

**MARINWOOD FIRE COMMISSION  
 AGENDA FOR FIRE COMMISSION MEETING  
 TUESDAY MAY 4, 2016  
 7:00 PM – MARINWOOD FIRE STATION**

#	Time	Item	Commission Action
1	7:00 PM	Agenda	Approve
2	7:05 PM	Public Comments on Non Agenda Items	
3	7:15 PM	Draft Minutes April 2016 Fire Commission Meeting	Approve
4	7:30 PM	Activity Summary Report for April 2016	Review
5	7:35 PM	Response Report for April 2016	Review
6	7:45 PM	Fire Chief Report-Engine Update, CERT	Review
7	8:00 PM	Draft 2016/17 Budget	Review
8	8:15 PM	By-Law Change	Discuss/Approve
9	8:30 PM	Succession Planning for implementation of Paramedic Positions as directed by the Board-Staffing and Paramedic Interviews	Discuss
10	8:40 PM	Adjourn	Approve

**NOTES TO COMMISSIONERS:**

Please notify Fire Chief Tom Roach at 415.479.0122 (or [troach@marinwood.org](mailto: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

March 1, 2016 Fire Commission Meeting Minutes  
**DRAFT**

Commissioners:

Present: Russ Albano, Dan Curran, Ron Marinoff, Irv Schwartz, Tom Elsbree,

Others in attendance:

Fire Chief Tom Roach, Board Member Izabela Perry, Captain Joel White, District Manager Eric Dreikosen, Engineer Cesar Correa, Linda Barnello

1. Approval of Agenda-Call to order 700 pm.
  - **M/S Curran/Albano to approve submitted agenda. All in favor.**
2. Public Comment on Non agenda items.
  - Linda Barnello had a question about 2 in 2 out OSHA Laws. Since it was not an agenda item no discussion followed, but Chief said he would speak to her after the meeting to answer any questions she had. She said she may follow up with other fire department staff too.
3. Approval of March 2016 Minutes
  - **M/S Albano/Elsbree to approve the March Commission Minutes. All in favor with Commissioner Schwartz abstaining since he was absent at that meeting.**
4. March Activity Schedule and Response Report.
  - The March Activity Schedule was reviewed. Commissioner Marinoff had a question about Assisted Living Development proposed at the end of Marinwood Avenue. Commissioner Schwartz gave a detailed update.
  - The March Response Report was reviewed. Commissioner Marinoff asked if the 106 calls would be considered a busy month, Chief explained that was about normal for Marinwood but was one of the busier engines in Marin.
5. Chief Report
  - Chief gave an update on the fire engine status.
  - Chief gave an update on the current staffing in the department as well as future joint testing and hiring and joint new hire academy in San Rafael. All of which will take place in May 2016.
  - Chief gave an update on new hire Sean Day and his preparation to work as paramedic when the position is created and other details that are being prepared for an ALS Engine Company as well as the continued efforts to provide ALS level service from the department.
  - Chief and Commission reviewed the strike team reimbursement report.
  - Chief and the Commission reviewed the current draft FD budget. District Manager Dreikosen spoke to a few updates that had been made.
6. Future Agenda Items
  - Hydrant Maintenance
  - Possible change to bylaws for Commission start time
  - Next Meeting Tuesday May 3
7. Adjourn

Chief Tom Roach

April 29, 2016

To: Marinwood Fire Commission  
From: Chief Tom Roach  
Re: Activity Summary for April 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, Firefighter Smith

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

One firefighter off on industrial disability leave, and one firefighter off on sick leave with another injury.

**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”

Volunteer responder testing for 4 volunteers happened during April. All four passed the written examination.

**EMERGENCY CALLS**

Below are emergency calls for March 2016. The department ran 83 emergency responses in April to April 28. Most were medical in nature. The department did respond one power pole fire in Marinwood near the freeway and three structure fires around San Rafael.

