

**MARINWOOD FIRE COMMISSION  
MEETING AGENDA  
TUESDAY APRIL 7, 2015  
7:30 PM  
MARINWOOD COMMUNITY CENTER**

1. APPROVAL OF AGENDA
2. APPROVAL OF MINUTES
  - Review and Approve February Draft Minutes
  - No Quorum at March Meeting
3. REVIEW MONTHLY ACTIVITY SUMMARY
  - Review March 2015 Activity Summary
  - Review March 2015 Response Report
4. CHIEF REPORT
  - Draft 2015/26 FD Budget
  - Draft Light Duty Policy Update
  - Draft Resolution for California Fire Assistance Agreement
  - Fire Commission Authority and Roles
  - Increase Commission Size Proposal
  - Gann Limit Approval For Fire Tax in November
5. ADJOURNMENT
  - Date of next Board Meeting Tuesday April 14
  - Date of next Fire Commission Meeting TBD

**ADVISE FIRE CHIEF IF UNABLE TO ATTEND  
Work Phone 479-0122  
Cell Phone 747-0848  
Email [troach@marinwood.org](mailto:troach@marinwood.org)**

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

February 4, 2015 Fire Commission Meeting Minutes

**DRAFT**

Fire Commissioners:

Present: Ron Marinoff, Jeff Naylor, Russ Albano, Tom Elsbree, Greg Stillson,

Others in attendance:

Fire Chief Tom Roach, District Manager Eric Dreikosen, Board Members Tarey Read, and Bill Shea, Linda Barnello, Damien Perry

1. Approval of Agenda-Call to order 730 pm. Approval of Agenda.
  - M/S Marinoff/Elsbree to approve agenda. All in favor.
2. Approval of December Minutes
  - There was not a quorum at the December meeting so not minutes were taken during the informal meeting that was held.
3. September Activity Schedule and Response Report.
  - The January 2015 Activity Schedule was reviewed. There were no questions.
  - The January 2015 Response Report was reviewed. There was a question on call 15-06 for a severed toe. A 28 year old male had a front door slam on his foot and the tip of his big toe was cut off. There was a question on call 15-50 for traumatic injuries. A 64 year old woman took a ground level fall and hurt her knee.
  - The Response Numbers for 2013 and 2014 were compared. The difference in the two years was that in 2014 the Shared Services Agreement was signed in April and the Department started responding east of the freeway again. That added an increase of 360 calls to that area in the 8 months of 2014. Chief expects the number to be around 400 during 2015 which is what the department responded to previously with the old JPA agreements. Chief also noted that when the Marinwood engine was responding into that area of San Rafael Marinwood had very good backfill coverage from either San Rafael or Novato.
4. Chief Report
  - Chief gave a status report on the Shared Services Agreement with San Rafael. Changes have been made in dispatch. Cross over training was completed with emphasis on engine familiarization and drive time, truck training, and SCBA training. Chief has recorded the hours each agency has worked for the other agency and has costs for the Marinwood personnel working in San Rafael and San Rafael has provided Marinwood with the same details. A spreadsheet was distributed to the Commission and will be included in the Board Packet.
  - The draft 2015/16 Fire Department budget was reviewed. Chief did review the strike team reimbursements and discussed how that offset most of the overtime costs. Another sheet was distributed to explain the reimbursements and OT costs. It will be included in the Board Packet. Commissioner Marinoff asked to see how much overtime the Department had not attributed to strike teams. Chief said he would be able to provide that in the next month. Commissioner Marinoff also had comments on MERA Bond, asking if there would be another bond for the Next Generation System. It was explained that will be paid through a property tax. He also had a comment on the principal and interest of the pool bond. The 2015/16 budget reflected the same numbers as 2014/15. Typically the P and I is adjusted a bit. Eric stated he would check and adjust.
  - The Chief presented a not all inclusive list of department goals for 2015. Commissioner Naylor asked the Grant research and writing for department needs should be added and it was. Captain White said the department members have in the past researched and written grants for a variety of needs. Some have been awarded and some have not. He suggested

there are professional companies who write grants or that maybe a Commissioner would like to assist with the process.

- A draft Light Duty policy was reviewed. Three other policies from other departments were reviewed. A few suggestions were made and the draft has been updated and will be presented to the Board for review. If the Board is happy with the draft it will be sent to Counsel for review and then come back to the Commission and Board for approval next month.
- Chief discussed the current staffing issues with the Department, 2 members off on work related injuries and one employee offered a full time job with the San Rafael FD, leaving at the end of February. Different possibilities were discussed. The Commission agreed with the Chief's recommendation of hiring the temporary hire full time and using San Rafael's paramedic list for the next candidate and possibly include them in San Rafael's Academy.

Respectfully submitted,  
Chief Tom Roach

April 1, 2015

To: Marinwood Fire Commission  
From: Chief Tom Roach  
Re: Activity Summary for March 2015

### **FULL TIME PAID STAFFING**

Eleven (11) full time paid personnel including:

Fire Chief Tom Roach

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

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

“C” shift- Captain White, Engineer Correa, Firefighter Anderson

Relief Firefighter-Jeff Smith

Two firefighters off injured. Jeff Smith has been attending the joint fire academy between San Rafael, Larkspur, and Marinwood and covering some shifts. He completes the academy next week and will move to B shift. Brad Davenport, a volunteer firefighter on the Firefighter Eligibility List who meets all of the job description requirements has been hired as a Temporary Firefighter to help while the injured employees are rehabilitating to come back to work.

### **VOLUNTEER STAFFING**

18 Current Volunteers including:

One Volunteer Captain-one undergoing training

3 Volunteer Firefighter/AO's

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

8 Volunteer Firefighter qualified as a “non responder”

### **EMERGENCY CALLS**

Below are emergency call for March 2015. The department ran 103 emergency responses, mostly medical aides but did respond to six vehicle accidents on Lucas Valley Road and on Highway 101. The department did respond to one vegetation fire in San Rafael and one natural gas leak in San Rafael.

	<b>March 2015 Response Report</b>						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	22	10	2	0	0	NA	34
CSA 13	7	1	1	0	0	NA	9
New JPA (east of 101)	40	3	3	0	0	NA	46
Old JPA (mont marin)	2	1	0	0	0	NA	3
SR Mutual Aid	2	0	1	1	1	0	5
MC JPA	2	2	0	0	0	NA	4
MC Mutual Aid	0	0	0	0	0	0	0
Novato Matrix	0	0	0	0	0	2	2
Others (list)							
<b>Total number</b>	<b>75</b>	<b>17</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>103</b>

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

- I completed three final inspections of new solar systems in Marinwood during March.
- One fire commission meeting was held in March.
- I completed one inspection of a new adult residential home in Marinwood in March.
- A Terra Linda student interested in the fire service as a possible career had a meeting with the on duty shift during March.
- One tours of the fire house for a home school program was done in March.
- A cub scout troop had a tour and a fire safety talk done at the firehouse during March.
- The Department led the Dixie Little League Opening Day Parade in March.
- I attended the MERA Governing Body Meeting in March.

### **TRAINING**

- Six minutes of Safety training was reviewed daily by on duty staff.
- The on duty engine company taught a county wide volunteer academy day that was held in Marinwood during March.
- The on duty engine company taught a county wide volunteer drill night at Marinwood during March.
- Department Personnel continued with the Target Safety Training Program during March.
- One paid employee continued working on Officer Training.
- All three shifts participated in a multi company drill/training through the Central Marin Training Consortium in March. The topic was vehicle extrication with emphasis on large public transportation buses.
- Four volunteer drills were held in March. Topics included engineer training, vehicle extrication, and wildland firefighting.
- Four new volunteer firefighters completed the County Wide Volunteer Academy in March. It consisted of eight consecutive Sundays of training.

