

**MARINWOOD FIRE COMMISSION
 AGENDA FOR FIRE COMMISSION MEETING
 TUESDAY MARCH 7, 2017
 7:00 PM – MARINWOOD COMMUNITY CENTER
 775 MILLER CREEK RD., SAN RAFAEL, CA 94903**

#	Time	Item	Commission Action
1	7:00 PM	Agenda	Approve
2	7:05 PM	Public Comments on Non Agenda Items	
3	7:10 PM	Draft Minutes February 2017 Fire Commission Meeting*	Approve
4	7:15 PM	Activity Summary Report for February 2017 Response Report for February 2017	Review
5	7:30 PM	Fire Department Draft Budget 2017/18	Discuss
6	7:35 PM	Fire Chief Report, CERT Kiosk*	Discuss/Approve
7	7:45 PM	CERT Trailer Project Update	Review
8	7:50 PM	Kitchen Remodel	Discuss
9	8:00 PM	Succession Planning for implementation of Paramedic Positions	Discuss
10	8:05 PM	Adjourn	Approve

Requests for disability-related modifications or accommodations, aids or services may be made to the District office no later than 72 hours prior to the meeting by contacting (415) 479-0775

NOTES TO COMMISSIONERS:

Please notify Fire Chief Tom Roach at 415.479.0122 (or troach@marinwood.org) by 5:00 PM the day before the meeting if you are unable to attend.

NEXT FIRE COMMISSION MEETING TUESDAY MARCH 7

TO: MARINWOOD FIRE COMMISSION
FROM: THOMAS ROACH, FIRE CHIEF

February 7, 2017 Fire Commission Meeting Minutes

DRAFT

Commissioners:

Present: Dan Curran, Russ Albano, Ron Marinoff, Tom Elsbree, Greg Stilson, Pascal Karsenti

Others in attendance:

Fire Chief Tom Roach, Board Member Izabela Perry, Linda BArnello, Captain Ryan Brackett

1. Approval of Agenda-Call to order 7:05 pm.
 - **M/S Marinoff/Elsbree to approve adjusted agenda. All in favor.**
2. Public Comments on Non Agenda Items
 - Ron Marinoff had a question if there had been any feedback from the fire department to County Planning on The Oaks Project. Chief said he has given the county comments on hydrant location, turnaround and roadway width, stand pipes, etc.
3. Activity Summary and Response Report for January 2017
 - The Activity Summary for January 2017 was reviewed. Commissioner Albano suggested including any correspondences to the department or letters of thanks. Commissioner Curran noted a typo in the total number of calls for the year 2017 should actually say 2016. Linda Barnello asked if there was a department photographer who could take pictures of incidents or trainings and advertise them. Chief noted not currently other than Photo 50 for San Rafael FD.
 - The Response Report for January 2017 was reviewed. Commissioner Albano had a question as to who determines Code 2 or Code 3 responses. Chief said Dispatch in the course of taking the caller information makes the determination. Also, a Captain has the ability to upgrade to a code 3 response or down grade to a code 2 response if additional information comes available. Commissioner Marinoff had a question about a flooding call in CSA 13. Neither the Chief or Captain Brackett had additional information. Commissioner Karsenti had a question as to the different locations and numbers of calls. Chief explained the different areas and said the percentage of calls in type and location was pretty consistent.
4. Fire Department Budget 2017/18
 - Chief said District Manager and he had been working with Carolyn on updating the 2016/17 first two quarters actuals and that those would be ready for the Board Meeting the following week. He also said there has been a bit of a learning curve implementing Quickbooks with Excel but that Eric has a solid grasp of it moving forward. Chief hopes to have a draft budget before the Commission in March.
5. Chief Report and Grant Update
 - Chief gave a report on the Assistance to Firefighter Grant. All the SCBA's and related equipment have been placed in service and paid for. Follow up reports by the Chief will be maintained over the one year period of performance. Also the 2017 AFG was submitted for a new utility vehicle.
 - Chief gave an update on the Disaster Preparedness Trailer. Work has begun on the outfitting the inside of the trailer with necessary disaster supplies. Two volunteer firefighters are assisting the Chief with the project.
 - Chief reviewed as partial list of Department Goals for 2017 and asked the Commissioners to forward any other ideas, new programs, or goals to him for the Department to work on in 2017.

6. Succession Planning for the Implementation of Paramedics

- Chief gave an update on the two new hires in the new hire academy. Dan Rotwein has been hired as a fulltime firefighter and is a certified paramedic and Dean Barsocchini has been hired as a temporary firefighter and is a certified paramedic. Both graduate from the Academy on Saturday February 18 and will be placed on different shifts as the third firefighter the following week. At that point the department will have three paramedics, one on each shift. Finalizing the paramedic agreement with the Union is still in negotiations.

