

TO: MARINWOOD FIRE COMMISSION
FROM: THOMAS ROACH, FIRE CHIEF

April 4, 2017 Fire Commission Meeting Minutes

Commissioners:

Present: Dan Curran, Russ Albano, Ron Marinoff, Tom Elsbree

Others in attendance:

Fire Chief Tom Roach, Board Member Izabela Perry, District Manager Eric Dreikosen

1. Approval of Agenda-Call to order 7:00 pm.
 - **M/S Marinoff/Elsbree to approve agenda with the corrected date at the bottom of the agenda for the next meeting. All in favor.**
2. Public Comments on Non Agenda Items
 - Linda Barnello commented that the firefighters kitchen needed to be remodeled as soon as possible and that she was disappointed that the District had not started delivering paramedic service.
3. Draft Minutes for the March Commission Meeting
 - **M/S Curran/Elsbree to approve the March Minutes as presented. All in favor.**
4. Activity Summary and Response Report for March 2017.
 - The Activity Summary for March 2017 was reviewed. Chief commented that Marinwood was responsible for delivering the CMTC Block Training for Marinwood, San Rafael, Corte Madera, Larkspur, and Kentfield. New Captains Brackett and Selvitella lead the training but everyone helped out.
 - The Response Report for March 2017 was reviewed. Linda Barnello had a follow up question as to call number 197 in February and why the engine company was on scene for 56 minutes at a fire alarm call. Chief emailed her an explanation the following day. Commissioner Albano had a question as to three public assist calls late in an evening and early the next day and asked if they were related. Chief explained two were related as an elderly woman fell getting out of bed to go to the bathroom. The first time the just helped her back into bed, but a bit later she fell again when she was making her way to the bathroom. This time they assisted her into the bathroom then back to bed.
5. Fire Department Budget 2017/18
 - The draft budget for 17/18 and actuals for 16/17 were reviewed. Chief and Eric explained why the format was different. That the District was now utilizing Quickbooks as opposed to the old excel spreadsheet. Chief and Eric explained that some old line items had been combined, some renamed, some new ones created to make for continuity across all three budgets, Park, Rec, and Fire. Some of the variances would be a little skewed because of that but the bottom line of the budget still remained the same. Commissioner Curran had a question as to why some of the revenues were still only at 50%. Eric explained that the last installments of property tax typically come in June as well as CSA 13's last payment comes then too.
6. Chief Report and Engineer's
 - Chief gave an update on the Disaster Preparedness Trailer. Work has begun on the outfitting the inside of the trailer with necessary disaster supplies. Two volunteer firefighters are assisting the Chief with the project. The CERT Kiosk has been put on hold until the CERT Steering committee can come to a consensus on the project
 - Chief gave an update on the upcoming Engineer's Promotional Process and the Job Announcement was reviewed. There are two in house candidates qualified and certified to take the exam for one position.

7. Kitchen Remodel

- Unfortunately SB 854 has caused some delays in the remodel. The District has to use contractors registered with the Department of Industrial Relations and pay prevailing wage. Northbay Environment did neither so they could not be used. Chief got a list of all DIR Registered Companies in the 7 Bay Area Counties and started calling. These companies are huge, they build buildings, fire stations, highways, airports. Finding one willing to take on a kitchen remodel has proved challenging. I have found one that is willing and am waiting for his estimate.

8. Succession Planning for the Implementation of Paramedics

- Chief gave an update on the paramedics in the department. Dean has left to take a position with Marin County FD. I knew this was a possibility when I hired him, but was told at the time County's process wouldn't be until late 2017. Their time line moved up. But congrats to Dean, he will do well wherever he ends up. Dan Rotwein and Sean Day, both paramedics are on different shifts, certified and qualified as Paramedics in Marin County, but are currently serving as EMT's. Chief has a current eligibility list, but technically no openings as the worker's compensation injuries rehabilitate. Depending on their outcome depends on whether another paramedic is hired.

Respectfully submitted,

Chief Tom Roach