

**MARINWOOD FIRE COMMISSION
MEETING AGENDA
TUESDAY JUNE 2, 2015
7:30 PM
MARINWOOD COMMUNITY CENTER**

1. APPROVAL OF AGENDA
2. APPROVAL OF MINUTES
 - Review and Approve May Draft Minutes*
3. REVIEW MONTHLY ACTIVITY SUMMARY
 - Review May 2015 Activity Summary
 - Review May 2015 Response Report
4. CHIEF REPORT
 - Fire Commission Authority and Roles/By Laws
 - KME Change Order Bill*
 - Vegetation Management Flier
 - Shared Services Update/Billing
 - Outside Grant Company
5. ADJOURNMENT
 - Date of next Board Meeting Tuesday June 9
 - Date of next Fire Commission Meeting TBD

*Denotes Action Items

**ADVISE FIRE CHIEF IF UNABLE TO ATTEND
Work Phone 479-0122
Cell Phone 747-0848
Email troach@marinwood.org**

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

May 5, 2015 Fire Commission Meeting Minutes

DRAFT

Fire Commissioners:

Present: Jeff Naylor, Russ Albano, Tom Elsbree, Jim Rey

Others in attendance:

Fire Chief Tom Roach, District Manager Eric Dreikosen, Board Members Bill Shea and Tarey Read, Linda Barnello, Firefighter Ross Anderson, Engineer Cesar Correa, Captain Joel White

1. Approval of Agenda-Call to order 728 pm. Approval of Agenda.
 - M/S Elsbree/Albano to approve agenda. All in favor.
2. Approval of April Minutes
 - M/S Approval of April Minutes. Albano/Elsbree to approve minutes. All in favor.
3. April Activity Schedule and Response Report.
 - The April 2015 Activity Schedule was reviewed. There were no questions.
 - The April 2015 Response Report was reviewed. Board Member Tarey Read had a question as to what a "good intent" call was. Chief and Captain White explained that is when someone calls 911 thinking there is an emergency when really there isn't. An example being someone parked on the side of the road appearing to be unconscious when really they are just asleep. Commissioner Naylor had a question on the structure fire on Mt. Shasta. Chief explained it was a garage fire started by oily rags left by a contractor. The fire was mostly confined to the garage with some smoke damage in the house. No one was injured and Chief Roach added that it was Jeff Smith's first shift as a full time firefighter. Engineer Correa added that through shared services Marinwood was using E-53 on loan from San Rafael because E-58 was in the shop.
4. Chief Report
 - The Chief included a draft copy of new Fire Commission Bylaws. Chief explained he used the new Park and Rec Bylaws as a template. Commissioner Naylor had sent Chief a number of comments about the draft Bylaws. Some changes were made and noted, some were left highlighted for further discussion. DM Eric Dreikosen added that the P and R Bylaw template had already been vetted by County Counsel although when complete the Fire Commission Bylaws will probably need to be seen also by counsel. There was discussion of the use of ad-hoc committees as opposed to the full commission for certain duties. Commissioner Naylor suggested the Bylaws be tabled for the next Commission meeting when a full commission was available and asked that any questions or suggestions be sent to Chief Roach for changes. Chief Roach said he would forward Jeff's questions on the Bylaws along with his answers to the entire Commission.
 - Chief explained that he had received a copy of the Grady Ranch Senior and Workforce Housing proposal. He had met with County Fire Marshal Scott Alber to review and was meeting with Tom Forster and Mark Horick from Skywalker Properties to further review the plans. Chief stated he will be submitting general comments to the County regarding the proposal.
 - The Water Conservation Directive from the Chief to the Staff was reviewed. Chief mentioned that this came from the Marin County Fire Chief's Association and was issued so the department could do it's part on water conservation and would be able to show the public that the department was indeed conserving water.
 - Additional discussion-Chief mentioned he was working on a Vegetation Management flier to be distributed to homes that interface with the open space. He said he would also be contacting the management company of Hoytt Plaza and is

continuing to try and make contact with the homeowner of 642 Appleberry in an attempt to clean up that property. Chief also stated he was working on the cross over hours Marinwood personnel had worked in San Rafael and to come up with what the actual overtime costs are to the District. At that point the District could choose to invoice San Rafael for reimbursement.

Respectfully submitted,
Chief Tom Roach

May 28, 2015

To: Marinwood Fire Commission
From: Chief Tom Roach
Re: Activity Summary for May 2015

FULL TIME PAID STAFFING

Eleven (11) full time paid personnel including:

Fire Chief Tom Roach

“A” shift- Captain Heine, Engineer Smith, Firefighter Brackett

“B” shift- Captain Bagala, Engineer Papanikolaou, Firefighter Selvitella

“C” shift- Captain White, Engineer Correa, Firefighter Anderson

Relief Firefighter-Jeff Smith

One injured employee has returned to work, one is still off injured. Relief Firefighter Jeff Smith has been moved on to shift to fill that opening. A temporary hire is being used to fill the Relief Firefighter Role until his 1000 hours are up. He is a current volunteer, on the firefighter eligibility list.

