

MARINWOOD COMMUNITY SERVICES DISTRICT
Emergency Services Succession Committee
Meeting Agenda

Tuesday January 2, 2018- 5:30PM

Marinwood Community Center, 775 Miller Creek Road, San Rafael, CA 94903

Item	Time	Description	Action
A.	5:30 PM	Call to Order	
B.	5:35 PM	Review Agenda	Adopt
C.	5:40 PM	Minutes of December 5, 2017 ESS Committee Meeting	Approve
D.	5:45 PM	Committee Membership Update	Appoint
E.	5:50 PM	Committee Reports	Discuss
		1. Financial Trends and Drivers	Discuss
		2. Operational Considerations	Discuss
		3. Template of Services/Costs	Discuss
		4. Administrative and Legal Planning	Discuss
F.	6:40 PM	Additional Items for Discussion and Evaluation	Discuss
G.	6:45 PM	Public Comment on Non-Agenda Items* <i>Speakers are asked to limit comments to three minutes. Speakers may comment only on non-agenda items within the subject matter of the Committee. The Committee may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from Committee members. The Chairperson(s) may refer the matter to a future meeting agenda.</i>	
H.	6:50 PM	Requests for Future Agenda Items	Discuss
I.	6:55 PM	Adjournment	

*Time for public comment will be provided at the end of each agenda item. The presiding chair may limit the time for individual comments.

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MARINWOOD COMMUNITY SERVICES DISTRICT
Emergency Services Succession Committee

Meeting Minutes

Tuesday December 5, 2017- 5:30PM

Marinwood Community Center, 775 Miller Creek Road, San Rafael, CA 94903

Committee Member Attendees: Leah Green, Eric Dreikosen, Tom Roach, Jeff Naylor, Dan Curran

Others: Sean Day, Brian Smith, John Papanikolaou, Bob Briare, Linda Barnello

Description
Meeting called to Order at 5:35PM
Review Agenda -Adopted as presented
Minutes of October 3, 2017 ESS Committee Meeting – M/s Green/Curran to approve minutes as presented. Motion carried unanimously.
Committee Membership Update -There have been no additions to the committee. Tom Roach has contacted one individual who had expressed interest but had no response. The Nextdoor announcements of meetings and notices requesting applicants have yielded no responses.
Committee Reports
<p>1. Financial Trends and Drivers- Eric presented work to date on the 10 year profit and loss statement which currently includes 4 past years of summarized data from audit statements and a more detailed picture of the 16-17 pre-audit statement and a forecast of the 17-18 statement. Work will continue to build the forecasts out through 22-23. Dan had numerous questions about the content including why Pensions and OPEB (Other Post-Employment Benefits) were placed between Revenue and Expense categories. Eric replied that it was to highlight them. They are amongst the most pressing financial concern for the District. Work will continue on the forecasts and possibly providing detail from past years subject to availability of information in old SAP accounting system. Jeff also published and spoke briefly about the details of Marinwood emergency service revenue sources.</p>
<p>2. Operational Considerations- Jeff presented information collected and options under consideration.</p> <ul style="list-style-type: none"> ○ Chart 1 illustrated the 2015-2016 calendar years response profile showing the majority of the calls are Medical Assists and Public Service Assists. ○ Chart 2 demonstrated that over half Marinwood’s responses are into San Rafael. ○ There was discussion of the subcommittee evaluations of required staff under some of the most serious situations and whether a fire engine was necessary for all calls. The consensus opinion was that savings from rolling a utility vehicle instead of the engine would be negligible and the risk of not having a completely outfitted engine on hand overruled that possibility in all but cases with limited accessibility. ○ Staff and Service Options were listed but not thoroughly explored. The proposal of outsourcing one position on a shift while listed was criticized as not likely or

easily administered. Outsourcing Emergency Services Department as a whole and a merger are opportunities that will be explored separately. Jeff fielded a question about the value of outsourcing and responded that from a financial perspective having a set hourly rate or contracted rate not including post-employment benefit burden could result in savings.

- Paramedic Service was briefly discussed from the perspective of collecting demographic data as well as response data. Jeff will work with the chief on this.
- The discussion of the value to Marinwood of the Shared Services agreement with San Rafael dissolved into a dispute about the reason why after over 2.5 years the community still has no paramedics serving as such. This service has been delayed during negotiations with the employee group.

- ❖ Although not mentioned at the time, the frequent comments about “insurance” and being in the best possible position to apply critical skills in a timely manner apply to this long overdue service.