### **MAINTENANCE**

- All 4 department vehicles underwent a comprehensive monthly check during March.
- All gas-powered equipment was checked weekly during the month.
- All vehicle batteries were serviced and charged on a weekly basis during the month.
- All radio batteries were rotated and charged on a weekly basis during the month.
- Unit had a preventative maintenance check during the month.
- All O2 cylinders were hydrostatically tested as required every five years during March.

April 1, 2015

To: Marinwood Fire Commission  
From: Chief Roach

Re: Draft 2015/16 Fire Department Budget, Draft Light Duty Policy, Draft Resolution for California Fire Assistance Agreement, Fire Commission Authority and/or bylaws, Proposal to Increase Fire Commission by 1 Marinwood Alternate, Fire Department Square Footage Tax Gann Limit Approval in November

**Draft 2015/16 Fire Department Budget**

Included in the packet is a draft of the 2015/16 FD budget with the year to date expenditures from this years budget through March 31.

**Draft Light Duty Policy**

The light duty policy was forwarded to County Counsel for review. The policy before the Commission has changes made by that office. Below is an email from County Counsel-

*Hi Tom,*

*Thanks for speaking with me last week regarding the light duty policy and practical effects of the policy. I have looked it over with those issues in mind and have attached further revisions for you (I pulled some language from Tiburon's FPD policy as well). However, as we discussed, I do have concerns regarding this being a "hollow" policy since there are currently no positions available that would meet the policy. To create any position (where one is not needed for the district) could create other problems (e.g. HR concerns from other employees, gift of public funds issues etc). To have the policy, when there are no current positions or assignments that would meet the policy, could create other HR issues for any employees that become disabled and wonder why the District has a policy if it has no practical effect. That said, whether or not to implement the policy, despite these issues, is a policy call for the board, however, I did want to raise my concerns because they could have legal implications.*

*Best,*

*Jenna*

*I ran it past Jack Govi too and he agreed with me that a hollow policy is worse than no policy at all. But I provided edits in case the board trumps my advice.*

### **California Fire Assistance Agreement**

Included in the Commission packet is a draft resolution the District will need to pass before the next fire season. Also included is a report as to why we need to do this. I recommend the Commission make a recommendation to the Board to approve the resolution.

### **Fire Commission Authority and Responsibility**

There was some discussion in previous meetings of Commission bylaws and Roles and Responsibilities. The Park and Rec Commission I believe is rewriting bylaws and updating their roles and responsibilities. It was suggested the Fire Commission may want to do the same. Included in the Commission packet is a copy of the Fire Commission Authority and Responsibility.

I spoke with Chief Gray regarding the San Rafael Fire Commission Roles and Responsibilities or bylaws and he said all he had gave the SR Fire Commission could be found at <http://www.cityofsanrafael.org/fire-commission/> but here are the highlights-

Subject to the direction and control of the City Council, the powers and duties of the Board of Fire Commissioners shall be:

To review and recommend concerning the future needs of the fire department in respect to long-range capital needs, including buildings, training facilities, and water mains and hydrant replacements;

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 city's fire service, i.e., mutual aid and the fire rating system of the Independent Insurance Office;

To review, comment and make recommendations regarding the annual operating budget of the department;

To recommend to the Fire Chief and the City Council action concerning initial adoption and future amendments to the fire prevention code, the building code, and other such ordinances which pertain to the prevention of fires within the community;

To receive monthly reports from the Fire Chief concerning the general operations and functions of the department;

To perform such other duties as may be prescribed by the City Council.

The Board of Fire Commissioners consists of five members appointed by the City Council, one of whom may be a councilman. The Fire Chief is an ex officio member of the commission, but is not entitled to vote as a member of the commission.

I have also included Kentfield Fire Protection District Board of Directors Manual. The Kentfield Fire Protection District Board of Directors is the governing body of the Kentfield FPD.

### **Fire Commission Size Increase**

A member of the public suggested the Commission discuss the idea of increasing the size of the Fire Commission by 1 Alternate from Marinwood. In the event a Marinwood Fire Commissioner could not attend the Alternate could step in in their absence. There have been a few instances in the last year where the Commission could not get a quorum. Having an Alternate would have helped in those instances. Anyway, we can have the discussion at the meeting to see how the Commission feels.

### **Gann Limit Approval**

The Special Square Footage Fire Tax will need to go on the November Ballot. The Community needs to vote to give the District the Authority to spend the money it collects. It is not a new tax, it is not a tax increase, it a reauthorization giving the CSD the authority to spend a tax it collects. It still needs 2/3's majority.

**MARINWOOD COMMUNITY SERVICES DISTRICT  
FIRE DEPARTMENT BUDGET FOR FISCAL YEAR 2015-16**

Cost Center **6103013100**

Draft **4/1/15**

Functional	Expense	Budget	Actual	% Var	Budget	%
SAP Area	Object	2014-15	4/1/2015	Percent	2015-16	Change
<b>EXPENDITURES: SALARIES &amp; EMPLOYEE BENEFITS</b>						
5110110	Regular Salaries					
101000	Sal. Administration (Dist Mgr 50%)	42,089	39,624.92	94.1%	48,504	15.2%
103000	Sal. Fire Chief				107,432	
103000	Sal. Fire Regular (Schedule A)	938,854	639,155.96	68.1%	828,156	-11.8%
5110313	103000 Holiday Pay	37,107	16,031.40	43.2%	36,896	-0.6%
5110319	103000 FLSA Work-week Adjustment	21,083	21,039.88	99.8%	20,963	-0.6%
5120110	103000 Overtime - General	85,000	71,080.33	83.6%	85,000	0.0%
5120110	103000 Overtime - Industrial Accident					
5120110	103000 Overtime - OES (Reimbursed)		152,721.52			
	Total Regular Salaries	1,124,133	939,654.01	83.6%	1,126,951	0.3%
5110210	Extra Hire Salaries					
101000	CSD Office hourly (Sullivan/ Horne)	8,395	15,726.13	187.3%	10,494	25.0%
103000	Cadet Program/Extra Hire	0	0.00	-	-	
	Total Extra Hire Salaries	8,395	15,726.13	187.3%	10,494	25.0%
	Total salaries	1,132,528	955,380.14	84.4%	1,137,444	0.4%
5130120	103000 Group Insurance	277,599	233,202.60	84.0%	287,704	3.6%
5130510	103000 PERS	321,187	226,306.27	70.5%	333,661	3.9%
5140115	103000 Workers Compensation	101,979	54,336.37	53.3%	141,704	39.0%
5140130	103000 Physicians Services	4,100	65.00	1.6%	4,100	0.0%
5140140	103000 Social Security/Medicare	86,638	66,201.00	76.4%	87,014	0.4%
5140145	103000 Unemployment Insurance	3,108	2,835.49	91.2%	3,108	0.0%
	Total Benefits & Employer Expense	794,611	582,946.73	73.4%	857,291	7.9%
<b>5100000</b>	<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,927,139</b>	<b>1,538,326.87</b>	<b>79.8%</b>	<b>1,994,736</b>	<b>3.5%</b>

