

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the Meeting of May 14, 2025

To: Board Of Directors

From: Dan Mahoney, Fire Chief

Subject: Side Letter with the International Association of Firefighters Local 1775 and the Ross Valley Fire Department, increasing staffing of the Minimum Emergency Response Force from 9 to 10 firefighters daily.

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**RECOMMENDATION:**

Staff recommends the Board approve a Side Letter with the International Association of Firefighters Local 1775 and the Ross Valley Fire Department, which incorporates the previously approved Firefighter Paramedic positions into the staffing to Minimum Emergency Response Force from 9 to 10 firefighters daily.

**BACKGROUND:**

On October 11, 2023, a Staff Report (Attachment #1) was presented regarding the creation of a new Firefighter Paramedic position. The report included a recommendation from the Labor Management Sub Committee to create a new Firefighter Paramedic position in an effort to increase fire engine staffing from two to three Firefighters. During the meeting, the Board voted, in a unanimous decision, to approve the creation of a Firefighter Paramedic position. The agreement included hiring three new Firefighter Paramedics with funding to begin on July 1, 2024.

On June 12, 2024, a Side Letter (Attachment #2) was approved which identified the salary, benefits, and provisions for the already approved position, and is now considered part of the current, "Memorandum Of Understanding Between International Association Of Firefighters Local 1775 And Ross Valley Fire Department" (2022-2025).

This Side Letter included the following language:

- "The parties agree that the position will not be part of minimum staffing until the new Firefighter Paramedics have completed the department's Firefighter training program, which is anticipated to take approximately 90 days from date of hire. Once all three Firefighter Paramedics have been trained, an additional side letter will be created to include this new position as part of the Department's daily minimum staffing, therefore increasing the Department's daily minimum staffing requirements from 9 to 10 firefighters on duty per day. This includes one Battalion Chief."

## **DISCUSSION:**

As of April 15, 2025, the Firefighter Paramedics have completed their training. Therefore, it is the Department's recommendation that the Board approve the attached Side Letter that "includes this new position as part of the Department's daily minimum staffing, therefore increasing the Department's daily minimum staffing requirements from 9 to 10 firefighters on duty per day". This Side Letter shall hereby be incorporated into the MOU 2025-2028.

The Department currently has a Minimum Emergency Response Force of 9 firefighters on duty per day, with the following deployment model:

- Station 21 - 2 Firefighters
- Station 20 - 2 Firefighters
- Station 19 - 2 Firefighters, 1 Battalion Chief
- Station 18 - 2 Firefighters
- Total - 9 personnel on duty per day

This side letter approval will allow one engine company to be staffed with 3 personnel, thus increasing the department's Minimum Emergency Response Force from 9 to 10 firefighters with the following deployment model:

- Station 21 - 3 Firefighters
- Station 20 - 2 Firefighters
- Station 19 - 2 Firefighters, 1 Battalion Chief
- Station 18 - 2 Firefighters
- Total - 10 personnel on duty per day

After the closure of Station 18 on July 1, 2025, the remaining two fire stations will be staffed with 3 firefighters (Per the RVFD Joint Powers Agreement Third Amendment) with the following deployment model:

- Station 21 - 3 Firefighters
- Station 20 - 3 Firefighters
- Station 19 - 3 Firefighters, 1 Battalion Chief
- Total - 10 personnel on duty per day

**FISCAL IMPACT:**

There is no fiscal impact on the approval of this Side Letter, as funding was already approved on October 11, 2023, to begin on July 1, 2024. The three Firefighter Paramedic positions have been included in the budget as of Fiscal Year 2024-25.

**ATTACHMENTS:**

Attachment #1 - Staff Report October 11, 2023 - Receive Staff Report Presented to Labor Management Subcommittee and Consider Recommendation from Labor Management Subcommittee Relating to Increased Staffing per The “2022 Staffing/Deployment” Side Letter. Recommendation includes a Funding Plan and a Position Start Date.

Attachment #2 - Approved Side Letter dated June 12, 2024 - Creation of Firefighter Paramedic Position Between Ross Valley Fire Department and Ross Valley Firefighters’ Association IAFF Local 1775

Attachment #3 - Side Letter - Increase Staffing to Minimum Emergency Response Force Between Ross Valley Fire Department and Ross Valley Firefighters’ Association IAFF Local 1775