

**MARINWOOD FIRE COMMISSION  
 AGENDA FOR FIRE COMMISSION MEETING  
 TUESDAY DECEMBER 5, 2017  
 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 November 2017 Fire Commission Meeting*	Approve
4	7:15 PM	Activity Summary Report for November 2017 Response Report for November 2017	Review
5	7:30 PM	Succession Planning for the implementation of Paramedic Positions-New Hire	Discuss
6	7:35 PM	Fire Chief Report, Captain's Test	Discuss
7	7:45 PM	Vegetation Management	Discuss
8	7:50 PM	Kitchen Remodel	Discuss
9	8:00 PM	Succession Planning for the Marinwood Fire Department	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](mailto: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

November 7, 2017 Fire Commission Meeting Minutes

**DRAFT**

Commissioners:

Present: Dan Curran, Russ Albano, Greg Stilson

Others in attendance:

Fire Chief Tom Roach, District Manager Eric Dreikosen, Linda Barnello, Bob Briare, Capt. Brackett, Engineer Correa, FF Sean Day, FF Otis Smith

1. Approval of Agenda-Call to order 7:28 pm.
  - **M/S Curran/Stilson to approve agenda as presented. All in favor.**
2. Public Comments on Non Agenda Items
  - **None**
3. Draft Minutes for the September Commission Meeting
  - **M/S Stilson/Curran to approve the September Minutes. All in favor.**
4. Activity Summary and Response Report for October 2017.
  - The Activity Summary for October was reviewed. Chief commented that the Building Maintenance section had been added to the report at the Boards request. Commissioner Albano commented that it would be good to get more information on what the fire department does besides just responding to emergencies.
  - The Response Report for October 2017 was reviewed. Chief commented the department responded to 124 emergency incidents during the month. It was a very busy month too due to the fire siege in Sonoma and Napa. There were multiple times during the month Marinwood had two engines staffed.
5. Succession Planning for the Implementation of Paramedics and Hiring Options
  - Chief commented the Temporary Firefighter David Purcell was just about out of hours for the remainder of the fiscal year. His hours will reset next July 1. Chief also commented that he had hired William Kelly as a new firefighter. William has experience with County Fire as a seasonal, has worked as a paramedic in SF on AMR and the Sinson Beach Paramedic ambulance and is a volunteer FF with Stinson Beach. He begins at Marinwood December 4, 2017 and will go through the new hire academy beginning January 2. He will be on shift as the firefighter in late February. Chief also commented that Captain Heine's workers compensation claim has to come to a conclusion so no replacement for him has been hired.
6. Chief Report
  - Chief gave an update on the CERT Drill that occurred on November 4, 2017.
  - Chief explained that Engine 58 still needed to be registered with DMV and that there was a \$5300 DMV Use Fee that needed to be paid. **M/S Stilson/Albano That the DMV Use fee be paid and the engine be registered as soon as possible and that the money be allocated from Vehicle Maintenance. All in favor.**
7. North Bay Fires and Vegetation Management
  - Chief explained that since the North Bay Fires he has taken a number of calls from residents concerned about clearing vegetation on open space near their homes. Many were under the assumption that it was the CSD's obligation. Chief explained that the District policy is to allow residents to go on to the CSD Open Space to clear brush

themselves or hire someone to do it. Chief said he is available to meet with homeowners to offer suggestions on work to perform. Chief also explained that there is a \$10,000 a year budget item for vegetation management projects but that typically only funds two projects that affects approximately half mile of interface land. Chief said moving forward in budget cycles the District may want to increase that budget category as there is need for probably 30 projects a year. Commissioner Stilson expressed concern that this is a fire department or District concern and we perform the work does the District then incur some liability.

**8. Kitchen Remodel**

- Chief gave a review of what has occurred up to now with the kitchen remodel and the various bids and a meeting that had been held with the low bid contractor about possible ways to reduce expense. No of the ideas were good. Chief recommends putting the utility pick up truck on hold and re allocating some of those funds to fill the gap between the \$67,000 the Board has previously approved and the \$87,000 bid from CWS Construction. M/S Albano/Curran to recommend to the Board that they approve the CWS Construction bid of \$87,000 and that the additional money required be reallocated from the Utility Pick up truck line item and that the pick up truck purchase be deferred for a year and that the Board authorize the Chief to enter into a contract with CWS Construction for the kitchen remodel. All in favor.