**EXPENDITURES: SERVICES AND SUPPLIES**

5210120	103000 Consultant fees	15,000	13,640.85	90.9%	1,000	-93.3%
5210128	103000 Fingerprinting	300	496.00	165.3%	300	0.0%
5210131	103000 Legal Expense	10,000	3,645.63	36.5%	10,000	0.0%
5210210	101000 Audit	6,400	6,222.50	97.2%	6,600	3.1%
5210215	103000 Banking fees	600	798.08	133.0%	600	0.0%
5210230	103000 Payroll services	4,000	3,133.25	78.3%	4,000	0.0%
5210525	103000 General Insurance	13,502	11,441.63	84.7%	13,502	0.0%
5210530	101000 Legal settlements					
5210725	103000 Telephone, broadband, cell	8,000	5,014.66	62.7%	8,000	0.0%
5210810	103000 Power	9,000	7,660.98	85.1%	9,000	0.0%
5210815	101000 Garbage Removal	2,720	2,151.07	79.1%	2,720	0.0%
5210835	103000 Water (\$100/mo) & Sewer (40%)	1,800	1,244.05	69.1%	1,800	0.0%
5210910	103000 Vehicle maintenance	25,000	14,601.17	58.4%	25,000	0.0%
5210920	103000 MERA operation (90% of total)	15,000	13,628.70	90.9%	14,456	-3.6%
5210925	103000 Radio Maintenance & Equipment	3,418	2,764.46	80.9%	3,918	14.6%
5211140	103000 Vegetation management	5,000	2,997.20		-	
5211310	103000 Special programs, awards & incentives	3,000	2,379.40	79.3%	3,000	0.0%

SAP	Functional Area	Expense Object	Budget 2014-15	Actual 4/1/2015	% Var Percent	Budget 2015-16	% Change
5211320	103000	Educational Materials (Train/Prev/NERT)	5,000	4,118.62	82.4%	5,000	0.0%
5211325	103000	Conferences & meeting expense	1,000		0.0%	1,000	0.0%
5211330	103000	Memberships, Dues (offset by payroll ded.)	2,500	4,556.31	182.3%	2,500	0.0%
5211340	103000	Training / Testing (inc.EMT,CPR, FPO, TO)	8,000	1,320.89	16.5%	8,000	0.0%
5211440	103000	Routine Travel	700	958.33	136.9%	1,000	-42.9%
5211520	103000	Publications, Legal Notices	400		0.0%	400	0.0%
5211545	101000	Election Exp. (Board, Paramedic)	6,000		0.0%	6,000	0.0%
5211610	103000	County fees, LAFCO share, Hazmat	5,960	2,654.04	44.5%	5,960	0.0%
5220110	103000	Office expense	5,000	7,827.60	156.6%	7,000	-40.0%
5220130	101000	Reprod. costs - Xerox 30%	2,000	2,794.22	139.7%	3,000	50.0%
5220210	103000	In-house apparatus & equipment maintenance	5,000	5,599.82	112.0%	5,000	0.0%
5220215	103000	Hydrant Maint.	1,500	260.91	17.4%	1,500	0.0%
5220220	103000	Small tools	500	208.55	41.7%	500	0.0%
5220310	103000	Building Maintenance	8,000	8,087.42	101.1%	9,400	17.5%
5220610	103000	Gasoline, fuel	10,000	7,644.34	76.4%	9,000	-10.0%
5220810	103000	Miscellaneous supplies	23,248	17,897.07	77.0%	24,586	5.8%
5220825	103000	Uniforms & personal Supplies	9,062	5,391.66	59.5%	7,062	-22.1%
5220826	103000	Food, emergency supplies	1,500	2,144.27	143.0%	1,500	0.0%
5220827	103000	Janitorial & Building Supplies	3,000	2,691.24	89.7%	3,000	0.0%
<b>TOTAL SERVICES &amp; SUPPLIES</b>			<b>221,110</b>	<b>165,974.92</b>	<b>75.1%</b>	<b>205,304</b>	<b>-7.1%</b>
<b>EXPENDITURES: DEBT SERVICE</b>							
5211710	103000	Long-term debt principal <i>MERA bond share - 14408</i> <i>Building loan - 50000</i>	62,944	62,831.12	99.8%	64,408	2.3%
5211715	103000	Long-term debt interest <i>MERA bond share - 3736</i> <i>Building loan - 7425</i>	14,607	11,577.70	79.3%	11,161	-23.6%
<b>TOTAL LOAN PAYMENT</b>			<b>77,551</b>	<b>74,408.82</b>	<b>95.9%</b>	<b>75,569</b>	<b>-2.6%</b>
<b>EXPENDITURES: FIXED ASSETS</b>							
5220910	103000	Improvements	6,238			15,838	
5220916	103000	Other equipment - new fire engine lease	141,000	128,135.00		43,000	
<b>TOTAL FIXED ASSETS</b>			<b>147,238</b>	<b>128,135.00</b>		<b>58,838</b>	
<b>EXPENDITURES: CONTINGENCIES &amp; RESERVES</b>							
		Reserves for equipment replacement		<i>proposed</i>			
		Utility Vehicle		<u>6,000</u>			
		HVAC, Firehouse		<u>8,000</u>			
		Total:		<u>14,000</u>			
		Contingency for Wage Increases:					
Board Designated		Capital Reserve (2.25% of Total Rev)		<u>37,900</u>			
Board Designated		Unfunded Liabilities Reserve (3.25%)		<u>54,700</u>			
Board Designated		Fund Balance Restoration (1%)		<u>16,800</u>			
		Total Board Designated Reserve:		<u>109,400</u>			
<b>TOTAL CONTINGENCIES &amp; RESERVES</b>			<b>0</b>			<b>-</b>	

SAP	Functional Area	Expense Object	Budget 2014-15	Actual 4/1/2015	% Var Percent	Budget 2015-16	% Change
<b>TOTAL BUDGET</b>			2,373,038	1,906,845.61	80.4%	2,334,447	-1.6%

**REVENUE: BUDGET FUNDING - FIRE DEPT.**

Estimated Property Tax Revenue:							
4110110	103000	Current Secured	615,096	339,609.77	55.2%		
4110111	103000	Admin fee for tax collection	-10,437	(4,811.28)			
4110115	103000	Unitary	3,571		0.0%		
4110120	103000	Current Unsecured	19,653	12,115.22	61.6%		
4110140	103000	Excess ERAF	76,209	40,403.04	53.0%		
4110145	103000	P/Y ERAF /Reverse ERAF	4,000	3,878.57	0.0%		
4110210	103000	Supplemental Assessment, Current	8,085	4,313.60			
4110215	103000	Supplemental Assessment, Unsecured	46	99.95	217.3%		
4110225	103000	Supplemental Assessment, Redem.	467	345.29	73.9%		
4110310	103000	Prior Year Secured	0				
4110510	103000	Prior Unsecured	570	632.09			
4560110	103000	In-lieu, Housing	0				
Total Estimated Property Tax Revenue:			717,260	396,586.25	55.3%	0	
4120610	103000	Special Tax	966,936	532,413.77	55.1%	992,346	2.6%
4120611	103000	Admin fee for Special Tax collection	-3,600	(1,963.22)		(3,600)	0.0%
4220115		Plan Review fees	5,000	1,939.00		5,000	
4410125		Interest - Pooled Investments	500		0.0%	500	
4410127		Interest - excess ERAF					
4511210	103000	HOPTR	3,828	571.24		0	
4530527		Grants - two vegetation management projects					
4570110		Expense reimbursements	130,500	130,362.00			
4631145		Contracts for service	76,248	67,067.00	88.0%	83,687	9.8%
4631740		Emergency Response Fees (billable)	10,000			10,000	
4640321		CSA 13 contract	568,235	283,846.00	50.0%	596,234	4.9%
4640415		OES reimbursement		246,499.82			
4710615		Donations					
4710642		Miscellaneous revenue	100			100	0.0%
<b>TOTAL FIRE BUDGET FUNDING</b>			2,475,007	1,657,321.86	67.0%	1,684,267	-31.9%
<b>TOTAL FIRE BUDGET</b>			2,373,038	1,906,845.61	80.4%	2,334,447	-1.6%

To be provided from property tax and fund balance: **650,180**

## **Marinwood Fire Department**

### **Light Duty Policy**

The purpose of this policy is to define the fire department's administration of light duty assignments for employees who incur an industrial or non-industrial injury or illness which otherwise prevents the employee from performing his/her regularly assigned duties as determined by a qualified health care professional.

