

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of July 10, 2024

To: Board of Directors

From: Dan Mahoney, Fire Chief

Subject: Establishing a Full-Time 40-Hour-Per-Week Battalion Chief Position and Approving a Command Vehicle Purchase Funded Through Undesignated Reserves.

RECOMMENDATION

The Board consider approving Resolution 24-07 “Establishing a Full-Time 40-Hour-Per-Week Battalion Chief Position and Approving \$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 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 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.

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.

At the June 12, 2024 Board meeting, Staff presented a recommendation (Attachment #1) to “Approve 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 and approve \$140,000 to be used from undesignated reserves to purchase a new command vehicle”. The Board approved the side letter and asked Staff to bring back a formal resolution to include creating the new 40-Hour-Per-Week Battalion Chief position and approval of \$140,000 to be used from undesignated reserves to purchase a new command vehicle.

DISCUSSION

Per Board direction, Staff has created Resolution 24-07 (Attachment #2) to include the creation of a new 40-Hour-Per-Week Battalion Chief position with a funding start date of July 1, 2024 and approval of \$140,000 to be used from Undesignated Reserves to purchase a new command vehicle.

FISCAL IMPACTS

Battalion Chief Salary/Benefits - Costs for this position will be \$316,794 (fully burdened). 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”. If approved, the reserve account balance will be \$2,683,691, which is 18% of the current budget and still within the Department’s Reserve Fund Policy of 10%.

ATTACHMENTS

Attachment #1 – Staff Report with Attachments June 2024

Attachment #2 – Resolution 24-07