VOLUNTEER STAFFING

17 Current Volunteers including:

One Volunteer Battalion Chief

2 Volunteer Firefighter/AO's

7 Volunteer Firefighters qualified as “responders” (includes AO's & Captains)

10 Volunteer Firefighter qualified as a “non responder”

The department will be conducting Volunteer Firefighter Interviews during May with new hires brought on in June.

EMERGENCY CALLS

Below are emergency calls for May 2015. The department ran 82 emergency responses, mostly medical aides but did respond to one car fire in Marinwood, three minor structure fires in San Rafael, and two small vegetation fires in San Rafael.

	May 2015 Response Report						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	17	0	3	1	0	na	21
CSA 13	4	1	0	0	0	na	5
New JPA (east of 101)	18	8	3	3	0	na	32
Old JPA (mont marin)	4	3	0	1	0	na	8
SR Mutual Aid	5	0	0	1	0	2	8
MC JPA	6	2	0	0	0	na	8
MC Mutual Aid	0	0	0	0	0	0	0
Novato Matrix	0	0	0	0	0	0	0
Others (list)							
Total number	54	14	6	6	0	2	82

COMMUNITY SERVICE/PREVENTION/ASSOCIATION MEETINGS

- I completed four final inspections of new solar systems in Marinwood during May and one general remodel inspection.
- One fire commission meeting will be held in May.
- The department sent the Type 3 engine with two volunteers to the Oakview Touch a Truck fundraiser.
- I had a meeting with Tom Forster and Mark Horick regarding the Grady Ranch Development in May.
- The Department did three rides to and from school for children in the neighborhood as fundraisers for schools.
- I did a vegetation management inspection at 270 Ironstone Ct.
- The department did a public education fire safety talk at Magnolia Park School at the County Farm.
- I did a safety inspection of the circus at St. Vincents.
- I met with a Sheriff Deputy/Open Space Deputy about a homeless encampment on CSD Property.
- The Alisa Ann Rusch Burn Foundation Relay happened in May. Lunch was had at the Marinwood Park by all participants.

TRAINING

- Six minutes of Safety training was reviewed daily by on duty staff.
- Department Personnel continued with the Target Safety Training Program during April.
- All three shifts participated in a multi company drill/training through the Central Marin Training Consortium in April. The topic was new defibrillator training.
- Four volunteer drills were held in May. Topics included EMS, engineer training, and interview techniques.
- The Wilandland Academy began at the end of May. Two volunteers attended and the Type 3 engine assisted on two days of the class.
- A new volunteer orientation was held in May for potential volunteers.

MAINTENANCE

- All 4 department vehicles underwent a comprehensive monthly check during April.
- All gas-powered equipment was checked weekly during the month.
- All vehicle batteries were serviced and charged on a weekly basis during the month.
- All radio batteries were rotated and charged on a weekly basis during the month.
- Engine 58 had a faulty starter replaced.

May 29, 2015

To: Marinwood Fire Commission
From: Chief Roach

Re: Fire Commission By Laws, KME Change Order Bill, Vegetation Management Flier, Shared Services Billing, Outside Grant Company

Fire Commission By Laws

Included in the packet is a draft of the Fire Commission Bylaws. Please read and email me comments or input or bring your comments to the Commission Meeting.

KME Change Order Bill

I received a bill from KME in early May for the change orders that were made when the engine committee went back to KME. I knew there was going to be an increase from the modifications that were made and I finally received the bill. It is included in the packet. There is money in the budget for this. Initially, \$43000 had been budgeted in this years budget for the first lease payment. Since we do not have to make a lease payment that dollar amount was adjusted to reflect the actual dollar amount from the changes.

Vegetation Management Flier

Included in the packet are some draft vegetation management fliers that could be handed out to homes that interface with the open space. Let me know if you have any suggestions. One I got from an NFPA website, the other two have been in the Marinwood Review and mailed previously. One of these will be distributed in the first two weeks of June.

Shared Services Billing

I will have a copy of San Rafael's bill for their employees working in Marinwood and Marinwood's bill to San Rafael at the Fire Commission Meeting for review.

Outside Grant Company

I have had two phone meetings with representatives from Townsend Public Affairs based in Oakland to assist the District with grant research and grant writing. Shane and I are going to make a list of the Districts current capital assets and the budget and give their rep a list of the individual departments needs. They will then give an estimate as to what the cost is to hire them.

MARINWOOD COMMUNITY SERVICES DISTRICT
FIRE COMMISSION BYLAWS
(Draft 04/30/2015)

ARTICLE I – NAME

This Commission shall be designated the Marinwood Community Services District Fire Commission, referred to hereinafter as the “Commission.”

ARTICLE II – PURPOSE AND AUTHORITY

The Fire Commission for the Marinwood Community Services District is an advisory body to the Board of Directors and exercises particular powers as delegated by the Board. The Commission shall recommend to the Board policies governing the operation and management of the Marinwood Fire Department in accordance with the needs of the community and the provisions of the Fire Prevention Code. The Board, as the legally- constituted body under State law, retains power of final review and decision.

