

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of June 12, 2024

To: Board of Directors

From: Dan Mahoney, Interim Fire Chief

Subject: Creation of a New 40-Hour-Per-Week Battalion Chief Position and a Command Vehicle Purchase Funded through Undesignated Reserves.

RECOMMENDATION

The Board consider approving the creation of a new 40-hour-per-week Battalion Chief position with a funding start date of July 1, 2024, which includes a Side Letter with the Ross Valley Chief Officers Association, an updated Battalion Chief job description, and approve \$140,000 to be used from undesignated reserves to purchase a new command vehicle.

BACKGROUND

At the January 12, 2024 Special Meeting of the Ross Valley Fire Department (RVFD) Board of Directors (Board), a staff report (Attachment #1) was presented recommending the Board consider the remaining option that Local Motion Solutions identified in their “Leadership and Governance Study”. That option was as follows:

- Pursue the development of a stand-alone fire agency (Fire Chief & Executive Staff)

Staff was directed to bring back details and fiscal impacts on this option for the Board to further discuss at the February 2024 Board meeting.

At their February 14, 2024 Board meeting, a staff report (Attachment #2) was presented recommending an “RVFD Stand Alone Fire Chief Command Structure” be developed with the intention that the staffing structure be **re-evaluated in 12 months** to ensure the proposed positions are sufficient to support the organization. The proposed command structure also takes into consideration and allows for flexibility relating to shared services discussions in the future.

One of the positions within the “RVFD Stand Alone Fire Chief Command Structure” was a 40-hour-per-week Battalion Chief position. The Board directed staff to develop a proposal to establish a new 40-hour-per-week Battalion Chief position and authorized the Executive Officer to begin the meet and confer and negotiations process with the Firefighters Association and Chief Officers Association.

Since then, Executive Officer Dave Donery and Interim Fire Chief Dan Mahoney worked with the Firefighters Association relating to the meet and confer process and the Chief Officers Association relating to the negotiations process. The Board was provided status updates at the March, April, and May Board Meetings.

DISCUSSION

During a closed session at their May 8, 2024 meeting, the Board discussed the proposed creation of a new 40-hour-per-week Battalion Chief position. Staff presented a draft side letter identifying salary/benefits, which was negotiated and developed by Executive Officer Donery/Interim Chief Mahoney in consultation with Battalion Chief Tim Grasser, representing the Chief Officers Association. Updates/edits to the Battalion Chiefs Job Description were also made to reflect the newly proposed position. Both parties have agreed to the following documents:

Side Letter - Both parties worked on a Side Letter (Attachment #3) to ensure the new 40-hour-per-week Battalion Chief position was represented in the Chief Officers Memorandum Of Understanding (MOU), which currently only represents the 56-hour-per-week Battalion Chief.

The overall goal was to ensure the new 40-hour-per-week Battalion Chief position had similar salary and benefits to the current 56-hour-per-week Battalion Chief, as the new 40-hour-per-week position is still within the same rank as the 56-hour-per-week position. A Side Letter was created to complement the current Chief Officers MOU.

The following methodology was taken into consideration while creating the Side Letter:

- Leave accruals (Vacation, Sick) needed to be adjusted to account for a similar amount of time off for the new 40-hour position and monetary value. (**You will notice that a 40-hour position does not accrue as much time off as a 56-hour position, as the 40-hour position works fewer hours a week.*)
- A salary adjustment was necessary to ensure the position was equitable to the current 56-hour-per-week Battalion Chief. A 5% salary increase (day rate) was included, as this is common practice for all agencies in Marin with this position. In addition, holiday pay was also factored into salary.

Job Description—The current Battalion Chief's job description (Attachment #4) was identified as needing updates relating to the 56-hour-per-week and proposed 40-hour-per-week Battalion Chief position. Updates were made in the following sections: duties/responsibilities, important/essential duties, job-related duties, essential qualifications, experience/training, and working conditions.