	<b>April 2016 Response Report</b>						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	16	0	7	1	0	na	24
CSA 13	0	1	0	0	0	na	1
New JPA (east of 101)	21	7	13	0	0	na	41
Old JPA (mont marin)	0	1	1	1	0	na	3
SR Mutual Aid	5	1	0	3	0	0	9
MC JPA	2	0	1	0	0	0	3
Novato Matrix	0	0	0	0	0	2	2
Others (list)	0	0	0	0	0	0	0
Total number	44	10	22	5	0	2	83

## **COMMUNITY SERVICE/PREVENTION/ASSOCIATION MEETINGS**

- I completed two final inspections of new solar systems in Marinwood.
- A Fire Commission meeting was held in April.
- I completed one fire sprinkler inspection in Marinwood during April.
- I attended the San Rafael/Larkspur/Marinwood Administrative staff meeting to discuss issues with our operational area in March.
- A Lion Club Marinwood CERT Team Meeting was held at the firehouse in April.
- I attended the monthly MERA Executive Board Meeting and the Governing Body Meeting in April
- The on duty engine company attended a CERT Block Party on Juniperberry and spoke to the importance of being prepared.
- Eric and I worked on the draft FD 2016/17 budget in April.
- I had one meeting with an architect about a remodel in Marinwood to discuss and review the plans.
- Three volunteers cooked pancakes at the YMCA and gave out helmets and stickers to kids looking at the engine during the YMCA Healthy Kids Day.
- Ryan Brackett and I met with Frank Cox to review his Get Ready Power Point for his Get Ready Class in April.
- The Type 3 engine and one volunteer attended the Oakview Preschool Touch a Truck Day during April.
- Two ride to school fundraisers were done during April.

## **TRAINING**

- Six minutes of Safety training was reviewed daily by on duty staff.
- Department Personnel continued with the Target Safety Training Program during March.
- Sean Day continued to develop his paramedic skills. He attended a CQI training and took one one day ALS level trainings during April.
- Five volunteers are attending the Santa Rosa Fire Academy from February to May.
- On duty staff went through EMS Training through CMTC during April.
- Four volunteer drills were held in April. EMS, new engine training, and interview skills were topics.
- Paramedic candidate interviews were held during April with a list being established for the next hire.

## **MAINTENANCE**

- All 4 department vehicles underwent a comprehensive monthly check during April.
- The new engine continued to have some warranty work done Sacramento. It is back and should be in service in early May.
- All gas-powered equipment was checked weekly during the month.
- All vehicle batteries were serviced and charged on a weekly basis during the months.

April 28, 2016

To: Marinwood Fire Commission  
From: Chief Roach

Re: New Engine Update, Succession Planning for Paramedic Program, 2016/17 Draft Budget,  
By Law Changes, CERT

**New Engine Update**

The new engine is here and working!!! Staff continues to train with it every day. I anticipate it being in service the first or second week of May.

**Succession Planning for implementation of Paramedic Positions**

The department's 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. I think it is important to work out these details with the employee group to help make the implementation and the longevity of this program a success. 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.

The paramedic recruitment for the department established a list after interviews were held in late April. I had a Chief's interview with the number 1 candidate and am putting him through a background check should a position become available. He is extremely excited about the possibility of working in Marinwood.

Additionally-one of the injured employees has returned to work!!!

**2016/17 Fire Department Draft Budget**

Included in the packet is a draft budget for the Fire Department 2016/17. The whole CSD Budget is included with summary sheets for the first two pages.

**Fire Commission By Laws**

A copy of the Fire Commission By Laws is included in the packet. On page 5 Section VA-Meetings, has been highlighted. There has been some discussion of changing the time the Fire Commission meets. This is the section that would be amended. I have heard from a few different Commissioners they prefer an early time. We can discuss at the meeting and make appropriate changes.

**CERT**

I continue to work with the Lions Club and Marinwood CERT Committee to further the Communities Disaster Preparedness. Monthly meetings are held, a grant for disaster supplies was written, getting additional community members CERT trained is on going.

