

**MARINWOOD COMMUNITY SERVICES DISTRICT**  
**Emergency Services Succession Committee**  
**Meeting Agenda**

Tuesday March 6, 2018- 6:00PM

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

Item	Time	Description	Action
A.	6:00 PM	Call to Order	
B.	6:00 PM	Review Agenda	Adopt
C.	6:05 PM	Draft Minutes of February 6, 2017 ESS Committee Meeting	Approve
D.	6:10 PM	Committee Membership Update	Appoint
E.	6:15 PM	Committee Reports	Discuss
		1. Financial Trends and Drivers	Discuss
		2. Operational Considerations	Discuss
		a. Interim Chief Services: Potential Options due to Pending Retirement of Current Chief	Discuss
		3. Template of Services/Costs	Discuss
		4. Discussion with Other Agencies	Discuss
		5. Administrative and Legal Planning	Discuss
F.	6:40 PM	Additional Items for Discussion and Evaluation	
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.	6:55 PM	Requests for Future Agenda Items	Discuss
I.	7:00 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.

**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**

**MARINWOOD COMMUNITY SERVICES DISTRICT**  
**Emergency Services Succession Committee**  
**Meeting Minutes**

Tuesday February 6, 2018- 5:30PM

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

Committee Member Attendees: Leah Green, Eric Dreikosen, Jeff Naylor, Dan Curran, Greg Stilson, Brandon Selvitella

Absent: Tom Roach

Others: Sean Day, John Papanikolaou, Cesar Correa, Linda Barnello

Description
Meeting called to Order at 5:30PM
<b>Review Agenda</b> -Adopted as presented
<b>Minutes of January 2, 2018 ESS Committee Meeting</b> – Linda clarified her public comment. M/s Stilson/Naylor to approve minutes as presented. Motion carried unanimously.
<b>Committee Membership Update</b> - The committee received a letter from Linda Barnello requesting appointment to the open District Resident position. Motion by Selvitella to appoint Linda to the open position. The motion did not receive a 2 <sup>nd</sup> . The motion failed. The position remained open.
<b>Committee Reports</b>
<p><b>1. Financial Trends and Drivers</b>- The subcommittee met once between meetings to review financial forecast spreadsheets. Jeff presented reference slides to the committee and Eric presented the included financial forecast spreadsheets. Brandon raised concerns with some of the verbiage included in the “history” slides. Eric informed that he was able to make contact with a CalPERS actuary who can respond to several questions regarding impact to the District of various scenarios under consideration. The subcommittee will draft an outline of those possibilities, including concise questions and hope to receive a response form the actuary before the next meeting.</p>
<p><b>2. Operational Considerations</b>- No additional meetings of this subcommittee were held in January.</p>
<p><b>3. Template of Services/Costs</b>- The Chief included a job description as well as a bullet list of routine duties as a discussion document for the purposes of investigating the possibility of a part -time contractual Safety Service Administrator. The committee discussed the need to develop a more broad range of service needs based on the other possible solutions identified, such as outsourcing and/or merger.</p> <p>The committee also raised concern regarding the anticipated timing of the Chief’s retirement and the need to identify an interim solution in the event the Chief retires prior to the committee finishing their work and potential agreements with partner agencies are in place.</p>

<p><b>4. Discussion with Other Agencies</b> – Leah informed that initial meetings had been scheduled to take place within the next two weeks with all three identified agencies: County of Marin, City of San Rafael, Novato Fire Protection District.</p>
<p><b>5. Administrative and Legal Planning</b> – Eric informed that he had met with the LAFCO interim executive officer. He informed her of the ESS committee as well as the potential solutions identified thus far. She agreed to investigate further and provide guidance as to the role LAFCO may play with each scenario. She also stated LAFCO is still working on the Municipal Service Review for the San Rafael area with a goal to complete by end of fiscal year.</p>
<p><b>Additional Items for Discussion and Evaluation-</b> Brandon raised concern with prior statements made that indicated a member(s) of the Union had contacted potential partner agencies. He did not believe this to be true or accurate.</p>
<p><b>Public Comment on Non-Agenda Items</b> - Linda requested only accurate statements be placed in documents and when opinion is stated, to state it is opinion.</p>
<p><b>Requests for Future Agenda Items-</b> Greg: Greater focus and immediate attention on potential interim solutions for pending Chief retirement.</p>
<p><b>Meeting adjourned at 6:30PM</b></p>
<p>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.</p>
<p>Contact the committee via email at <a href="mailto:ess@marinwood.org">ess@marinwood.org</a></p> <ul style="list-style-type: none"> <li>○ Financial Trends and Drivers – Eric, [Jeff] and Greg</li> <li>○ Evaluate Operational Considerations- Tom, [Jeff] and Greg</li> <li>○ Define Template of services/costs to use in discussions with potential service providers- [Tom], Eric and Brandon</li> <li>○ 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</li> <li>○ Administrative and Legal Planning for alternative solutions- [Leah], Tom and Eric</li> </ul>