

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

Tuesday January 2, 2018- 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, Greg Stilson, Brandon Selvitella

Others: Sean Day, John Papanikolaou, Dan Rotwein, Linda Barnello

Description
Meeting called to Order at 5:35PM
<b>Review Agenda</b> -Adopted as presented
<b>Minutes of December 5, 2017 ESS Committee Meeting</b> – M/s Roach/Dreikosen to approve minutes as presented. Motion carried unanimously.
<b>Committee Membership Update</b> -There has been no responses or additions to the committee from members of the public. There were suggestions on means to get the word out such as sending out a special request for participation separate from the meeting announcement. The committee concluded it was premature to prepare flyers and manually distribute them.
<b>Committee Reports</b>
<p><b>1. Financial Trends and Drivers</b>- Due to the holiday season there were no scheduled subcommittee meetings in December. Eric and Jeff attended the CO\$T presentation which focused on public pension issues and presented two different opinions on the topic. Subcommittee meetings will be resumed in January and an effort to engage a CalPERS contact who can respond to several questions regarding impact to the District of various scenarios under consideration. Jeff will draft an outline of those possibilities as a head start and hope to schedule a teleconference with the contact before the next meeting. Post – employment benefits continue to be the primary financial burden the District faces and is the driver for consideration of outsourcing safety services.</p>
<p><b>2. Operational Considerations</b>- No additional meetings of this subcommittee were held in December. Jeff will schedule a follow up meeting to discuss any viable options and to discuss any current year operational proposals under consideration.</p>
<p><b>3. Template of Services/Costs</b>- The Chief presented what is essentially a job description as a discussion document for the purposes of investigating the possibility of a part - time contractual Safety Service Administrator. He added that converting to this type of arrangement would increase the responsibilities of the employee group if it were to occur. While not directly stated, this proposal in some form is critical to our District as rehiring a full time fire chief for our District will likely be economically infeasible. Discussion continued on what was required to initiate discussions with the three originally targeted agencies. The discussion concluded with the following:</p> <ul style="list-style-type: none"> <li>○ The time to reach out to gauge interest from others in entering into discussions is now.</li> </ul>

- Leah and/or Eric with assistance from the Chief will craft a letter to be used to begin a dialogue with other entities.
- A suggestion to contact more than the originally identified entities has merit to determine if there is interest in discussing a direct relationship or if not there would be willingness to be consulted about what topics to include and pitfalls to avoid in our discussions.
- This first meeting will be fairly high level with no more than a dozen or so discussion topics.
- The committee discussed the idea of adding a subcommittee agenda item focusing on the communication and results of discussions with other entities. It was agreed to include this in future agendas.

**4. Administrative and Legal Planning** – No meeting has been held at this point. Committee members expressed that this item will evolve from initial conversations and depend on the level of interest.

- Eric will investigate engaging with LAFCO which is in a state of flux right now to make sure that they are aware of our effort.

[ess@marinwood.org](mailto:ess@marinwood.org) email for communication with committee.

**Additional Items for Discussion and Evaluation**- The addition of a separate agenda item as detailed above.

**Public Comment on Non-Agenda Items** - Linda felt she was not able to comment during this section at the last meeting due to the meeting ending so the Fire Commission meeting could start. Linda also made comments pertaining to items on the agenda previously discussed.

**Requests for Future Agenda Items**-None

**Meeting adjourned at 6:30PM**

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.

Contact the committee via email at [ess@marinwood.org](mailto:ess@marinwood.org)

- 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