April 2016 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
16-298	4/1/16	2	15:53	15:53	15:59	17:07	1:14	COVER	Cover Station 64		OUT (N)	NOV
16-299	4/2/16	3	5:44	5:45	5:48	6:13	0:29	MA	Chest Pain	#+	MW	5885
16-300	4/3/16	3	17:37	17:39	17:44	17:45	0:08	FA/NN	UTL Medical	#&	JPA-SR (N)	5333
16-301	4/4/16	3	2:03	2:06	2:10	2:22	0:19	MA	Seizure	#+	JPA-SR (N)	1501
16-302	4/4/16	3	14:24	14:25	14:27	14:44	0:20	MA	Fall	#+	MW	5884
16-303	4/5/16	3	1:17	1:19	1:22	1:38	0:21	MA	Chest Pain	#+	MW	5883
16-304	4/5/16	3	9:19	9:20	9:21	9:21	0:02	FA/NN	Fire Alarm / Cancelled in route		JPA-SR (N)	1501
16-305	4/5/16	2	23:22	23:24	23:29	23:37	0:15	PSA	Lift Assist		JPA-SR (N)	5333
16-306	4/6/16	3	4:03	4:05	4:09	4:22	0:19	MA	Tremors	#&	MW	5881
16-307	4/6/16	3	8:13	8:15	8:17	8:29	0:16	MA	Back pain	#+	JPA (MC)	1503
16-308	4/6/16	3	23:04	23:06	23:06	23:06	0:02	FA/NN	Medical / Cancelled in route	#&	MW	5880
16-309	4/7/16	3	19:08	19:09	19:13	19:24	0:16	MA	Seizure	#+	JPA-SR (N)	1501
16-310	4/8/16	3	3:33	3:35	3:36	3:36	0:03	FA/NN	Fire Alarm / Cancelled in route		JPA-SR (N)	5338
16-311	4/8/16	2	3:56	3:58	4:02	4:11	0:15	MA	Med Check	#+	JPA-SR (N)	5338
16-312	4/8/16	3	18:43	18:45	18:49	18:52	0:09	FA/NN	Fire Alarm		JPA-SR (N)	5338
16-313	4/8/16	3	20:25	20:27	20:30	20:40	0:15	MA	Defib Malfunction	#+	JPA-SR (N)	5337
16-314	4/9/16	3	8:55	8:57	9:01	9:01	0:06	FA/NN	MVA Cancelled in route	#&	JPA-SR (N)	5330
16-315	4/9/16	3	11:37	11:38	11:39	11:43	0:06	FA/NN	MVA Cancelled upon arrival	#&	JPA-SR (N)	5330
16-316	4/9/16	3	11:15	11:16	11:20	11:33	0:18	MA	MVA	#+	JPA-SR (N)	5333
16-317	4/9/16	3	16:02	16:03	16:06	16:13	0:11	FA/NN	MVA cancelled upon arrival	#&	JPA-SR (N)	5330
16-318	4/9/16	3	22:39	22:31	22:36	22:46	0:07	MA	Psych	#&	JPA-SR (N)	1501
16-319	4/10/16	3	4:16	4:18	4:23	4:34	0:18	MA	Fall	#+	JPA-SR (N)	5333
16-320	4/10/16	3	8:14	8:16	8:18	8:29	0:15	MA	Sick Person	#+	MW	5882
16-321	4/10/16	3	10:17	10:18	10:20	10:43	0:26	MA	Sick Person	#+	MW	5882
16-322	4/11/16	3	2:30	2:33	2:36	2:43	0:13	FA/NN	Fire Alarm	#+	JPA-SR (N)	5333
16-323	4/11/16	3	9:59	10:01	10:03	10:17	0:18	MA	Near Syncope	#+	MW	5885
16-324	4/11/16	3	15:01	15:03	15:03	15:07	0:06	FA/NN	UTL / Vehicle fire		MW	5882
16-325	4/12/16	2	5:08	5:12	5:18	6:07	0:59	MA	Fall	#+	JPA-SR (N)	5333
16-326	4/12/16	3	8:13	8:15	8:19	8:58	0:45	MA	Fall	#+	JPA-SR (N)	5333
16-327	4/13/16	2	5:08	5:11	5:16	5:29	0:21	PSA	Lift Assist		JPA-SR (N)	5333
16-328	4/13/16	3	15:15	15:16	15:22	15:22	0:07	MA	Motorcycle Accident	#	OUT (SR)	5300
16-329	4/13/16	3	15:45	15:46	15:48	15:59	0:14	MA	Syncope	#+	JPA-SR (N)	5333
16-330	4/13/16	3	18:00	18:02	18:04	18:08	0:08	FA/NN	Good Intent-Reported Fire		MW	5882
16-331	4/13/16	3	21:27	21:29	21:32	21:54	0:27	FA/NN	Fire Alarm		JPA-SR (N)	5300
16-332	4/14/16	3	3:26	3:26	3:33	3:37	0:11	FA/NN	Medical Alarm	#	JPA-SR (N)	5333
16-333	4/14/16	3	3:26	3:26	3:26	3:29	0:03	FA/NN	Medical-Cancelled	#	MW	5881
16-334	4/14/16	3	11:35	11:36	11:38	12:08	0:33	MA	Seizure	#+	MW	5882
16-335	4/14/16	3	16:07	16:08	16:14	16:33	0:26	MA	Fall	#+	OUT (SR)	5662
16-336	4/14/16	3	21:31	21:33	21:36	22:32	1:01	FIRE	Power Pole Fire		MW	5882
16-337	4/15/16	2	19:48	19:50	19:53	20:04	0:16	MA	Back pain	#+	JPA (MC)	1503