Respectfully submitted,

Chief Tom Roach

March 1, 2017

To: Marinwood Fire Commission
From: Chief Tom Roach
Re: Activity Summary for February 2017

FULL TIME PAID STAFFING

Eleven (11) full time paid personnel including:

Fire Chief Tom Roach

“A” shift- *Captain Steve Heine*, Engineer/Acting Captain John Papanikolaou,
Firefighter/Acting Engineer Otis Smith, Temporary Firefighter Dean Barsocchini

“B” shift- Captain Brandon Selvitella, Firefighter/Acting Engineer J. Smith,
Firefighter/Acting Engineer Sean Day

“C” shift- *Captain Joel White*, Captain Ryan Brackett, Engineer/Acting Captain Correa,
Firefighter Dan Rotwein

Two Fire Captains off on industrial disability leave, one expected back mid to late March.

VOLUNTEER STAFFING

20 Current Volunteers including:

One Volunteer Battalion Chief

0 Volunteer Firefighter/AO's

7 Volunteer Firefighters qualified as “responders” (includes AO's & Captains)

13 Volunteer Firefighter qualified as a “non responder”

EMERGENCY CALLS

In February 2017 the department responded to 111 emergency calls that were mostly medical in nature. The department did respond to a few storm related calls, minor flooding and trees down during the storms in February.

	February 2017 Response Report						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	12	14	2	0	0	na	28
CSA 13	2	5	0	0	0	na	7
New JPA (east of 101)	35	9	9	0	0	na	53
Old JPA (mont marin)	3	2	1	0	0	na	6
SR Mutual Aid	5	2	0	1	0	0	8
MC JPA	1	0	1	1	0	na	3
Novato Matrix	1	1	0	0	0	4	6
Total number	59	33	13	2	0	4	111

COMMUNITY SERVICE/PREVENTION/ASSOCIATION MEETINGS

- I completed two final inspections of new solar systems in Marinwood and CSA 13 during February.
- One final residential sprinkler inspection was completed in Marinwood in February.
- One Board Meeting was held in February.

- I, along with help from four volunteers, continue to work on the disaster preparedness trailer in February.
- One fundraising ride to school was completed in February.
- I completed additional reporting and documentation for the SCBA Grant in February.
- I continued working with the Lions Club on CERT related issues, including mapping in February. Multiple meetings were held with a mapping contractor and the CERT Maps were completed in February.
- I met with the demolition company supervisor about the sprinkler system in Hoytt Plaza.
- The engine company taught a first aid course for a boy scout troop in February.
- I attended the MERA Governing Board meeting in February. A contract was awarded to Motorola for the Next Gen MERA System at that meeting.

TRAINING

- Six minutes of Safety training was reviewed daily by on duty staff.
- Department Personnel continued with the Target Safety Training Program during February.
- All three shifts went through multi company drill in February.
- Marinwood is responsible for delivering the CMTC Block Training of Auto Extrication in February and March. Captain's Brackett and Selvitella are the lead instructors.
- Four Volunteer drills were held in February. Topics included new volunteer orientation, structure firefighting tactics, and medical aid.
- Dan Rotwein and Dean Barsocchini completed their new hire academy and started on shift in February. Dan is on C Shift and Dean is on A Shift.

MAINTENANCE

- All 4 department vehicles underwent a comprehensive monthly check during February.
- All gas-powered equipment was checked weekly during the month.
- All vehicle batteries were serviced and charged on a weekly basis during the month.
- Additional storm preparation was done during February. All storm related equipment was prepared as well as working with the parks department to prepare the community for heavy rainfall and wind.
- Mold was found in the kitchen in February. NorthBay Environmental was recommended by Marin County Environmental Health. They came and tested and found elevated levels of mold. Remediation of the mold starts March 1 and will take three days. A kitchen remodel will need to follow. Additional info will be in the Chief's report.

