

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of: June 11, 2014

To: Board of Directors  
From: Mark E. Mills, Fire Chief  
Subject: Selection of Consultant to Review JPA Percentages

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**RECOMMENDATION:**

That the Board review the information and provide direction to staff regarding authorizing and selection of a consultant to review the member contribution percentages.

**BACKGROUND:**

In 2012, the Ross Valley Fire Department Joint Powers Authority was expanded by adding the Ross Fire Department to the existing members of San Anselmo, Fairfax, and Sleepy Hollow. At that time, the existing Town Councils and the Fire Board negotiated for services to be provided and the contribution rates that would be necessary to provide the agreed upon services.

The contribution rates were agreed to be set at the following rates for the length of the agreement:

San Anselmo	40.54%
Fairfax	23.30%
Sleepy Hollow	12.80%
Ross	23.36%

According to the JPA Agreement the existing rates cannot be amended until 2015 when the next Agreement is negotiated.

**DISCUSSION:**

The Board directed staff to begin preliminary research to determine the approximate cost of having an outside consultant provide a study to determine the contribution rates for the next Agreement period.

Staff contacted CityGate Associates and consulted with Samuel Mazza, Senior Associate, who is their resident specialist concerning fire and Emergency Medical Services (EMS) joint powers agreements.

Mr. Mazza said that the total price of a study would ultimately be determined by the level and complexity of the scope of work the Board desired. He said that a simple Board workshop to determine what the current issues were and an explanation of common contribution rate formulas would be roughly \$5000, but, given the fact that the first agreement has already been negotiated the workshop would probably only restate the previous work that had been completed for the first agreement. His initial estimate for a normal study including the review of the current financial agreements, contribution rates, services provided, several site visits, one public presentation to the Board and a written report would be roughly \$30,000. But, if the Board desired more complexity and explanation, the costs could easily approach \$70,000.

**FISCAL IMPACT:**

Estimated costs would be between \$30,000 to \$70,000 for the consultant and report.