1. It shall be the policy of this department to assist injured employees in returning to work as soon as they are medically able to perform meaningful work for the department. The department will consider all light duty assignments on a case-by-case basis. The department's ability to offer a light duty assignment will be based on the specific limitations of the employee, as determined by a qualified health care professional, and whether light duty assignments are available.
2. Light duty assignments may be approved by the Fire Chief subject to the following guidelines:
  - a) Written authorization from a qualified physician shall be required prior to any assignment to light duty for a non-industrial injury or illness, or from the employee's treating physician for an industrial injury or illness.
  - b) Such written authorization from a physician must include specific clearance to work a light duty assignment and identify the specific work restrictions, as well as a specific date of anticipated return to full duty. Such dates may be adjusted based upon a more rapid recovery than anticipated or a longer period of recovery due to aggravated circumstances, as determined by a qualified health care professional.
3. Assignment to light duty may be initiated either by request from the employee or the Fire Chief.
4. All light duty work details will be approved by the Fire Chief. The Fire Chief will work with the Battalion Chief(s) to determine the availability of a light duty assignment that is commensurate with the employee's work restrictions. Employees on light duty shall receive supervision from the company officer or chief officer to whom he/she is assigned.
5. Light duty assignments shall be restricted to functions within the scope of the fire department's mission and that are related to the individual employee's skills, knowledge and abilities.
6. Since the intent of this policy is to keep employees working but not subject them to circumstances that might aggravate their existing medical condition, employees on light duty are to use good judgment in carrying out all assigned tasks and immediately inform the Fire Chief or their supervisor if they believe that the light duty assignment is aggravating any existing medical condition.
7. Time off for follow-up examinations by a treating physician or for other treatments directly related to the employee's current medical restriction from normal duties shall be permitted.

However, an employee assigned to light duty for non-industrial injury or illness shall be required to use sick leave benefits for such appointments.

8. Temporary light duty assignments shall not exceed 3 months without approval from the Fire Chief or the authorized designee. Extensions will be based on the employee's need for continued temporary light duty and the department's need for continued work in the task assigned.

Extensions are not guaranteed. Extensions in a temporary light duty assignment will be granted on a case-by-case basis and at the sole discretion of the Fire Chief. An authorized extension will not expand any temporary light duty into a permanent assignment and will not be considered as precedent for any other extensions.

DRAFT

**Marinwood CSD  
Staff Report**

April 14, 2014 Board Meeting

**DATE:** April 1, 2015  
**TO:** Marinwood CSD Board of Directors  
**FROM:** Tom Roach, Fire Chief  
**SUBJECT:** **Identifying the Terms and Conditions for Fire Department Response Away from the Official Duty Station and Assigned to an Out-of-County Emergency Incident.**

**ACTION REQUESTED**

For the Board to approve Resolution 2015-01 identifying the terms and conditions for Fire Department response away from the official duty station and assigned to a mutual aid emergency incident.

**SUMMARY**

The Marinwood Fire Department adheres to the California Fire Assistance Agreement (CFAA) for reimbursement of out-of-county mutual aid responses. In 2014, the Fire Department responded to six out-of county responses. The total reimbursement amount for these responses was approximately \$200,000. The CFAA has recently been revised with a new agreement being implemented in advance of the 2015 fire season. The new CFAA establishes guidelines to follow to ensure adequate reimbursement for mutual aid responses. Adoption of Resolution 2015-01 is necessary to be in compliance with the 2015 CFAA and to ensure that the CSD receives compensation for actual hours worked from time of departure through time returned to the official duty station. The elected bodies of all California fire agencies that participate in out-of-county mutual aid are compelled to adopt resolutions in order to ensure proper payment.

**FISCAL IMPACT**

There is no fiscal impact to approving this request.

**ENVIRONMENTAL STATUS**

California Environmental Quality Act (CEQA) provisions are not applicable to this request.

## **BACKGROUND**

The State of California Office of Emergency Services (OES) serves as the broker between local government fire departments and the requesting State and Federal agencies for mutual aid responses. Financial reimbursement for the local government fire department's mutual aid responses are set forth in the 2015 CFAA. The 2015 CFAA requires participating fire departments to have a memorandum of understanding (MOU) document on file internally that describes the wages and benefits of all employee classifications that will respond to a mutual aid incident. The Marinwood Fire Department has an MOU on file for its respective labor group.

Additionally, the Agency is required to have a resolution on file that states that Fire Department personnel are paid for all hours, commonly referred to as portal-to-portal, and that our reimbursement procedures are in accordance to the 2015 CFAA. Adoption of this resolution will ensure our ability to recover costs related to mutual aid responses.

## **DISCUSSION**

With increasing frequency, the State of California Fire Department, known as *Cal Fire*, and the Federal Department of Forestry continues to depend on local government resources to assist with large-scale wildland incidents. Additionally, as California's growing population continues to expand into the wildland areas, urban interface fire activity is expected continue to increase in frequency and severity. Participation in the statewide mutual aid system is imperative for two reasons:

1. It provides Marinwood firefighters with the opportunity to assist in the control of large and complex fire incidents. This firefighting experience is directly beneficial to the citizens of Marinwood in the event of significant fire activity occurring in our area. This experience also serves as invaluable training and makes for a more competent and capable firefighting staff to serve and protect our community.
2. Marin County, including Marinwood, is prone to wildfire. It is likely that we will at some point in the future have to rely on the statewide fire mutual aid system to come to our assistance. Having extensive working knowledge of the statewide mutual aid system will help ensure a more seamless regional response.

## **STAFF RECOMMENDATION**

Passage of the attached resolution ensures that the Marinwood CSD will be fully reimbursed for out-of-county mutual aid responses. Approve Resolution 2015-01

Respectfully submitted,

Tom Roach, Fire Chief

**RESOLUTION  
NO. 2015-01**

**A RESOLUTION OF THE MARINWOOD COMMUNITY SERVICES  
DISTRICT IDENTIFYING THE TERMS AND CONDITIONS FOR FIRE  
DEPARTMENT RESPONSE AWAY FROM THEIR OFFICIAL DUTY  
STATION AND ASSIGNED TO AN EMERGENCY INCIDENT**

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**WHEREAS, the Marinwood Fire Department is a public agency located in the County of Marin, State of California; and**

**WHEREAS, it is the Marinwood CSD's desire to provide fair and legal payment to all its employees for time worked; and**

**WHEREAS, the Marinwood Fire Department has in its employ, fire response personnel including: Fire Chief, Fire Captains, Firefighter/Engineers, Firefighter/Paramedics, and Firefighters; and**

**WHEREAS, the Marinwood CSD will compensate its employees portal-to-portal while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response; and**

**WHEREAS, the Marinwood CSD will compensate its employees overtime in accordance with their current Memorandum of Understanding while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response.**

**NOW, THEREFORE BE IT RESOLVED that the Marinwood Board of Directors affirms:**

- 1. That personnel shall be compensated according to Memorandum of Understanding (MOU), Personnel Rules and Regulations, and/or other directive that identifies personnel compensation in the workplace.**
- 2. That in the event a personnel classification does not have an assigned compensation rate, a "Base Rate" as set forth in an organizational policy, administrative directive or similar document will to compensate such personnel.**
- 3. That the Marinwood Fire Department will maintain a current salary survey or acknowledgement of acceptance of the "base rate" on file with the California Governor's Office of Emergency Services, Fire Rescue Division.**

4. That personnel will be compensated (portal-to-portal) beginning at the time of dispatch to the return to the jurisdiction's assigned station when equipment and personnel are in service and available for agency response.