February 2017 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
17-0128	2/1/17	3	10:34	10:35	10:39	10:52	0:18	MA	Difficulty Breathing	#+	JPA-SR (N)	5338
17-0129	2/1/17	3	13:52	13:53	13:55	14:07	0:15	MA	Sick Person	#+	JPA-SR (N)	5300
17-0130	2/1/17	2	19:12	19:13	19:14	20:00	0:48	COVER	Structure Fire		OUT (N)	21105
17-0131	2/2/17	2	1:06	1:08	1:16	1:23	0:17	PSA	Lift Assist		JPA-SR (N)	5334
17-0132	2/2/17	2	6:09	6:12	6:19	6:26	0:17	PSA	Lift Assist		JPA-SR (N)	5334
17-0133	2/2/17	3	15:01	15:03	15:04	15:05	0:04	FIRE	Structure Fire	#	OUT (SR)	5661
17-0134	2/2/17	3	22:58	23:00	23:04	23:27	0:29	MA	Sick Person	#+	JPA-SR (N)	5333
17-0135	2/3/17	3	9:51	9:52	9:56	10:08	0:17	MA	Cardiac Arrest	#+	OUT (O)	21035
17-0136	2/3/17	3	10:20	10:20	10:22	10:22	0:02	MA	Cancelled	#	OUT (O)	21035
17-0137	2/3/17	3	12:03	12:04	12:10	12:29	0:26	MA	Fall	#+	JPA-SR (N)	5334
17-0138	2/3/17	3	13:32	13:32	13:40	14:14	0:42	MA	Fall	#	JPA-SR (N)	5334
17-0139	2/3/17	2	14:44	14:46	14:53	15:05	0:21	PSA	Water Problem		OUT (SR)	5667
17-0140	2/3/17	3	13:16	13:17	13:23	13:33	0:17	MA	Sick Person	#+	JPA-SR (N)	5334
17-0141	2/3/17	2	19:26	19:26	19:26	19:40	0:14	PSA	Electrical Checkout		CSA 13	5888
17-0142	2/4/17	2	4:12	4:14	4:17	4:35	0:23	MA	Sick Person	#+	MW	5883
17-0143	2/4/17	3	8:53	8:53	8:55	9:26	0:33	MA	Sick Person	#+	JPA-SR (N)	5331
17-0144	2/4/17	2	9:37	9:38	9:43	11:01	1:24	PSA	Tree Blocking Roadway		JPA-SR (N)	5337
17-0145	2/4/17	3	17:54	17:56	17:59	18:45	0:51	MA	MVA	#+	MW	5888
17-0146	2/4/17	2	21:01	21:01	21:01	21:01	0:00	COVER	Cover in Novato		OUT (N)	21055
17-0147	2/5/17	2	8:46	8:47	8:54	9:14	0:28	MA	Hip Pain	#+	OUT (O)	21035
17-0148	2/5/17	2	11:30	11:30	11:30	11:48	0:18	MA	Fall	#+	OUT (SR)	5228
17-0149	2/5/17	3	13:51	13:52	13:56	14:12	0:21	MA	Sick Person	#+	JPA-SR (N)	5331
17-0150	2/5/17	2	17:24	17:24	17:25	17:34	0:10	PSA	Smoke Detector		JPA-SR (N)	5331
17-0151	2/5/17	2	19:49	19:49	19:50	19:59	0:10	PSA	Tree Blocking Roadway		JPA-SR (N)	5337
17-0152	2/6/17	3	5:05	5:07	5:11	5:59	0:54	MA	Seizure	#+	MW	5880
17-0153	2/6/17	2	15:09	15:10	15:19	15:30	0:21	PSA	Odor Investigation		MW	5887
17-0154	2/6/17	3	16:34	16:34	16:35	16:47	0:13	PSA	Lift Assist	#	OUT (SR)	5662
17-0155	2/6/17	3	21:23	21:25	21:26	22:26	1:03	PSA	Electrical Checkout		MW	5884
17-0156	2/6/17	2	22:35	22:37	22:39	22:52	0:17	MA	Abdominal Pain	#	JPA-SR (N)	5337
17-0157	2/7/17	2	13:30	13:32	13:37	13:45	0:15	PSA	Water Problem		JPA-SR (N)	5334
17-0158	2/7/17	3	18:53	18:53		18:54	0:01	FA/NN	Fire Alarm/Cancelled		MW	5881
17-0159	2/7/17	3	23:05	23:07	23:08	23:37	0:32	MA	Seizure	#+	MW	5883
17-0160	2/8/17	3	8:36	8:37		8:37	0:01	FA/NN	Fire Alarm/Cancelled		JPA-SR (N)	5333
17-0161	2/8/17	2	13:24	13:25	13:26	13:33	0:09	PSA	Smoke Check		CSA 13	5888
17-0162	2/8/17	2	16:13	16:14	16:21	16:41	0:28	MA	ALOC	#+	JPA-SR (N)	5338
17-0163	2/8/17	3	18:05	18:06	18:11	18:30	0:25	MA	MVA	#+	MW	5882
17-0164	2/9/17	3	9:30	9:31	9:35	9:49	0:19	MA	Fall		MW	5881
17-0165	2/9/17	2	9:35	9:36	9:40	9:50	0:15	PSA	Wires Down		MW	5883
17-0166	2/9/17	3	9:55	9:56	10:00	10:16	0:21	MA	Chest Pain	#+	JPA-SR (N)	5338
17-0167	2/9/17	2	11:45	11:46	11:47	12:01	0:16	PSA	Arcing Wires		JPA-SR (O)	5337

