

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the Meeting of September 13, 2023

To: Board of Directors

From: Dan Mahoney, Interim Fire Chief

Subject: Receive Recommendation from Undesignated Reserve Subcommittee and Provide Direction to Staff as Necessary.

RECOMMENDATION:

Staff recommends that the Board Receive Recommendation from Undesignated Reserve Subcommittee and Provide Direction to Staff as Necessary.

BACKGROUND:

At the May 2023 Fire Board meeting, staff presented information and a recommendation for the “Use of reserves for partial funding of Capital Outlay at three Ross Valley Fire Stations”. The Board held discussions relating to staff’s presentation and recommendation. Staff was asked about the Board’s legal authority to use undesignated reserve funds for proposed station projects based on the JPA Section 9.2a. Staff suggested “tabling” the item to discuss this question with legal counsel, and return back to the Board in June with information on the Board's decision making powers.

The item was brought back for discussion at the June 2023 Fire Board meeting. After consulting with legal counsel, staff presented legal counsel’s position on this matter. Staff presented options for reallocation of the funding from undesignated reserves for these projects. A motion was made for one of the two options to “Approve the one-time use of \$800,000 from 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”. A unanimous vote was needed to pass this motion per JPA section 2.3 (d)(i). The motion did not pass due to multiple board members voting “no” on the motion. Staff was asked to return to the next board meeting and present an option that would not require a unanimous vote and suggested the option should include utilizing funds not in excess of 3% of the current FY operating budget.

A special meeting was called on July 19, 2023. Four options were presented to the Board. Three of the options provided an opportunity to spend undesignated reserve money. One of the options did not require a unanimous vote. The Board was unable to come to consensus on either of the

three spending options. Chief Mahoney recommended the Board choose the last option to “ form a Subcommittee consisting of at least one board member representing the Town of Ross and two other board members representing the remaining member agencies in the JPA”. The Board voted to support this recommendation. It was decided that not only directors, but the RVFD Management Committee would also serve on the subcommittee. Subcommittee members were chosen. The subcommittee consisted of the following people: Elizabeth Robbins (Ross), Tom Finn (SHFPD), Chance Cutrano (Fairfax) and the RVFD Management Committee (Dave Donery, Christa Johnson, Heather Abrams, Dan Mahoney).

DISCUSSION:

The subcommittee has held extensive discussions about the services provided by the Department. The Department expects a number of upcoming expenses, including the need for a new shared dispatch center. In addition, in 2022 the Department established a Labor-Management Subcommittee with the goal of determining how to establish three-person engine companies. With these expenses, the Subcommittee believes that the most prudent course would be to leave the undesignated reserves in the reserve fund, which is the recommendation of the Subcommittee.

FISCAL IMPACT:

There is no fiscal impact associated with this item.