

**MARINWOOD FIRE COMMISSION
 AGENDA FOR FIRE COMMISSION MEETING
 TUESDAY FEBRUARY 2, 2016
 6:00 PM – MARINWOOD FIRE STATION**

#	Time	Item	Commission Action
1	6:00 PM	Agenda	Approve
2	6:05 PM	Public Comments on Non Agenda Items	
3	6:15 PM	Draft Minutes January 2016 Fire Commission Meeting	Approve
4	6:30 PM	Activity Summary Report for January 2016	Review
5	6:35 PM	Response Report for December 2015	Review
6	6:45 PM	Fire Chief Report-Engine Update, Staffing	Review
7	7:00 PM	Strike Team Cost/Reimbursement	Review
8	7:15 PM	Succession Planning for implementation of Paramedic Positions as directed by the Board	Discuss
9	7:30 PM	Adjourn	Approve

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 DATE TO BE DETERMINED

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

January 5, 2016 Fire Commission Meeting Minutes

DRAFT

Commissioners:

Present: Jim Rey, Russ Albano, Irv Shwartz, Dan Curran, Ron Marinoff

Others in attendance:

Fire Chief Tom Roach, District Manager Eric Dreikosen, Board Members Bill Shea and Jeff Naylor, Linda Barnello, Acting Captain Brandon Selvitella, Engineer Otis Smith

1. Approval of Agenda-Call to order 730 pm. Chief Roach called the meeting to order since a Commission Chair had not be elected yet.
 - M/S Marinoff/Rey to approve submitted agenda. All in favor.
2. Elect a Commission Chair
 - Chief Roach explained that since Commission Chair Jeff Naylor had been elected to the Board a new Chair needed to be elected. Chief explained that Jim Rey had offered to fill the position. Nominations were opened and Russ Albano nominated Jim Rey. Irv Schwartz seconded the nomination. No other nominations were made. Chief called the question for all those in favor of Jim Rey being the Commission Chair for 2016 say aye. Unanimous, all in favor. AT that point Chief Roach turned the meeting over to the new Commission Chair Jim Rey.
3. Public Comment on Non agenda items.
 - There were none.
4. Approval of December 2015 Minutes
 - There was a correction as to what the spelling of Nixle-Chief had spelled it Nixie, the change was noted and Chief explained to new commissioners that is was an internet based notification system available through Comm Center. Russ Albano explained to Linda Barnello why the Commission reviews the response report to such detail. Reasons being to help note repeat address and to use commission experience to help Chief address issues that may come up operationally. Chief will add a column to the response report for address that are the same for calls in the course of a month. There was not enough Commissioners present from the December meeting and the January Meeting to approve the December minutes so they were tabled until next month.
5. December Activity Schedule and Response Report.
 - The December Activity Schedule was reviewed. There were no questions.
 - The December Response Report was reviewed. Discussion followed as to why address were again not included. Commission Chair Jim Rey explained that it would violate confidentiality and Hipa laws so they would continue to be left off. It ws discussed that the Commission can't see if there are any residents excessively using the 911 system. Chief said he would add a column to denote repeat addresses in the months to come. It was also discussed as to why there were no times on the response report for Dec 27 and Dec 28. Chief explained that one Captain became very ill in the middle of the night on Dec 28 and had to be relieved at 2 am so he was unable to complete his reports before he left. He had not been back to work yet but would complete the times when he returned to duty.
6. Chief Report
 - Chief gave an update on the fire engine status and explained that three personnel were back at the KME plant in currently for the final inspection.

