



## Southern Marin Fire Protection District

308 Reed Boulevard  
Mill Valley, California 94941

Phone: 415 388-8182 Fax: 415 388-8181

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### SHARED SERVICES COMMITTEE MEETING

Board Members: Directors Chun, Hilliard & Perazzo

**Wednesday, April 25, 2017 at 7:30 am**

Headquarters Station 9 – 308 Reed Boulevard in Mill Valley

### AGENDA

Call to Order:

Open Time for Public Expression: (limited to 3 minutes per person).

The Board welcomes public comments on all agenda items.

Agenda Adjustments:

Review of meeting Notes: November 2, 2016

1. Shared Battalion Chiefs JPA
2. Mill Valley Fire Deployment Analysis
3. Shared Apparatus Agreement
4. S MEMPS R9 Update
5. Feedback from the Committee

**NOTE:** The Shared Services Committee meets quarterly. The next meeting will be in June 2017.

#### SHARED SERVICES MISSION

*To identify and implement programs, processes and partnerships with Mill Valley Fire that result in cost savings or cost avoidance for our organizations and communities; increase organizational efficiencies; enhance firefighter and citizen safety; and strengthen mission resiliency.*



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REVIEWED & APPROVED

April 25, 2017

Shared Service Committee

### SHARED SERVICES COMMITTEE MEETING

Wednesday, November 2, 2016

07:30 am

Headquarters - Station 9

### MEETING NOTES

7:35 am

**In attendance:** Director Chun, Hilliard and Perazzo, Fire Chief Tubbs and ASM Kim

#### 1. Notes – Shared Services Meeting on February 24, 2016

The Committee reviewed the meeting notes from the February 24, 2016, Shared Services Meeting.

#### 2. Shared Battalion Chiefs Update

##### Training Officer

- ▶ Mill Valley Fire Battalion Chief St. John is now the training officer for both fire agencies. He is on a 40 hour week schedule. Prior to the official BC Share JPA, Training was one of many duties of the battalion chief.
- ▶ BCs have specific areas of responsibility (AOR) and Training activities including and compliance was one AOR. The BC Share with Mill Valley Fire gives both organizations an opportunity to create a dedicated training officer with the 40 hour week position and a focused ask for one battalion chief.
- ▶ Training is very important in the fire service for firefighter readiness, safety, and fire agency liability.
- ▶ The Training Plan communications piece lets people need to know where District going. People want/need to know the details. Last year, the two agencies combined training was done with verbal communication but this year, staff is developing a training plan and shared trading resources and career ladder that will help in succession planning. It is detrimental for an organization when only one person has knowledge and ownership of an important task.
- ▶ The Battalion Chief Share with mill valley fire is saving approximately \$300,000 annually.

##### Vegetation Management / Firewise

- ▶ BC Scott Barnes manages vegetation management at Mill Valley Fire and SMFD also has staff for vegetation management. The goal is to get both agency's staff together for a combined vegetation management effort. Staff will map out their duties and assigned AORs to help ensure there is no duplication of services.
- ▶ Fire Chief Welch is the Fire Marshal for Mill Valley Fire. He will create a plan that details his duties and fire marshal responsibilities, activities and processes in the City of Mill Valley. Fire Marshal Hilliard and Captain Gloeckner will do the same. Once duties and processes are determined, prevention staff can work together for efficiency.

### Association Concerns / Work Plan

- The two fire Association need to start meeting again regularly to work on issues and communicate activities.
- The District supports consolidation. Mill Valley supports efficiencies but has some concerns regarding control.
- Fire Chiefs Tubbs and Welch are working on addressing control issues.
- The SMFD Board is focused on greater efficiency and cost savings. This is a duty for both the Mill Valley City Council and SMFD Board. Working together is an opportunity to leverage taxes in a better way.
- The BC Share Services agreement is the first step in relinquishing control for all parties so they can focus on greater efficiency and financial responsibility.

