

**MARINWOOD FIRE COMMISSION
 AGENDA FOR FIRE COMMISSION MEETING
 TUESDAY DECEMBER 1, 2015
 7:30 PM – MARINWOOD COMMUNITY CENTER CLASSROOM**

#	Time	Item	Commission Action
1	7:30 PM	Agenda	
2	7:35 PM	Public Comment on Non-Agenda Items	
3	7:40 PM	Draft Minutes of October 2015 Fire Commission Meeting	Approve
4	7:50 PM	Activity Summary Report for November 2015	Review
5	8:05 PM	Response Report for November 2015	Review
6	8:20 PM	Fire Chief Report-Engine Update, Goals for 2016, Staffing	Review
7	8:35 PM	Commission Members and Commission Chair for 2016	Discuss
8	8:55 PM	Fire Department Website and External Communications	Discuss
9	9:15 PM	El Nino Update-Work Completed and planned	Discuss
10	9:20 PM	Adjourn	Review

NOTES TO COMMISSIONERS:

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

NEXT FIRE COMMISSION MEETING DATE TO BE DETERMINED

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

October 6, 2015 Fire Commission Meeting Minutes

DRAFT

Fire Commissioners:

Present: Jeff Naylor, Russ Albano, Ron Marinoff, Greg Stilson, Tom Elsbree, Jim Rey

Others in attendance:

Fire Chief Tom Roach, District Manager Eric Dreikosen, Board Members Bill Shea, and Tarey Read, Linda Barnello, Park and Rec Chair Izabela Perry, Firefighter Ryan Brackett, Firefighter Jeff Smith

1. Approval of Agenda-Call to order 730 pm. Commissioner Naylor asked if there were any additions or changes to the agenda. Ron Marinoff wanted to say he approved of the new and improved agenda.
 - M/S Elsbree/Marinoff to approve submitted agenda.
2. Public Comment on Non agenda items.
 - Linda Barnello had a question on what "employee Group" meant. Chief explained that he uses that term to describe the Union.
 - Eric Dreikosen thanked the firefighters who cleared the downed oak tree on the Queenstone Fire Road
 - Commissioner Marinoff commented on an IJ article that said the Cal Fire Fire Prevention fee had 43 million in unspent dollars. Chief will approach MCFD Chief to see if local agencies can access the money.
3. Approval of September Minutes
 - M/S Marinoof/Albano to approve of September Minutes. Commissioner Naylor had one correction to the spelling of Stephen Nestel's name. All in favor with correction.
4. September Activity Schedule and Response Report.
 - The September Activity Schedule was reviewed. Chief pointed out the new call report. The month of September was reported as well as the year to date and the previous year to date.
 - The response report was reviewed. Commissioner Marinoff had a question on the balloon in the tree response. Chief explained that it was a silver balloon and someone was worried it was a fire hazard. Commissioner Naylor had a question on the big rig that overturned on Lucas Valley Road spilling paint. Chief explained the details of the call and that the environmental damage from the spilled paint was very limited.
5. Chief Report
 - Chief updated the Commission on new fire engine warning signs near the firehouse. He had spoken to DPW Roads division and was working on having someone out to review the area and see if new signs were warranted.
 - Chief gave an update on the new engine. It should be completed by November 9th with the final inspection taking place by Marinwood personnel that week.
 - Chief gave an update on winter weather preparation that is being done by the parks department and the fire department.
 - Chief gave an update on the new hire process. 5 Paramedic candidates from San Rafael's list will be interviewed on October 14.
 - Chief mentioned that the department will need to have promotional exams in the near future for Engineer and Captain.
 - Commissioner Marinoff led the discussion on vegetation management on private lands, particularly Daphane Property.

- Chief mentioned the updating of the Community Wildfire Protection Plan going on County Wide. There are public meetings taking place the week of October 12. A flier was distributed in the packet.
 - The Marin County Open Space Biodiversity Plan update was discussed. Chief explained that the Marin County Fire Chief's have had input into the plan expressing the need for the Open Space to improve vegetation management.
 - Commissioner Naylor led the discussion on the need for updating the Marinwood FD website or possibly include it on the Marinwood CSD website. He also suggested other social media outlets be explored to help disseminate information to the public such as NextDoor or Twitter.
6. Future Agenda Items
- Chief said he would have a report on vegetation management on Daphane Property at the next meeting.
7. Adjourn

Chief Tom Roach

November 24, 2015

To: Marinwood Board of Directors
From: Chief Tom Roach
Re: Activity Summary for November 2015

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 Jeff Smith

“C” shift- Captain White, Engineer Correa, Temporary Firefighter Alex Wilhelm
Relief Firefighter-Sean Day (In the academy until December 18.)

