

**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
<b>Review Agenda</b> -Adopted as presented
<b>Minutes of October 3, 2017 ESS Committee Meeting</b> – M/s Green/Curran to approve minutes as presented. Motion carried unanimously.
<b>Committee Membership Update</b> -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.
<b>Committee Reports</b>
<p><b>1. Financial Trends and Drivers</b>- 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><b>2. Operational Considerations</b>- Jeff presented information collected and options under consideration.</p> <ul style="list-style-type: none"> <li>○ Chart 1 illustrated the 2015-2016 calendar years response profile showing the majority of the calls are Medical Assists and Public Service Assists.</li> <li>○ Chart 2 demonstrated that over half Marinwood’s responses are into San Rafael.</li> <li>○ 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.</li> <li>○ 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</li> </ul>

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](mailto: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