

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the Meeting of November 27, 2023

To: Board Of Directors

From: David Donery, RVFD Executive Officer

Subject: Board Shall Consider Extending Funding Through June 30, 2024 To Support The Current Positions Of Interim Fire Chief, Interim Deputy Chief And All Associated Costs To Backfill These Positions With Existing Personnel. A One Time Use Of \$178,800 From Undesignated Reserves Shall Be Considered To Fund The Extension.

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**RECOMMENDATION:**

Staff recommends the Board consider extending funding through June 30, 2024 to support the current positions of Interim Fire Chief, Interim Deputy Chief and all associated costs to backfill these positions with existing personnel. Staff requests a one time transfer of \$178,800 from undesignated reserves to fund the extension.

**BACKGROUND:**

From August of 2018 until June of 2023, the Ross Valley Fire Department (RVFD) received Chief and Executive Management services through a Memorandum of Understanding (MOU) with the Marin County Fire Department (MCFD). In early 2022, MCFD informed RVFD that the MOU would not be renewed.

In May of 2022 the Fire Board began to review options related to a successor agreement/option to fill the Fire Chief/Executive Management role. In July of 2022 after a request for proposals, the Fire Board selected Local Motion Solutions Consulting to review and provide options. Subsequently, the Board directed staff to work with the Central Marin Fire Department on a Shared Services model. That process is ongoing.

At the June 2023 RVFD Board meeting, the Fire Board approved the appointment of Dan Mahoney from Interim Deputy Chief to Interim Fire Chief. This move was consistent with the existing MOU with the Ross Valley Chief Officers Association. The approval also included continuing the Interim Deputy Chief position. A funding plan to support the Interim Fire Chief, Interim Deputy Chief and all associated costs to backfill these positions with existing personnel up to December 31, 2023 was approved by the Board.

**DISCUSSION:**

Due to several factors, Shared Services discussions with the Central Marin Fire Department have taken longer than originally anticipated. Although staff is hopeful that the continued discussions will produce opportunities for a Shared Services agreement, it is necessary to extend the current agreement of an Interim Fire Chief, Interim Deputy Chief and all associated costs to backfill these positions through June 30,2024. Current funding will run out by December 31, 2023.

**Current Structure:**

The current approved structure includes temporarily placing an incumbent Battalion Chief into the Interim Fire Chief role and another incumbent Battalion Chief into an Interim Deputy Chief role. In addition, this structure places two incumbent Captains into Acting Battalion Chief roles and two incumbent Engineers into Acting Fire Captain roles. The movement would require the vacancies created by the incumbent positions to be backfilled with overtime.

**Costs:**

As a reminder, the current agreement is below in Table 1.

**Table 1:**

<b>Position</b>	<b>Acting Pay per Month</b>	<b>Acting Pay – 6 Months</b>	<b>Annual Salary</b>
Interim Fire Chief	\$2,400	\$14,400	\$220,884
Interim Deputy Chief	\$1,200	\$7,200	\$206,436
Acting Battalion Chief	\$1,713	\$10,278	\$140,028
Acting Battalion Chief	\$1,713	\$10,278	\$140,028
Acting Captain	\$1,632	\$9,792	\$120,440
Acting Captain	\$1,632	\$9,792	\$120,440
	Personnel Subtotal:	<b>\$61,740</b>	
Overtime Coverage	6 Months x 120 shifts	<b>\$227,664</b>	
	Proposed Total Amount:	<b>\$289,404</b>	

**FISCAL IMPACT:**

It is important to note that the department has \$400,000 budgeted for the expected costs of executive management with the expectation that a Shared Services agreement would be forthcoming. If the agreement is extended through June 30, 2024 the total fiscal impact on the FY 23/24 budget would be \$578,808 falling \$178,800 short of the

originally budgeted \$400,000.

If the staff recommendation is approved for a one time use of \$178,800 from undesignated reserves, the remaining undesignated reserve balance will be \$2,592,297 after also accounting for the one-time dispatch start up costs of \$481,594 that were approved from reserves at the November 2023 board meeting.

This leaves the reserve balance at 19.1% of fiscal year 2023-24 budgeted expenditures which remains above the Department's 10% (\$1,353,780) minimum reserve policy.