- Chief went over the list of goals he had for the department for 2016 and asked that if the Commission had additional goals for either the department or the Commission itself to please let him know.
 - Chief reviewed the staffing of the department currently and moving forward into 2016.
7. Succession Planning for the implementation of Paramedic Positions
- Board Member Jeff Naylor prepared and distributed and went over a document he had prepared discussing the implementation of paramedics in the Marinwood FD. The document is included in the Board Packet. He asked that the Commission review monthly the status and update on the paramedic positions and that possibly a sub committee be made up to assist the Chief on the project. Jim Rey offered to help.
8. Future Agenda Items
- Future agenda items-none
9. Adjourn

Chief Tom Roach

January 28, 2015

To: Marinwood Fire Commission
From: Chief Tom Roach
Re: Activity Summary for January 2016

FULL TIME PAID STAFFING

Eleven (10) full time paid personnel and One (1) Temporary Firefighter including:
Fire Chief Tom Roach

“A” shift- Captain Heine, Engineer Smith, Firefighter Brackett

“B” shift- Captain Bagala, Engineer Papanikolaou, Firefighter Selvitella, Temporary
Firefighter Brad Davenort

“C” shift- Captain White, Engineer Correa, Probationary Firefighter Sean Day

Two firefighter’s off on industrial disability leave. Temporary firefighter Brad Davenport is back on B
shift as of January.

VOLUNTEER STAFFING

21 Current Volunteers including:

One Volunteer Battalion Chief

2 Volunteer Firefighter/AO’s

8 Volunteer Firefighters qualified as “responders” (includes AO’s & Captains)

13 Volunteer Firefighter qualified as a “non responder”

EMERGENCY CALLS

Below are emergency calls through January 28, 2016. The department ran 92 emergency
responses in January, mostly medical aides but the department did respond to one
garbage can fire in Marinwood, two structure fires in San Rafael, and one vegetation fire
in Novato.

	January Response Report-through 1/28						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	9	3	4	1	0	na	17
CSA 13	5	4	0	0	0	na	9
New JPA (east of 101)	28	5	4	0	0	na	37
Old JPA (mont marin)	1	2	1	0	0	na	4
SR Mutual Aid	4	3	2	1	0	2	12
MC JPA	3	1	0	0	0	na	4
Novato Matrix	0	1	2	2	0	4	9
Others (list)	0	0	0	0	0	0	0
Total number	50	19	13	4	0	6	92

COMMUNITY SERVICE/PREVENTION/ASSOCIATION MEETINGS

- I completed five final inspections of new solar systems in Marinwood.
- A Fire Commission meeting was held in January.
- I completed two home remodel inspections in Marinwood during January
- I attended a meeting with the Prescription Drug Abuse founder meeting in January.
- The on duty staff and I went through some new records management training in January.
- I attended the MERA Operations Meeting to explain Marinwood's need for an additional mobile radio be added to the system for the new engine.
- I had a meeting with Cam Case and Tom Boyd to review details for the Community Service Grant.
- I attended the San Rafael/Larkspur/Marinwood Administrative staff meeting to discuss issues with our operational area.
- Two preschool tours were done at the firehouse in January.
- Testing for the Computer Added Dispatch System for Sheriff's Communication Center was done in January.
- A Lion Club CERT Team Meeting was held at the firehouse in January.
- I attended the monthly MERA Governing Body Meeting in January.

TRAINING

- Six minutes of Safety training was reviewed daily by on duty staff.
- Department Personnel continued with the Target Safety Training Program during January.
- Sean Day completed his Paramedic recertification in January and did a 24 hour ride along on SRFD Rescue Ambulance to keep his skills sharp.
- Captain White prepared a lesson plan for Commercial Structure Fires and taught three different full days to all companies who participate in CMTC.
- Four volunteer drills were held in January. Commercial Firefighting, Interview Techniques, and the County Wide Volunteer Drill at Mill Valley were topics.
- C Shift continued with new hire training for Sean Day.
- Three volunteers will participate in a new Volunteer Academy sponsored by Mill Valley. It consists of Eight Sundays in a row of training.
- Captain Heine attended a MERA Coverage workshop in January discussing coverage of the new MERA Radio System.

MAINTENANCE

- All 4 department vehicles underwent a comprehensive monthly check during January.
- All gas-powered equipment was checked weekly during the months.
- All vehicle batteries were serviced and charged on a weekly basis during the months.
- Engine 58 went to Burton Fire Apparatus for the bumper repair in January.
- Three department personnel went back to KME for the final inspection of the engine. The engine is currently in Ontario for final work and will be in Marinwood the week of February 8.