Two firefighter’s off on industrial disability leave. Alex is up on hours on November 26. Neither he nor Brad Davenport can work any more hours in calendar year 2015. There are no other volunteers available to work as a temporary hire. I may bring one or both of them back to help staffing on January 1, 2016.

VOLUNTEER STAFFING

21 Current Volunteers including:

One Volunteer Battalion Chief

2 Volunteer Firefighter/AO’s

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

13 Volunteer Firefighter qualified as a “non responder”

EMERGENCY CALLS

Below are emergency calls through November 25, 2015. The department ran 62 emergency responses in November, mostly medical aides but the department did respond to one natural gas leak east of Highway 101 in Contempo Marin.

	November 2015 Response Report-through 11/25						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	6	4	6	0	0	na	16
CSA 13	1	2	0	0	0	na	3
New JPA (east of 101)	22	4	2	0	1	na	29
Old JPA (mont marin)	5	1	0	0	0	na	6
SR Mutual Aid	1	1	1	0	0	0	3
MC JPA	0	1	0	0	0	na	1
Novato Matrix	0	1	0	0	0	3	4
Others (list)	0	0	0	0	0	0	0
Total number	35	14	9	0	1	3	62

	Through November 2015 Response Report						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	164	58	38	9	1	na	270
CSA 13	46	23	6	0	0	na	75
New JPA (east of 101)	301	56	47	10	2	na	416
Old JPA (mont marin)	46	24	4	1	0	na	75
SR Mutual Aid	32	7	13	7	1	7	67
MC JPA	31	10	6	1	0	na	48
Novato Matrix	5	4	3	11	1	41	65
Others (list)	0	0	0	0	0	0	0
Total number	625	182	117	39	5	48	1016

	Through November 2014 Response Report						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	175	49	40	8	0	na	272
CSA 13	63	14	7	1	0	na	85
New JPA (east of 101)	248	48	47	8	0	na	351
Old JPA (mont marin)	48	20	9	5	0	na	82
SR Mutual Aid	29	3	12	20	0	11	75
MC JPA	20	3	0	0	0	na	23
Novato Matrix	5	3	5	18	3	41	75
Other	0	0	0	0	0	0	0
Total number	588	140	120	60	3	52	963

**Note-The renegotiated JPA which had Marinwood responding East of Highway 101 again was signed in April of 2014 with responses starting there May 1, 2014.*

COMMUNITY SERVICE/PREVENTION/ASSOCIATION MEETINGS

- I completed four final inspections of new solar systems in Marinwood.
- There was no fire commission meeting in November but Commission packets were sent out with information.
- I completed one vegetation management and one home inspections in Marinwood during November..
- I met with the Casa Marinwood Homeowners Association Board to review status of the creek near Casa Marinwood and Roundtree in preparation for El Nino rains.
- I met with a Christie Neil to discuss a vegetation management SRA Grant for the Blackstone Lane Project.
- The Marinwood CERT Group lead by the Lions Club held a meeting at the Firehouse in November. I had a follow up meeting with Elaine Biagini who is chairing the CERT Committee.
- The On duty engine company taught a first aid refresher to the Dixie School teachers.
- The on duty engine company attended a birthday party in the community to show the children the engine.
- The type 3 engine along with two volunteers attended the harvest festival at the Marin YMCA during November.

- Timothy Murphy School High School students came for a tour of the firehouse and a talk on what it takes to become a firefighter during November.
- Cub Scout Troop 28 came for a tour of the firehouse during November.
- The Rob Paoli Memorial Basketball tournament was held during November. Both on and off duty personnel attended to show support.
- The Marin County Fire Chief's Association annual planning meeting for 2016 was held in November at Big Rock Ranch.
- A lunch meeting was held with Chief Chris Gray, Chief Bob Sinnott, and myself to discuss ways we could continue to collaborate in 2016.