The foregoing Resolution was duly passed and adopted at an Adjourned Meeting of the Marinwood Board of Directors held in said City on the 14<sup>th</sup> Day of April, 2015 by the following vote, to wit:

AYES:

NOES:

ABSENT:

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Tarey Read, Board President

Attest

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Carolyn Sullivan, Secretary to the Board

## **AUTHORITY AND RESPONSIBILITIES OF THE MARINWOOD FIRE COMMISSION**

*(Approved by Board of Directors 9/22/93)*

### **A. RELATIONSHIP OF COMMISSION TO THE BOARD**

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.

### **B. COMMISSION ORGANIZATION**

The Fire Commission shall consist of four regular members and one alternate member who shall be residents of the Marinwood Community Services District and one regular member and one alternate member who shall be residents of County Service Area 13 (CSA 13). Commissioners are appointed by the Board for two-year terms, three for even years and two for odd years, and shall be subject to removal by the affirmative vote of three members of the Board of Directors. The alternate member shall vote only in the absence of a regular member for whom he is the 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.

### **C. TIME AND PLACE OF MEETINGS**

The Commission shall hold regular meetings. Special meetings may be called by the Chair or by three members of the Commission or by the Board. Notice of all meetings shall be in accordance with the provision of the Brown Act.

The time and date of the regular Commission meetings shall be set by the Commission with the concurrence of the Board of Directors. Meetings shall be held in the Community Center unless there is a good reason to meet elsewhere. Meetings shall be open to the public. Notice of time and place shall be given as required by law.

### **D. FORMAL COMMISSION ACTION**

The Commission acts as a body, not as individuals. Action of the Commission as a whole is taken either by formal vote or by unanimous consent. A quorum consisting of three Commissioners is required to transact business.

### **E. DUTIES OF THE FIRE COMMISSION**

1. To act in an advisory capacity to the Board of Directors in matters pertaining to the operation of the Fire Department.
2. To inspect fire department facilities annually.
3. To assess Fire Department needs and develop goals and objectives for meeting these needs, including buildings, fire apparatus, other fire equipment, and hydrant replacements.
4. To review and recommend capital improvement projects related to the fire department facilities and equipment.
5. To develop a long-range plan for fire department needs and to review the plan periodically.
6. 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.
7. 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.

8. To assist in promoting the Marinwood Fire Department Volunteers and to review the volunteer program periodically.
9. 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.
10. 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.
11. To assist the Fire Chief in establishing general policies and procedures in respect to the operation of the Fire Department.
12. 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.
13. To approve requests by the Fire Chief for non-emergency budgeted expenditures not to exceed the limits set by the Board.
14. To review, comment, and make recommendations regarding the annual operating budget for the Fire Department.
15. To review and recommend to the Board any change in staffing needs of the Fire Department.
16. To perform such other duties as may be directed by the Board.

#### **F. DUTIES OF THE CHAIR**

1. To preside over meetings of the Commission, including setting rules of procedure for conduct of meetings.
2. To review the agenda for Commission meetings.
3. To attend Board meetings for the portion of the agenda covering Commission matters and such other portions as he/she may be asked to attend; to designate another member of the Commission to attend should the Chair be unable to attend.
4. To report to the Board the actions and opinions of the Commission to the extent needed to supplement the Commission's report.
5. To receive notice of emergency purchases from employee in charge as soon as possible after purchase.
6. To form special committees as needed and appoint members to serve on the committee.

#### **G. SPECIAL DUTIES OF INDIVIDUAL COMMISSIONERS**

A Commissioner may be delegated special responsibilities by the Commission.

#### **H. DUTIES OF LIAISON DIRECTOR**

A liaison director is appointed by the Chair of the Board. The liaison director attends Commission meetings and may participate in the discussion as appropriate. 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 opinions. The liaison director shall be available for advice and consultation with the Commission Chair.

**POLICIES and PROCEDURES  
BOARD OF DIRECTORS' MANUAL**

**SECTION I PURPOSE**

To establish general guidelines for roles and responsibilities of the Board of Directors as a group and its members as individuals.

**SECTION II BOARD MEMBERS**

Board members are elected for four-year terms. mid-term vacancies may be filled as allowed by law.

**A. BASIS OF AUTHORITY**

The Kentfield Fire Protection District is an independent governmental unit established as a special district of the State of California. The purpose of the district is to provide fire protection, emergency medical and related services as authorized by law to the District and the surrounding area. The District's legal authority and responsibility are contained in the State of California Health and Safety code, Fire Protection District Law of 1987.

**B. MEETINGS**

1. Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence. Regular meetings shall normally be held on the third Wednesday of each month. Change of date must be approved by a majority of the Board.
2. A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three (3) consecutive months except as authorized by the board of Directors.
3. The Fire Chief shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the Chief and request any item be placed on the agenda no later than 5:00 p.m. on the Wednesday prior to the meeting date.
4. Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:
  - a. The Fire Chief shall have authority to open mail directed to the Board even though it be addressed to the Board, Board President, or Board Member unless it is marked 'personal'

before forwarding said correspondence to the addressee in a timely manner.

- b. The Fire Chief shall determine whether a public request is or is not a 'matter directly related to District business'.
  - c. No matter that is legally a proper subject for consideration by the Board in closed session will be accepted under this portion of the policy regarding an agenda item.
5. The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting and may limit the time allowed for any one person to speak on the issue at the meeting. The standard time may be limited to three (3) minutes per person.
  6. This does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda that a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.
  7. At least seventy-two (72) hours prior to the time of all regular meetings, an agenda that includes, but is not limited to, all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the Fire District office.
  8. The Board shall comply with all provisions of the Ralph M. Brown Act.
  9. Meeting procedure will endeavor to follow Roberts Rules of Order as guideline for meeting procedure.
  10. Voting Practices shall be:
    - a. Roll Call Votes (3 of 5)  
  
Ordinances  
Resolutions
    - b. Simple Majority (of those present)  
  
Routine agenda items not specified above

c. Quorum

Action may only be taken by a vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business, therefore, all three (3) votes are required to be effective (unless 4/5 vote is required by policy of other law.

**C. REMUNERATION AND REIMBURSEMENT**

Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending meetings or in making any trips on official business of the Board when so authorized.

**D. BOARD OFFICERS**

Officers shall serve a one-year term with nominations/elections generally held at the regular December meeting. Any vacancies in the Board officers shall result in a special nomination/election with the newly elected officer to fill the balance of the term in question.

There is no assumed right of succession in Board officers.

1. CHAIRMAN

The Chairman of the Board of Directors shall serve as Chairperson at all Board meetings. The Chairman has the same rights and responsibilities as any Director. The Chairman serves as spokesperson for the Board of Directors. The Chairman conducts meetings in accordance with the Brown Act and the parameters set forth in this document. The Chairman enforces the agreed-to rules on the meeting process. The chairman disseminates information to all directors. The chairman reviews the agenda with the Fire Chief prior to the meeting date. The Chairman signs/executes board actions.