FISCAL IMPACTS

Battalion Chief Salary/Benefits - Costs for this position will be \$316,794 (fully burden). This new position is expected to impact member agency costs in Fiscal Year 2024-2025 as estimated below. The cost has already been factored into the proposed Fiscal Year 2024-2025 Budget.

ESTIMATED FISCAL YEAR 2024-2025 COST INCREASE				
FY	Fairfax	Ross	San Anselmo	Sleepy Hollow FPD
Percent Share	23.30%	23.37%	40.53%	12.80%
FY24-25	\$73,813	\$74,035	\$128,397	\$40,550

Battalion Chief Emergency Response Vehicle Cost - The new Battalion Chief position will have the same operational qualifications as the current three Battalion Chiefs (shift), providing much-needed depth to the organization not just administratively, but during emergency incidents and staffing challenges. The estimated cost of a new Battalion Chief’s emergency response vehicle is approximately \$140,000.

Staff recommends that the Board consider funding the vehicle cost of approximately \$140,000 through “Undesignated Reserves”. After the purchase of this vehicle, the reserve account balance will be approximately \$2,621,805.

Note: If the 40-hour-per-week Battalion Chief command vehicle (\$140,000) and the Fire Chief command vehicle (\$125,000) are both approved at the June 12, 2024, Board meeting, the reserve account balance will be \$2,496,805, which is 16.7% of the current budget and still within the Department’s Reserve Fund Policy of 10%.

ATTACHMENTS

Attachment #1 – Staff Report January 2024

Attachment #2 – Staff Report February 2024

Attachment #3 – Ross Valley Chief Officers Association Side Letter

Attachment #4 – Battalion Chief Job Description

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting on January 12, 2024

To: Board of Directors

From: Dan Mahoney, Interim Fire Chief and Dave Donery, Executive Officer

Subject: Receive Update on Shared Services Discussions with Central Marin Fire Department and Direct Staff as Appropriate.

RECOMMENDATION:

Receive update on Shared Services discussions with Central Marin Fire Department and direct staff as appropriate.

BACKGROUND:

In August 2018, the Ross Valley Fire Department (RVFD) entered into a Memorandum of Understanding (MOU) with Marin County Fire Department (MCFD) to provide administrative and executive services. At the April 2022 Ross Valley Fire Department Board Of Directors (Board) meeting, MCFD notified the Board there was not an interest in renewing the agreement after the set expiration date of June 30, 2023.

At the May 2022 Board meeting, approval was granted to provide a request for proposal to explore policy options in relation to the Department’s leadership and governance after the MCFD MOU expired.

In July 2022, Local Motion Solutions (LMS) was selected to develop a high-level report outlining future “Leadership and Governance” options available to the RVFD.

At the January 2023 Board meeting, staff presented the results of the LMS “Leadership and Governance Study”. Staff was directed to bring the presentation to each Town Council (Council) ensuring opportunity for public input/engagement, and answer questions each Council may have.

Staff presented the “Leadership and Governance Study” (Attachment 1) to the Ross Town Council on February 9, 2023, to the Fairfax Town Council on February 15, 2023 by means of a Special Meeting and to the San Anselmo Town Council on January 24, 2023. 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. The Fairfax and San Anselmo Town Councils unanimously supported exploring the shared services option and returning to the Board

with details.

At the March 2023 Board meeting, staff presented a recommendation to the Board, based on the “Leadership and Governance Study”, asking for direction to further explore a single option for leadership of the Ross Valley Fire Department (Attachment 2) . The two options presented were as follows:

1. “Pursue the development of a stand-alone fire agency (Fire Chief & Executive Staff)” or;
2. “Pursue a Joint Powers Agreement (shared services)” with Central Marin Fire Department (CMFD). **CMFD was the only allied agency that expressed an interest in furthering discussions of the shared services option.*

The Board directed staff to explore terms and conditions in relation to a “Joint Powers Agreement (shared services)” with CMFD and return to the Board with policy options.