CODE 2 = Standard Response
 CODE 3 = Emergency Response (lights, sirens)
 ALS Response (#)
 ALS Transport (+)
 No ALS Transport (&)

February 2017 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
17-0168	2/9/17	2	12:33	12:33	12:36	12:44	0:11	PSA	Odor Investigation		JPA-SR (O)	5337
17-0169	2/9/17	2	13:56	13:56	13:58	14:06	0:10	PSA	Arcing Wires		MW	5883
17-0170	2/9/17	2	16:12	16:14	16:14	16:27	0:15	PSA	Car into a House		MW	5884
17-0171	2/9/17	3	20:51	20:52	20:55	21:24	0:33	MA	Diabetic Problem	##	JPA-SR (N)	5334
17-0172	2/10/17	2	6:37	6:39	6:42	6:49	0:12	PSA	Lift Assist		CSA 13	5888
17-0173	2/10/17	3	10:50	10:52	10:55	11:01	0:11	FA/NN	Malfunctioning CO Alarm		JPA-SR (N)	5334
17-0174	2/10/17	2	11:19	11:20	11:26	12:56	1:37	FIRE	Prescribed Burn		JPA (MC)	5888
17-0175	2/11/17	2	1:05	1:05	1:08	1:18	0:13	FA/NN	Malfunctioning CO Alarm		MW	5880
17-0176	2/11/17	3	6:22	6:24	6:28	6:41	0:19	MA	Sick Person	##	JPA-SR (O)	5331
17-0177	2/11/17	2	11:29	11:30	11:34	11:41	0:12	FA/NN	Fire Alarm		JPA (MC)	1503
17-0178	2/11/17	3	15:18	15:19	15:23	15:28	0:10	FA/NN	Fire Alarm		JPA-SR (N)	5300
17-0179	2/12/17	2	3:29	3:31	3:33	3:56	0:27	MA	Hip Pain	##	MW	5884
17-0180	2/12/17	3	14:05	14:06	14:10	14:12	0:07	MA	No Merit	#	JPA-SR (N)	5333
17-0181	2/12/17	2	18:36	18:37	18:38	18:47	0:11	MA	Fall	##	MW	5884
17-0182	2/13/17	2	7:34	7:36	7:39	7:46	0:12	OTHER	PD Assist		MW	5882
17-0183	2/13/17	2	16:04	16:05	16:06	16:06	0:02	PSA	Smoke Check		MW	5888
17-0184	2/14/17	2	0:21	0:23	0:28	0:46	0:25	MA	Sick Person	##	JPA-SR (N)	5338
17-0185	2/14/17	3	12:28	12:30	12:33	12:50	0:22	MA	Fall		JPA-SR (N)	5333
17-0186	2/14/17	2	14:33	14:34	14:36	14:48	0:15	MA	Abdominal Pain	##	JPA-SR (N)	5333
17-0187	2/15/17	2	13:51	13:53	13:57	14:15	0:24	MA	Fall	##	MW	5887
17-0188	2/15/17	3	17:47	17:47	17:52	17:57	0:10	FA/NN	Med. Alarm - No Need		JPA-SR (N)	5333
17-0189	2/15/17	3	21:33	21:35	21:38	22:17	0:44	MA	Vehicle Accident		MW	5883
17-0190	2/16/17	2	2:49	2:51	2:51	3:30	0:41	COVER	Cover in Novato		OUT (N)	21055
17-0191	2/16/17	2	8:24	8:25	8:30	8:54	0:30	MA	Sick Person	##	JPA-SR (N)	5333
17-0192	2/16/17	3	17:55	17:56	18:00	18:07	0:12	FA/NN	False Medical Alarm		JPA-SR (N)	5333
17-0193	2/16/17	3	22:32	22:33	22:37	22:39	0:07	MA	SOB		JPA-SR (N)	5334
17-0194	2/16/17	2	22:32				####	MA	Fall - Engine 57		JPA-SR (N)	5333
17-0195	2/17/17	3	8:45	8:47	8:50	9:14	0:29	MA	Fall	#	JPA-SR (N)	5333
17-0196	2/18/17	3	1:48	1:51	1:54	1:57	0:09	MA	Vehicle Accident	#	JPA-SR (N)	5334
17-0197	2/18/17	3	6:32	6:34	6:38	7:28	0:56	FA/NN	Fire Alarm		JPA-SR (N)	5335
17-0198	2/18/17	3	13:16	13:17	13:20	13:36	0:20	MA	ALOC	##	JPA-SR (N)	5333
17-0199	2/18/17	2	17:40	17:41	17:43	17:50	0:10	PSA	Lift Assist		MW	5888
17-0200	2/18/17	3	21:39	21:40	21:43	22:06	0:27	MA	PD Assist	#	JPA-SR (N)	5338
17-0201	2/18/17	3	22:53	22:55	22:59	23:15	0:22	MA	Syncopal	##	JPA-SR (N)	5334
17-0202	2/19/17	3	17:47	17:49	17:52	17:54	0:07	FA/NN	Fire Alarm		JPA-SR (O)	5337
17-0203	2/19/17	3	21:34	21:35	21:40	21:55	0:21	MA	Fall	##	CSA 13	5889
17-0204	2/20/17	2	11:27	11:28	11:37	11:37	0:10	PSA	Smoke Check		CSA 13	5889
17-0205	2/20/17	3	15:00	15:01	15:06	15:11	0:11	MA	Medical Alarm	#	JPA-SR (N)	5333
17-0206	2/20/17	3	22:10	22:12	22:17	0:11	2:01	PSA	Power Lines Down		MW	5885
17-0207	2/21/17	2	8:52	8:53	8:56	9:13	0:21	MA	Sick Person	##	JPA-SR (N)	5333