ARTICLE III – COMMISSIONERS’ RESPONSIBILITIES

Commissioners shall:

1. Attend Commission meetings;
2. Serve on Commission committees;
3. Review, comment, and make recommendations regarding the annual operating budget for the Fire Department.
4. Review and recommend to the Board any change(s) in staffing needs of the Fire Department.
5. In cooperation with staff, develop and recommend to the Board a long-range plan for Fire Department facilities and capital equipment and review the plan periodically as necessary.
6. Monitor existing capital projects related to Fire Department facilities capital equipment and suggest new capital projects based on public safety needs.
7. Inspect Fire Department facilities and capital equipment annually before summer and develop a list of recommended improvements.
8. In cooperation with staff, review and suggest revisions to the Board regarding rules, regulations, policies and schedules concerning Fire Department facilities and capital equipment as needed.

9. Review monthly reports from staff concerning the general operations, functions and activities of the Fire Department.
10. To review the relationship of the Fire Department with other governmental agencies and private entities concerning topics which the Commission feels present a true and pressing need for the District's fire service, such as contracts with other agencies, mutual aid agreements, and expanded service to new areas.
11. To focus public attention upon the need for adequate fire prevention, fire protection, emergency medical, and other emergency services for the residents of the community and areas served by the Marinwood Fire Department.
12. To assist in promoting the Marinwood Fire Department Volunteers and to review the volunteer program periodically.
13. To review periodically and recommend amendments to the Rules and Regulations, Policies and Procedures, schedules and guidelines and to make minor changes or additions in consultation with the Fire Chief.
14. To recommend to the Fire Chief and the Board action concerning amendments to the fire prevention code, building standards, and ordinances which pertain to the prevention of fires within the community.
15. To assist the Fire Chief in establishing general policies and procedures in respect to the operation of the Fire Department.
16. Perform other such duties as may be directed by the Board.

ARTICLE IV – STRUCTURE

A. MEMBERSHIP

The members of the Commission individually, “member” or “Commissioner”, collectively “members” or “Commissioners” shall consist of five regular members and two alternate members. Four members shall be residents of the Marinwood Community Services District along with one alternate. One member will be appointed by CSA 13’s Board of Directors from CSA 13 along with one alternate. Commissioners serve without remuneration.

B. APPOINTMENT TERMS AND PROCESS

Commissioners are appointed by the Board during its regular December board meeting for two-year terms beginning in January. Three commissioners shall be appointed for terms beginning in

the same even year. Two other commissioners plus a Marinwood and a CSA 13 alternate shall be appointed for terms beginning in the same odd year. An alternate member shall vote only in the absence of the specific primary or regular commissioner. A spreadsheet listing commissioners' appointment terms shall be kept up to date by the District Manager and be available by request.

There are no term limits for Commission members. Current Commission members may apply for reappointment following the same procedure stated above.

C. RESIGNATIONS, REMOVAL AND VACANCY

In the first week of October, District staff will post a notice of all upcoming commission vacancies on, at a minimum, District's website as well as utilize District email lists and neighborhood social media websites to encourage applications from the community. Notices will include general information about the Commission vacancy, including the specific term of the vacancy, as well as instructions on how to express interest in becoming an appointed Commissioner.

Any appointed member may resign by giving written notice to the Board and shall be delivered to the District Manager's office. Commissioners shall be notified in writing of the resignation of any Commissioner as soon as practicable and no later than by the next scheduled Commission meeting. Commissioners shall be subject to removal by the affirmative vote of three members of the Board. Any such vacancy will trigger a notice of the vacancy within five business days.

Notwithstanding any other provision contained in these Bylaws, any vacancy in the office of Chairperson or **Vice Chairperson** or any other elected position that occurs during the unexpired term of office shall be filled at the first regularly scheduled Commission meeting. The Chairperson or **Acting Chairperson** shall take nominations from the floor to fill such a vacant position. The election of the officer to that position shall then be conducted by a roll call vote.

D. CHAIRPERSON

One regular Commission member shall be elected in January by the other Commissioners to the role of Chairperson of the Commission for a period of one year. The chairperson must have been appointed to the Commission for a period of no less than one year preceding election to the role of

chairperson. The chairperson can serve in this role consecutively if reelected by the members of the Commission. The Chairperson must be resident of Marinwood.

1. DUTIES OF THE CHAIRPERSON

- a. Preside over meetings of the Commission, utilizing and maintaining Rosenberg's Rules of Order.
- b. In cooperation with District staff, prepare and/or review agendas for Commission meetings.
- c. Attend Board meetings at least for the portion covering Commission matters and other portions the Chair may be asked to attend. Alternatively, designate another member of the Commission to attend should the Chair be unavailable.
- d. Report to the Board the actions and recommendations of the Commission to the extent needed to supplement the Commission's report.
- e. Welcome newly appointed Commissioners. Provide a copy of Commission Bylaws to each new Commissioner.
- f. Assign special duties and responsibilities to the Vice Chairperson.
- g. Form special committees as needed and appoint members to serve on the committee.
- h. Call special meetings if necessary to discuss extraordinary issues.
- i. Act as official spokesperson for the Commission.

E. VICE CHAIRPERSON

The Fire Commission may elect one Commissioner in January to become the Vice Chairperson of the Commission for a period of one year. If one is elected, at the Fire Commission's discretion, the Vice Chairperson would assume the responsibilities of the Chairperson in his/her absence and take on any duties assigned by the Chairperson. The position does not imply succession into the position of Chairperson. The Vice Chairperson can serve consecutively in this position if reelected by the members of the Commission.