SHARED SERVICES UPDATE:

After the March 2023 Board meeting, staff began engaging in discussions with city managers and command staff (Chief Officers) from both agencies (RVFD/CMFD) relating to shared services. These discussions included sharing of “Senior Leadership” (Fire Chief, Deputy Chief, Fire Marshall and Battalion Chiefs). Discussions were productive. A conceptual organization chart was created with existing personnel from both agencies to support a shared services model for “Senior Leadership”.

Both agencies envisioned that shared services would lead to a Joint Powers Authority (Merger) in the future. It was agreed that an in depth study of what a merger could entail financially for each agency would be beneficial and would support the initial steps of a shared services with “Senior Leadership”.

Shared Services discussions paused in June 2023 as RVFD staff focused on the RVFD Board-level issues from June 2023 - October 2023. On December 1, 2023 managers from each of the CMPD and RVFD jurisdictions reconvened to resurrect the discussion regarding opportunities to share services. The outcome of this discussion was that there is a strong interest in exploring options of combining functions within the current Marin Wildfire Prevention Authority (MWPA) Central Area Program, and shared services options with the fire prevention functions in the near future. Central Marin managers expressed that although there remains an interest in discussions regarding sharing services at the “Senior Leadership” level (as discussed up to June 2023) in the near future, they prefer that the fire prevention work should come first.

DEPARTMENT'S CURRENT SITUATION:

At the June 2023 Board meeting, the Board approved funding starting July 1, 2023 up to December 31, 2023 for a "Senior Leadership" command structure to include an Interim Fire Chief and Interim Deputy Chief with the expectation that a shared services agreement would be agreed upon with CMFD by January 1, 2024.

In October 2023, staff recognized that shared services discussions were moving slower than expected and that the current RVFD command structure, which has been working very well for the department and community, would need to be extended through the end of the current fiscal year. A special board meeting was held on November 27, 2023 where the Board approved an extension of the Departments command structure through June 30, 2024, while staff continued discussions with CMFD.

The Department's current "Senior Leadership" command structure includes temporarily placing an incumbent Battalion Chief into the Interim Fire Chief role, another incumbent Battalion Chief into an Interim Deputy Chief role, and two incumbent Captains into Acting Battalion Chief roles, leaving four of our five "Senior Leadership" positions temporarily filled. In addition, two incumbent Engineers were placed into Acting Fire Captain roles.

Staff feels the current "Senior Leadership" organizational structure is essential for the Departments future success, however the way these positions are currently staffed is not sustainable past June 30, 2024 for the following reason:

- Moving Battalion Chiefs, Captains and Engineers into Interim and Acting positions causes a trickle down effect at all levels, ultimately leaving the Department unable to hire for vacancies created at lower ranks until each one of these positions is staffed with a permanent appointment. This has recently created staffing challenges such as forcing employees to work multiple days outside of their regular work schedule to maintain the Departments minimum staffing.

NEXT STEPS:

With the current status of a shared service option for "Senior Leadership" with CMFD not a viable option in the near future, and the current command structure not sustainable past June 30, 2024, Staff is recommending the Board consider the remaining option presented at the March 2023 Board meeting. Based on the LMS "Leadership and Governance Study" this is the only option the department currently has:

- Pursue the development of a stand-alone fire agency (Fire Chief & Executive Staff)

Staff feels this option will continue to provide sustainability of Fire and Emergency Services for our community, while providing enough flexibility to revisit a shared services discussion relating to "Senior Leadership" with CMFD.

If directed, staff is prepared to bring back details and fiscal impacts on this option for the Board to further discuss at the February 14, 2024 Board meeting.

FISCAL IMPACT:

This report has no fiscal impact.

Encl.: Local Motion Solutions Leadership and Governance Study – **Attachment #1**
Staff Report Governance and Leadership Study- March 2023 – **Attachment #2**

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of February 14, 2024

To: Board of Directors

From: Dan Mahoney, Interim Fire Chief
Dave Donery, RVFD Executive Officer

Subject: Receive Report On Ross Valley Fire Department Stand Alone Fire Chief Model and Associated Costs and Provide Direction to Staff.