**9. Succession Planning for the Marinwood Fire Department**

- There was very little discussion about the succession planning committees meeting because everyone at the Commission meeting attended the Succession Planning Meeting prior to the Commission meeting.

Respectfully submitted,

Chief Tom Roach

November 30, 2017

To: Marinwood Fire Commission  
From: Chief Tom Roach  
Re: Activity Summary for November 2017

### **FULL TIME PAID STAFFING**

Ten (10) full time paid personnel including:

Fire Chief Tom Roach

“A” shift- Captain Brandon Selvitella, Engineer Jeff Smith, Firefighter Dan Rotwein

“B” shift- Captain Ryan Brackett, Engineer Cesar Correa, Firefighter Brian Smith

“C” shift- *Captain Steve Heine*, Acting Captain/Engineer John Papanikolaou, Acting Engineer/Firefighter Sean Day, Firefighter Shift Open

Relief Firefighter Position-Vacant

*One Fire Captain off on industrial disability leave. David Purcell is up on his temporary hours. William Kelly has been hired and will begin some in house training beginning December 4 and will start the new hire academy on January 2, 2018. He will be back on shift hopefully by March 1.*

### **VOLUNTEER STAFFING**

20 Current Volunteers including:

One Volunteer Battalion Chief

1 Volunteer Firefighter/AO's

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

13 Volunteer Firefighter qualified as a “non responder”

### **EMERGENCY CALLS**

In November 2017 the department responded to 89 emergency calls that were mostly medical in nature. The department did respond to one vehicle fire in the Rotary Valley Senior Village parking lot.

#### **November 2017 Response Report through 11/28**

	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	19	4	1	0	0	na	24
CSA 13	3	2	1	0	0	na	6
New JPA (east of 101)	37	0	3	0	0	na	40
Old JPA (mont marin)	3	3	0	0	0	na	6
SR Mutual Aid	0	0	1	0	0	1	2
MC JPA	4	3	1	1	0	na	9
Novato Matrix	1	0	1	0	0	0	2
Total number	67	12	8	1	0	1	89

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

- I completed two final inspection of a new solar systems in Marinwood during November.
- One final residential sprinkler inspection was completed in Marinwood in November.
- One Board Meeting was held in November.

- I continued working with the Lions Club and the CERT Steering Committee on CERT related issues in November. One CERT Steering committee meetings were held in November. A coordinated drill between LVHA, Month Marin, and Marinwood Cert groups in November.
- I attended the MERA Governing Board and Executive Board meetings in November.
- A Get Ready Class was held in November, about 40 people attended.
- One birthday tour was done at the firehouse during November.
- I did vegetation management inspections for homeowners on Creekside Drive and Peachstone during November.
- One raffle winner received rides to and from their schools with the fire department during November.
- The SRFD did a preschool tour at the Marinwood Fire Station during November.
- The on duty engine company gave a safety talk and a tour to a Boy Scout troop at the firehouse during November.
- Cameron Case, Dave Myles, and I put up and took down the CERT Signs for CERT Week in Marinwood.
- Multiple ESS group meetings were held during November.

### **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 went through two multi company drills in November through CMTC.
- Four Volunteer drills were held in November.
- Dan Rotwein continues to work on his Probationary Training.
- Dan Rotwein and David Purcell are working on their in house engineer certification.

### **MAINTENANCE**

- All 4 department vehicles underwent a comprehensive monthly check during November.
- 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 Tam Fire Crew completed a Vegetation Management project along Queenstone Fire Road during October and November. They will be doing pile burning during December

### **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.

November 30, 2017

To: Marinwood Fire Commission  
From: Chief Roach

Re: Succession Planning for Paramedics and Captain's Promotional Process, CERT Update, Vegetation Management, Kitchen Remodel, Succession Planning for the Marinwood FD

### **Succession Planning for implementation of Paramedic Positions**

I have offered a job to William Kelly to replace Joel White's vacancy. William is a paramedic for the Stinson Beach Seasonal Ambulance, works for AMR in San Francisco, and has been a long time volunteer Firefighter with Stinson Beach and a long time Seasonal Firefighter with MCFD. William is married and has young twins and lives in Stinson Beach. William is beginning his training on Monday December 4 at the Marinwood Fire Station for three weeks then he will begin the new hire academy. The new hire academy begins January 2. The department will have three paramedics, one on each shift when William completes the academy.