TRAINING

- Six minutes of Safety training was reviewed daily by on duty staff.
- Department Personnel continued with the Target Safety Training Program during November.
- All three shifts participated in a multi company drill/training through the Central Marin Training Consortium in November. And Marinwood Captains were given the assignment to teach Commercial Fire Attack in January for CMTC.
- Three volunteer drills were held in November. Fire Attack, EMS, and a joint county wide volunteer drill held at Mill Valley one Wednesday evening were the topics.
- Sean Day began the joint new hire academy in November.
- The on duty engine company assisted with hose lay training for the new hire academy in November.

MAINTENANCE

- All 4 department vehicles underwent a comprehensive monthly check during November.
- All gas-powered equipment was checked weekly during the months.
- All vehicle batteries were serviced and charged on a weekly basis during the months.
- The bumper repair for Engine 58 was being fabricated at Burtons Fire in Oakdale and will be replaced in December or January. Insurance is paying for the repair and will be billing the at fault driver.
- The gas powered vehicles the District own all have to be smog checked. Two were smogged in October, one in November.

November 25, 2015

To: Marinwood Fire Commission
From: Chief Roach

Re: New Engine Update, Staffing, Goals for 2016, Commission Members and Chairperson, Fire Department Website and external communications, El Nino

New Engine Update

Fire Department Personnel are going back to the KME plant on January 5-8 for the final inspection of the new engine. Captain Heine, Engineer Cesar Correa, and Engineer John Papanikolaou are the three department members going. Depending on the outcome of the inspection depends on when the engine will leave for California. Hopefully if the engine is built as designed the engine will leave for California early the following week. It is expected to take 6-8 days for the engine to travel to Ontario California where the final details will be done to the engine. This has the engine arriving in southern California around January 18. Hopefully the engine will be prepared for Marinwood personnel to drive the engine north by the end of the week. That has the engine arriving in Marinwood around January 23 or 24. Again these dates can change depending on if additional work needs to be done after the inspection in Pennsylvania or in Ontario.

Staffing

The department staffing level has definitely been short during the end of 2015. Ross's departure along with two industrial disability injuries, combined with the temporary hires running out of hours and Sean Day attending the new hire academy all contributed. With that being said, department personnel have all helped by picking up open shifts to fill the void. The shortage will be helped by Sean Day completing the academy in mid-December and going on shift. Also, beginning January 1 the temporary hires can be utilized again for up to 1000 hours. Also, one of the industrial disability injuries will return by mid to late January hopefully as opposed to the nine months previously thought, although the rehabilitation time could vary, time will tell.

Goals for 2016

- *A partial list of some Department Goals for 2016-
- *A Captains Test and Assessment Center
- *An Engineer Test and Assessment Center
- *AFG Grant for new SCBA compliment
- *SAFER Grant for staffing of the Relief Firefighter Position
- *Balanced Fire Department budget for 2015/16
- *Replace half of the SCBA Compliment with new SCOTT SCBA's
- *Vegetation Management SRA Grant for Blackstone Project
- *Community Project Grant through Marin County Supervisors for Lions Club Disaster Preparedness Grant
- *Implement the Paramedic ALS Engine Company
- *Additional Paramedic hire
- *EMT Recertification for all paid personnel
- *Continue to develop volunteer program

***Place new engine in service**

***Again this is not all inclusive and if there are additional goals the Commission would like to see the department accomplish please let me know. Or if there are some goals the Commission would like to accomplish lets discuss in January.**

Commission Membership and Chairperson

The Commission make up at this point is as follows, that's not to say there may be additional applications and the Board will have to decide membership-

Commissioner Jeff Naylor-moving to the Board, causes vacancy

Commissioner Russ Albano

Commissioner Tom Elsbree

Commissioner Jim Rey-term expires in January, he reapplied for two year membership

CSA 13 Commissioner Ron Marinoff

CSA 13 Commission Alternate Greg Stilson

Dan Curran applied for membership and could be appointed to replace Commissioner Naylor

Marinwood Commission Alternate-vacant, no application.

Also, a Commission Chair for 2016 will need to be named to replace Jeff.

Fire Department Website and External Communications

This was a topic for discussion in previous commission meetings. The Chief is looking for ideas on disseminating information to the public and ways to maintain or improve the fire department website. Currently one of the best ways to get information out is through next door or through the CSD Facebook page. Another possibility is to use a twitter account.

El Nino and Winter Preparation

North Bay Conservation Corps is going to do some clearing of the valleystone creek as it flows into the underground waterway. Treemasters is going to do some clearing of the creek area along Roundtree and Casa Marinwood. Still waiting to hear on DPW clearing the sediment under the Las Gallinas Bridge Area.