RECOMMENDATION

Receive Report On Ross Valley Fire Department Stand Alone Fire Chief Model and Associated Costs and Provide Direction to Staff.

BACKGROUND

At the January 12, 2024 Special Meeting of the Ross Valley Fire Department (RVFD) Board Of Directors (Board), staff provided an update on the current situation relating to the shared services discussions with Central Marin Fire Department (CMFD).

Staff highlighted that shared services discussions paused in June 2023 as RVFD Staff focused on the RVFD Board-level issues from June 2023 - October 2023. On December 1, 2023 managers from each of the CMFD and RVFD jurisdictions reconvened to resurrect the discussion regarding opportunities to share services. The outcome of this discussion concluded that there is a strong interest in exploring options of combining functions within the current Marin Wildfire Prevention Authority (MWPA) Central Area Program, and shared services options with the fire prevention functions in the near future. Central Marin managers expressed that although there remains an interest in discussions regarding sharing services at the “Senior Leadership” (management staff consisting of Fire Chief and Deputy Chief) level in the near future, they prefer that the fire prevention opportunities be explored first.

Staff explained the current status of a shared service option for “Senior Leadership” with CMFD was not viable in the immediate future, and the current RVFD command structure was not sustainable past June 30, 2024. Staff recommended the Board consider the remaining option that Local Motion Solutions (LMS) identified in their “Leadership and Governance Study”. That option was as follows:

- Pursue the development of a stand-alone fire agency (Fire Chief & Executive Staff)

During the meeting on January 12, 2024, Staff was directed to bring back details and fiscal impacts on this option for the Board to further discuss at the February 14, 2024 Board meeting.

DISCUSSION

As mentioned above, the LMS “Leadership and Governance Study” has identified the Departments only remaining option at this time is a “stand-alone fire agency”. The study identifies, modern day fire service needs that include positions to consider for an organization the size of RVFD and quotes, “To create a management staff of appropriate size, Ross Valley would likely have to hire/promote not only a Fire Chief but likely a Deputy Chief and possibly a Fire Marshal “ (LMS p 22).

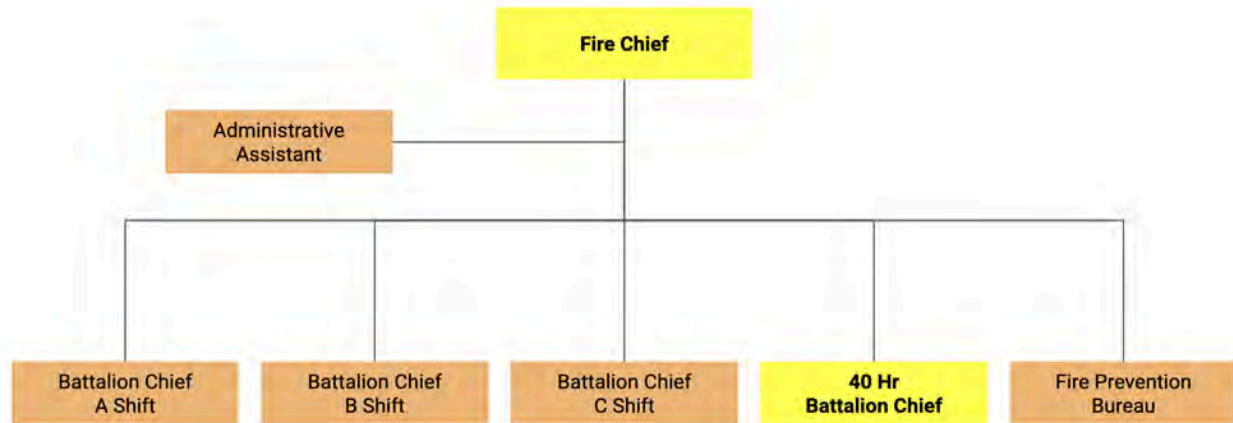
It is recommended that the following “RVFD Stand Alone Fire Chief Command Structure Proposal” be established and **re-evaluated in 12 months** to ensure the proposed positions are sufficient to support the organization. The proposed command structure also takes into consideration, and allows for flexibility relating to shared services discussions in the future.