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

April 2016 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
16-338	4/15/16	3	21:16	21:18	21:20	21:29	0:13	MA	Seizure	#+	JPA-SR (N)	5334
16-339	4/16/16	3	10:16	10:18	10:20	10:31	0:15	FA/NN	Fire Alarm		JPA-SR (N)	5300
16-340	4/16/16	2	11:24	11:26	11:29	11:35	0:11	PSA	Public Assist		JPA-SR (O)	5337
16-341	4/17/16	3	2:53	2:55	2:58	3:15	0:22	MA	SOB	#+	JPA-SR (N)	5333
16-342							0:00					
16-343	4/17/16	3	12:07	12:08	12:10	12:19	0:12	MA	ALOC	#+	JPA-SR (N)	5338
16-344	4/18/16	3	6:45	6:47	6:53	7:12	0:27	PSA	Lift Assist	#&	JPA-SR (N)	5334
16-345	4/18/16	3	7:33	7:36	7:36	7:56	0:23	MA	ALOC	#+	MW	5884
16-346	4/18/16	3	8:28			8:30	0:02	FA/NN	Accidental alarm		MW	5885
16-347	4/18/16	3	16:52	16:53	16:56	17:10	0:18	MA	Syncope	#+	JPA-SR (N)	5333
16-348	4/18/16	2	21:42	21:43	21:48	21:57	0:15	COVER	NFPD St. 61		OUT (N)	21105
16-349	4/19/16	3	6:59	7:01	7:09	7:12	0:13	FIRE	Structure fire		OUT (SR)	5770
16-350	4/19/16	3	15:51	15:52	15:58	16:09	0:18	MA	ALOC	#	JPA-SR (N)	5338
16-351	4/19/16	3	17:08	17:09	17:12	17:15	0:07	FA/NN	Medical Alarm	#	JPA (MC)	1503
16-352	4/19/16	3	20:15	20:16	20:18	20:26	0:11	MA	Assault	#	MW	5883
16-353	4/20/16	2	9:01	9:03	9:08	9:18	0:17	PSA	Lift Assist		JPA-SR (N)	5333
16-354	4/20/16	3	10:03	10:05	10:10	10:19	0:16	MA	Difficulty Breathing	#+	OUT (SR)	5668
16-355	4/20/16	3	11:30	11:30	11:35	11:45	0:15	MA	ALOC	#+	MW	5882
16-356	4/20/16	3	13:53	13:54	13:59	14:15	0:22	MA	ALOC	#+	JPA-SR (N)	5338
16-357	4/20/16	3	17:13	17:14	17:17	17:31	0:18	MA	Syncope	#+	JPA-SR (N)	5333
16-358	4/21/16	3	19:33	19:35	19:37	19:46	0:13	FIRE	Misc Fire	#	JPA-SR (O)	5337
16-359	4/21/16	2	19:46	19:46	19:52	19:58	0:12	PSA	Lift Assist	#	CSA 13	5888
16-360	4/22/16	3	22:52	22:54	23:01	23:08	0:16	MA	Allergic Reaction	#+	OUT (SR)	5606
16-361	4/24/16	3	0:22	0:24	0:27	0:46	0:24	MA	ALOC	#	MW	5881
16-362	4/24/16	2	7:48	7:49	7:55	8:11	0:23	MA	Sick Person	#+	JPA-SR (N)	5333
16-363	4/24/16	2	10:46	10:47	10:47	11:13	0:27	FA/NN	Fire Alarm		MW	5883
16-364	4/24/16	2	12:24	12:25	12:36	12:50	0:26	MA	Sick Person	#	JPA-SR (N)	5330
16-365	4/24/16	3	14:51	14:51	14:55	15:24	0:33	MA	GI Bleed	#+	JPA-SR (N)	5333
16-366	4/24/16	3	21:55	21:56	21:59	22:17	0:22	MA	Cardiac Problem	#+	JPA-SR (N)	5333
16-367	4/25/16	3	8:20	8:21		8:22	0:02	FA/NN	Fire Alarm		MW	5883
16-368	4/25/16	3	10:54	10:55	11:00	11:10	0:16	MA	Sick Person	#	JPA-SR (N)	5338
16-369	4/25/16	3	12:11	12:11		12:15	0:04	FIRE	Structure Fire		OUT (SR)	5220
16-370	4/25/16	2	12:15	12:15	12:23	12:54	0:39	MA	GI Bleed	#+	OUT (SR)	5101
16-371	4/25/16	2	13:35	13:36	13:41	13:43	0:08	PSA	Smoke Check		OUT (SR)	5774
16-372	4/25/16	3	17:24	17:25	17:29	17:51	0:27	FA/NN	Fire Alarm		JPA-SR (N)	5300
16-373	4/25/16	3	19:49	19:50		19:52	0:03	FA/NN	Fire Alarm		JPA-SR (N)	5300
16-374	4/26/16	2	6:54	6:56	7:01	7:10	0:16	PSA	Lift Assist		JPA-SR (N)	5333
16-375	4/26/16	2	16:38	16:39	16:45	16:52	0:14	PSA	Lift Assist		JPA-SR (N)	5333
16-376	4/26/16	3	21:21	21:23	21:27	21:29	0:08	FIRE	Smoke in Building		OUT (SR)	5332
16-377	4/27/16	2	5:40	5:42	5:50	6:00	0:23	PSA	Lift Assist		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  
FIRE COMMISSION BYLAWS**