Additionally, the department is holding another Captain's promotional process at the end of this year and early next year to fill in for Captain Heine's absence. There is one opening and one qualified certified applicant, Otis Smith. The written test is November 20.

Captain Heine remains out injured and his vacancy (the Relief Firefighter position) remains unfilled. Temporary Firefighter David Purcell is out of hours. Currently there is not someone ready from the volunteer ranks to fill in as a temporary firefighter.

### **Cert**

The CERT Teams from Mont Marin, LVHA, and Marinwood held a joint drill on November 4 with over 50 participants. Radio communications were the focus of the drill. The Marinwood FD also participated.

### **Vegetation Management Projects and Wildland Season**

The Marin County FD Fuels Crew completed a vegetation management project along Queenstone fire road in preparation for the regrading of the road which will hopefully happen in December along with the pile burning. Luckily some rain has helped ease the threat of wildland fires-at least until next season.

### **Kitchen Remodel**

I have secured the permits from the Marin County Community Development. It wasn't a simple process, but a plan checker named Nicole was tremendously helpful in getting this done. At the November Board Meeting the Board approved only up to \$77,000 for the kitchen remodel. Eric contacted CWS Construction to see if any reductions could be made in his \$87,000 bid. He basically said no and has walked away from the project, so the District is back to square one. I believe the plan is to make some adjustments to the RFB and send it out for more sealed bids. This was the third contractor to walk away from the project.

**Succession Planning for the Marinwood Fire Department**

The Succession Planning Committee continues to gather internal information and statistics. No contact has been made with any outside agency to see if there are any scenarios for management oversight or some sort of merger.