RVFD STAND ALONE FIRE CHIEF COMMAND STRUCTURE PROPOSAL

The Department's current “Senior Leadership” includes temporarily placing an incumbent Battalion Chief into the Interim Fire Chief role, and an incumbent Battalion Chief into an Interim Deputy Chief role. This model has proven to be successful over the last year, as the Interim Deputy Chief role, one RVFD has never had before, provided much needed organizational support working alongside the Interim Fire Chief. Staff feels a similar command structure model is essential for the Department's future success.

Staff is asking the Board to consider the following command structure to support a “Stand Alone Fire Agency”:

- Filling the Fire Chief’s vacancy
- Creating a new full time Battalion Chief position, assigned to a 40 hour work schedule. This new Battalion Chief position will replace the temporarily created Interim Deputy Chief position.



The proposed new Battalion Chief (40hr) position will replace the position of the Departments current temporary Interim Deputy Chief.

Based on analysis of the Interim Deputy Chief job duties within the last 6 months, Staff feels at this time, these duties fall under the position of a Battalion Chief rather than a Deputy Chief. The position has proven to provide the Department with much needed support at the Chief Officer level allowing for Staff to take action on items such as: three person engine staffing and implementation, fire station remodels at Stations 20 and 21 (to include temporary housing of on duty personnel), and preparing for the closure of Fire Station 18. These items are still ongoing and will need continued attention to ensure fiscal accountability and timely completion. The position will also provide organization depth at the Chief Officer “administrative level” as the department has not increased its administrative support at any level since the early 1990’s (30 years). Furthermore, this position will provide an enhanced service to our community by providing emergency response while on duty, to incidents when needed, at times alleviating the need to rely on outside agencies from further away.

In addition, all fire departments in Marin of similar size, have at least one Chief Officer position similar to Staff’s recommendation.

ASSOCIATED SALARY COSTS

Associated costs below for both the Fire Chief and new Battalion Chief (40hrs) include salary and benefits (fully burden costs).

Fire Chief - The current Interim Fire Chiefs cost is \$330,347 (fully burden). An exact cost amount will be determined once a contract is agreed upon for the new Fire Chief. Filling this position is not anticipated to impact member agencies' costs in Fiscal Year 2024-2025, as money was already allocated in the Fiscal Year 2023-2024 budget to account for the Department’s transitional phase due to the MCFD contract ending.

Battalion Chief (40hrs) - Costs for this position will be approximately \$291,693 (fully burden), understanding that an exact amount will be determined once negotiations are completed with the

Chief Officers Association bargaining group, as the position of a Battalion Chief (40hrs) is not covered under the current Chief Officer MOU. This new position is expected to impact member agency costs in Fiscal Year 2024-2025 as estimated below.

ESTIMATED FISCAL YEAR 2024-2025 COST INCREASE				
FY	Fairfax	Ross	San Anselmo	Sleepy Hollow FPD
Percent Share	23.30%	23.37%	40.53%	12.80%
FY24-25	\$67,964	\$68,168	\$118,223	\$37,336

ASSOCIATED EMERGENCY RESPONSE VEHICLE COSTS

Fire Chief - Although the Fire Chief is not part of the normal response force, it is common practice to have this position staffed in an emergency response vehicle as they provide support to expanding incidents (large structure fire, earthquake, wildland fire, evacuations, ect). The estimated cost of a new Fire Chief’s emergency response vehicle is approximately \$125,000.

Battalion Chief (40hrs) - The new Battalion Chief position will have the same operational qualifications as the current three Battalion Chiefs (shift), providing much needed depth to the organization not just administratively but during emergency incidents and staffing challenges. The estimated cost of a new Battalion Chiefs emergency response vehicle is approximately \$140,00.