1. DUTIES OF VICE-CHAIRPERSON

- a. Perform the duties of the Chairperson in the absence of the Chairperson.
- b. Serve in such capacities as may be assigned by the Chairperson.

F. LIAISON DIRECTOR

A Liaison Director is a member of the Board appointed by the Chair of the Board at the January meeting of the Board for a period of one year. There are no term limits for the Liaison.

1. DUTIES OF THE LIAISON DIRECTOR

- a. The Liaison Director attends Commission meetings and may participate in the discussion as appropriate.
- b. The Liaison Director's principal function is to advise the Commission of official Board policy when appropriate and to inform the Board of the Commission's viewpoints and recommendations.
- c. The Liaison Director shall be available for advice and consultation with the Commission Chairperson.

ARTICLE V – MEETINGS

A. TIME AND PLACE

The Commission shall hold regular meetings the first Tuesday of the month at 7:30 PM in the small classroom at the Marinwood Community Center, unless otherwise necessary. Public notice of all meetings shall be given in accordance with the provisions of The Ralph M. Brown Act. The meetings shall be open to the public.

B. SPECIAL MEETINGS

Special meetings may be called by the Chairperson, by three members of the Commission, or by the Board. Public notice of all meetings shall be given in accordance with the provisions of the Ralph M. Brown Act. The meetings shall be open to the public.

C. COMMITTEE MEETINGS

The time, date and location of any committee or subcommittee meeting shall be determined by the chairperson of such committee or subcommittee.

D. ATTENDANCE

Commission members are required to attend all regular and special meetings. Members shall notify the Fire Chief first and if unavailable then the District Manager of any expected absence by

5:00 p.m. the day prior to all regularly scheduled meetings. Three absences in a row, without good cause, will trigger the Chairperson's inquiry into the nature of the absence, and may trigger Commission's request to the Board to remove absent Commissioner from their duties. Absences due to extenuating circumstances are exempt. Absence with notification from a special meeting does not count towards attendance requirements. "Good cause" is defined as illness, death of family member, childbirth, or business necessity; or any family or personal event which conflicts with Commission business and is reported to the staff as indicated above (the exception is any emergency, which can be reported later.)

In addition to attending the regular monthly Commission meetings, Commissioners are encouraged to attend meetings of the Board.

E. AGENDA

Unless otherwise determined by the Chairperson, the agenda of the regular meeting shall be in compliance with the Ralph M. Brown Act and shall include, but is not be limited to, the following:

1. Confirmation of a Quorum
2. Call to Order
3. Review of the Agenda
4. Public Comment on Non Agenda items.
5. Approval of the draft minutes from the prior Commission meeting
6. Review of the draft minutes from the last meeting of the Board
7. Monthly Activity and Response Report
8. Chief Report
9. Adjournment

F. QUORUM, VOTING AND ACTION

The Commission acts as a body, not as individuals. A quorum consisting of a majority (3) of Commissioners is required to take any action. Action of the Commission as a whole is taken by formal vote. A simple majority will decide if action passes or fails. Each member has one vote. No member shall participate in a vote if he or she has a proprietary interest in the outcome of the matter being voted on. The alternate member shall vote only in the absence of a regular member or if a regular member has recused themselves due to a conflict of interest.

G. PARLIAMENTARY AUTHORITY

All proceedings of the Commission shall be conducted according to the rules contained in the most recent edition of Rosenberg's Rules of Order when these do not conflict with these bylaws.

ARTICLE VI – COMMITTEES

The Commission shall establish additional committees, subject to Board **direction and/or** approval, on either a permanent (standing) or temporary (ad hoc) basis to address specific issues or concerns related to the Fire Department and public safety within Marinwood. These committees can consist of other members of the public, but cannot consist of more than two Commissioners. All permanent committees are subject to the provisions of the Ralph M. Brown Act.

ARTICLE VII – COMPLIANCE

Commission members must abide by these Bylaws and all provisions of the Ralph M. Brown Act (Government Code Sections 54950 – 54963, et seq.). The Ralph M. Brown Act is available at:.

ARTICLE VIII – EFFECTIVE DATE AND AMENDMENTS

These Bylaws shall be effective upon their adoption at a regularly scheduled meeting of the Board and shall supersede the “Authority and Responsibilities of the Marinwood Fire Commission” previously adopted by the Board, which may conflict with the provisions contained herein. Any member of the Commission may propose amendments to the Bylaws. The Commission by a majority vote of its members at any regular meeting may recommend to the District Board changes to these Bylaws. Any amendments to the bylaws are subject to the approval of the Board. Written notice of any proposed amendments must be sent to the Fire Chief, the District Manager, and the Commission Chairperson in time to be included in the upcoming meeting agenda.

Possible additions:

Records and Reports:

Do you want them to have to keep minutes? Provide reports? Sometimes these are included in Bylaws – if you want minutes then you should have a Secretary nominated position as well.

