



TOWN OF FAIRFAX

STAFF REPORT

January 16, 2018

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager *GT*

SUBJECT: Report on Ross Valley Fire Department's (RVFD) discussions regarding the recruitment of a new Fire Chief including the shared leadership model with the Marin County Fire

RECOMMENDATION

Receive and comment on report on Ross Valley Fire Department's (RVFD) discussions regarding the recruitment of a new Fire Chief including the shared leadership model with the Marin County Fire

DISCUSSION

Fire services in Fairfax are provided by the Ross Valley Fire Department which is a Joint Powers Authority consisting of Fairfax, Ross, San Anselmo, and the Sleepy Hollow Fire Protection District. Mayor Lacques and Councilmember Reed are the Fairfax representatives to the Board.

At the September 2017 RVFD Board meeting, the Board considered two options to fill the Fire Chief vacancy created by the retirement of Chief Mills. The Board directed staff to explore a shared services option at the executive management level (Fire Chief). Staff was also directed to prepare a Request for Proposals (RFP), to be sent to executive recruiting firms to provide full recruitment services for the position of Fire Chief.

Following the September meeting, the Management Committee and Chief Meagor met with Chief Weber from Marin County Fire Department. Additionally, Chief Meagor met with Chief Pomi from Kentfield Fire District, the Ross Valley Fire Battalion Chiefs, and had a follow-up meeting with Chief Weber. The discussions involved looking at the basic concept of an executive management shared services arrangement.

At the October Board meeting, staff provided additional information regarding the shared service option. Staff was directed to include a public workshop on the agenda for the November Board meeting.

In November 2017, a facilitated workshop was held to receive input from the Board, staff, and public. The workshop included a series of topics and questions which were used to assist in the discussion and the gathering of information.

Based on the comments received at the November workshop, the Board took the following actions at its December meeting which would continue the process to explore both shared services and the recruitment for a Fire Chief options.

- Received a presentation from Chief Weber outlining the general concepts for a shared service option between Marin County Fire Department and Ross Valley Fire Department. Since the December meeting, the Kentfield Fire District has indicated they are no longer interested in the shared leadership services model.
- Authorized staff to contract for consulting services to assist with refining the shared services model with the Marin County Fire.
- Authorized staff to contract with a firm to conduct the initial recruitment of candidates, which would give the Board an opportunity to see if there is a well-qualified group of candidates prior to making a decision on whether to proceed with shared services or stand-alone fire chief.

All the Town Managers agreed that our individual Town Councils should be briefed on the recruitment process. It would be beneficial for the Mayor Lacques and Councilmember Reed to hear any general comments/questions/concerns from the Council and community regarding the shared service concept. We anticipate that the RVFD Board will have a proposal from Marin County Fire to review in March.

FISCAL IMPACT

N/A