2. VICE-CHAIRMAN

In the absence of the Chairman, the Vice-Chairman of the Board of Directors shall serve as chairperson over all meetings of the Board. The Vice-Chairman has the same rights and responsibilities as any Director. The Vice-Chairman conducts meetings in accordance with the Brown Act and parameters set forth in this document and in the absence of the Chairman. The Vice-Chairman signs/executes Board actions in the absence of the Chairman.

### **3. SECRETARY**

In the absence of the Chairman and Vice-Chairman of the Board of Directors, the Secretary will act as chairperson. The Secretary will act as 'Clerk' of the Board to record/transcribe meeting minutes to be kept as permanent record. At the discretion of the Board, the District Administrative Secretary may be enlisted to record/transcribe meeting minutes to be kept as permanent record. The Secretary has the same rights and responsibilities as any Director. The Secretary conducts meetings in accordance with the Brown Act and the parameters set forth in this document in the absence of the Vice-Chairman. The Secretary signs/executes Board actions in the absence of the Vice-Chairman.

### **E. MEMBERS OF THE BOARD**

1. Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meeting.
2. Information that is exchanged before meetings shall be distributed through the Fire Chief preferably in the monthly agenda packet. All Directors will receive all information being distributed.
3. Directors shall conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
4. Directors shall defer to the Chairman for conduct of meetings of the Board but shall be free to question items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.
5. Directors may request for inclusion into minutes, brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).
6. Individual Directors, by themselves, have no independent authority. The voice of our citizens is derived from a majority of the Board of Directors. The majority of the Board of Directors has the authority to encumber District funds, enter into contracts, and provide direction to the Fire Chief about specific projects or tasks in which the Board sees as a priority. The Fire Chief will then direct his/her staff to complete such priorities within established timeframes and budget.

7. Individual Board members may use their name and title without implying that their opinions represent the opinion of the entire Board of the Fire District when endorsing issues or candidates.

The Board will not endorse candidates, and candidates requesting to address the Board will be advised of this policy.

Board endorsement of ballot measures may be considered if they support Fire District goals.

## **F. ROLES AND RESPONSIBILITIES**

### **1. THE BOARD**

The Board roles and responsibilities include:

- a. Representing interests of District residents
- b. Oversight of District expenditures
- c. Adoption of an annual budget
- d. Hiring the Fire Chief
- e. Assigning responsibility for policy implementation to Fire Chief
- f. Identifying issues to be addressed
- g. Familiarization with the Fire District's operational philosophy, personnel, services, programs and resources
- h. Insuring District staff complies with applicable State and Federal mandates
- i. Defining critical issues
- j. Developing a Mission Statement, goals and measurable objectives
- k. Steward District property; assets preservation
- l. Monitoring progress towards reaching established goals

- m. Developing policies which:
  - define responsibilities and eliminate ambiguities
  - give appropriate authority to staff members
  - provide organizational direction and guidance
- n. Insuring that District business is conducted in accordance with all applicable laws, statues, regulations, and codes, etc.
- o. Confirming hiring and promotions recommended by the Fire Chief
- p. Developing a list of qualifications, job description, and evaluation process for the Fire Chief

## **2. BASIC RESPONSIBILITIES OF INDIVIDUAL DIRECTORS**

- a. To be familiar with the laws governing the District and to obey those laws
- b. To understand the nature of the fire service business
- c. To maintain regular attendance at Board meetings
- d. Familiarization with the Fire District's operational philosophy, personnel, services, programs, and resources
- e. To understand the nature of organizational design
- f. To support decisions made by the Board, even if there is individual disagreement with those decisions
- g. To refrain from involvement in the day-to-day operations of the District
- h. To actively participate in Board appointed committees
- i. To be familiar with District financing
- j. To be an ambassador of the District, accurately supporting District issues and concerns
- k. To practice open and timely communications
- l. To be familiar with policies governing the operation of the District

- m. Individual Board members do not have the authority to encumber District funds, enter the District into any contract or arrangement without the express consent of the full Board
- n. Individual Board members do not have the authority to direct, assign, order or otherwise supervise District staff without the express consent of the full Board

**3. THE FIRE CHIEF**

- a. Oversees the management of daily operations
- b. Implements Board policy and directives
- c. Implements and reviews budget expenditures and oversees transfer of funds on deposit with Marin County Auditor's office
- d. Educates, informs, and communicates important information to the Board – both positive and negative
- e. Keeps abreast of all political, legal, and technological changes that may impact the District
- f. Develops operational policy and procedures
- g. Oversees staff including hiring, evaluation, promotion, and discipline of all line and management staff
- h. Analyzes needs, develops appropriate work-plans and an annual budget
- i. Controls resources
- j. Serves as one of the District's official ambassadors and as liaison to the public
- k. Provides organizational leadership on a day-to-day basis
- l. Cultivates interagency and intergovernmental relationships
- m. Tracks and preserves the District's assets

**G. DELEGATION**

The implementation of policies and programs adopted by the Board of Directors shall be clearly delegated to the Chief or his/her designee.

**H. COMMUNICATIONS BETWEEN INDIVIDUAL DIRECTORS AND STAFF**

1. All significant requests of staff will be made at Board meetings so that all Directors may have an opportunity to comment and revise the request
2. If a Director's request requires a significant investment of time, the Fire Chief will place the item on the next agenda
3. Any Director may request an item to be added to the agenda
4. The Fire Chief may review all agenda items with the Board Chairman at his/her request prior to the meeting

**I. COMMITTEES ON THE BOARD**

1. There shall be no standing committees, and all committees will be ad-hoc committees designed to exist for a specific purpose
2. All committees will work under a specific purpose defined at a Board meeting and will exist or meet for no other purpose
3. All committees will provide oral reports in addition to sharing minutes and agendas (if applicable) at each Board meeting while they are in existence
4. Committee members will be determined by nomination of the Board Chairman and ratification by a vote of the full Board
5. Committee members shall not be compensated for committee meetings except as allowed under 'Remuneration and Reimbursement'

**J. FINANCE**

1. On or before June 30<sup>th</sup> of each year, the Board shall adopt a Preliminary Budget which shall conform to the accounting and budgeting procedures for special districts contained in subchapter 3 of, and Article 1 of subchapter 4 of, Chapter 2 of division 2 of Title 2 of the California Code of Regulations.

2. On or before July 1<sup>st</sup> of each year, the amounts set forth in the Preliminary Budget are deemed appropriated until the District Board adopts the Final Budget.
3. After July 1<sup>st</sup> each year, the Board shall adopt a Final Budget. The Final Budget shall establish its appropriation limit pursuant to California Proposition 4, the Gann Initiative.
4. Upon adoption of the Final Budget, the Board may set the special tax rate as determined necessary.
5. At any regular meeting or properly noticed special meeting, the Board, by three (3) out of five (5) majority vote of the membership of the Board, may make available for appropriation any of the following:
  - a. Balances in appropriations for contingency/reserve categories
  - b. Amounts in excess of \$10,000.00 not specifically set forth in the Budget

#### **K. CONFLICT OF INTEREST AND INCOMPATIBLE ACTIVITIES**

1. Conflicts of Interest (Financial) – Political Reform Act of 1974 requires:
  - a. Disclosure of reportable economic interests shall be filed by Directors annually by completion of California FPPC Form 700 that the Administrative Secretary shall then file with the California Fair Political Practices Commission. Filing will also be completed by new Board members upon initial appointment or election as well as any Board member leaving office. The Fire Chief will also complete California FPPC Form 700 upon assuming and leaving office.
  - b. Disqualification from making or participating in a decision or using official position to influence or attempt to influence a decision in which there is a conflict of interest as defined in the Political Act of 1974.
2. Conflicts of Interest (Contracts) – Government Code Section 1909, et seq. prohibits a public official from being financially interested in a contract or sale in both public and private capacities.