November 2017 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
17-1112	11/11/17	3	7:42	7:44	7:50	8:07	0:25	MA	Vehicle Accident	#+	JPA-SR (N)	5330
17-1113	11/11/17	3	9:30	9:32	9:35	9:43	0:13	MA	Fall	#+	JPA-SR (N)	5338
17-1114	11/11/17	3	12:25	12:26	12:28	12:32	0:07	MA	Medical Alarm	#	MW	5881
17-1115	11/11/17	3	13:32	13:33	13:37	13:49	0:17	MA	ALOC	#+	JPA-SR (N)	5333
17-1116	11/11/17	3	15:06	15:07	15:10	15:28	0:22	MA	Fall	#+	JPA-SR (N)	5338
17-1117	11/11/17	3	15:28	15:28	15:32	15:40	0:12	MA	Chest Pain	#+	JPA-SR (N)	5300
17-1118	11/11/17	3	16:00	16:01	16:05	16:18	0:18	MA	Difficulty Breathing	#+	JPA-SR (N)	5338
17-1119	11/11/17	3	23:42	23:44	23:48	0:00	0:18	MA	Catheter Issue	#+	JPA-SR (N)	5338
17-1120	11/21/17	3	5:36	5:38	5:41	5:47	0:11	MA	Med Check	#	JPA-SR (N)	5331
17-1121	11/21/17	3	8:42	8:44	8:48	9:01	0:19	MA	Dizziness	#+	JPA-SR (N)	5333
17-1122	11/21/17	3	10:03	10:05	10:08	10:19	0:16	MA	Stroke	#+	JPA-SR (N)	5338
17-1123	11/21/17	3	10:59	10:59		11:00	0:01	FAINN	Fire Alarm/Cancelled		OUT (SR)	5605
17-1124	11/21/17	3	11:49	11:50	11:54	12:09	0:20	MA	Seizure	#+	JPA-SR (N)	5338
17-1125	11/21/17	3	13:33	13:35	13:37	13:49	0:16	MA	Diabetic Issue	#	CSA 13	5888
17-1126	11/21/17	3	18:00	18:01	18:04	18:13	0:13	MA	Fall	#+	JPA-SR (N)	5333
17-1127	11/31/17	3	7:02	7:04	7:11	7:47	0:45	MA	Vehicle Accident	#+	MW	5887
17-1128	11/31/17	3	12:26	12:27	12:30	12:30	0:04	MA	Sick Person	#+	JPA-SR (N)	5334
17-1129	11/31/17	3	16:26	16:27	16:30	16:53	0:27	MA	ALOC	#+	MW	5881
17-1130	11/31/17	2	18:10	18:11	18:13	18:18	0:08	PSA	Lift Assist	#	JPA-SR (O)	5337
17-1131	11/41/17	2	10:26	10:27	10:29	10:41	0:15	MA	Traumatic Injury	#+	MW	5883
17-1132	11/41/17	3	12:34	12:35	12:39	12:53	0:19	MA	Sick Person	#+	JPA-SR (N)	5333
17-1133	11/41/17	3	16:10	16:13	16:20	16:33	0:23	FAINN	Commercial Fire Alarm		OUT (N)	21055
17-1134	11/41/17	2	18:54	18:54	18:56	19:03	0:09	PSA	CO Detector		MW	5881
17-1135	11/41/17	2	19:56	19:57	20:01	20:09	0:13	PSA	Lift Assist		CSA 13	5888
17-1136	11/41/17	2	20:17	20:17	20:20	20:26	0:09	PSA	Lift Assist		JPA-SR (O)	5337
17-1137	11/51/17	3	6:23	6:25	6:29	6:46	0:23	MA	Heart Problem	#+	JPA-SR (N)	5338
17-1138	11/51/17	3	14:13	14:14	14:19	14:33	0:20	MA	Back Pain	#+	JPA-SR (N)	5333
17-1139	11/51/17	3	14:43	14:44	14:48	15:03	0:20	MA	General Weakness	#+	JPA-SR (N)	5333
17-1140	11/61/17	3	20:39	20:39	20:43	20:50	0:11	MA	Abdominal Pain	#+	JPA-SR (N)	5333
17-1141	11/71/17	3	7:08	7:09	7:12	7:22	0:14	PSA	Lift Assist	#	MW	5880
17-1142	11/71/17	3	10:48	10:49	10:56	11:01	0:13	FAINN	Fire Alarm		OUT (SR)	21035
17-1143	11/71/17	3	13:09	13:10	13:12	13:18	0:09	FAINN	Fire Alarm		JPA-SR (N)	5331
17-1144	11/71/17	3	15:08	15:09	15:15	15:16	0:08	MA	Medical Alarm/Accidental	#	MW	5881
17-1145	11/71/17	3	15:25	15:25	15:38	15:30	0:05	MA	Good Intent	#	JPA-SR (N)	5333
17-1146	11/81/17	3	6:56	6:57	6:59	7:52	0:56	MA	Unresponsive	#+	JPA-SR (N)	5337
17-1147	11/81/17	3	18:44	18:45	18:49	19:16	0:32	MA	Shortness of Breath	#+	JPA-SR (N)	5330
17-1148	11/81/17	2	20:12	20:14	20:17	20:19	0:07	PSA	Tree Down		CSA 13	5888
17-1149	11/91/17	3	14:07	14:08	14:11	14:26	0:19	MA	Psych Issue	#+	JPA-SR (N)	5333
17-1150	11/91/17	3	19:45	19:46	19:49	20:16	0:31	MA	Abdominal Pain	#+	CSA 13	5888
17-1151	11/10/17	3	12:48	12:50	12:52	13:11	0:23	MA	Fall	#+	JPA-SR (O)	5331

CODE 2 = Standard Response

CODE 3 = Emergency Response (lights, sirens)

