

**MARINWOOD FIRE COMMISSION
 AGENDA FOR FIRE COMMISSION MEETING
 TUESDAY AUGUST 7, 2018
 7:00 PM – MARINWOOD COMMUNITY CENTER
 775 MILLER CREEK RD., SAN RAFAEL, CA 94903**

#	Time	Item	Commission Action
1	7:00 PM	Agenda*	Approve
2	7:05 PM	Public Comments on Non Agenda Items	
3	7:10 PM	Draft Minutes June 2018 Fire Commission Meeting*	Approve
4	7:15 PM	Activity Summary Report for July 2018 Response Report for July 2018	Review
5	7:30 PM	Kitchen Status	Review
6	7:35 PM	Fire Chief Report-Staffing, CERT, ESS Committee, Vegetation Management	Discuss
7	7:45 PM	Succession Planning for the Marinwood FD	Discuss
8	7:50 PM	Commission Members Items of Interest	Discuss
9	8:00 PM	Requests for future agenda items	Discuss
10	8:05 PM	Adjourn	Approve

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

NOTES TO COMMISSIONERS:

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

NEXT FIRE COMMISSION MEETING TBD

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

June 6, 2018 Fire Commission Meeting Minutes

DRAFT

Commissioners:

Present: Russ Albano, Pascal Karsenti, Tom Elsbree, Ron Marinoff,

Others in attendance:

Fire Chief Tom Roach, Board Member Bill Shea, Linda Barnello

1. Approval of Agenda-Call to order 7:05 pm.
 - **M/S Marinoff/Elsbree to approve agenda as presented. All in favor.**
2. Public Comments on Non Agenda Items
 - Linda Barnello commented that the Management and the Firefighter's Union have been unsuccessful in negotiating a new MOU and that Attorney continue to make more and more money during the process. She was wondering if there was anything the Commission could do to help influence the Board of Directors. Commission Chair Russ Albano stated the Commission was only an advisory group with no real authority. Commissioner Marinoff added that the Union could help by agreeing to the paramedic positions.
 - Commission Chair Albano stated that he did not feel that it was a Brown Act violation for Commissioner to speak during Public Comment time if they wanted to say something about a non agenda item. It was suggested that standing agenda items of "Other Items of Interest" and "Recognitions" be added to future agendas.
3. Draft Minutes for the April Commission Meeting
 - **M/S Marinoff/Elsbree to approve the April minutes. All in favor.**
4. Activity Summary and Response Report for May 2018 were reviewed.
 - The Activity Summary for May 2018 was reviewed. Chief commented that it was a busy month with the number of emergency responses and preparing for Wildland Season.
 - The response report for May 2018 was reviewed. The locations of the calls were discussed and the Chief explained where the different responses areas are.
5. Kitchen Contract
 - Chief said all the appliances have been received and paid for. Just waiting on the cabinets to be finished which should be 4 to 6 more weeks then everything can be installed.
6. Succession Planning for the Implementation of Paramedics and Hiring Options
 - Chief commented he has hired Volunteer Brad Davenport as a Temporary Firefighter to fill Dan Rotwein's vacancy. Wills is completing the New Hire Academy this week and will be back on shift mid June. Chief also commented that he is establishing a Paramedic eligibility list from which future paramedics could be hired. The Relief Firefighter position remains vacant.
7. Chief Report
 - Chief gave an update on the CERT Committee's work and explained their focus to the community will be on personal preparedness and vegetation management. The is a Marinwood CERT Graduate meeting on Thursday June 7.
 - Chief gave an update on the reasons why the Board of Directors chose to not purchase a new Utility pick up truck.

- Chief gave an update on the Firewise Application he worked on with Kelby Jones and CSA 13 and on the Queenstone Fire Road Project.
- Chief gave an update on Active Shooter Policy being developed between the Police and Fire Chief's in Marin.

8. Succession Planning for the Marinwood Fire Department

- The ESS Committee has not met in two months. Still waiting for a proposal back from SRFD for Chief Officer Coverage.