3. Template of Services/Costs- No report- The Chief says he has enough information to initiate talks with the various local agencies and suggests that we reach out to them now for discussions after the holidays. Dreikosen asked if the Template of Services to be used for conversations could be shared with the Committee at the next meeting. Jeff will forward a list of considerations to Leah as an aid in these talks which could involve outsourcing and mergers.

4. Administrative and Legal Planning – No meeting yet but discussions have been held about an announcement for publication including a potential article in the Marin IJ Eric set up an ess@marinwood.org email for communication with committee.

Additional Items for Discussion and Evaluation- None

Public Comment on Non-Agenda Items –As the committee meeting extended into the Fire Commission meeting time, this agenda item was abandoned.

Requests for Future Agenda Items-

Dan wanted further discussion on Paramedic Service which had been a subject of negotiation with the labor group. He later retracted the request when Briare stated this is a topic for the negotiation room.

Meeting adjourned at 7:07PM

Reports/Status for future meetings to Eric by Wednesday before the meeting or no later than Thursday at noon to make it into the meeting packet.

Financial Trends and Drivers – Eric, [Jeff] and Greg

Evaluate Operational Considerations- Tom, [Jeff] and Greg

Define Template of services/costs to use in discussions with potential service providers- [Tom], Eric and Brandon
Discussions with other departments can include San Rafael, Novato and County Fire and could include mergers, outsourcing and leveraging shared services. – [Leah], Tom and Dan

Administrative and Legal Planning for alternative solutions- [Leah], Tom and Eric

MARINWOOD COMMUNITY SERVICES DISTRICT

POSITION DESCRIPTION FIRE CHIEF

DESCRIPTION

Under the general administrative direction of the District Manager, the Fire Chief administers all operations of the Marinwood Fire Department and is responsible for the planning, organizing, staffing, coordinating, directing, and budgeting of all functions, policies, and procedures of the Department; ensures protection of the lives and property of citizens from loss due to fire or related hazards; coordinates operations of the Department with other fire departments and other agencies.

DUTIES

Administrative:

- Attends meetings of the Marinwood Community Services District (CSD) Board of Directors and makes reports as needed or directed.
- Attends meetings of the Marinwood Fire Commission and makes reports as needed or directed.
- Determines work schedules and makes work assignments as required to ensure adequate staffing levels.
- Prepares narrative and statistical reports.
- Responds to correspondence.
- Prepares and administers the Fire Department budget in conjunction with the District Manager.
- Recommends and enforces Department policies and procedures, ordinances, and regulations.
- Has sufficient knowledge of the Insurance Services Office rating schedule to achieve the best possible rating with the available resources.
- Directs the establishment and maintenance of records necessary to meet both legal requirements and standards as adopted by the District.
- Sends NFIRS reports to State Fire Marshal's Office as required
- Directs Billing for emergency incidents to appropriate agency
- Develops Department budget in collaboration with staff and District Manager
- Reviews budget performance monthly and reports to Commission
- Oversees purchasing of supplies and equipment and approves all expenditures
- Reviews and approves all invoices and allocates them to the appropriate general ledger accounts

Professional:

- Plans, organizes, and direct the activities of the Department and the professional staff and volunteers engaged in fire suppression, fire prevention, medical aid, rescue, hazardous material mitigation and disaster planning as well as general administration.
- Responds to emergency incidents and assumes the role of incident commander as needed and/or supports the incident commander as warranted.
- Ensures personnel safety.
- Responsible for investigation and determination of fire causes and origin.
- Directs the Department's training, fire prevention, and maintenance programs.
- Applies risk management programs including fire protection standards and applicable laws.
- Plans and supervises the requisition, maintenance, operation, and proper utilization of materials, supplies, and equipment.
- Sees that all applicable laws, ordinances, codes, rules and regulations pertaining to fire protection are enforced.
- Supervises and reviews all tentative plans for new developments for water supply mains, hydrants, sprinklers, and related items for compliance with applicable regulations.

- Coordinates Department activities with those of other public and private agencies and CSD departments.
- Inspects personnel, equipment, and quarters to ensure that District standards are attained.
- Reports and makes recommendations to the Fire Commission and Board of Directors for the purchase of new apparatus and other fire equipment; directs the preparation of specifications for new equipment.
- Formulates Department goals and objectives and develops plans for future operation and projected needs of the Department to measure progress toward their achievement.
- Develops and coordinates Department disaster planning with the County master plan.
- Attends meetings of the Marin County Fire Chiefs Association and other professional organizations and agencies as warranted.
- Conducts all plan review's of remodels and new construction
- Knows and understands building construction codes, Uniform Building Code, Uniform Fire Code, and International Wildland Urban Interface Code
- Leads CSD in process of new fire code adoption
- Responds to or has other appropriate personnel respond to reports of Hazardous conditions on private property

Personnel

- Promotes and directs employee development
- Evaluates personnel performance annually or as required.
- Responsible for hiring personnel.
- Responsible for supervising personnel.
- Responsible for disciplining personnel.
- Recommends terminations as warranted to Board of Directors.
- Responsible for administering the volunteer firefighter program.
- Directs the establishment of training programs for paid and volunteer personnel.
- Builds teams and creates an atmosphere conducive to effective team work.
- Manage and maintain eligibility list for new hires.
- Conducts promotional examination processes as needed.