**ARTICLE I – NAME**

This Commission shall be designated the Marinwood Community Services District Fire Commission, referred to hereinafter as the “Commission.”

**ARTICLE II – PURPOSE AND AUTHORITY**

The Fire Commission for the Marinwood Community Services District is an advisory body to the Board of Directors and exercises particular powers as delegated by the Board. The Commission shall recommend to the Board policies governing the operation and management of the Marinwood Fire Department in accordance with the needs of the community and the provisions of the Fire Prevention Code. The Board, as the legally-constituted body under State law, retains power of final review and decision.

**ARTICLE III – COMMISSIONERS’ RESPONSIBILITIES**

Commissioners shall:

1. Attend Commission meetings;
2. Serve on Commission committees;
3. Review, comment, and make recommendations regarding the annual operating budget for the Fire Department.
4. Review and recommend to the Board any change(s) in staffing needs of the Fire Department.
5. In cooperation with staff, develop and recommend to the Board a long-range plan for Fire Department facilities and capital equipment and review the plan periodically as necessary.
6. Monitor existing capital projects related to Fire Department facilities capital equipment and suggest new capital projects based on public safety needs.
7. Inspect Fire Department facilities and capital equipment annually before summer and develop a list of recommended improvements.
8. In cooperation with staff, review and suggest revisions to the Board regarding rules, regulations, policies and schedules concerning Fire Department facilities and capital equipment as needed.

9. Review monthly reports from staff concerning the general operations, functions and activities of the Fire Department.
10. To review the relationship of the Fire Department with other governmental agencies and private entities concerning topics which the Commission feels present a true and pressing need for the District's fire service, such as contracts with other agencies, mutual aid agreements, and expanded service to new areas.
11. To focus public attention upon the need for adequate fire prevention, fire protection, emergency medical, and other emergency services for the residents of the community and areas served by the Marinwood Fire Department.
12. To assist in promoting the Marinwood Fire Department Volunteers and to review the volunteer program periodically.
13. To review periodically and recommend amendments to the Rules and Regulations, Policies and Procedures, schedules and guidelines and to make minor changes or additions in consultation with the Fire Chief.
14. To recommend to the Fire Chief and the Board action concerning amendments to the fire prevention code, building standards, and ordinances which pertain to the prevention of fires within the community.
15. To assist the Fire Chief in establishing general policies and procedures in respect to the operation of the Fire Department.
16. To review reports from the Fire Chief concerning the general operations and functions of the Fire Department and make recommendations to the Board when applicable.
17. Perform other such duties as may be directed by the Board.

## **ARTICLE IV – STRUCTURE**

### **A. MEMBERSHIP**

The members of the Commission individually, “member” or “Commissioner”, collectively “members” or “Commissioners” shall consist of five regular members and two alternate members. Four members shall be residents of the Marinwood Community Services District along with one alternate. One member will be appointed by CSA 13’s Board of Directors from CSA 13 along with one alternate. Commissioners serve without remuneration. One member shall be elected in January by the other members to chair the Commission for a period of one year. The Chair must be a regular member and a resident of Marinwood. Commissioners serve without remuneration.