## **L. OFFICIAL PRESENTATIONS**

The Board will make acknowledgements or presentations for a variety of reasons including employee recognition, promotions, valor, and citizen achievements. The Board Chairman will announce the agenda item and turn the presentation over to the Fire Chief who will give the background on the subject. The Fire Chief will then introduce the person receiving the award to the Board Chairman who will then make the presentation. The recipient will be given the opportunity to speak.

March 2015 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
15-0212	3/1/15	3	2:15	2:18	2:23	2:29	0:24	MA	Arm pain	#&	JPA-SR (N)	5334
15-0213	3/2/15	2	1:40	1:43	1:46	1:49	0:09	PSA	Lift Assist	#&	MW	5881
15-0214	3/2/15	2	3:09	3:09	3:10	3:27	0:18	PSA	Odor Investigation	#&	MW	5884
15-0215	3/2/15	3	3:32	3:32	3:37	3:43	0:11	MA	Difficulty Breathing	#+	JPA-SR (N)	5333
15-0216	3/2/15	3	4:30	4:31	4:35	4:49	0:19	MA	Advanced Parkinsons	#&	JPA-SR (N)	5334
15-0217	3/2/15	2	10:24	10:26	10:30	10:45	0:21	MA	Finger Injury	#&	JPA-SR (N)	5330
15-0218	3/2/15	3	13:35	13:36	13:39	14:01	0:26	MA	SOB	#+	JPA-SR (O)	5331
15-0219	3/2/15	3	16:19	16:21	16:25	16:41	0:22	MA	SOB	#+	JPA-SR (N)	5333
15-0220	3/2/15	3	16:53	16:54	16:58	17:20	0:27	MA	Abdominal Pain	#+	MW	5886
15-0221	3/3/15	2	4:24	4:26	4:30	4:53	0:29	PSA	Lift Assist	#+	JPA (MC)	1503
15-0222	3/3/15	3	9:19	9:21	9:23	9:35	0:16	MA	ALOC	#+	JPA-SR (N)	5300
15-0223	3/4/15	3	12:39	12:40	12:43	12:56	0:17	MA	ALOC	#+	MW	5880
15-0224	3/4/15	3	13:12	13:12	13:15	13:34	0:22	MA	General Weakness	#+	MW	5881
15-0225	3/4/15	2	14:11	14:11	14:13	14:19	0:08	PSA	Appliance Checkout	#&	MW	5882
15-0226	3/4/15	2	19:29	19:30	19:35	19:54	0:25	PSA	Lift Assist	#+	JPA (MC)	1503
15-0227	3/4/15	3	20:28	20:29	20:33	21:30	1:02	MA	Cardiac Problems	#+	MW	5884
15-0228	3/4/15	3	21:05			21:05	0:00	FA/NN	False Alarm	#&	CSA 13	5888
15-0229	3/5/15	3	7:04	7:05	7:11	7:57	0:53	MA	Fall	#+	JPA-SR (N)	5334
15-0230	3/5/15	3	9:26	9:26	9:29	9:48	0:22	MA	Chest Pain	#+	MW	5884
15-0231	3/5/15	2	11:45	11:45	11:50	12:04	0:19	MA	Possible OD	#&	JPA-SR (O)	5331
15-0232	3/5/15	3	19:43	19:43	19:47	19:56	0:13	MA	Abdominal Pain	#+	MW	5880
15-0233	3/5/15	3	19:51	19:52	20:01	20:09	0:18	MA	Chocking	#&	MW	5883
15-0234	3/5/15	3	23:45	23:46	23:50	23:59	0:14	MA	Medical Checkout	#&	JPA-SR (N)	5338
15-0235	3/6/15	3	1:43	1:45	1:49	1:56	0:13	FA/NN	False Alarm	#&	JPA-SR (N)	5333
15-0236	3/6/15	2	11:13	11:14	11:24	11:29	0:16	MA	Dislocated finger	#&	JPA-SR (N)	5330
15-0237	3/6/15	3	17:56	17:56	18:01	18:15	0:19	MA	Cardiac Related	#+	JPA-SR (N)	5338
15-0238	3/7/15	2	15:15	15:15		15:16	0:01	FA/NN	Unknown	#&	JPA-SR (N)	5330
15-0239	3/8/15	2	7:38	7:40	7:44	8:15	0:37	PSA	Lift Assist	#&	CSA 13	5888
15-0240	3/8/15	3	9:45	9:46	9:49	10:09	0:24	MA	ALOC	#+	CSA 13	5888
15-0241	3/8/15	3	10:36	10:37	10:42	11:00	0:24	MA	Sick Person	#+	JPA-SR (N)	5333
15-0242	3/9/15	3	12:28	12:29	12:32	12:55	0:27	MA	Vehicle Accident	#+	JPA-SR (N)	5333
15-0243	3/9/15	3	15:42	15:43	15:45	16:02	0:20	MA	Chest Pain	#	OUT (SR)	5668
15-0244	3/10/15	3	19:11	19:12	19:16	19:28	0:17	MA	ALOC / ETOH	#+	JPA-SR (N)	5334
15-0245	3/11/15	3	4:33	4:35	4:38	4:55	0:22	MA	Chest Pain	#+	MW	5883
15-0246	3/11/15	3	17:09	17:10	17:15	17:24	0:15	MA	Seizures	#+	JPA-SR (N)	5334
15-0247	3/11/15	3	21:18	21:19	21:21	21:28	0:10	MA	Unknown	#	JPA-SR (N)	5333
15-0248	3/12/15	3	10:14	10:14		10:15	0:01	FA/NN	Cancelled in route	#	MW	5883