Staff recommends the Board consider funding the combined vehicle cost of approximately \$265,000 by means of “Undesignated Reserves” (Reserves). After the purchase of these two vehicles, the reserve account balance will be approximately \$2,481,451. This amount is 17.2% of the current budget still within the Department’s Reserve Fund Policy of 10%.

NEXT STEPS

If the Board supports the Staff recommendation, refined costs and details of both the proposed positions of Fire Chief and Battalion Chief (40hrs) will be brought back to a future meeting for your consideration of approval. The first step in this process will be a discussion in closed session at the end of this meeting agenda.

FISCAL IMPACTS

There are no direct associated fiscal impacts to this report. Depending on Board direction, it is anticipated that there will be fiscal impacts in the future, however a Staff report will be provided to the Board at that time.

ATTACHMENTS

Local Motion Solutions Leadership and Governance Study - **Attachment #1**

SIDE LETTER TO MEMORANDUM OF UNDERSTANDING

Between

ROSS VALLEY FIRE DEPARTMENT

And

ROSS VALLEY FIRE CHIEF OFFICERS ASSOCIATION

The authorized representatives of the Parties have met and conferred and present the following joint recommendation to the Ross Valley Fire Department Board of Directors for amendment of the existing Memorandum of Understanding (MOU) for the purpose of creating an additional Chief Officer Position assigned to a 40-hour work week schedule.

Section 2: Rates of Pay

The Basic rate of pay equals:

- a. The base hourly rate of pay for 56-hour employees shall be determined by dividing an employee's monthly salary by 242. The formula is: $\text{Monthly Salary}/242 = \text{base hourly rate of pay}$. The base hourly rate of pay for 40-hour employee's shall be determined by dividing an employee's monthly salary by 173.33. The formula is: $\text{Monthly Salary}/173.33 = \text{base hourly rate of pay}$.

Section 3: Salary and Wage Plan for Battalion Chiefs

FY 24/25

STEPS	A	B	C
40-hour	16,296.27	17,201.62	18,106.97

**Above includes FY 24/25 contractual 3% agreement per Chief Officers MOU.*

Battalion Chiefs assigned to the 40-hour position shall receive a 9.85% increase in their base salary above the 56-hour Battalion Chief. This increase is factored into the base salary listed above.

Section 4: Hours of Work

For 56-hour Chief Officers:

The firefighting duty schedule shall consist of two twenty-four (24) hour shifts followed by ninety-six (96) hours off duty. Shifts shall not exceed forty-eight hours in duration, commencing at 7 o'clock am.

For 40-hour Chief Officers:

The duty schedule shall consist of a schedule that is equal to 40 hours per week. Chief Officers may work flexible hours, but will typically have a 5-8 or 4-10 schedule.

Section 7: Administrative Leave

40-hour Chief Officers will accrue 103 hours of administrative leave.

Section 9: Vacations

Vacation:

- a. During the term of this agreement, regular full-time employees shall earn entitlement to annual vacation on the basis of continuous service in accordance with the following schedule:

MONTHS OF SERVICE	ANNUAL VACATION ENTITLEMENT 56-hour Chief Officers	ANNUAL VACATION ENTITLEMENT 40-hour Chief Officers
Start Through 36	6 24-hour shifts/144 hrs	103 hours
37 Through 96	8 24-hour shifts/192 hrs	137 hours
97 Through 180	10 24-hour shifts/240 hrs	171 hours
181 And over	12 24-hour shifts/288 hrs	206 hours

- f. Vacation may be taken in advance of accrual and, if approved by the Chief, as convenient to Authority as follows:

56-hour Chief Officers may take 72 hours of vacation in advance of accrual.

40-hour Chief Officers may take 51 hours of vacation in advance of accrual

- J. 40-hour Chief Officers will not participate in the vacation selection process with 56-hour Chief Officers.