PLEASE ADD: Governing Provisions; Severability

Any and all applicable laws of any governmental authority or agency having jurisdiction over the Commission are hereby incorporated by reference as if fully set forth herein. In the event of a conflict between such applicable law(s) and any provision of these Bylaws, the applicable law(s) shall control and such Bylaws provision(s) shall be considered null and void; provided; however, that any and all provisions of these Bylaws not so affected shall remain in full force and effect. **Huh?**

Comments:

1. Please confirm that Lucas Valley Estates is supported by MWCS D Fire Department as an extension or part of Marinwood and as such is represented on the Fire Commission by Marinwood representatives rather than being allotted a specific representative.
2. Does it follow that if a resident of Lucas Valley Estates chose to apply for a position on the commission, they would count as a Marinwood resident?
3. No neighborhood which is actually part of the city of San Rafael but is covered by the MWFD under a JPA has any right to a place on the MW Fire Commission?
4. Is it necessary/should we appoint a Vice Chairperson? Or should we amend the bylaws to soften this language. At the commission's discretion it may vote to appoint a V.C?
5. Please ask the commission if they feel we keep adequate/accurate meeting minutes or if we should appoint someone other than the chief or the presiding chairperson to do so. If they consider that having someone keep minutes is a good idea, would there be any interest in the commissioners rotating that position to instill an elevated level of participation in the meetings?
6. The bylaws are silent on the number of Board members who can attend a commission meeting without somehow violating Brown Act stipulations. Is this an issue or not?
7. It would seem that certain responsibilities of the commission could actually be reasons for the establishment of an ad hoc committee to review certain more technical aspects of operating the fire department. Article III Nos 5, 7 and 12 for example.
8. Determine whether or not to capitalize the term bylaws used throughout the text.

9. Frankly, I think all of the deference to the CSD board is required, but some mention of the professional acumen and judgment of the Fire Chief and in fact the Firefighters who are professionals in a technical discipline deserve mention as the commissioners may be former safety employees themselves but perhaps not current in their knowledge or may be laypersons.
10. For the most part the document is gender neutral and should be kept that way. Reducing or removing the number of 3rd person pronouns and referring to commissioners or chairpersons, etc. will help.

DRAFT

May 2015 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
15-437	5/2/15	3	7:43	7:44	7:50	7:59	0:16	MA	Difficulty Breathing	#+	JPA-SR (N)	5334
15-438	5/2/15	2	10:15	10:15	10:19	10:33	0:18	MA	Sick Person	#+	JPA (MC)	1503
15-439	5/2/15	2	11:39	11:40	11:43	11:58	0:19	FA/NN	Fire Alarm	#+	JPA (MC)	1503
15-440	5/2/15	3	13:52	13:53	13:56	14:02	0:10	FA/NN	Fire Alarm		MW	5883
15-441	5/2/15	2	14:51	14:52	14:58	0:00	9:09	PSA	Water Problem		JPA-SR (N)	5338
15-442	5/2/15	3	19:51	19:51	19:57	20:00	0:09	MA	Vehicle Accident	NOV	MW	5880
15-443	5/2/15	2	20:15	20:16	20:23	20:30	0:15	MA	Fall	#+	OUT (SR)	5668
15-444	5/2/15	1	21:01	21:03	21:16	21:16	0:15	MA	Poss. CVA	#+	MW	5881
15-445	5/3/15	2	23:15	23:17	23:20	23:34	0:19	MA	Abdominal Pain	#+	JPA-SR (N)	5338
15-446	5/4/15	3	13:17	13:18	13:23	13:28	0:11	MA	ETOH	#+	OUT (SR)	5663
15-447	5/4/15	3	14:34	14:36	14:37	14:37	0:03	FA/NN	Fire Alarm		MW	5883
15-448	5/5/15	3	0:45	0:47	0:52	1:08	0:23	FA/NN	Fire Alarm		JPA-SR (N)	5338
15-449	5/5/15	2	2:34	2:36	2:41	2:49	0:15	PSA	Lift Assist		JPA-SR (N)	5333
15-450	5/5/15	3	17:51	17:53	17:55	18:13	0:22	FIRE	Vegetation Fire		OUT (SR)	5662
15-451	5/6/15	3	12:59			13:00	0:01	FA/NN	Fire Alarm / Cancelled		MW	5882
15-452	5/6/15	3	22:19	22:20	22:23	22:42	0:23	PSA	Lift Assist	#&	JPA-SR (O)	5337
15-453	5/6/15	3	0:42	0:44	0:51	0:55	0:13	PSA	Lift Assist		JPA-SR (N)	5334
15-454	5/8/15	3	12:21	12:21	12:26	12:43	0:22	MA	Arm Injury	#+	JPA-SR (O)	5337
15-455	5/8/15	3	12:58	12:59	13:12	13:24	0:26	MA	Motorcycle Accident	#+	MW	5882
15-456	5/8/15	3	19:08	19:10	19:11	19:42	0:34	MA	Diabetic Problem	#+	MW	5884
15-457	5/8/15	2	19:54	19:55	19:58	20:05	0:11	PSA	CO Alarm		JPA-SR (O)	5337
15-458	5/8/15	2	20:32	20:34	20:36	20:45	0:13	MA	Nose Bleed		MW	5885
15-459	5/9/15	3	10:45	10:47	10:50	10:52	0:07	MA	Unknown Medical	#	MW	5881
15-460	5/9/15	3	14:00	14:01	14:06	14:16	0:16	MA	Medical Alarm Activation	#	JPA-SR (N)	5333
15-461	5/9/15	3	17:58	17:59	18:04	18:16	0:18	FA/NN	Fire Alarm		JPA-SR (N)	5338
15-462	5/9/15	3	17:59	18:00	18:07	18:19	0:20	MA	Chest Pain	#+	MW	5882
15-463	5/10/15	2	3:18	3:21	3:28	3:32	0:14	PSA	Lift Assist		JPA-SR (N)	5334
15-464	5/10/15	3	9:13	9:15	9:19	9:28	0:15	MA	Sick Person	#+	JPA-SR (N)	5333
15-465	5/10/15	3	12:50	12:52	12:58	15:20	2:30	FIRE	Structure Fire	#	JPA-SR (N)	5338
15-466	5/10/15	3	21:23	21:24	21:28	21:43	0:20	MA	Sick Person	#+	JPA-SR (N)	5338
15-467	5/11/15	2	10:48			10:49	0:01	COVER	Structure Fire		OUT (SR)	5777
15-468	5/11/15	3	11:34	11:34	11:38	11:57	0:23	MA	Neck Pain	#+	JPA-SR (N)	5333
15-469	5/11/15	3	15:21	15:22	15:26	16:14	0:53	FIRE	Vehicle Fire		MW	5881
15-470	5/11/15	3	16:30	16:30	16:34	16:53	0:23	MA	ALOC	#+	JPA-SR (N)	5338
15-471	5/11/15	3	20:22	20:23	20:25	20:47	0:25	MA	Sick Person	#+	JPA-SR (N)	5333
15-472	5/12/15	2	12:43	12:44	12:48	12:57	0:14	COVER	Structure Fire		OUT (SR)	5777
15-473	5/13/15	3	6:08	6:11	6:14	6:32	0:24	MA	SOB	#+	JPA-SR (N)	5333