Respectfully submitted,

Chief Tom Roach

August 1, 2018

To: Marinwood Fire Commissioners
From: Chief Tom Roach
Re: Activity Summary for July 2018

FULL TIME PAID STAFFING

Ten (10) full time paid personnel including:

Fire Chief Tom Roach

“A” shift- Captain Brandon Selvitella, Engineer Jeff Smith, Temp Firefighter Brad Davenport

“B” shift- Captain Ryan Brackett, Engineer Cesar Correa, Firefighter/PM William Kelly

“C” shift- Acting Captain/Engineer John Papanikolaou, Acting Engineer/Firefighter PM

Sean Day, Firefighter Otis Smith

Relief Firefighter Position-Vacant

Note- I have hired a temporary FF, Brad Davenport, from the Volunteer Program to fill the position until a full time paramedic can be hired.

VOLUNTEER STAFFING

17 Current Volunteers including:

1 Volunteer Battalion Chief

1 Volunteer Firefighter/AO's

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

10 Volunteer Firefighter qualified as a “non responder”

EMERGENCY CALLS

In July 2018 the department responded to 100 emergency calls that were mostly medical in nature. The department did respond to one 10 day strike team assignment in Lake County and then Klamath National Forest. The department also responded to one small vegetation fire in Marinwood and was cancelled enroute to a vegetation fire in Novato.

	<u>July 2018 Emergency Calls</u>						
	<u>MA</u>	<u>PSA</u>	<u>FA/NN</u>	<u>FIRE</u>	<u>HAZMAT</u>	<u>COVER</u>	<u>TOTAL</u>
Marinwood	21	10	2	2	0	na	35
CSA 13	1	1	0	0	0	na	2
Old JPA (mont marin)	3	0	0	0	0	na	3
New JPA (east of 101)	32	5	2	0	0	na	39
SR Mutual Aid	1	3	2	0	0	0	6
MC JPA	5	1	0	0	0	na	6
Novato Matrix	1	0	0	1	0	7	9
Total number	64	20	6	3	0	7	100

COMMUNITY SERVICE/PREVENTION/ASSOCIATION MEETINGS

- I completed two final inspections of a new solar system in Marinwood during July.
- One Board Meeting was held during July.
- Six vegetation management inspections were held in July.
- One Old Dixie Schoolhouse tour was held by me in July.

- I continued working with the Lions Club and the CERT Steering Committee on CERT related issues in July. One CERT Steering Committee meeting was held in July. Planning is underway for a large Community Meeting held in November.
- I continued working with Kelby Jones of CSA 13 to make their community a Firewise Site. The Community was named a Firewise Site in July.
- I attended the MERA Executive Board Meeting in July.
- Two Birthday Tours were done at the Firehouse by on duty staff.
- Katherine Randolph taught a “Fire in Marin” class at the Marinwood Community Center in July. I helped with the organizing of the class. Over 50 people attended.
- I met with Kelby Jones, Tad from Treemasters, and Samantha from Open Space District to plan and organize a joint vegetation management project on the Mt. Lassen median area.

TRAINING

- Six minutes of Safety training was reviewed daily by on duty staff.
- Department Personnel all recertified their EMT during the month of July which is good for the next 2 years.
- All three shifts went through two multi company drills in July through CMTC and on line training through Target Solutions. Firefighter Health and Safety, Mental Health, Trench Rescue, and Active Shooter were the topics.
- Four Volunteer drills were held in July. Topics included wildland fire operations, Trench Rescue, and Active Shooter were the topics.
- William Kelly completed his six month Probationary Training successfully during July.

MAINTENANCE

- All 4 department vehicles underwent a comprehensive monthly check during July.
- All gas-powered equipment was checked weekly during the month.
- All vehicle batteries were serviced and charged on a weekly basis during the month.
- The Queenstone Fire Road Grading Project was completed in July.
- The Queenstone Fire Gate Repair was completed in July.
- Two front windows in the Captain’s Office were replaced due to cracking and breaking in them.
- The cabinets and counter tops were installed in the firehouse kitchen. Appliances and backsplash to be installed next week.