Section 10: Sick Leave

- b. During the term of this agreement, employees will accrue sick leave as follows;

56-hour Chief Officers will accrue 12 hours per month

40-hour Chief Officers will accrue 8.5 hours per month

Sick *leave* shall accrue only for time actually worked. The following shall be treated as time worked for purposes of this subsection; paid vacation or sick *leave*; periods of *leave* without pay not exceeding three (3) weeks; periods of non-charged *leave* for work-connected illness or injury if the disability is determined to be temporary.

- d. In case of necessity, sick leave may be taken in advance of accrual if approved by the Chief as follows:

56-hour Chief Officers up to seventy-two (72) hours
40-hour Chief Officers up to fifty-one (51) hours

- e. In the event of illness or injury of a person having a close familial relationship with an employee covered by this agreement, the following sick leave hours may be taken as familiar care leave per contract year:

56-hour Chief Officers up to seventy-two (72) hours
40-hour Chief Officers up to fifty-one (51) hours

A familial relationship includes the employee's immediate family members and shall consist of the employee's spouse, children, parents, grandparents, grandchildren, brothers, sisters; spouse's children, parents, grandparents, grandchildren, brothers, sisters or any other person identified by law.

- f. In the death of a person having a close familial relationship with an employee covered by this agreement, the following sick leave hours may be taken as bereavement leave per contract year:

56-hour Chief Officers up to seventy-two (72) hours
40-hour Chief Officers up to fifty-one (51) hours

A familial relationship includes the employee's immediate family members and shall consist of the employee's spouse, children, parents, grandparents, grandchildren, brothers, sisters; spouse's children, parents, grandparents, grandchildren, brothers, sisters or any other person approved by the Chief.

Section 19: Working Conditions

- g. 40-hour Chief Officers will not participate in the overtime signup process. but may backfill 56-hour Chief Officers to prevent force hires and/or during times of extreme staffing shortages.
- h. All Chief Officers will be allowed time to participate in the department's physical

fitness programs. 40-hour Chief Officers will work with the Fire Chief to mutually agree on participation times based on their work schedule.

- i. The 40hr Battalion Chief position will not be part of the Departments daily minimum staffing requirements, unless covering a 56-hour Battalion Chief.
- j. Incumbent Chief Officers may request to transfer to either the 56-hour or 40-hour position prior to vacancies being filled through a promotional process. If said transfer is approved by the Fire Chief, it will not go into effect until the subsequent vacancy can be filled unless it is filling a 56-hour position.
- k. Upon transfer or promotion to the 40-hour position, employees will keep their current accrued leave balances and benefits.
- l. When more than one vacancy exists at the Battalion Chief level the 56-hour position will be filled prior to the 40-hour position.

Term

This agreement shall be effective as of the first day of July 2024, and shall remain in full force and effect until the 30th day of June 2025. It shall be automatically renewed from year to year thereafter unless either party shall have notified the other in writing, at least one hundred and twenty (120) days prior to the annual anniversary date that it desires to modify the agreement.

Ross Valley Fire Chief Officers Association
Tim Grasser, Representative

Date: _____

Ross Valley Fire Department
Tom Finn, Board Of Directors President

Date: _____

Battalion Chief

203.1 PURPOSE AND SCOPE

Under general direction, to assist in planning and directing activities of the Fire Department; to perform assigned administrative and supervisory duties; and do related work as required.

203.2 DUTIES AND RESPONSIBILITIES

Battalion Chief is a multiple-position management classification in the Fire Department. This position supervises Department personnel and suppression operations. The Battalion Chief is the second level below and reports directly to the Fire Chief.