ALS Response (#)
 ALS Transport (+)
 No ALS Transport (&)

May 2015 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
15-474	5/13/15	3	14:52	14:52	14:55	15:07	0:15	MA	ALOC	##	JPA-SR (O)	5331
15-475	5/14/15	3	19:16	19:17	19:19	19:26	0:10	MA	Chest Pain	##	MW	5882
15-476	5/15/15	2	2:28	2:29	2:35	2:50	0:22	MA	Shoulder Pain	##	MW	5981
15-477	5/15/15	2	12:15	12:15	12:21	12:29	0:14	MA	Assault		JPA (MC)	1501
15-478	5/15/15	2	12:18	12:19	12:29	12:38	0:20	PSA	Lift Assist		CSA 13	5888
15-479	5/15/15	3	12:32	12:32	12:37	12:51	0:19	MA	G.I. Bleed	##	OUT (SR)	5660
15-480	5/15/15	3	16:43	16:44	16:50	17:52	1:09	FIRE	Vegetation Fire		JPA-SR (N)	5300
15-481	5/15/15	3	21:19	21:20	21:24	22:07	0:48	MA	Unresponsive	##	JPA-SR (N)	5334
15-482	5/16/15	3	11:54	11:54	11:57	12:08	0:14	MA	Chest Pain	##	JPA (MC)	1503
15-483	5/16/15	3	20:21	20:22	20:26	20:34	0:13	MA	Choking		JPA-SR (N)	5334
15-484	5/17/15	2	8:27	8:28	8:32	8:54	0:27	MA	ALOC	##	JPA-SR (N)	5333
15-485	5/17/15	3	10:08	10:10	10:14	10:14	0:06	FA/NN	Cancelled in route	##	JPA (MC)	21105
15-486	5/17/15	3	18:50	18:51	18:56	19:09	0:19	MA	Syncopal	##	JPA (MC)	1501
15-487	5/17/15	3	20:31	20:32	20:37	21:02	0:31	MA	Fall	##	JPA-SR (N)	5333
15-488	5/17/15	3	22:39	22:40	22:45	23:08	0:29	MA	ALOC	##	JPA (MC)	1501
15-489	5/18/15	3	10:36	10:37	10:40	10:40	0:04	FA/NN	Cancelled in route	##	JPA-SR (N)	5300
15-490	5/18/15	3	10:48	10:48	10:50	11:01	0:13	MA	Bum	##	JPA-SR (O)	5331
15-491	5/18/15	3	11:18	11:18	11:22	11:35	0:17	MA	Hives / Allergic reaction	##	MW	5881
15-492	5/18/15	3	18:22	18:22	18:26	18:29	0:07	FA/NN	Accidental Alarm	##	JPA-SR (N)	5333
15-493	5/18/15	3	23:47	23:49	23:53	0:06	0:19	MA	Arm Pain	##	CSA 13	5889
15-494	5/19/15	3	3:07	3:09	3:12	3:33	0:26	MA	Chest Pain	##	JPA-SR (O)	5337
15-495	5/19/15	3	20:55	20:56	21:00	21:16	0:21	MA	Difficulty Breathing	##	CSA 13	5888
15-496	5/20/15	3	15:24	15:25	15:36	15:46	0:22	MA	Vehicle Accident	##	OUT (SR)	5223
15-497	5/20/15	2	21:06	21:07	21:16	21:29	0:23	PSA	Lift Assist		JPA-SR (O)	5337
15-498	5/21/15	2	3:51	3:53	3:57	4:12	0:21	MA	Fall w/head injury	##	MW	5881
15-499	5/21/15	3	8:35	8:37	8:42	8:48	0:13	FA/NN	Fire Alarm		JPA-SR (N)	5333
15-500	5/21/15	3	16:38	16:39	16:40	16:50	0:12	MA	Allergic Reaction	##	MW	5883
15-501	5/21/15	3	19:52	19:52	19:55	20:08	0:16	MA	Chest Pain	##	MW	5881
15-502	5/22/15	3	3:25	3:27	3:32	3:39	0:14	MA	Difficulty Breathing	##	JPA-SR (N)	5334
15-503	5/22/15	3	15:14	15:14	15:18	15:32	0:18	MA	Difficulty Breathing	##	JPA-SR (N)	5333
15-504	5/22/15	2	16:36	16:37	16:43	16:49	0:13	PSA	Smoke detector problem		JPA-SR (N)	5334
15-505	5/22/15	3	17:34	17:35	17:39	17:56	0:22	MA	Vehicle Accident	#	MW	5881
15-506	5/22/15	3	18:30	18:31	18:35	18:50	0:20	MA	Vehicle Accident	##	MW	5882
15-507	5/23/15	3	0:08	0:09	0:14	0:23	0:15	MA	ALOC	##	JPA-SR (N)	5338
15-508	5/23/15	2	0:25	0:25	0:28	0:44	0:19	PSA	Lift Assist		JPA-SR (N)	5333
15-509	5/23/15	2	13:33	13:34	13:37	13:53	0:20	MA	Abdominal Pain	##	CSA 13	1503
15-510	5/23/15	2	21:12	21:13	21:15	21:40	0:28	MA	Fall	##	MW	5883
15-511	5/23/15	2	22:06	22:08	22:11	22:30	0:24	MA	Hip pain	##	JPA-SR (N)	5333
15-512	5/24/15	2	0:18	0:20	0:23	0:36	0:18	MA	Knee pain	##	JPA (MC)	1503