Community:

- Promotes fire safety, life safety, and awareness to the community, local businesses, and schools;
- Meets with the public and deals with various officials and citizens in furthering the public relations work of the department.
- Represents the CSD and Fire Department in relationships with the public, community groups, professional organizations, other District departments, and outside agencies.
- Develops and coordinates Department's disaster planning with the County master plan.
- Oversees planning of community activities sponsored by the Fire Department and CSD.

EXPERIENCE AND EDUCATION AND REQUIREMENTS:

- Five years of professional firefighter experience, experience as shift officer or above.
- Associate's Degree in fire science.
- California Fire Officer Certification , or ability to obtain within 12 months
- Firefighter I Certification
- Emergency Medical Technician I Certification.
- Class "C" driver's license.
- Hazardous Material Operations Certification.
- ICS-300.
- Able to pass DMV check and background check.
- Live within a thirty-mile radius of the District within six months of hire.

Highly Desirable:

- Bachelor's Degree or equivalent in fire science, public administration, management, or related field.
- California Fire Chiefs Certification.
- Strike Team Leader Certification.
- Division/Group Supervisor.
- Hazardous Materials Incident Commander.
- ICS-400.

KNOWLEDGE

- Fire Department administration, operation, and organization.
- Laws, ordinances and codes affecting the work of a fire department.
- Current principles and practices of fire and life safety, fire suppression, and fire prevention.
- Fiscal and budgetary practices.
- Operation and maintenance of fire apparatus and equipment.
- Principles and practices of management and training of fire personnel.
- Pre-hospital emergency medical care.
- Methods of firefighting, fire inspections, and fire prevention.
- Geography, type of building construction, major fire hazards, water supply, fire and building laws, and zoning regulations.

ABILITIES

- Written and oral communication.
- Computer skills.
- Decision making, analysis, and problem solving.
- Leadership.
- Management and control.
- Interpersonal sensitivity.
- Flexibility.
- Planning and organization.
- Adaptation to stress.
- Maintenance of records and reports.
- Establish and maintain effective working relationships with governmental officials, employees, and the public.

Essential Physical Abilities:

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.
2. Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form.
3. Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment.
4. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to lift, move, or maneuver safely whatever may be necessary to perform successfully the duties of their position.
5. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to access easily a variety of locations and efficiently and effectively carry out all physical duties involved in suppression and prevention of fires.
6. Ability to pass an annual department physical and ability to wear a respirator.

SALARY AND BENEFITS

The Marinwood Community Services District offers a competitive benefit package including:

- Range 157 - \$5,768 (Step A) to \$7,362 (Step EE) (\$69,876 - \$88,344 annually)

- PERS 3% @ 50 Retirement Plan.
- Delta Dental
- Vision Service Plan
- Managed Health care plans through PERS
- Deferred compensation plan.
- Vacation accrual: two weeks first five years; 3 weeks after five years; 4 weeks after fifteen years..
- Sick leave accrual: twelve days per year; maximum accumulated sick leave: 130 days.
- Eleven holidays.

Chief Tasks

- Point of contact for the department
- Planning for the department
- Budgeting
- Scheduling
- Hiring
- Promoting
- Discipline-FF Bill of Rights
- Demotion-FF Bill of Rights
- Termination-Firefighter Bill of Rights
- New construction and remodel plan review
- New construction and remodel inspections
- Giving personnel assignments, ie hydrants, inspections, hose testing
- Public Education
 - Santa Detail
 - Pancake Breakfast
 - Raffle rides to school
 - YMCA Healthy Kids Day
 - Silveira read to kids day
 - Camp Tours
 - Birthday party tours
- Marin County Fire Chief's Association
- Vegetation management projects
- Vegetation management inspections
- Home safety inspections
- Smog program
- DMV Pull notice program
- Commission Reports
- Board Reports
- Reporting
- Shared Services hours tracking and reimbursement
- Architect drawings for work at firehouse
- Permits for work at firehouse
- CERT
- Get Ready
- Workers compensation paperwork
- Automatic and mutual aid agreements
- Code Adoption
- Volunteer Firefighting Program
- Personnel record management
- Yearly Occupational Injury Report