203.2.1 IMPORTANT AND ESSENTIAL DUTIES

Essential responsibilities and duties may include, but are not limited to, the following:

- Command and manage all risk incidents, including fires, rescues, hazardous materials incidents, and other emergencies. Coordinating with other responders and agencies to ensure a comprehensive and effective approach to mitigation and recovery including the investigation of incidents that fall under the Departments authority.
- Direct and supervise firefighting forces as required; ascertain the need for any type of additional equipment necessary to counteract the emergency; and make technical decisions as to the best methods of handling emergencies after observing the situation and receiving oral reports from officers.
- Supervises company officers under their command, including assigning work and special projects and managing shift schedules to maintain a balanced shift strength. Additionally, they prepare annual employee development evaluations for personnel under their supervision and review scheduled vacation, holidays, sick leave, compensatory leave, and other types of leave for the company officers. The Battalion Chief shall be responsible and accountable for enforcing the Department's rules, regulations, general orders, special orders, procedures, and policies.
- Oversees work assignments and special projects as directed by the Fire Chief while receiving, preparing, and completing reports on assigned activities for review by the Fire Chief. Additionally, supervise and/or conduct training activities as assigned, providing recommendations to the Fire Chief regarding personnel appointments and disciplinary actions. The Battalion Chief assists in preparing the Department budget and reviews all company incident reports.
- The Battalion Chief shall acquire jurisdictional knowledge of the area. Such knowledge shall include, but not be confined to, target hazards, extraordinary hazards, locations, and functions of firefighting systems and the water supply available for fire extinguishment.
- Lead and manage fire prevention personnel in engaging with the community to promote fire prevention and safety initiatives. This involves overseeing public education programs, outreach events, media appearances, and collaboration with local schools, businesses, and community organizations.

Ross Valley Fire Department

Policies

Battalion Chief

- Oversee the maintenance and repair of Department vehicles and buildings. Working with the Joint Powers Authority member agencies on capital improvements.
- Manage the department's technology and communications needs, including hardware, software, and devices both fixed and mobile.

203.2.2 OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

203.3 JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge and abilities required for this position include familiarity with Fire Department operations, administration, laws, ordinances, and codes relevant to fire services. Additionally, expertise in firefighting methods, fire prevention, inspection, and emergency medical practices is essential. Proficiency in training procedures, apparatus maintenance, and knowledge of local geography. Effectively leading firefighting personnel, organizing fire prevention programs, maintaining records, and analyzing fire situations and driving situations are critical. Strong written and oral communication skills are required to articulate findings and recommendations accurately.

203.4 EXPERIENCE AND TRAINING

- Chief Officer Certification from the California State Fire Marshal's Office

or

- Meet the following requirements of California State Fire Marshal's Office for
 - Chief Fire Officer 1/1/2017
 - Chief Fire Officer 3A: Human Resource Management
 - Chief Fire Officer 3B: Budget & Fiscal Responsibilities
 - Chief Fire Officer 3C: General Administration Functions
 - Chief Fire Officer 3D: Emergency Service Delivery Responsibilities
- ICS-300: Intermediate ICS for Expanding Incidents

and

- California Incident Command Certification System Engine Boss Qualified
- *Highly desired: AH-330, S-270, S-219/S-234
- Possess an Associates Degree or higher from an accredited institution.
- Five (5) years in the rank of Captain in the Ross Valley Fire Department.
- Valid CA Drivers License
- Valid EMT certification or Paramedic License

203.5 SPECIAL REQUIREMENTS

None.

Ross Valley Fire Department

Policies

Battalion Chief

203.6 WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Due to the varied and unpredictable nature of firefighting and public safety, personnel may be required to perform the following and more: work in an emergency firefighting environment; immediately dangerous to life and health in intense, life-threatening conditions; exposure to heat, fire, smoke, body fluids, and noise; running, walking, crawling, climbing, stooping, and lifting, and in inclement weather conditions.

Position requires the use of a Self Contained Breathing Apparatus, prolonged sitting, standing, walking, running, jumping, reaching, repetitive hand movements, twisting, turning, kneeling, bending, squatting, in the performance of daily activities. Personnel must frequently lift and /or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. The position also requires both near and far vision, peripheral vision, depth perception, and the ability to adjust focus.