



DATE: June 24, 2025

TO: Mayor and City Council

FROM: Acting Fire Chief

SUBJECT: Adopt a Resolution Authorizing the City Manager to Accept a \$50,000 Payment from Fairview Fire Protection District and to Transfer \$100,000 in Mutual Aid Reimbursement Funds Annually to Facilitate the Completion of a Contract to Acquire a Management Fellow from ICMA for a Two-Year Term with the Hayward Fire Department

RECOMMENDATION

That Council approves the attached resolution authorizing the City Manager to accept Fairview Fire Protection (FFPD) funds and to approve the transfer of mutual aid funds to facilitate the onboarding of a Management Fellow (Fellow) for the Hayward Fire Department (HFD) for a 2-year term.

SUMMARY

The Hayward Fire Department is seeking to add a Management Fellow to provide critical support to the Emergency Management Division of the department. The ICMA has a program for Local Government Management Fellowship (LGMF) which provides recent graduates with an opportunity to work with local municipalities to apply their new skills while acquiring work experience in a local government setting. HFD is interested in providing additional support to the Emergency Management Division of the department to increase the capacity to address critical disaster preparedness elements throughout the city. The current division is understaffed for the vast scale of the proposed objectives, and the addition of the Fellow will increase the ability to address immediate critical needs to prepare the city and its residents for natural and manmade disasters. This role will impact the entire city population, as well as the FFPD, and as such, funding will be split between the mutual aid reimbursements received by HFD as well as an additional \$50,000 contribution from FFPD.

BACKGROUND & DISCUSSION

The existing Emergency Management Division of the Hayward Fire Department is critically understaffed for the necessary and vital work that needs to be done throughout the City of

Hayward to mitigate hazards due to wildfire threat and anticipated natural disasters. The Fellow would focus on the disaster preparedness component of emergency management, and a candidate with emergency management focus has been identified to fill this role. The key objectives to be addressed during the proposed 2-year term for the Fellow are as follows:

- Contribute to the analysis and enhancement of Emergency Management programs to address current community needs and future demands.
- Support the expansion of the Emergency Management office, including proposing staffing changes and developing new positions to meet the growing capacity requirements of the community.
- Identify potential budget savings and cost efficiencies within current operations to fund long-term emergency management initiatives and ensure sustainable funding for future growth.
- Collaborate on strategic planning efforts, including the completion of the Standards of Cover and Community Risk Assessment to optimize response capabilities.
- Assist in the development and implementation of a comprehensive Community Wildfire Protection Plan to reduce wildfire risks.
- Aid in the establishment and growth of Firewise communities and Resilience Hubs to foster local preparedness and resilience.
- Conduct research and secure funding to support community programs focused on wildfire home hardening, mitigation, and the development of new initiatives.

STRATEGIC ROADMAP

The work completed by the Fellow will help “Enhance Community Safety and Quality of Life” as a general subcategory, with a direct impact on “Strengthening Emergency Preparedness, Planning and Response”.

FISCAL IMPACT

One objective for the Fellow is to pursue grant opportunities related to disaster preparedness, which will offset budgetary needs related to community programs and abatement efforts. Additionally, funding is provided by FFPD as well as mutual aid reimbursement funds, which are typically used to offset general fund costs.

SUSTAINABILITY FEATURES

Focused efforts on wildfire home hardening, mitigation, community programs and other new initiatives will preserve and protect homes and wildland spaces, ensuring that the City of Hayward is prepared to save life and property.

PUBLIC CONTACT

No public contact is required for this item.

NEXT STEPS

If Council approves this item, the Hayward Fire Department will initiate the acceptance and transfer of aforementioned funds and will execute the contract agreement with ICMA and onboard the Management Fellow.

Prepared by: Lauren Dekas, Management Analyst

Recommended by: Eric Vollmer, Fire Chief

Approved by:

A handwritten signature in blue ink, appearing to read 'M. Lawson', is positioned above a horizontal line.

Michael Lawson, J.D.
Acting City Manager