November 2015 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
15-1044	11/2/15	3	3:35	3:37	3:42	3:47	0:12	MA	Suicide	#+	JPA-SR (N)	5334
15-1045	11/3/15	2	8:29	8:30	8:36	8:42	0:13	PSA	Furnace Problem		MW	5880
15-1046	11/3/15	3	11:30	11:31	11:36	11:47	0:17	MA	Seizures	#	OUT (SR)	5771
15-1047	11/3/15	3	15:50	15:51	15:53	16:20	0:30	MA	ALOC	#+	JPA-SR (O)	5337
15-1048	11/3/15	3	16:26	16:28		16:28	0:02	FANN	Fire Alarm		MW	5880
15-1049	11/4/15	2	14:12	14:12	14:18	14:52	0:40	COVER	Cover for Structure Fire		OUT (N)	21105
15-1050	11/5/15	3	12:59	13:02		13:10	0:11	FANN	Smoke Check / Cancelled		MW	21105
15-1051	11/5/15	3	15:01	15:02	15:06	15:29	0:28	MA	Fall / Hip fx	#+	JPA-SR (N)	5300
15-1052	11/6/15	3	14:21	14:22	14:24	14:38	0:17	MA	Sick Person	#+	MW	5884
15-1053	11/6/15	2	14:44	14:45	14:50	15:07	0:23	MA	Sick Person	#+	CSA 13	5889
15-1054	11/6/15	2	21:45	21:46	21:52	22:00	0:15	PSA	Smoke Detector Replacement		JPA-SR (N)	5333
15-1055	11/7/15	3	12:51	12:52	12:56	13:12	0:21	MA	Tachycardia	#&	JPA-SR (N)	5334
15-1056	11/8/15	3	3:29	3:31	3:35	3:41	0:12	FANN	Fire Alarm		MW	5880
15-1057	11/8/15	3	6:33	6:35	6:39	7:00	0:27	MA	Shortness of Breath	#+	JPA-SR (N)	5333
15-1058	11/8/15	3	9:08	9:09	9:13	9:17	0:09	FANN	Fire Alarm		MW	5880
15-1059	11/8/15	3	14:22	14:23	14:26	14:43	0:21	MA	Fire Alarm	#+	JPA-SR (N)	5331
15-1060	11/8/15	3	17:48	17:48	17:55	18:04	0:16	MA	Syncopal Episode	#+	JPA-SR (N)	5334
15-1061	11/9/15	3	5:07	5:09	5:13	5:22	0:15	PSA	Bleeding Rectum	#&	JPA-SR (N)	5333
15-1062	11/9/15	3	20:32	20:32	20:37	20:49	0:17	MA	Lift Assist	#	JPA-SR (N)	5338
15-1063	11/10/15	3	7:34	7:36		7:43	0:09	FANN	Sick Person	#	JPA-SR (O)	5336
15-1064	11/10/15	3	8:57	8:58	9:03	9:11	0:14	MA	MVA-UTL	#	JPA-SR (N)	5338
15-1065	11/10/15	2	9:34			9:35	0:01	PSA	Sick Person		OUT (N)	NOV
15-1066	11/10/15	2	10:32	10:33	10:38	10:47	0:15	MA	Elevato Problem	#+	JPA-SR (N)	5333
15-1067	11/11/15	2	1:52	1:54	1:57	2:26	0:34	MA	Fall w/head injury	#+	MW	5883
15-1068	11/11/15	2	9:16	9:17	9:22	9:29	0:13	MA	Fall w/facial injury	#	JPA-SR (N)	5333
15-1069	11/11/15	2	11:05	11:08	11:17	12:12	1:07	COVER	Cover for Structure Fire		OUT (N)	21105
15-1070	11/11/15	2	22:30	22:32	22:37	22:49	0:19	PSA	Lift Assist		JPA (MC)	1503
15-1071	11/12/15	3	14:22	14:24	14:29	14:40	0:18	MA	Fall		JPA-SR (N)	5333
15-1072	11/12/15	3	19:29	19:32	19:36	19:50	0:21	MA	Sick Person	#+	JPA-SR (N)	5333
15-1073	11/13/15	2	6:01	6:04	6:07	6:13	0:12	PSA	Lift Assist		JPA-SR (O)	5337
15-1074	11/13/15	3	10:17	10:18	10:22	10:23	0:06	FANN	Fire Alarm		JPA-SR (N)	5300
15-1075	11/13/15	3	11:13	11:17	11:20	11:30	0:17	MA	Detoxification symptoms	#+	JPA-SR (N)	5338
15-1076	11/13/15	2	12:47	12:48	12:51	13:04	0:17	PSA	Vehicle Lockout		CSA 13	5886
15-1077	11/13/15	3	14:01	14:02	14:04	14:27	0:26	MA	Abdominal pain	#+	JPA-SR (N)	5330
15-1078	11/13/15	2	15:33	15:34	15:37	15:53	0:20	PSA	Odor investigation		MW	5885
15-1079	11/13/15	3	19:35	19:36	19:39	19:59	0:24	MA	Syncopal Episode	#+	JPA-SR (N)	5333
15-1080	11/14/15	2	16:38	16:39	16:44	16:47	0:09	PSA	Arching power lines		MW	5886
15-1081	11/14/15	3	22:44	22:46	22:50	22:51	0:07	FANN	Fire Alarm		MW	5881
15-1082	11/15/15	3	2:52	2:53	2:55	3:07	0:15	MA	Abdominal pain	#+	MW	5882
15-1083	11/16/15	3	6:10	6:11	6:16	6:30	0:20	MA	Abdominal Pain	#+	JPA-SR (N)	5333