CODE 2 = Standard Response
 CODE 3 = Emergency Response (lights, sirens)
 ALS Response (#)
 ALS Transport (+)
 No ALS Transport (&)

Marinwood Community Services District
FY 2017 - 2018 Budget
DRAFT

	FIRE DEPARTMENT			
	16-17 Budget	*Actuals 2-28-17	17-18 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	630,192.00	366,803.05	630,192.00	0.0%
4110111 · PropTax - Admin Fee (Contra)	-11,343.00	-5,356.18	-11,343.00	0.0%
4110115 · PropTax - Unitary	3,820.00	0.00	3,820.00	0.0%
4110120 · PropTax - Current Unsecured	12,449.00	11,789.98	12,449.00	0.0%
4110140 · ERAF - Excess	71,375.00	39,374.53	71,375.00	0.0%
4110145 · ERAF - PY/Reverse		2,696.13		0.0%
4110210 · PropTax - Supplemental Current	13,000.00	667.86	13,000.00	0.0%
4110215 · PropTax - Supplemental Unsecure	297.00	0.00	297.00	0.0%
4110225 · PropTax - Supplemental Redempt	942.00	471.09	942.00	0.0%
4110510 · PropTax - Prior Unsecured	459.00	449.34	459.00	0.0%
4120610 · Special Tax Assessment	1,024,443.00	566,487.37	1,060,336.00	3.5%
4120611 · Special Tax- Admin Fee (contra)	-3,600.00	-1,977.74	-3,600.00	0.0%
4220115 · Building Plan Review	5,000.00	1,233.00	5,000.00	0.0%
4410125 · Interest- Co. Pooled Investment	500.00	338.86	500.00	0.0%
4511210 · HOPTR		529.24		0.0%
4530527 · Grant Rev - Designated	142,388.00	109,679.00		-100.0%
4570110 · Expense Reimbursements		1,839.03		0.0%
4631145 · Service Contract Revenue	82,551.00	0.00	90,344.00	9.4%
4631740 · Emergency Response Fees	10,000.00	0.00		-100.0%
4640321 · CSA 13 Contract Rev	631,853.00	311,433.50	595,278.00	-5.8%
4710631 · Paramedic Reimbursement	11,000.00	0.00	22,000.00	100.0%
4710642 · Miscellaneous Rev	100.00	9,000.00	100.00	0.0%
Total Revenue	2,625,426.00	1,415,458.06	2,491,149.00	-5.1%
Expenditures				
5110110 · Salaries - Regular Staff	1,027,567.00	565,831.67	1,021,571.00	-0.6%
5110310 · Acting Pay (17/18)		0.00	10,000.00	
5110313 · Holiday Pay	38,501.00	15,312.60	38,564.00	0.2%
5110319 · FLSA & Acting Pay	31,963.00	24,854.46	23,170.00	-27.5%
5120110 · Overtime	100,000.00	204,522.05	100,000.00	0.0%
5130120 · Benefits - Group Medical	288,363.00	219,676.55	292,321.00	1.4%
5130510 · PERS - Pension	364,136.00	299,414.86	387,542.00	6.4%
5140115 · Workers Comp Ins.	113,520.00	112,749.88	155,445.00	36.9%
5140130 · Physician Services	4,100.00	2,069.00	4,560.00	11.2%
5140140 · Social Security & Medicare	91,649.00	53,317.05	91,288.00	-0.4%
5140145 · Unemployment Ins.	3,108.00	384.68	3,108.00	0.0%
5210120 · Consultant Fees	3,750.00	3,050.00	4,250.00	13.3%
5210128 · Fingerprinting/Background	300.00	558.00	600.00	100.0%
5210131 · Legal Services	15,000.00	32,833.61	45,000.00	200.0%
5210210 · Audit & Accounting	6,600.00	5,301.95	7,000.00	6.1%
5210215 · Banking Fees	600.00	768.50	600.00	0.0%
5210230 · Payroll Service Fees	4,200.00	3,285.43	4,200.00	0.0%