January 28, 2016

To: Marinwood Fire Commission
From: Chief Roach

Re: New Engine Update, Staffing, Succession Planning for Paramedic Program, ISO Report, Strike Team Reimbursement

New Engine Update

The trip back to KME by all accounts went well. Some minor changes were made and the engine made it's way to Ontario this week. Cesar Correa and Steve Heine are flying down for the day this Thursday to work on the final details-radio installation, decal locations, etc. The engine is supposed to be in Marinwood the week of February 8.

Staffing

The department is currently operating with eight full time personnel and one temporary hire for a total of nine-three per shift. Relief FF spot is not filled, or more precisely the relief firefighter is filling in full time on shift. All time off-sick, vacation, class room, special operations time, etc-is being filled with overtime. There are two work related injuries currently out rehabilitating. The department should have more information on both over the next few months.

Succession Planning for implementation of Paramedic Positions

The departments most recent hire, Sean Day, is qualified and certified to act as a paramedic. There are still some details to work out regarding the creation of the paramedic position with the employee group. In the meantime Sean is functioning as an EMT while working at Marinwood. He has been attending the monthly run review training's at Kaiser, he has completed all of his paramedic recertification's, he has been assigned and is completing additional on line Target Safety medical training, and he is doing ride along time on his off days on San Rafael's rescue ambulances. Additional, if time allows, Sean will work some shifts in the emergencies around Marin for additional patient contacts and he is continually looking for paramedic training classes offered around the bay area. All of the documentation has been completed with Marin County EMS to allow Sean to work as a Paramedic under San Rafael's medical direction. Chief Gray has prepared advance life support medical equipment for the Marinwood engines when the department is ready. Captain Heine is researching lock boxes on the engine and I have the narcotic use logs used by San Rafael to secure and track narcotic storage and use.

Chief Gray and I are going to hold a joint Firefighter Paramedic Recruitment during February and March with a possible April date for a joint new hire academy. For Marinwood's last two hires this academy has worked very well.

ISO Report

As mentioned in an earlier email the department received back the ISO Audit Report. Marinwood has been upgraded to a Class 2 Department from a Class 4 Department. The ISO Class rating is used by insurance companies to help determine fire insurance rates for

homeowners. How individual insurance companies factor the Class rating varies with different companies. I am still researching to see if there is a basic formula used before publicizing the new Class Rating. I think each homeowner will have to contact their insurance carrier, advise them of the improved ISO Rating to see if rates can be reduced. A number of factors contributed to the improved rating-ISO now factors in auto aid agreement as personnel available for fire protection so the agreements with Novato FPD and SRFD definitely helped, the department apparatus fleet is newer with a better hose compliment now, the water delivery system for fire protection in Marinwood and Lucas Valley has been vastly improved by MMWD, there is one centralized communications center now, previously there were multiple, and ISO now factors in the ride along time of our volunteer firefighter force as personnel available to assist with fire protection. That accounted for almost one additional firefighter per day, roughly a 25% increase in available personnel. Also, the department's business occupancy inspections, hydrant maintenance, hose testing, vegetation management, codes adoption, and new records management system all helped improve the rating.

Strike Team Reimbursement

I have included a spreadsheet with the strike team reimbursements for 2015 (last summer). I have not yet factored out all off the Districts expenses to compare revenue and expenses but will have that done by the March Commission/Board Meeting.

2015 STRIKE TEAM ASSIGNMENTS REVENUE

	June 20-20	June 20-23	July 23-27	July 27-31	July 31-Aug 7	Aug 7-8	Aug 8-20	Aug 25-30	TOTALS
Assignments									
Personnel	3,997.79	15,477.56	22,935.95	24,169.67	38,741.46	6,198.39	86,777.42	36,600.00	234,898.24
Engine	1,120.00	3,360.00	5,620.00	6,060.00	8,960.00	1,280	15,840.00	6,720.00	48,960.00
Admin	511.78	1,883.76	2,855.59	3,022.97	4,770.15	747.84	10,261.74	4,332.00	28,385.83
Total Reimburse	5,629.57	20,721.32	31,411.54	33,252.64	52,471.61	8,226.23	112,879.16	47,652.00	312,244.07
	(not received)	(received)	(received)	(received)	(received)	(received)	(not received)	(not received)	