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

November 2015 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
15-1084	11/16/15	2	7:34	7:35	7:42	7:58	0:24	PSA	Smoke detector problem	#+	JPA-SR (N)	5334
15-1085	11/16/15	3	14:43	14:44	14:46	15:00	0:17	MA	Fall w/head injury	#+	MW	5884
15-1086	11/17/15	3	2:51	2:53	2:57	3:13	0:22	MA	Abdominal pain	#+	JPA-SR (N)	5333
15-1087	11/17/15	3	8:17	8:19	8:25	8:50	0:33	MA	Fall	#R	JPA-SR (N)	5334
15-1088	11/17/15	3	9:25	9:26	9:31	9:31	0:06	FANN	Alarm / Cancelled		JPA-SR (N)	5333
15-1089	11/17/15	3	11:05	11:06	11:10	12:04	0:59	MA	ALOC	#+	JPA-SR (N)	5333
15-1090	11/17/15	3	13:59	14:01		14:01	0:02	FANN	MVA / Cancelled		MW	5882
15-1091	11/17/15	3	21:44	21:46	21:48	22:25	0:41	MA	Difficulty Breathing	#R	JPA-SR (N)	5330
15-1092	11/18/15	3	12:32	12:32	12:35	12:59	0:27	PSA	Odor Investigation		CSA 13	5888
15-1093	11/19/15	2	7:44	7:47	7:55	8:03	0:19	PSA	Lift Assist	#R	JPA-SR (N)	5334
15-1094	11/19/15	3	9:00	9:00		9:04	0:04	PSA	Residential Lockout / Cancelled		OUT (SR)	5666
15-1095	11/19/15	3	21:15	21:16	21:20	21:33	0:18	MA	ALOC	#+	JPA-SR (N)	5333
15-1096	11/20/15	3	1:33	1:35	1:38	1:52	0:19	MA	Shoulder Fx	#+	JPA-SR (O)	5337
15-1097	11/20/15	3	3:13	3:15	3:17	3:27	0:14	PSA	Lift Assist	#R	MW	5884
15-1098	11/20/15	3	12:32	12:34	12:40	14:18	1:46	HAZMAT	Natural Gas Leak		JPA-SR (N)	5334
15-1099	11/20/15	3	18:34	18:35	18:36	18:57	0:23	MA	Diabetic reaction	#+	MW	5883
15-1100	11/21/15	3	17:16	17:19		17:24	0:08	FANN	Reported Veg Fire--UTL		OUT (SR)	
15-1101	11/21/15	2	20:30	20:31	20:37	20:43	0:13	MA	Fall	#	JPA-SR (N)	5333
15-1102	11/22/15	3	16:15	16:16	16:18	16:30	0:15	MA	Assault	#	MW	5884
15-1103	11/22/15	3	18:16	18:17	18:21	18:38	0:22	MA	Diabetic Problem	#	JPA-SR (O)	5333
15-1104	11/22/15		22:45				####	MA			JPA-SR (O)	
15-1105	11/23/15	2	10:14	10:16		10:19	0:05	COVER	Cover / Cancelled		OUT (N)	21055

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

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