and terms and conditions for the Emergency Preparedness Position and came to the consensus to add health benefits to the position. On September 8, 2021, RVFD Board of Directors adopted resolution 21-11 amending and restating the position and compensation package for the Emergency Coordinator. However, resolution 21-11 is set to expire on September 8, 2023.

**DISCUSSION:**

Over the last two years this position has improved emergency preparedness in the greater Ross Valley area, working closely with the Wildfire Mitigation Specialist- D-space Lead, elected officials, the Fire Chief, the Office of Emergency Management, and other coordinators throughout Marin County.

Within the last two years, this position has focused on increased emergency preparedness and resiliency throughout the Ross Valley. Examples of this are: (a) prepare residents for wildfire, (b) Support existing and creation of new Firewise communities, (c) Re-energizing the Get Ready/Community Emergency Response Teams (CERT) Programs, (d) develop and support neighborhood response groups, and (e) provide leadership and coordination with local agency disaster councils and/or emergency preparedness committees. The overall goal is to increase resident resiliency, focusing on self-sufficiency for the first 72 hours post-disaster.

The Ross Valley Fire Department will continue to host the two-year limited-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 this position.

**FISCAL IMPACT:**

The annual salary is \$70,836 - \$74,384 - \$68,772 plus up to \$29,1958 in retirement and benefits. This position will continue to be fully funded by the Marin Wildfire Prevention Authority (MWPA) local funding through the Towns (Ross, San Anselmo, and Fairfax) and Sleepy Hollow Fire District. The Towns and District's cost allocation will continue to be based on agreed-upon percentages:

San Anselmo: 45%

Fairfax: 32.5%

Ross: 11.25%

Sleepy Hollow Fire District: 11.25%

**Encl.:** Resolution 23-14 Emergency Preparedness Coordinator Position – **Attachment #1**