received 146,083.34
not received 166,160.73

January 2016 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
16-0001	1/1/16	2	9:44	9:45	9:51	10:15	0:31	MA	Confirm Death		JPA-SR (N)	5333
16-0002	1/1/16	2	10:11	10:12	10:20	10:24	0:13	PSA	Lift Assist		CSA 13	5888
16-0003	1/1/16	3	10:28	10:29	10:31	10:49	0:21	MA	Back Pain	#+	OUT (SR)	5668
16-0004	1/1/16	3	11:09	11:10	11:13	11:31	0:22	MA	Shaking	#+	JPA-SR (N)	5330
16-0005	1/1/16	2	15:50	15:50	15:57	16:11	0:21	MA	Confirm Death		JPA-SR (N)	5338
16-0006	1/1/16	2	16:20	16:20	16:23	16:29	0:09	PSA	Lift Assist		JPA-SR (O)	5337
16-0007	1/1/16	3	18:01	18:02	18:06	18:31	0:30	MA	Hip Pain	#+	JPA-SR (N)	5333
16-0008	1/1/16	3	18:33	18:33	18:37	18:51	0:18	MA	Chest Pain	#+	CSA 13	5888
16-0009	1/1/16	3	19:25	19:26	19:28	19:32	0:07	FA/NN	Key in the building / Cancelled in route		OUT (SR)	5666
16-0010	1/1/16	2	22:59	23:01	23:05	23:30	0:31	PSA	Water problem		CSA 13	5889
16-0011	1/3/16	3	12:58	12:59	13:02	13:22	0:24	MA	Flu symptoms	#+	JPA-SR (N)	5333
16-0012	1/3/16	2	17:54	17:55	18:07	18:18	0:24	MA	Fall	#8	JPA-SR (N)	5333
16-0013	1/3/16	2	14:55	15:00	19:55	15:03	0:08	COVER	Cover for structure fire		OUT (N)	21105
16-0014	1/3/16	3	19:48	19:49	21:58	20:14	0:26	MA	Flu Symptoms	#+	JPA-SR (N)	5333
16-0015	1/3/16	3	21:54	21:55	21:58	22:15	0:21	MA	Noro Virus	#+	JPA (MC)	1503
16-0016	1/4/16	2	9:01	9:02	9:07	9:10	0:09	FA/NN	Fire Alarm		JPA-SR (N)	5338
16-0017	1/4/16	2	9:10	9:11	9:17	9:17	0:07	COVER	Cover for structure fire		JPA (NOV)	21105
16-0018	1/4/16	2	11:15	11:17	11:22	11:36	0:21	MA	Foot Infection	#+	JPA-SR (N)	5333
16-0019	1/4/16	2	13:44	13:45	14:18	14:18	0:34	COVER	Cover for structure fire		JPA (NOV)	21105
16-0020	1/4/16	2	14:21	14:22	14:30	14:31	0:10	MA	Possible arm fracture	#8	JPA-SR (N)	5330
16-0021	1/4/16	2	18:55	18:56	19:04	19:11	0:16	PSA	Assist PD / welfare check	#8	JPA-SR (N)	5334
16-0022	1/5/16	2	0:16	0:19	0:25	0:30	0:14	MA	Medical check for PD	#+	JPA-SR (N)	5335
16-0023	1/5/16	3	10:39	10:40	10:44	10:59	0:20	MA	ALOC	#+	CSA 13	5889
16-0024	1/5/16	3	14:57	14:58	15:03	15:18	0:21	MA	Seizure	#+	JPA-SR (N)	5334
16-0025	1/5/16	3	18:18	18:20	18:25	18:31	0:13	FA/NN	Malfunctioning CO Alarm		JPA-SR (N)	5334
16-0026	1/5/16	3	19:56	19:58	20:02	20:43	0:47	MA	Cardiac Arrest	#+	JPA-SR (N)	5333
16-0027	1/6/16	2	9:29	9:30	9:40	10:29	1:00	PSA	Extinguished fire		OUT (SR)	5606
16-0028	1/6/16	3	11:13	11:14	11:18	11:30	0:17	MA	Chest Pain	#+	JPA-SR (N)	5338
16-0029	1/7/16	3	9:23	9:24	9:26	9:56	0:33	MA	Shortness of Breath	#+	MW	5882
16-0030	1/7/16	2	10:15	10:16	10:17	10:23	0:08	PSA	Lift Assist		MW	5884
16-0031	1/7/16	3	14:14	14:16	14:45	14:22	0:08	FA/NN	Cancelled in route		OUT (N)	21105
16-0032	1/7/16	3	14:42	14:44	14:45	14:53	0:11	FIRE	Garbage can		MW	5884
16-0033	1/8/16	3	8:15	8:16	8:20	8:41	0:26	MA	Fall	#+	JPA-SR (N)	5333
16-0034	1/8/16	2	11:29	11:29	11:29	11:35	0:06	PSA	Assist with debris pick-up		OUT (SR)	5447
16-0035	1/8/16	3	15:15	15:16	15:16	15:17	0:02	FA/NN	Fire alarm / cancelled in route		JPA-SR (N)	5333
16-0036	1/8/16	3	18:44	18:46	18:47	19:04	0:20	MA	ALOC	#+	MW	5884
16-0037	1/9/16	3	16:48	16:49	16:55	18:21	1:33	FIRE	Structure Fire	#	OUT (SR)	5661
16-0038	1/10/16	2	15:14	15:15	15:21	15:31	0:17	MA	Fall	#+	JPA-SR (N)	5334
16-0039	1/10/16	3	15:56	15:57	16:00	16:12	0:16	MA	GI Bleed	#+	JPA (MC)	1503
16-0040	1/11/16	3	7:26	07:28	07:30	7:31	0:05	FA/NN	Fire Alarm		MW	5884