BUILDING MAINTENANCE

- Every day daily maintenance is performed at the firehouse including but limited to-
 - Clear and disinfect all tables, counter tops, desks in the Captains office, communications room, chief's office, day room, kitchen, and bathrooms.
 - Empty all trash cans and replace liners
 - Sweep and mop concrete floors in entire firehouse.
 - Clean all dishes, pots and pans, and store.
 - Wipe up any and all fluids from vehicles in apparatus room.
 - Sweep and mop apparatus room floor.
 - Disinfect and wash all of the bathrooms.
- Also, Maintenance is done on a weekly basis-
 - Monday-Dust all window ledges, drapes, and blinds
 - Tuesday-Clean all windows and doors inside and out.
 - Wednesday-Clean fridge and stove and microwave
 - Thursday-Mow lawn and sweep and blow all outside areas of firehouse, front and back.
 - Friday-Recyclables outside, clean and disinfect showers.
 - Saturday-Check all generators-including emergency generator, pumps, blowers, saws. Drain air compressor. Last Saturday of the month hook up emergency power and make sure it works.
 - Sunday-Battery checks for suction units, cell phones, defibrillation units, and portable radios.

August 1, 2018

To: Marinwood Fire Commission
From: Chief Roach

Re: Succession Planning for Paramedics, CERT Update, Vegetation Management, Kitchen Remodel

Succession Planning for implementation of Paramedic Positions

The Department currently has two openings, one for a FF/PM on shift and one for the Relief Firefighter position. The vacant FF/PM position is being filled by Temporary Volunteer FF Brad Davenport. I will be hiring a fulltime FF/PM in the next month or so. The Relief Firefighter position will remain vacant for the time being.

Cert

The CERT Steering Committee continues to meet monthly and is working on ways to get more community participation. The priorities for the Committee this year is public education on personal disaster preparedness and wildfire protection and vegetation management. There is a large Community Meeting being held November 7 at the Marinwood Community Center to discuss Cert, Crime in Marinwood, and Wildfire Prevention.

Vegetation Management Projects and Wildland Season

CSA 13 has been named a Firewise Community Site. This means the Community will collectively be making ongoing Wildfire Hazard Assessments and ongoing Fuel Reduction Projects. It also makes Wildfire Reduction Grant Awards more of a possibility.

The Queenstone Fire Road Project was completed in June and July. Additional work may need to be done after next winter depending on how the road holds up. The Queenstone Fire Gate was also repaired in July.

Kitchen Remodel

Cabinets are installed. Countertops installed. Appliances and backsplash later this week and next.

