

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of January 12, 2024

To: Board of Directors

From: Dan Mahoney, Interim Fire Chief

Subject: Adopt Resolution 24-01 Updating the Meeting Location for Regular Meetings of the Ross Valley Fire Department Board of Directors. Board to Consider Adopting New Regular Meeting Dates and Providing Guidelines on Adding Items to the Agenda.

RECOMMENDATION:

Staff recommends the Board adopt Resolution 24-01 updating the meeting location for Regular Meetings of the Ross Valley Fire Department Board of Directors, and for the Board to consider adopting new Regular Meeting dates and providing guidelines on adding items to the agenda.

BACKGROUND:

Government Code section 54954, the Brown Act, requires that a legislative body of a local agency provide; by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body; the time and place for holding regular meetings.

In 2010, the Board passed Resolution 10-09 to establish that the Ross Valley Fire Department Board of Directors (Board) would hold its meetings at 6:30 p.m. on the second Thursday of each month at 525 San Anselmo Avenue, San Anselmo CA, in the months of January, March, May, July, August, and October; and at Fairfax Women’s Club at 46 Park Road, Fairfax, CA in the months of February, April, June, September, November, December.

In 2012, with the expansion of the Joint Powers Authority to include the Town of Ross, the Board passed Resolution 12-09 to establish that the Board would hold its regular meetings at 6:30 p.m. on the second Wednesday of each month with the exception of August and December, and a meeting location of the Ross Valley Fire Department Headquarters, 777 San Anselmo Avenue, San Anselmo CA.

DISCUSSION:

To meet Brown Act requirements, Staff recommends replacing Resolution 12-09 with Resolution 24-01 changing the meeting location from Ross Valley Fire Department

Headquarters, 777 San Anselmo Avenue, San Anselmo CA to San Anselmo City Council Chambers located at 525 San Anselmo Ave, San Anselmo, CA as the San Anselmo City Council is the current location of the Boards Meetings.

The Department has experienced many changes within the last few years. Staff feels it is prudent to remain flexible to these dynamic times. The current Regular Board meetings are held every month with the exception of August and December, sometimes posing challenges for staff, as calling a special meeting in these months (August/December) limits what can be discussed due to Special Meeting Brown Act requirements. Staff would like the Board to consider changing its regular Meeting dates to every month to alleviate challenges in the future.

Furthermore, Board members have asked for clarification on how agenda items may be added to a Board agenda. Staff would also like the Board to consider guidelines to add items to the agenda.

The following changes are reflected in Resolution 24-01:

To Meet Brown Act Requirements Staff Recommends The Following:

- Regular meeting location updated to San Anselmo City Council Chambers located at 525 San Anselmo Ave., San Anselmo, CA.
 - *This recommendation must be adopted by the Board as it is a requirement of the Brown Act.*

Staff Would Like The Board To Consider The Following Changes:

- Regular meetings will be held each month on the second Wednesday of the month.
 - *Regular meetings are currently not scheduled for August and December. In the past, Special Meetings have been held to accommodate a meeting in August and December; however only certain items may be discussed in a Special Meeting (Brown Act Section 54956 (b)). Establishing Regular Meetings each month will allow Staff to agendaize items with no Special Meeting restrictions. The Board has the authority to cancel any Regular Meeting on a case by case basis.*
- Adopt four different guidelines an item may be added to an agenda: 1) Upon consensus while at a public meeting of a majority of members of the Ross Valley Fire Department Board of Directors (“Board”); 2) By the President of the Board through written communication to the Executive Officer; 3) By the Executive Officer of the Ross Valley Fire Department; or 4) By the Fire Chief of the Department.
 - *This consideration will provide clarity to the Board and Staff while meeting Brown Act requirements.*

FISCAL IMPACT:

There will be a fiscal impact of \$1,600 for FY 24/25. This accounts for Directors stipend for the proposed two additional meetings (August/December) per year.

Encl.: Resolution 24-01 – Attachment #1