## **B. APPOINTMENT TERMS AND PROCESS**

Commissioners are appointed by the Board during its regular December board meeting for two-year terms beginning in January. Three commissioners shall be appointed for terms beginning in the same even year. Two other commissioners plus the alternates shall be appointed for terms beginning in the same odd year. The alternate member shall vote only in the absence of a regular member for whom he is the alternate. A spreadsheet listing commissioners' appointment terms shall be kept up to date by the District Manager and be available by request.

There are no term limits for Commission members. Current Commission members may apply for reappointment following the same procedure stated above.

## **C. RESIGNATIONS, REMOVAL AND VACANCY**

In the first week of October, District staff will post a notice of all upcoming commission vacancies on, at a minimum, District's website as well as utilize District email lists and neighborhood social media websites to encourage applications from the community. Notices will include general information about the Commission vacancy, including the specific term of the vacancy, as well as instructions on how to express interest in becoming an appointed Commissioner.

Any appointed member may resign by giving written notice to the Board and shall be delivered to the District Manager's office. Commissioners shall be notified in writing of the resignation of any Commissioner as soon as practicable and no later than by the next scheduled Commission meeting. Commissioners shall be subject to removal by the affirmative vote of three members of the Board. Any such vacancy will trigger a notice of the vacancy within five business days.

Notwithstanding any other provision contained in these Bylaws, any vacancy in the office of Chairperson or Vice Chairperson or any other elected position that occurs during the unexpired term of office shall be filled at the first regularly scheduled Commission meeting. The Chairperson or Acting Chairperson shall take nominations from the floor to fill such a vacant position. The election of the officer to that position shall then be conducted by a roll call vote.

## **D. CHAIRPERSON**

One regular Commission member shall be elected in January by the other Commissioners to the role of Chairperson of the Commission for a period of one year. The chairperson must have been appointed to the Commission for a period of no less than one year preceding election to the role of chairperson. The chairperson can serve in this role consecutively if reelected by the members of the Commission.

### **1. DUTIES OF THE CHAIRPERSON**

- a. Preside over meetings of the Commission, utilizing and maintaining Rosenberg's Rules of Order.
- b. In cooperation with District staff, prepare and/or review agendas for Commission meetings.
- c. Attend Board meetings at least for the portion covering Commission matters and other portions the Chair may be asked to attend. Alternatively, designate another member of the Commission to attend should the Chair be unavailable.
- d. Report to the Board the actions and recommendations of the Commission to the extent needed to supplement the Commission's report.
- e. Welcome newly appointed Commissioners. Provide a copy of Commission Bylaws to each new Commissioner.
- f. Assign special duties and responsibilities to the Vice Chairperson.
- g. Form special committees as needed and appoint members to serve on the committee.
- h. Call special meetings if necessary to discuss extraordinary issues.
- i. Act as official spokesperson for the Commission.

## **E. VICE CHAIRPERSON**

One Commission member shall be elected in January by the other Commissioners to become the Vice Chairperson of the Commission for a period of one year. The Vice Chairperson shall assume the responsibilities of the Chairperson in his/her absence and take on any duties assigned by the Chairperson. The position does not imply succession into the position of Chairperson. The Vice Chairperson can serve consecutively in this position if reelected by the members of the Commission.

### **1. DUTIES OF VICE-CHAIRPERSON**

- a. Perform the duties of the Chairperson in the absence of the Chairperson.
- b. Serve in such capacities as may be assigned by the Chairperson.

## **F. LIAISON DIRECTOR**

A Liaison Director is a member of the Board appointed by the Chair of the Board at the January meeting of the Board for a period of one year. There are no term limits for the Liaison.

### **1. DUTIES OF THE LIAISON DIRECTOR**

- a. The Liaison Director attends Commission meetings and may participate in the discussion as appropriate.
- b. The Liaison Director's principal function is to advise the Commission of official Board policy when appropriate and to inform the Board of the Commission's viewpoints and recommendations.
- c. The Liaison Director shall be available for advice and consultation with the Commission Chairperson.

## **ARTICLE V – MEETINGS**

### **A. TIME AND PLACE**

The Commission shall hold regular meetings the first Tuesday of the month at 7:30 PM in the small classroom at the Marinwood Community Center, unless otherwise necessary. Public notice of all meetings shall be given in accordance with the provisions of The Ralph M. Brown Act. The meetings shall be open to the public.