May 2018 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP ###	TYPE	INCIDENT	PARA	AREA	FMA
18-689	7/1/18	2	4:15	4:15				FIRE	Out of County Response		OUT (O)	
18-690	7/1/18	2	5:18	5:20	5:24	5:51	0:33	MA	General Weakness	#+	MW	5882
18-691	7/1/18	2	9:31	9:32	9:34	9:52	0:21	PSA	Lift Assist		CSA 13	5888
18-692	7/1/18	2	14:46	14:46		14:52	0:06	COVER	Cover NOV.		OUT (N)	21055
18-693	7/2/18	3	6:04	6:06	6:08	6:31	0:27	MA	ALOC	#+	MW	5882
18-694	7/2/18	2	19:29			20:00	0:31	COVER	Cover NOV.		OUT (N)	21055
18-695	7/2/18	3	20:53			21:10	0:17	COVER	Cover NOV.		OUT (N)	21055
18-696	7/3/18	2	13:25			15:00	1:35	COVER	Cover NOV.		OUT (N)	21055
18-697	7/4/18	3	2:40	2:42	2:46	3:27	0:47	MA	Cardiac Arrest	#	JPA-SR (O)	5331
18-698	7/4/18	2	6:39	6:40	6:46	6:58	0:19	PSA	Smoke Check		MW	5880
18-699	7/4/18	3	9:52	9:54	9:57	10:13	0:21	MA	Sick Person	#+	JPA (MC)	1503
18-700	7/4/18	2	11:35	11:36	11:40	11:45	0:10	PSA	Lift Assist		MW	5881
18-701	7/4/18	2	19:01	19:01		19:05	0:04	PSA	Lift Assist	E57	JPA (MC)	1503
18-702	7/4/18	3	19:05	19:05	19:09	19:22	0:17	MA	Chest Pain	#+	JPA-SR (N)	5334
18-703	7/4/18	3	22:17	22:18	22:22	22:30	0:13	PSA	Lift Assist	#	MW	5882
18-704	7/5/18	3	1:59	2:01	2:05	2:20	0:21	MA	Fall	#+	JPA (MC)	1503
18-705	7/5/18	3	10:25	10:26	10:29	10:42	0:17	MA	Near Syncope	#	JPA-SR (N)	5330
18-706	7/6/18	3	1:29	1:31	1:37	1:57	0:28	PSA	Good Intent/PD Issue	#	JPA-SR (N)	5334
18-707	7/6/18	3	8:12	8:13	8:16	8:28	0:16	MA	Sick Person	#+	CSA 13	5888
18-708	7/6/18	3	9:24	9:25	9:29	9:31	0:07	PSA	Smoke Check		CSA 13	5888
18-709	7/6/18	3	11:42	11:43	11:47	12:06	0:24	PSA	Lift Assist	#	JPA-SR (N)	5331
18-710	7/6/18	3	20:18	20:19	20:22	20:41	0:23	MA	Sick Person	#+	MW	5880
18-711	7/7/18	3	3:39	3:41	3:44	4:08	0:29	MA	Fall	#	JPA (MC)	1503
18-712	7/7/18	2	11:40	11:41	11:44	11:50	0:10	PSA	Public Assist		OUT (SR)	5661
18-713	7/7/18	3	12:08	12:08	12:13	12:30	0:22	MA	Seizure	#+	JPA-SR (N)	5334
18-714	7/7/18	2	13:55	13:57	14:03	14:15	0:20	MA	Low BP	#+	OUT (SR)	5661
18-715	7/7/18	3	15:05	15:06	15:10	15:28	0:23	MA	Fall	#+	JPA-SR (N)	5333
18-716	7/7/18	3	18:38	18:40		18:47	0:09	FIRE	Cancelled	#+	OUT (N)	21055
18-717	7/8/18	3	19:47	19:48	19:50	19:51	0:04	FA/NIN	False Alarm	#	MW	5881
18-718	7/8/18	3	22:28	22:30	22:33	22:37	0:09	FA/NIN	False Alarm		JPA-SR (N)	5333
18-719	7/9/18	3	12:43	12:44	12:49	13:04	0:21	MA	Sick Person	#+	JPA-SR (N)	5333
18-720	7/9/18	2	13:32	13:33	13:35	13:39	0:07	PSA	Lift Assist	#	MW	5885
18-721	7/9/18	2	14:50	14:51	14:55	15:32	0:42	MA	Chest Pain	#+	JPA-SR (N)	5300
18-722	7/9/18	3	15:53			15:54	0:01	MA	Cancelled		JPA-SR (N)	5300
18-723	7/9/18	3	16:18	16:19	16:23	16:43	0:25	MA	Abd Pain	#+	MW	5888
18-724	7/10/18	2	0:07	0:09	0:14	0:30	0:23	OTHER	911 Abuse	#	JPA-SR (N)	5338
18-725	7/10/18	3	3:30	3:32	3:36	3:46	0:16	MA	No Merit	#	JPA-SR (N)	5333
18-726	7/10/18	3	5:50	5:52	5:57	6:15	0:25	MA	Diabetic Problem	#+	JPA-SR (N)	5338
18-727	7/10/18	3	15:25	15:26		15:26	0:01	FA/NIN	Fire Alarm - Cancelled		OUT (SR)	5663
18-728	7/10/18	3	15:33	15:34	15:35	15:58	0:25	MA	S.O.B	#+	JPA-SR (N)	5333

CODE 2 = Standard Response
 CODE 3 = Emergency Response (lights, sirens)