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

March 2015 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
15-0249	3/12/15	3	20:19	20:20	20:22	21:03	0:44	PSA	Assist with Hospice patient	#&	MW	5883
15-0250	3/13/15	3	7:29	7:30	7:35	7:52	0:23	MA	MVA	#+	MW	5882
15-0251	3/13/15	3	10:23	10:25	10:30	10:45	0:22	HAZMAT	Gas Leak	#+	OUT (SR)	5700
15-0252	3/13/15	3	11:22	11:23	11:27	11:36	0:14	MA	Fall	#+	MW	5883
15-0253	3/13/15	3	12:13	12:13	12:16	12:32	0:19	MA	Fall	#+	JPA (MC)	1503
15-0254	3/13/15	3	14:22	14:23	14:27	14:42	0:20	MA	Detoxification	#&	JPA-SR (N)	5334
15-0255	3/13/15	3	16:53	16:53	16:57	17:16	0:23	MA	Chest Pain	#+	JPA-SR (N)	5338
15-0256	3/14/15	3	11:25	11:28	11:31	11:44	0:19	MA	ALOC	#+	CSA 13	5888
15-0257	3/14/15	2	14:27	14:27	14:35	14:35	0:08	COVER	Cover In	#+	OUT (N)	21105
15-0258	3/14/15	2	17:50	17:51	17:54	18:05	0:15	PSA	Tree Down	#&	JPA-SR (O)	5337
15-0259	3/14/15	3	18:40	18:41	18:43	18:56	0:16	PSA	Lift Assist	#&	MW	5882
15-0260	3/15/15	3	13:08	13:09	13:11	13:32	0:24	MA	SOB	#+	MW	5881
15-0261	3/15/15	3	16:55	16:56	16:58	17:17	0:22	PSA	Lift Assist	#&	MW	5882
15-0262	3/15/15	3	23:35	23:37	23:40	23:53	0:18	MA	Pepper Spray	#&	JPA-SR (N)	5338
15-0263	3/18/15	2	1:36	1:38	1:42	1:48	0:12	MA	Allergic Reaction	#+	JPA-SR (N)	5883
15-0264	3/18/15	3	15:29	15:30	15:33	15:43	0:14	MA	Medical Checkout	#+	MW	5883
15-0265	3/18/15	3	19:28	19:29	19:31	19:34	0:06	PSA	Lift Assist	#+	MW	5883
15-0266	3/18/15	2	19:52	19:53	19:58	20:24	0:32	PSA	Leaking radiator fluid	#+	MW	5882
15-0267	3/19/15	3	7:16	7:18	7:21	7:40	0:24	MA	Seizure	#+	CSA 13	5888
15-0268	3/19/15	3	22:36	22:38	22:41	23:00	0:24	PSA	Lift Assist	#+	MW	5882
15-0269	3/20/15	3	0:15	0:20	0:53	0:26	0:11	MA	Allergic Reaction	#+	JPA-SR (N)	5334
15-0270	3/20/15	2	1:38	1:40	1:41	1:46	0:08	PSA	Lift Assist	#+	MW	5883
15-0271	3/20/15	3	7:17	7:18	7:27	7:27	0:10	FA/N/N	Cancelled in route	#&	OUT (SR)	5778
15-0272	3/20/15	3	10:22	10:24	10:24	10:52	0:30	MA	Fall	#+	MW	5881
15-0273	3/20/15	3	14:38	14:39	14:43	14:43	0:05	MA	Cancelled in route	#+	JPA-SR (N)	5334
15-0274	3/20/15	3	19:44	19:44	19:50	19:50	0:06	COVER	Cancelled in route	#+	OUT (N)	21105
15-0275	3/21/15	3	6:36	6:38	6:49	7:05	0:29	MA	Vehicle Accident	#+	MW	1504
15-0276	3/21/15	3	8:24	8:26	8:30	8:45	0:21	MA	Stroke	#+	JPA-SR (N)	5333
15-0277	3/21/15	3	8:48	8:48	8:55	9:08	0:20	MA	Vehicle Accident	#	JPA (MC)	1501
15-0278	3/21/15	3	9:41	9:43	9:45	10:29	0:48	MA	Cardiac Arrest	#	MW	5884
15-0279	3/21/15	2	14:26	14:27	14:31	14:31	0:05	PSA	Res. Lockout - Canceled	#	JPA-SR (N)	5333
15-0280	3/21/15	3	16:35	16:36	16:40	16:55	0:20	MA	Sick Person	#	MW	5882
15-0281	3/21/15	3	18:16	18:17	18:22	18:42	0:26	MA	Sick Person	#+	JPA-SR (N)	5333
15-0282	3/21/15	3	18:53	18:54	18:57	19:19	0:26	MA	Fall	#+	MW	5883
15-0283	3/21/15	3	23:28	23:30	23:35	23:45	0:17	MA	Stroke	#+	JPA-SR (N)	5334
15-0284	3/22/15	3	7:34	7:36	7:41	8:04	0:30	MA	Fall	#	JPA-SR (N)	5333
15-0285	3/22/15	3	7:46	7:48	7:56	8:41	0:55	MA	Back Pain	#+	MW	5885
15-0286	3/23/15	3	9:22	9:23	9:26	9:36	0:14	MA	Fall	#	JPA-SR (N)	5330
15-0287	3/24/15	3	14:01	14:03	14:10	14:32	0:31	MA	Motorcycle Accident	#+	OUT (MC)	21105

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

March 2015 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
15-0288	3/24/15	3	16:29	16:30	16:31	16:53	0:24	MA	Seizure	#+	MW	5882
15-0289	3/24/15	3	16:54	16:54	16:58	17:26	0:32	MA	ALOC	#+	CSA 13	5888
15-0290	3/24/15	3	21:33	21:35	21:39	22:02	0:29	MA	MVA	#+	CSA 13	5888
15-0291	3/25/15	3	8:47	8:48	8:52	9:08	0:21	MA	MVA	#&	JPA-SR (N)	5330
15-0292	3/25/15	3	9:20	9:21	9:25	9:40	0:20	MA	ALOC	#+	JPA-SR (N)	5338
15-0293	3/26/15	3	6:51	6:53	6:56	7:12	0:21	MA	Chest Pain	#+	CSA 13	5889
15-0294	3/26/15	3	9:07	9:08	9:15	9:29	0:22	MA	ALOC	#+	OUT (SR)	5663
15-0295	3/26/15	3	19:14	19:15	19:18	19:29	0:15	MA	Fall	#+	MW	5885
15-0296	3/27/15	3	4:16	4:19	4:24	4:37	0:21	MA	ALOC	#+	JPA-SR (N)	5334
15-0297	3/27/15	3	11:49	11:51	11:55	12:10	0:21	MA	Chest Pain	#+	JPA-SR (N)	5333
15-0298	3/27/15	3	13:30	13:32	13:34	13:47	0:17	MA	Chest Pain	#+	JPA-SR (N)	5337
15-0299	3/28/15	3	0:06	0:08	0:13	0:31	0:25	MA	SOB	#+	JPA-SR (N)	5333
15-0300	3/28/15	3	7:48	7:51	7:55	8:05	0:17	FA/NN	Fire Alarm	#&	JPA-SR (N)	5333
15-0301	3/28/15	2	22:12	22:13		22:21	0:09	MA	Cancelled in route	#&	JPA-SR (N)	5334
15-0302	3/29/15	2	6:27	6:29	6:37	6:42	0:15	PSA	Lift Assist	#+	JPA-SR (N)	5334
15-0303	3/29/15	3	12:01	12:02	12:05	12:19	0:18	MA	Back Pain	#+	CSA 13	5888
15-0304	3/29/15	3	14:17	14:18	14:22	14:41	0:24	MA	ALOC	#+	JPA-SR (N)	5333
15-0305	3/30/15	3	6:25	6:28	6:29	6:48	0:23	MA	Cardiac Related	#+	MW	5885
15-0306	3/30/15	3	17:28	17:28	17:32	17:43	0:15	MA	Hyper Ventillation Syndrome	#&	JPA-SR (N)	5330
15-0307	3/30/15	2	20:03	20:04	20:04	20:08	0:05	FA/NN	it Assist / Cancelled in route		MW	5885
15-0308	3/30/15	3	20:24	20:25	20:29	20:47	0:23	MA	ALOC	#+	JPA-SR (N)	5333
15-0309	3/31/15	3	8:38	8:38	8:45	8:52	0:14	MA	Chest Pain	#+	JPA-SR (N)	5333
15-0310	3/31/15	3	8:52	8:52	8:56	9:22	0:30	MA	Flank Pain	#+	JPA-SR (N)	5338
15-0311	3/31/15	3	9:41	9:41	9:45	10:06	0:25	MA	Chest Pain	#+	JPA-SR (N)	5333
15-0312	3/31/15	3	10:27	10:28	10:32	10:49	0:22	MA	ALOC	#+	JPA-SR (N)	5333
15-0313	3/31/15	3	19:06	19:10		19:16	0:10	FA/NN	Station fire / Cancelled in route		OUT (SR)	5779
15-0314	3/31/15	2	19:56	19:59	20:03	20:16	0:20	PSA	Lift Assist		JPA-SR (N)	5338
15-0315							0:00					
15-0316							0:00					

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