## **B. SPECIAL MEETINGS**

Special meetings may be called by the Chairperson, by three members of the Commission, or by the Board. Public notice of all meetings shall be given in accordance with the provisions of the Ralph M. Brown Act. The meetings shall be open to the public.

## **C. COMMITTEE MEETINGS**

The time, date and location of any committee or subcommittee meeting shall be determined by the chairperson of such committee or subcommittee.

## **D. ATTENDANCE**

Commission members are required to attend all regular and special meetings. Members shall notify District staff of any expected absence by 5:00 p.m. the day prior to the meeting. Three absences in a row, without good cause, will trigger the Chairperson's inquiry into the nature of the absence, and may trigger Commission's request to the Board to remove absent Commissioner from their duties. Absences due to extenuating circumstances are exempt. Absence with notification from a special meeting does not count towards attendance requirements. "Good cause" is defined as illness, death of family member, childbirth, or business necessity; or any family or personal event which conflicts with Commission business and is reported to the staff as indicated above (the exception is any emergency, which can be reported later.)

In addition to attending the regular monthly Commission meetings, Commissioners are encouraged to attend meetings of the Board.

## **E. AGENDA**

Unless otherwise determined by the Chairperson, the agenda of the regular meeting shall be in compliance with the Ralph M. Brown Act and shall include, but is not be limited to, the following:

1. Confirmation of a Quorum
2. Call to Order
3. Review of the Agenda
4. Public Comment
5. Approval of the draft minutes from the prior Commission meeting
6. Review of the draft minutes from the last meeting of the Board
7. Monthly Activity and Response Report

8. Chief Report
9. Adjournment

#### **F. QUORUM, VOTING AND ACTION**

The Commission acts as a body, not as individuals. A quorum consisting of a majority (3) of Commissioners is required to take any action. Action of the Commission as a whole is taken by formal vote. A simple majority will decide if action passes or fails. Each member has one vote. No member shall participate in a vote if he or she has a proprietary interest in the outcome of the matter being voted on. The alternate member shall vote only in the absence of a regular member or if a regular member has recused themselves due to a conflict of interest.

#### **G. PARLIAMENTARY AUTHORITY**

All proceedings of the Commission shall be conducted according to the rules contained in the most recent edition of Rosenberg's Rules of Order when these do not conflict with these bylaws.

### **ARTICLE VI – COMMITTEES**

The Commission shall establish additional committees, subject to Board approval, on either a permanent (standing) or temporary (ad hoc) basis to address specific issues or concerns related to parks and recreation within Marinwood. These committees can consist of other members of the public, but cannot consist of more than two Commissioners. All permanent committees are subject to the provisions of the Ralph M. Brown Act.

### **ARTICLE VII – COMPLIANCE**

Commission members must abide by these Bylaws and all provisions of the Ralph M. Brown Act (Government Code Sections 54950 – 54963, et seq.). The Ralph M. Brown Act is available at: <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=54001-55000&file=54950-54963> .

## **ARTICLE VIII – EFFECTIVE DATE AND AMENDMENTS**

These Bylaws shall be effective upon their adoption at a regularly scheduled meeting of the Board and shall supersede the “Authority and Responsibilities of the Marinwood Fire Commission.” Previously adopted by the Board, which may be in conflict with the provisions contained herein. . These Bylaws may be amended or repealed and new bylaws recommended by the majority vote of the Commission at any regular meeting. The amendments are further subject to the approval of the Board. Any member of the Commission may propose amendments to the Bylaws. Written notice of any proposed amendments must be sent to the District Manager and the Commission Chairperson in time to be included in the upcoming meeting agenda.

Possible additions:

Records and Reports:

Do you want them to have to keep minutes? Provide reports? Sometimes these are included in Bylaws – if you want minutes then you should have a Secretary nominated position as well.

**PLEASE ADD: Governing Provisions; Severability**

Any and all applicable laws of any governmental authority or agency having jurisdiction over the Commission are hereby incorporated by reference as if fully set forth herein. In the event of a conflict between such applicable law(s) and any provision of these Bylaws, the applicable law(s) shall control and such Bylaws provision(s) shall be considered null and void; provided; however, that any and all provisions of these Bylaws not so affected shall remain in full force and effect.