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

May 2018 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
18-729	7/11/18	3	2:36	2:38	2:40	2:54	0:18	MA	Back Pain	#+	MW	5884
18-730	7/11/18	3	12:28	12:29	12:31	12:34	0:06	MA	False Alarm	#	MW	5884
18-731	7/12/18	3	12:28	12:30	12:32	12:45	0:17	MA	Allergic Reaction	#	MW	5885
18-732	7/12/18	3	12:45	12:45	12:49	13:08	0:23	MA	Fall	#+	JPA-SR (N)	5884
18-733	7/12/18	3	16:24	16:25	16:28	16:52	0:28	MA	Diabetic Problem	#+	JPA-SR (N)	5330
18-734	7/12/18	3	18:20	18:21	18:23	18:40	0:20	MA	Sick Person	#+	JPA-SR (O)	5337
18-735	7/12/18	3	22:33	22:34	22:39	23:00	0:27	MA	Fall	#+	JPA-SR (N)	5333
18-736	7/13/18	2	11:40	11:40	11:40	11:55	0:15	PSA	CO Detector Malfunction	#+	MW	5882
18-737	7/13/18	3	14:26	14:28	14:33	15:02	0:36	MA	Sick Person	#+	JPA-SR (N)	5334
18-738	7/14/18	3	11:50	11:51	11:53	12:11	0:21	MA	Chest Pain	#+	MW	5884
18-739	7/14/18	2	17:01	17:03	17:06	17:19	0:18	MA	Sick Person	#+	JPA-SR (N)	5338
18-740	7/15/18	3	2:06	2:08	2:11	2:37	0:23	MA	Chest Pain	#+	JPA-SR (N)	5333
18-741	7/15/18	3	11:00	11:02	11:08	11:21	0:21	PSA	Lift Assist	#	JPA-SR (N)	5334
18-742	7/15/18	3	11:06			11:06	0:00	MA	Heart Problem	#+	MW	5880
18-743	7/15/18	2	15:19	15:19	15:19	15:26	0:07	MA	Fall	#	MW	5883
18-744	7/16/18	2	19:48	19:49	19:55	20:01	0:13	PSA	Lift Assist		OUT (SR)	5668
18-745	7/16/18	3	23:50	23:51	23:57	0:01	0:11	MA	Sick Person	#	MW	
18-746	7/17/18	3	5:43	5:45	5:49	6:04	0:21	MA	Fall	#+	JPA-SR (N)	5333
18-747	7/17/18	3	9:33	9:34	9:38	10:29	0:56	MA	ALOC	#+	JPA-SR (N)	5338
18-748	7/17/18	3	12:33	12:34	12:36	12:36	0:03	MA	Cancelled		OUT (N)	NOV
18-749	7/17/18	2	12:36	12:36	12:36	12:40	0:04	COVER	Veg Fire		OUT (N)	NOV
18-750	7/17/18	2	18:37	18:38	18:43	19:00	0:23	MA	Sick Person	#+	JPA-SR (N)	5333
18-751	7/19/18	3	8:31	8:33	8:37	8:55	0:24	MA	Hemorrhage	#+	MW	5886
18-752	7/19/18	2	20:59	20:59	20:59	21:25	0:26	PSA	Smoke Detector Malfunction		MW	5882
18-753	7/19/18	2	21:33	21:34	21:38	21:44	0:11	PSA	Lift Assist		MW	5883
18-754	7/20/18	3	0:49	0:52	0:55	1:21	0:32	FANN	Fire Alarm		JPA-SR (N)	5330
18-755	7/20/18	2	6:22	6:24	6:30	6:41	0:19	FANN	CO Alarm		OUT (SR)	5667
18-756	7/20/18	2	12:35			13:00	0:25	COVER	Cover NOV.		OUT (N)	21055
18-757	7/21/18	3	7:37	7:39	7:41	7:47	0:10	MA	Med Check	#	JPA-SR (N)	5300
18-758	7/21/18	3	9:37	9:38	9:41	9:58	0:21	MA	Chest Pain	#+	JPA-SR (N)	5334
18-759	7/21/18	3	11:02	11:04	11:08	11:16	0:14	MA	Vehicle vs. Building	#	JPA-SR (N)	5333
18-760	7/21/18	3	11:58	12:00	12:08	12:20	0:22	MA	Bicycle down	#	MW	21105
18-761	7/21/18	3	17:57	17:59	18:03	18:14	0:17	PSA	Steam Scare		JPA-SR (N)	5333
18-762	7/21/18	3	23:15	23:17	23:21	23:47	0:32	MA	ALOC	#+	MW	5886
18-763	7/22/18	3	7:00	7:02	7:05	7:24	0:24	MA	ALOC	#+	JPA-SR (N)	5338
18-764	7/22/18	3	13:12	13:14	13:16	13:50	0:38	MA	MVA	#	JPA-SR (O)	5336
18-765	7/22/18	3	13:13			13:13	0:00	MA	Assault	#	MW	5882
18-766	7/23/18	3	14:29	14:30	14:32	14:44	0:15	MA	Sick Person	#+	JPA-SR (N)	5333
18-767	7/24/18	3	16:15	16:15	16:19	16:40	0:25	MA	Sick Person	#+	JPA-SR (N)	5333
18-768	7/24/18	3	16:42	16:43	16:46	0:04	MA	Vehicle Accident/Cancelled	#	MW	5887	