CODE 2 = Standard Response

CODE 3 = Emergency Response (lights, sirens)

ALS Response (#)
 ALS Transport (+)
 No ALS Transport (&)

January 2016 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
16-0041	1/1/16	2	7:55	7:57	7:57	8:24	0:29	COVER	Cover for structure fire		OUT (SR)	5777
16-0042	1/1/16	3	11:48	11:49	11:53	12:06	0:18	MA	Possible Overdose		MW	5884
16-0043	1/1/16	2	16:07	16:09	16:14	16:35	0:28	PSA	Smoke in the building		CSA 13	5889
16-0044	1/1/16	3	20:45	20:47	20:51	21:02	0:17	FANN	Fire Alarm		JPA-SR (N)	5333
16-0045	1/1/2/16	2	12:21	12:24	12:24	12:29	0:08	MA	Hip Pain / Cancelled in route	#+	MW	5883
16-0046	1/1/2/16	2	17:54	17:55	18:03	18:11	0:17	PSA	Assist with Hospice patient		OUT (SR)	5666
16-0047	1/1/3/16	3	2:46	2:49	18:03	2:57	0:11	FANN	Structure Fire / Cancelled in route		OUT (N)	21105
16-0048	1/1/3/16	3	11:50	11:50	11:52	12:15	0:25	FANN	Medical Alarm		MW	5882
16-0049	1/1/3/16	3	13:05	13:05	13:10	13:16	0:11	MA	Fall	#+	JPA-SR (N)	1501
16-0050	1/1/3/16	2	13:17	13:20	13:24	13:43	0:26	MA	Unable to urinate	#+	JPA-SR (N)	5333
16-0051	1/1/3/16	3	22:31	22:32	22:37	22:52	0:21	MA	Chest Pain	#+	JPA-SR (N)	5333
16-0052	1/1/4/16	3	14:18	14:19	14:22	14:33	0:15	MA	Fall	#+	CSA 13	5888
16-0053	1/1/4/16	3	17:09	17:10	17:14	17:26	0:17	MA	Chest Pain	#+	JPA-SR (N)	5338
16-0054	1/1/5/16	3	3:37	3:39	3:43	3:56	0:19	MA	Chest Pain	#+	JPA-SR (N)	5333
16-0055	1/1/5/16	2	8:02	8:03	8:07	8:17	0:15	MA	Vehicle Accident	#	MW	5881
16-0056	1/1/5/16	3	9:27	9:28	9:33	9:56	0:29	MA	Syncope	#+	JPA-SR (N)	5333
16-0057	1/1/5/16	2	12:43	12:44	12:47	12:58	0:15	MA	Sick Person	#+	JPA-SR (O)	5330
16-0058	1/1/5/16	3	18:29	18:29	18:34	18:50	0:21	MA	ALOC	#	JPA-SR (N)	5333
16-0059	1/1/5/16	2	21:05	21:06	21:13	21:21	0:16	PSA	Lift Assist		JPA-SR (N)	5333