ALS Response (#)
 ALS Transport (+)
 No ALS Transport (&)

Re: Email

Thu 5/28/2015 1:34 PM

From: Rudy A. Gelenter

To: troach@marinwood.org



To: Chief Tom Roach

From: Commissioner Rudy Gelenter

I regret to inform the Marinwood Fire Commission that I am resigning my post due to my travel and work schedule. I have not attended the last 5 meetings and I don't see me helping out with fire department issues with such attendance.

If my schedule changes in the future I would like to help out in any way possible. Keep me posted and I will attend board meetings for vocal support from a Marinwood citizen when needed.

Thanks.

Rudy Gelenter

www.rudypictures.com (<http://www.rudypictures.com>)



MARINWOOD FIRE DEPARTMENT

Fire Chief
Thomas Roach

777 Miller Creek Road
San Rafael, CA 94903-1323

Phone: (415) 479-0122
Fax: (415) 479-7759

Open Space Neighbors: Improve the fire safety of your property

An Invitation from the Marin County Open Space District and the Marinwood Fire Department

Each year, Open Space Districts and Marin's Fire Agencies perform a variety of tasks to reduce the possibility of wildfire on the county's wild lands. Despite best efforts, it is simply not possible to entirely eliminate the threat that fire, starting on private property or on public open space, presents.

To help protect your home, the Marin County Open Space District, the Marinwood Community Services District (CSD) and County Service Area 13 (CSA-13 Upper Lucas Valley), in cooperation with the Marin County Fire Chiefs Association, **invites and encourages you to mow grass on District lands** thirty to one hundred feet of your property. As part of a new program, **no permits are required**, and a **Ranger or fire department representative need not meet you on site**. This program is intended to make it easier for homeowners to conduct clearance on these properties.

Please follow the guidelines below to ensure your clearance work does not start a fire.

- ◆ Confirm the property you want to mow is owned by either the Marin County Open Space District, the Marinwood CSD including Lucas Valley Estates, or CSA-13, and is not the property of your neighbor or another agency. Information on lot lines and property ownership is available at the County Assessor-Recorder's Office (415-499-7215, www.co.marin.ca.us/depts/AR/main/index.cfm) and the County Community Development Agency (499-6269, www.co.marin.ca.us/depts/CD/main/index.cfm).
- ◆ Mow only grass and small brush. A permit is required to cut large brush or trees on Open Space District lands; call the District field office at 415-507-2816. To cut brush or trees on Marinwood CSD open space, call 415-479-0122, and for CSA 13 open space, call 415-472-3202.
- ◆ Never mow under high fire hazard RED FLAG conditions; call 415-499-7191 for current conditions.
- ◆ In the heat of summer, mow during early morning or evening hours when it is cooler and less likely a fire could be started. Use extra caution with power mowers or other spark-producing tools.
- ◆ Keep a 5 pound "ABC" fire extinguisher AND a fully charged garden hose at the work site while mowing or other work is taking place.
- ◆ Fire hazard concerns on properties other than your own or the Districts' jurisdiction can be brought to the attention of the Marinwood Fire Chief.
- ◆ Do not use metal mowing heads on power scythes (weed whippers) as they can spark from contact with rocks.
- ◆ Make sure spark arrestors are in place and functioning.
- ◆ Do not lay hot power tools in dry grass where hot metals may ignite flammable vegetation.
- ◆ Re-fuel tools on paved surfaces or cleared areas and away from vegetation. Store gasoline away from site.
- ◆ If possible, have someone spot you (keep a close watch) while you are working to watch for problems.
- ◆ Watch for hikers and other users; cease work until they are clear from the work area.
- ◆ Information is available on-line for both the Open Space District (www.marinopenspace.org) and for the Marinwood CSD (www.marinwood.org). For fire protection guidelines, contact Chief Roach, Marinwood Fire Department (415-479-0122), or check the internet at www.marinwoodfire.org or www.firesafemarin.org.