### Tiburon Fire BC Share

- A month ago, Fire Chief Pearce from Tiburon Fire approached Mill Valley and Southern Marin Fires to discuss shared BC services. Chief Welch and Tubbs discussed the possibility of including Tiburon Fire in the BC share but are concerned that involving another party at this time may disrupt the newly official BC Shared Services agreement.
- Including Tiburon Fire in a BC sharing could be an opportunity to further greater efficiency and be financial prudent.
- Chief Ayers is retiring soon making the need for a battalion chief more urgent.
- Tiburon Fire's interest in staff sharing is good and bad news. It is bad timing and it is worthy of further exploration an investigation.

## **3. Other Shared Services**

### Finance Services with Novato Fire

- There has been much discussion about building some depth in both Finance Department and have developed a rough outline of activities to accomplish this goal.
- In Prevention, Fire Inspector Boykin is being trained to take over the Fire Marshal's duties if the Fire Marshal unavailable. Finance needs to create/develop backup options too.
- It is a good idea to develop job descriptions, guidelines, processes and practices for various positions at SMFD.
- Important for succession planning. What would happen if key staff leaves unexpectedly or who would take over their tasks and how would the duties get accomplished? These are important questions to ask

### Fire Investigation Team

- The Marin County Fire Prevention Officers (FPO) did an analysis of current investigation team and provided recommendations to Marin County Fire Chiefs (MCFC). The MCFCs are reviewing the recommendations.

### Mechanic Share

- San Rafael Fire and the County of Marin both have mechanic shops.
- The MCFCs are discussing the possibility of single mechanic shop for Marin County fire agencies for vehicles repairs.
- The mechanic shop would not provide vehicle SERVICE, just routine maintenance.
- Currently, SMFD has an agreement with Alameda Fire for mechanic services for District fire apparatus and vehicles.
- Alameda Fire mechanics travel to SMFD to provide maintenance. Staff does not have to take units to Alameda. They come here which means there is less time out of service.

### Shared Reserve Ladder Truck

- San Rafael Fire recently replaced their ladder truck. It is not a tiller ladder truck.
- A proposal was distributed for shared services relationship for a ladder truck but the original proposal was flawed contractually.
- Working on creating an updated, correctly-worded shared services plan and will distribute to interested fire agencies in addition to the San Rafael Fire when complete.
- The Committee asked is there a plan for a ladder truck tiller? Chief Tubbs stated that the ladder truck will be replaced in FY 2017/2018.
- The budget has been developed and staff is already working on the specs for a new ladder truck. The ladder truck will be stationed at STA 4.
- Staff needs to be trained on ladder truck. As staff rotates in and out of STA 4, how will staff be trained on tiller ladder truck, especially rotating STA 4 crew member? How will training and certification be managed and provided?
- May need to develop dedicated engineers/staff member for tiller ladder truck. There's a greater degree of risk for tiller operators and FFs need additional training for this type of apparatus.
- One good thing to note, fire engineers take ownership of fire apparatus and take a lot of pride in their knowledge and proficiency on the vehicles assigned to them.
- SMFD Spec Committee is very proficient due to experience in creating engines. Pierce is starting to use SMFD specs for other fire agency apparatus.

#### **4. Feedback from the Committee**

- Does the shared service committee have a meeting schedule?  
ASM Kim reported that the Shared Services Committee meets the 4<sup>th</sup> Thursday of the month.
- The last time the Committee met was February 2016.
- The Shared Service Committee is an ad hoc committee and as such, don't need regularly scheduled meetings.
- Chief Tubbs calls for a Shared Service Committee meeting when there are new items to report and to update the Committee on status of BC Shared Services with Mill Valley Fire and progress on current objectives.
- Chief Tubbs is mindful to be respectful of committee member's time. Is there value to having a committee meeting when there is isn't anything pertinent to share?

#### **SHARED SERVICE COMMITTEE**

To identify and implement programs, processes and partnerships with Mill Valley Fire that result in cost savings or cost avoidance for our organizations and communities; increase organizational efficiencies; enhance firefighter and citizen safety; and strengthen mission resiliency.