16-0060	1/1/6/16	3	18:06	18:08	18:11	18:27	0:21	MA	Cardiac Arrest	#	CSA 13	5889
16-0061	1/1/6/16	3	20:09	20:13	20:19	20:21	0:12	FIRE	Vegetation Fire	#	OUT (N)	21105
16-0062	1/1/7/16	3	3:21	3:23	3:28	3:45	0:24	MA	Shortness of Breath	#+	JPA-SR (N)	5338
16-0063	1/1/7/16	2	9:14	9:16	9:18	9:23	0:09	PSA	Appliance Problem		JPA-SR (O)	5337
16-0064	1/1/7/16	3	11:37	11:37	11:42	11:56	0:19	MA	Shortness of Breath	#+	JPA-SR (N)	5338
16-0065	1/1/7/16	3	16:10	16:11	16:16	16:29	0:19	PSA	Drain Problem		CSA 13	5889
16-0066	1/1/7/16	3	19:39	19:41	19:44	20:22	0:43	FANN	Fire Alarm		MW	5882
16-0067	1/1/8/16	2	6:59	7:01	7:05	7:10	0:11	PSA	Lift Assist		MW	5881
16-0068	1/1/8/16	3	19:52	19:54	19:55	20:11	0:19	MA	Hip pain	#+	MW	5885
16-0069	1/1/9/16	3	7:50	7:52	7:58	8:11	0:21	OTHER	MVA non injury	#&	JPA-SR (O)	5330
16-0070	1/1/9/16	3	16:41	16:42	16:46	17:01	0:20	MA	Leg Injury	#+	JPA-SR (N)	5333
16-0071	1/1/9/16	3	18:14	18:15	18:19	18:41	0:27	MA	General Weakness	#+	JPA-SR (N)	5338
16-0072	1/20/16	3	4:13	4:14	4:20	4:30	0:17	MA	Vomiting & Diarrhea	#&	JPA (MC)	1503
16-0073	1/20/16	3	9:58	9:59	10:02	11:04	1:06	MA	T54-Cardiac Arrest	#+	MW	5882
16-0074	1/20/16	2	14:46	14:47	14:51	15:00	0:14	MA	Sick Person	#+	CSA 13	5889
16-0075	1/20/16	2	15:13	15:13	15:22	15:29	0:16	PSA	Lift Assist		JPA (MC)	1503
16-0076	1/22/16	3	1:35	1:37	1:37	1:42	0:07	FIRE	Smoke in Building		OUT (SR)	5336
16-0077	1/22/16	3	11:59	12:01	12:08	12:22	0:23	MA	MVA		MW	1503
16-0078	1/22/16	2					0:00	COVER	Cover Novato Sta. 61		OUT (N)	21105
16-0079	1/22/16	2	20:10	20:11	20:17	20:30	0:20	PSA	Lift Assist		OUT (N)	21105
16-0080	1/23/16	2	4:07	4:10	4:14	4:20	0:13	PSA	Dislocated Shoulder	#+	JPA-SR (N)	5334

CODE 2 = Standard Response

CODE 3 = Emergency Response (lights, sirens)

ALS Response (#)
 ALS Transport (+)
 No ALS Transport (&)