Marinwood Community Services District
FY 2017 - 2018 Budget
DRAFT

	FIRE DEPARTMENT			
	16-17 Budget	*Actuals 2-28-17	17-18 Budget	% Change in Budget
5210525 · Insurance - General	14,660.00	10,156.43	14,660.00	0.0%
5210725 · Telecom - Phone/Internet/Cable	8,000.00	5,474.25	8,000.00	0.0%
5210810 · Utilities - Gas & Electric	9,450.00	8,938.25	9,450.00	0.0%
5210815 · Garbage Removal	2,918.00	2,078.42	3,130.00	7.3%
5210835 · Utilities - Water & Sewer	1,800.00	4,467.55	5,000.00	177.8%
5210910 · Maint. - Vehicles	25,000.00	13,449.35	21,000.00	-16.0%
5210920 · MERA Operating	15,069.00	15,068.70	15,069.00	0.0%
5210925 · Maint. - Radios	5,518.00	2,369.79	4,918.00	-10.9%
5211140 · Vegetation Management	10,000.00	5,578.00	10,000.00	0.0%
5211310 · Awards & Incentives	3,000.00	3,805.77	1,500.00	-50.0%
5211320 · Educational Materials	5,000.00	5,142.95	5,000.00	0.0%
5211325 · Conferences & Meetings	1,000.00	716.94	1,250.00	25.0%
5211330 · Memberships & Dues	2,500.00	4,188.62	4,750.00	90.0%
5211340 · Certifications - Personnel	8,000.00	4,752.25	8,000.00	0.0%
5211440 · Travel	1,000.00	2,755.75	1,000.00	0.0%
5211520 · Publications & Legal Notices	400.00	0.00	400.00	0.0%
5211610 · County-Wide Fees	5,960.00	3,328.82	3,350.00	-43.8%
5211710 · Long Term Debt - Principal	70,003.00	65,924.98	15,517.00	-77.8%
5211715 · Long Term Debt - Interest	7,698.00	6,185.47	2,636.00	-65.8%
5220110 · Office Supplies	7,000.00	2,125.15	4,800.00	-31.4%
5220130 · Copier Lease & Printing	3,000.00	1,482.38	1,750.00	-41.7%
5220210 · Equip. Maintenance/Replacement*	5,000.00	2,800.36	5,000.00	0.0%
5220215 · Pool Maint./Hydrant Maint.*	1,500.00	197.74	1,500.00	0.0%
5220220 · Open Space Maint/Small Tools*	500.00	73.20	500.00	0.0%
5220310 · Land & Buildings Maintenance	9,400.00	3,886.59	7,000.00	-25.5%
5220610 · Gasoline/Fuel	9,000.00	3,248.42	7,500.00	-16.7%
5220810 · Pool Chemicals & Misc Supplies*	31,616.00	25,226.99	22,558.00	-28.7%
5220825 · Uniforms & Apparel	7,062.00	4,984.12	9,464.00	34.0%
5220826 · Vending Supplies & Food*	1,500.00	1,918.05	2,000.00	33.3%
5220827 · Janitorial Supplies	3,000.00	3,405.94	3,000.00	0.0%
5220910 · Capital Outlay - Improvements	16,238.00	6,000.00	6,750.00	-58.4%
5220916 · Capital Outlay - New Equipment	194,882.00	157,225.54	78,000.00	-60.0%
Total Expenditures	2,580,031.00	1,920,887.06	2,473,671.00	-4.1%
Net Gain/Loss	45,395.00	-505,429.00	17,478.00	