Thank you for joining us to reduce the potential for wildfire.

Message from the Fire Chief

www.marinwoodfire.org

An Invitation from the Marin County Open Space District and the Marinwood Fire Department

Each year, the Marin County Open Space District and Marin's Fire Agencies perform a variety of tasks to reduce the possibility of wildfire on the county's wild lands. Despite our best efforts, it is simply not possible to entirely eliminate the threat that fire, starting either on private property or on public open space, presents.

To help protect your home, the Marin County Open Space District, the Marinwood Community Services District, and County Service Area 13, in cooperation with the Marin County Fire Chiefs Association, invites and encourages you to mow grass on District lands within 30 feet of your property. As part of a new program, there are no permits required, and a Ranger need not meet you on site. This program is intended to make it easier for homeowners to conduct clearance on these properties.

It is extremely important that your clearance work does not start a fire and that you follow the guidelines below:

- Confirm that the property you want to mow is owned by the Marin County Open Space District, the Marinwood Community Services District, or CSA 13, not your neighbor or another agency. Information on lot lines and property ownership is available at the County Assessor-Recorder's Office (499-7215 or go to <http://www.co.marin.ca.us/depts/AR/main/index.cfm>) and the County Community Development Agency (499-6269 or go to <http://www.co.marin.ca.us/depts/CD/main/index.cfm>).
- Mow Only Grass. If you wish to cut brush or trees on Open Space District lands, you still need a permit; please call the District field office at 415-507-2816. To cut brush or trees on Marinwood CSD open space please call 479-0122, and for CSA 13 open space call 472-3202.
- Never mow under high fire hazard RED FLAG conditions; call 415-499-7191 for current conditions.
- In the heat of summer, mow early morning or during the evening when it is cooler and less likely that you could start a fire. Use extra caution with power mowers or other spark-producing tools.
- Keep a 5 pound "ABC" fire extinguisher AND a fully charged garden hose at the work site while mowing or other work is taking place.
- Do not use metal mowing heads on power scythes (weed whippers) as they can spark from contact with rocks.
- Make sure spark arrestors are in place and functioning.
- Do not lay hot power tools in dry grass where hot metals may ignite flammable vegetation.
- Re-fuel tools away from vegetation – on paved surfaces or cleared areas. Store gasoline away from site.
- If possible, have someone spot you (keep a close watch) while you are working to watch for problems.
- Watch for hikers and other users; cease work until they are clear from the work area.

Information on the Open Space District is available on the internet at www.marinopenspace.org and on the Marinwood CSD at www.marinwood.org. For guidelines on fire protection, call Chief Roach at the Marinwood Fire Department at 479-0122 or check the internet at www.marinwoodfire.org or www.firesafemarin.org.

Thank you for joining us in reducing the potential for wildfire.



Wildland Fire Safety

Every year, wildfires burn across the U.S., and more and more people are living where wildfires are a real risk. But by working together, residents can make their own property — and their neighborhood — much safer from wildfire.

Action steps for around your home:

- **CLEAR** leaves and other vegetative debris from roofs, gutters, porches and decks. This helps prevent embers from igniting your home.
- **REMOVE** dead vegetation and other items from under your deck or porch, and within 10 feet of the house.
- **SCREEN** in areas below patios and decks with wire mesh to prevent debris and combustible materials from accumulating.
- **REMOVE** flammable materials (wood piles, propane tanks) within 30 feet of your home's foundation and outbuildings, including garages and sheds. If it can catch fire, don't let it touch your house, deck or porch.
- Wildfire can spread to tree tops. **PRUNE** trees so the lowest branches are 6 to 10 feet from the ground.
- **KEEP** your lawn hydrated and maintained. If it is brown, cut it down to reduce fire intensity. Dry grass and shrubs are fuel for wildfire.
- Don't let debris and lawn cuttings linger. **DISPOSE** of these items quickly to reduce fuel for fire.
- **INSPECT** shingles or roof tiles. Replace or repair the shingles that are loose or missing to prevent ember penetration.
- **COVER** exterior attic vents with metal wire mesh no larger than 1/8 inch to prevent sparks from entering the home.
- **ENCLOSE** eaves and screen soffit vents using 1/8 mesh metal screening to prevent ember entry.

AND DON'T FORGET...

The more actions a community takes, the more fire adapted it becomes. Learn how you can make a difference in your community. Visit www.fireadapted.org and www.firewise.org for more information.



FACT

- ❗ There are more than **45 million** homes near or in the wildland.
- ❗ More than **72,000** U.S. communities are now at risk from wildfire.



Your Source for
SAFETY Information

NFPA Public Education Division | 1 Batterymarch Park, Quincy, MA 02169