

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of November 13, 2024

To: Board of Directors

From: Dan Mahoney, Fire Chief

Subject: Establishing a new position and compensation package for the Wildfire Preparedness Coordinator as a limited-term (five-year) full-time, non-safety position.

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**RECOMMENDATION**

Staff recommends that the Board approves Resolution 24-09 establishing a new position and compensation package for the Wildfire Preparedness Coordinator as a limited-term (five-year) full-time, non-safety position.

**BACKGROUND**

In 2019, the Board approved the establishment of a limited-term (two-year) Disaster Coordinator non-safety position. This was the Department's first of its kind. Throughout the following two-years, the position was reclassified into an Emergency Preparedness Coordinator position with adjustments to salary and benefits as recruitment for this position proved challenging. In February 2022, the position was filled. However, in November 2023, the position became vacant. The position continues to remain vacant.

**DISCUSSION**

The Department has evaluated this position from its inception as community needs/expectations have evolved through the last five-years. Within the last two-years, this position has focused on increased emergency preparedness and resiliency throughout the Ross Valley. Examples of this are: (a) prepare residents for wildfire, (b) support existing and creation of new FireWise communities, (c) re-energizing the Get Ready/Community Emergency Response Teams (CERT) Programs, (d) develop and support neighborhood response groups, and (e) provide leadership and coordination with local agency disaster councils and/or emergency preparedness committees. The overall goal was to increase resident resiliency, focusing on self-sufficiency for the first 72 hours post-disaster.

The passing of Measure C in 2020 allowed for the formation of the Marin Wildfire Prevention Authority (MWPA), creating additional opportunities for this position, such as combining the position's original intent as mentioned above, while also providing deliverables in the following MWPA Goals:

- Goal 1: Vegetation Management/Project Management
- Goal 2: Detection, Alert & Evacuation
- Goal 3: Grants
- Goal 4: Public Outreach & Education
- Goal 5: Defensible Space & Home Hardening

Staff recommends a reclassification of the position to include the following:

- Position Title: *Wildfire Preparedness Coordinator*
- New Job Description: *Attachment #1*
- Duration of Position: *Change from limited-term two-years to five-years*
- Salary Increase: *Adjust to median rate for like positions in Marin County*
- Benefit Change: *Adjust to same benefits as RVFD Miscellaneous employees*

The Ross Valley Fire Department will continue to host the five-year limited-term position on behalf of Member agencies. The responsibility of the Department will include providing office space, daily oversight, and general employment requirements. Further, the Department will work closely with the Towns and Districts on work plans and projects for this position.

### **FISCAL IMPACT**

The annual salary is \$85,165 - \$89,424 plus up to \$43,502 in retirement and benefits with a fully burdened cost of \$132,927.

Member agencies will pay their portion of the position as listed below. This was a previously agreed proportionment based on the position costs and population for each Member agency:

- San Anselmo: 45%
- Fairfax: 32.5%
- Ross: 11.25%
- Sleepy Hollow Fire Protection District: 11.25%

The fully burdened cost of this position will be funded by:

- 90% of the position cost is funded by the MWPA local funds received by the Towns (Ross, San Anselmo, and Fairfax) and Sleepy Hollow Fire Protection District.
  - Fairfax: \$38,881.10
  - San Anselmo: \$53,835.37
  - Ross: \$13,458.84
  - Sleepy Hollow Fire Protection District: \$13,458.84

- 10% of the position cost is funded by each Member agency through the Towns (Ross, San Anselmo, and Fairfax) and Sleepy Hollow Fire Protection District budgets.
  - Fairfax: \$4,320.12
  - San Anselmo: \$5,981.71
  - Ross: \$1,495.43
  - Sleepy Hollow Fire Protection District: \$1,495.43

There will be no fiscal impacts on the RVFD FY 24/25 budget. Each Member agency will be invoiced quarterly for the position.

### **ATTACHMENTS**

**Attachment #1** – Wildfire Preparedness Coordinator Job Description

**Attachment #2** – Resolution 24-09