**MARINWOOD COMMUNITY SERVICES DISTRICT
FIRE DEPARTMENT BUDGET FOR FISCAL YEAR 2017-18**

SCHEDULE C: BUDGET DETAIL

3/3/17

GL ACCOUNT	TITLE	DETAIL	SUB TOTAL	TOTAL
EXPENDITURE NOTES				
5220825	UNIFORMS			9,464
	Flying Cross dark blue shirts- \$96 x 2 x 10		1,920	
	Flying Cross Nomex pant - \$150 x 2 x 10		3,000	
	Lyon uniform jacket with liner -\$79 x 5		395	
	Black basket-weave belt - \$20 x 10		200	
	Firefighter boots - \$220 x 10		2,200	
	Flying Cross white shirts - N/A for 17/18			
	Black slacks - N/A for 17/18			
	Chief's boots - N/A for 17/18			
	Volunteer FF boots - \$100 x 10		1,000	
	Class A Uniforms - 2 @ \$650		1,300	
	Name tags, lapel pins, badges, etc		500	
5210525	GENERAL INSURANCE			14,660
	Gen. Liabilit, auto, E&O		12,410	
	Firemen's Assoc. ins. - Minto Wilkie		2,250	
5220110	OFFICE EXPENSE			4,800
	Office equipment, maintenance & supplies		4,000	
	Postage		800	
5220310	BUILDING MAINTENANCE			7,000
	Routine building maintenance		7,000	
5140130	PHYSICIAN SERVICES			4,560
	Vaccinations		500	
	Bi-Annual physicals 4 @ 900; annual bloodwork (10@\$46)		4,060	
5220220	SMALL TOOLS & EQUIPMENT			500
5220810	MISCELLANEOUS SUPPLIES			22,558
	First aid & medical supplies		1,500	
	Breathing equipment maintenance		1,800	
	Annual SCBA maintenance & repair - 1,000			
	Replacement SCBA masks \$400 x 2 - 800			
	Replacements - gloves, safety gear, equipment		10,078	
	<i>Wildland coat - \$230 x 2</i>	<i>460</i>		
	<i>Wildland pant - \$180 x 2</i>	<i>360</i>		
	<i>Wildland tent shelter, belt - \$500 x 2</i>	<i>1,000</i>		
	<i>Turnout coat @ \$1500 x 2</i>	<i>3,000</i>		
	<i>Turnout pants @ \$1000 x 2</i>	<i>2,000</i>		
	<i>Turnout boots - \$280 x 2</i>	<i>560</i>		
	<i>Gloves @ \$80 x 15</i>	<i>1,200</i>		
	<i>Helmets/parts - \$130 x 2</i>	<i>260</i>		
	<i>Suspenders @ \$20 x 2</i>	<i>40</i>		
	<i>Nomex hoods - \$30 x 5</i>	<i>150</i>		
	<i>Goggles with retainer - \$40 x 5</i>	<i>200</i>		

SCHEDULE C: BUDGET DETAIL

3/3/17

GL ACCOUNT	TITLE	DETAIL	SUB TOTAL	TOTAL
	<i>Hot Shield filter replacements - \$5 x 10</i>	50		
	<i>Misc. replace. (flashlights, suspenders, canteen, etc.)</i>	250		
	<i>Reflective rain gear - \$137 x 4</i>	548		
	Turnout cleaning \$62/set x 2 times/yr x 10 sets		1240	
	Ballistic Helmets & Vests - 2 * \$1000		2,000	
	Extinguishing agents		300	
	Flashlights		900	
	signs, misc.		500	
	Hoze & Nozzle Replacement - New Engine		4,240	
	<i>1 1/2 inch wildland hose, 10 lengths, 100' ea. x \$183</i>	1,830		
	<i>1 3/4 inch hose, 2 lengths, 50' ea. x \$325</i>	650		
	<i>2 1/2 inch hose, 2 lengths, 50' ea. x \$160</i>	320		
	<i>4 inch hose, 2 lengths, 50' ea. x \$470</i>	940		
	<i>Replacement parts</i>	500		
5220215	HYDRANT MAINTENANCE			1,500
	General maintenance		1,500	
5211610	COUNTY FEES			3,350
	Hazmat JPA		1,700	
	LAFCO		1,650	
5210925	RADIO MAINTENANCE & EQUIPMENT			4,918
	High-Band Portable Radios - \$1000 * 1		1,000	
	General maintenance of mobiles and portables		3,500	
	Alpha pager lease - (4 pagers) @ 8.70		418	
5220910	FIRE & STATION EQUIPMENT			6,750
	Special building maintenance - new turnout lockers		2,750	
	New Shed (Back)		4,000	
5220916	TOOLS EQUIPMENT & FURNISHINGS			78,000
	Type I Engine lease		43,000	
	New Utility Vehicle		35,000	
	CONTINGENCY - SPECIAL			-
	General contingency for vehicle maintenance			