CODE 2 = Standard Response
 CODE 3 = Emergency Response (lights, sirens)

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

May 2018 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
18-769	7/24/18	2	17:05	17:05	17:13	17:35	0:30	MA	Vehicle Accident	#	MW	5687
18-770	7/24/18	3	20:32	20:34	20:38	20:59	0:27	PSA	Smoke Scare	#	OUT (SR)	5336
18-771	7/25/18	3	12:30	12:31	12:34	13:01	0:31	MA	Headache	#+	JPA-SR (N)	5338
18-772	7/25/18	3	13:14	13:14	13:15	13:33	0:19	MA	Sick Person	#+	MW	5682
18-773	7/25/18	3	15:58	15:59	16:02	16:13	0:15	MA	Medical Check	#	JPA-SR (N)	5333
18-774	7/25/18	3	16:14	16:14	16:17	16:17	0:03	MA	Assault/Cancelled	#	MW	5682
18-775	7/26/18	3	7:38	7:40	7:43	7:48	0:10	PSA	Lift Assist	#	MW	5681
18-776	7/26/18	3	12:55			12:56	0:01	MA	Cancelled	#	MW	5683
18-777	7/27/18	3	3:38	3:41	3:44	4:00	0:22	MA	Abd Pain	#+	JPA-SR (N)	5333
18-778	7/27/18	3	5:14	5:16	5:20	5:23	0:09	PSA	Lift Assist	#	MW	5681
18-779	7/27/18	3	10:29			10:29	0:00	MA	Ran by E57	#+	JPA (MC)	1503
18-780	7/27/18	3	11:57	11:58	12:02	12:12	0:15	MA	Seizure	#+	JPA-SR (N)	5334
18-781	7/28/18	3	9:14	9:16	9:21	9:25	0:11	PSA	Water Problem	#	JPA-SR (N)	5333
18-782	7/28/18	3	10:06	10:10		10:22	0:16	FIRE	Vegetation Fire/Cancelled	#	OUT (MC)	2105
18-783	7/28/18	3	18:24	18:25	18:27	18:42	0:18	MA	Hip Injury	#+	MW	5685
18-784	7/29/18	3	0:35	0:37	0:41	0:58	0:23	MA	GI Bleed	#+	JPA-SR (N)	5333
18-785	7/29/18	3	8:23	8:24	8:28	8:43	0:20	MA	Near Syncope	#+	JPA-SR (N)	5338
18-786	7/30/18	2	4:05	4:07	4:09	6:45	2:40	COVER	Cover Novato		OUT (N)	21055
18-787	7/30/18	3	15:57	15:58	16:01	16:03	0:06	MA	Medical Alarm	#	JPA (MC)	1503
18-788	7/31/18	2	1:46	1:46	1:53	2:39	0:53	FA/NN	Fire Alarm		MW	5681

CODE 2 = Standard Response
 CODE 3 = Emergency Response (lights, sirens)

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