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

November 2017 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
17-1152	11/10/17	3	18:10	18:11	18:14	18:25	0:15	MA	Sick Person	#+	MW	5882
17-1153	11/11/17	3	12:19	12:21	12:23	12:32	0:13	PSA	Burned Food	#+	JPA-SR (O)	5331
17-1154	11/11/17	2	21:43	21:44	21:48	22:21	0:38	MA	Fall	#+	OUT (N)	21055
17-1155	11/11/17	3	23:57	23:59	0:00	0:16	0:19	MA	Chest Pain	#+	MW	5883
17-1156	11/12/17	3	7:57	7:58	8:00	8:23	0:26	MA	Shortness of Breath	#+	JPA (MC)	1503
17-1157	11/12/17	3	12:28	12:29	12:31	12:42	0:14	MA	ALOC	#	MW	5885
17-1158	11/12/17	3	17:37	17:38	17:44	18:21	0:44	MA	Hypothermia	#+	JPA-SR (N)	5334
17-1159	11/13/17	3	10:53	10:55	10:58	11:18	0:25	MA	High Blood Pressure	#+	JPA-SR (N)	5333
17-1160	11/13/17	3	18:47	18:48	18:53	19:06	0:19	MA	General Weakness	#+	JPA-SR (N)	5333
17-1161	11/13/17	3	23:36	23:38	23:42	23:58	0:22	MA	Abdominal Pain	#+	JPA-SR (N)	5338
17-1162	11/14/17	3	4:18	4:19		4:19	0:01	FAVNN	Fire Alarm/Cancelled	#	JPA-SR (N)	5334
17-1163	11/14/17	3	11:53	11:53	11:56	12:17	0:24	MA	Syncopal Episode	#	JPA-SR (N)	5333
17-1164	11/14/17	2	19:48	19:49	19:53	20:07	0:19	MA	General Weakness	#+	JPA-SR (N)	5333
17-1165	11/15/17	3	1:23	1:25	1:28	1:39	0:16	MA	Fall	#	JPA (MC)	1503
17-1166	11/15/17	3	10:09	10:10	10:12	10:29	0:20	MA	Possible Stroke	#+	MW	5884
17-1167	11/15/17	3	14:02	14:03	14:06	14:27	0:25	MA	Fall	#+	JPA (MC)	1503
17-1168	11/16/17	2	10:57	10:58	11:01	11:18	0:21	MA	Sick Person	#+	MW	5885
17-1169	11/16/17	3	14:08	14:10		14:11	0:03	FAVNN	Cancelled	#+	JPA (MC)	1501
17-1170	11/16/17	3	14:21	14:22	14:26	15:35	1:14	MA	Chest Pain	#+	CSA 13	5888
17-1171	11/17/17	3	5:15	5:17	5:23	5:49	0:34	MA	Vehicle Accident	#	JPA (MC)	21105
17-1172	11/17/17	2	13:27	13:28	13:30	13:32	0:05	FAVNN	Smoke Check	#	MW	5882
17-1173	11/17/17	2	22:02	22:03	22:09	22:25	0:23	PSA	Odor Investigation	#	JPA (MC)	1501
17-1174	11/19/17	2	5:26	5:28	5:30	5:44	0:18	MA	Sick Person	#	JPA-SR (N)	5337
17-1175	11/20/17	3	0:39	0:41	0:44	0:51	0:12	PSA	Lift Assist	#	JPA (MC)	1503
17-1176	11/20/17	3	3:34	3:36	3:42	3:49	0:15	MA	ALOC	#	JPA-SR (N)	5334
17-1177	11/20/17	2	18:54	18:55	19:02	19:30	0:36	PSA	Assist SO	#	JPA (MC)	1501
17-1178	11/20/17	2	19:31	19:31	19:38	19:53	0:22	MA	Sick Person	#+	JPA-SR (N)	5333
17-1179	11/21/17	2	15:38	15:39	15:46	15:51	0:13	MA	Cul Leg	#	JPA-SR (O)	5331
17-1180	11/22/17	2	3:00	3:02	3:05	3:26	0:26	MA	Heart Problem	#+	MW	5881
17-1181	11/23/17	2	9:23	9:24	9:24	9:25	0:02	COVER	Cancelled	#+	OUT (SR)	5700
17-1182	11/23/17	3	12:58	12:59	13:05	13:19	0:21	MA	ALOC	#+	MW	5887
17-1183	11/23/17	3	22:36	22:38	22:41	23:14	0:38	FIRE	MVA with Fire	#+	JPA (MC)	1501
17-1184	11/24/17	3	14:36	14:37	14:41	14:42	0:06	FAVNN	Fire Alarm	#	JPA-SR (N)	5334
17-1185	11/24/17	2	15:42	15:43		15:44	0:02	PSA	Lift Assist/Cancelled	#	MW	5884
17-1186	11/24/17	2	17:41	17:42	17:46	18:55	1:14	FAVNN	CO Alarm	#	CSA 13	5889
17-1187	11/24/17	3	21:30	21:30	21:35	21:44	0:14	MA	Vehicle Accident	#	MW	5887
17-1188	11/25/17	3	3:34	3:36	3:38	3:58	0:24	MA	Shortness of Breath	#	MW	5885
17-1189	11/25/17	3	11:29	11:29	11:38	12:35	1:06	MA	Cardiac Arrest	#	MW	5887
17-1190	11/26/17	3	7:47	7:50	7:52	7:58	0:11	PSA	Lift Assist	#	MW	5881
17-1191	11/26/17	3	12:30	12:32	12:37	12:57	0:27	MA	MVA	#	JPA-SR (N)	5333

CODE 2 = Standard Response

CODE 3 = Emergency Response (lights, sirens)

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