March 1, 2017

To: Marinwood Fire Commission
From: Chief Roach

Re: Draft Fire Department Budget 2017/18, CERT Kiosk, Grants Update, Cert Trailer Project, Succession Planning for Paramedics, Kitchen Remodel

Draft Fire Department Budget 2017/18

A draft Fire Department Budget for 17/18 is included in the packet.

CERT Kiosk

Included in the Commission Packet is a drawing of a Kiosk where Cert information, Cert Maps, and other disaster Preparedness information can be placed for residents to learn more about Marinwood Cert. John Hammond will be at the Commission meeting to talk further about the kiosk. There has been some discussion about location of the kiosk. In front of the firehouse near the Cert Trailer has been one option. Others have thought about placing it near the pool entrance or near the entrance to the community center. I think it would be best placed near the cert trailer. We can advertise it on next door and send out an email letting residents what it contains and invite them to have a look. If it is going to be placed elsewhere I believe the P and R Commission will need to weigh in and then of course it may become something other than what it is hoped to be-just for CERT Info and Disaster Preparedness info. We can discuss it further at the Commission meeting.

Assistance to Firefighter Grant

I continue to manage the 2016 AFG with mid year reporting requirements being done during January. The SCBA's have all been purchased and are working well. A 2017 AFG was submitted for a new Utility Pick Up Truck.

Cert Trailer Project

I continue to work with four volunteers to equip the trailer with all necessary supplies. Hope to have it completed by the end of the year. All of the medical supplies have been ordered. When they arrive Volunteer Firefighter Paramedic Brian Jones is going to arrange four individual caches of many supplies that can be transported to different locations around the community for first aid stations. Next step is to purchase emergency lighting, heavy duty electrical cords, pop up awnings for some shelter from weather, folding table and chairs, ICS Paperwork, and eventually maps. **The mapping is completed!**

Succession Planning for implementation of Paramedic Positions

The department currently has three paramedics, one on each shift. Sean Day, Dan Rotwein, and Dean Barsocchini. All three are currently working as firefighters but maintain their paramedic certification and attend ongoing trainings.

Kitchen Remodel

As I stated in an email, mold was discovered in the firehouse kitchen. There have been various leaks in the dishwasher, in the dishwasher supply line, and in the sink plumbing over the last 25 years that have led to this. The flooring was starting to come up and as we removed it mold was discovered. I contact Marin County Environmental Health to see what they would do in this instance and they recommended North Bay Environmental as a testing and abatement company. I contacted them and they came out and tested for mold in the firehouse. They found it in the bunk room and the kitchen and are currently underway removing the mold, scrubbing the air, and taking out affected parts of the kitchen. This will take approximately three days, they will be done Friday March 3. So far the expense has been-

\$975 for the testing and report

\$4,860 for the mold abatement

What needs to be done when the abatement is complete is the remodel. Half of the lower portion of the kitchen will be gone-no counter tops, no cabinets, no sink or dishwasher or stove. At the very minimum that will need to be replaced. I would suggest all of the lower cabinets and counter tops be replaced. I have one bid from a division of North Bay Environmental that does construction. Below are the costs to do the complete lower portion of the kitchen and a cost for the upper cabinets.

General labor and cleanup-\$1700

Drywall-\$650

Lower cabinets-\$2600

Upper cabinets-\$1980

If we just did the cabinets that were taken out due to mold-\$1400

Quartz countertops plus fabrication and install- \$6900

or

Granite countertops plus fabrication and install-\$4850.

Sink and faucet-\$500

Rough and finish plumbing-\$1200

Linoleum floor installed-\$1800 (May not need this, may polish concrete floor)

36" Thor Range-\$3525

24" Crosley DW-\$800

Total \$17625 not including the cost for testing and mold abatement. That's an additional \$5835

I do have Home Depot coming in next Tuesday to do some measuring and get an estimate.

I did hope to include the kitchen remodel in the 17/18 budget because as we have come to realize...it was time.

SCALE 1" = 2'

