

**MARINWOOD FIRE COMMISSION  
 AGENDA FOR FIRE COMMISSION MEETING  
 WEDNESDAY AUGUST 3, 2016  
 7:30 PM – MARINWOOD COMMUNITY CENTER CLASSROOM**

#	Time	Item	Commission Action
1	7:30 PM	Agenda	Approve
2	7:35 PM	Public Comments on Non Agenda Items	
3	7:45 PM	Draft Minutes June 2016 Fire Commission Meeting *No July Meeting	Approve
4	8:00 PM	Activity Summary Report for June and July 2016 Response Report for June and July 2016	Review
5	8:10 PM	Budget Amendment to carry over two items from 2015/16FD Budget	Approve
6	8:15 PM	Fire Chief Report-Engine Update, CERT, Grants update, Captain's Promotional Exam, Fire Road conversion to Multi Use Trail, Grand Jury Response, firehouse inspection	Review
7	8:40 PM	CSD Website Renewal-Board Member Izabela Perry to Report	Review
8	8:50 PM	By-Law Changes-Commission to consider possible change of time for Commission Meetings and include a vice chair position	Discuss/Approve
9	9:00 PM	Succession Planning for implementation of Paramedic Positions as directed by the Board including staffing and shared services	Discuss
10	9:15 PM	Adjourn	Approve

**NOTES TO COMMISSIONERS:**

Please notify Fire Chief Tom Roach at 415.479.0122 (or [troach@marinwood.org](mailto:troach@marinwood.org)) by 5:00 PM the day before the meeting if you are unable to attend.

**NEXT FIRE COMMISSION MEETING DATE TO BE DETERMINED**

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

June 7, 2016 Fire Commission Meeting Minutes

**DRAFT**

Commissioners:

Present: Russ Albano, Ron Marinoff, Irv Schwartz, Tom Elsbree

Others in attendance:

Fire Chief Tom Roach, Board Member Izabela Perry, Captain Steve Heine, District Manager Eric Dreikosen, Linda Barnello

1. Approval of Agenda-Call to order 730 pm.
  - **M/S Schwartz/Marinoff to approve submitted agenda. All in favor.**
2. Public Comment on Non agenda items.
  - Commissioner Marinoff noted that bathrooms at the Community Center were not gender neutral.
3. Approval of April 2016 Minutes
  - **M/S Schwartz/Elsbree to approve the April Commission Minutes. Commissioner Marinoff noted that in the April minutes it mentioned there would be discussion on hydrant maintenance but that was not included on this month's agenda. Chief explained he wasn't sure what the Commission wanted to know about hydrant maintenance so he gave a quick breakdown of the hydrant maintenance program in the department. All in favor of minutes as presented.**
4. April/May Activity Schedule and Response Report.
  - The April/May Activity Schedule was reviewed. Chief commented that April and May were both busy months in terms of emergency calls and preparing for wildland season.
  - The April/May Response Report was reviewed. Commissioner Albano had a question on the power pole fire near highway 101. Captain Heine explained the cause and PG and E's response.
5. Review and Approve the HazMat JPA and Resolution 2016-03.
  - Chief presented the updated Hazardous Materials JPA, the new yearly cost to the CSD which is an increase of \$200 a year, and Resolution 2016-03 authorizing the Fire Chief to sign the JPA agreement. Chief further explained how the team operates and the frequency with which it is used in Marinwood or Lucas Valley. The Haz Mat team has some on call 24/7 who can be used as a consult on a minor hazardous materials call or can be notified by dispatch to start a full hazardous materials team response. Typically the team helps mitigate an emergency and that clean up is done by private contractors. **M/S Marinoff/Elsbree to recommend to the Board to Approve the New Hazardous Materials JPA and Resolution 2016-03. All in favor.**
6. Chief Report
  - Chief gave an update on the fire engine status. The engine is in service and staff is happy with how it performs. Additionally the reserve engine has been listed for sale on some fire department used equipment websites. The reserve engine is currently being used by the joint fire academy. Commissioner Schwartz commented that he thought the Commission would be consulted before the engine would be sold. Chief commented that for now the engine will remain with the department and is only being advertised for sale. Should an offer be made the Commission and Board would be consulted and advise the Chief on direction.

- Chief gave an update on the Marinwood CERT Steering Committee work and that the Community Service Grant through the Supervisors was not granted.
  - Chief gave an update on the Blood Drive at the firehouse during May.
7. CSD Website Renewal
- Board Member Izabela Perry gave an update on her work updating and improving the Marinwood CSD website. She explained that it made sense for the Fire Department website to be roled into the District website. All Commissioners and the Chief agreed. She asked that over the next month Commissioners forward the Chief content ideas that could be included on the fire department page.
8. By Law Change
- The Fire Commission considered amending the bylaws to have meetings start at 7:00 pm instead of 7:30. What also came up for discussion was to possibly add a Vice Chair position and to amend the bylaws to allow for a non Marinwood resident (CSA 13) be allowed to act as the Chairperson or Vice Chair. Those two items will be agendized for discussion at the July Commission Meeting. Also, it says in the bylaws that the Fire Commission will conduct an inspection of the fire department facilities and equipment once a year during spring. This will be scheduled for the August meeting and then happen in the spring moving forward. M/S Elsbree/Schwartz to change the Fire Commission start times to 7:00 pm but also allow for a time change due to special circumstances. All in favor. This change will be brought to the Board for consideration after the other possible bylaw changes have been considered. Any changes to the Commission bylaws will require changes be made to the Board bylaws.
9. Implementation of Paramedic Program and Staffing
- Chief gave an update on new Paramedic hire Keith Larson. Keith is currently in the joint new hire academy and will finish June 24. He will then undergo two weeks of 8 hour days as the fourth person on the engine before being placed on A shift as the tailboard firefighter. Firefighter Brackett from A shift will be moved to C Shift to fill in for a new workers comp injury that may require surgery. Probationary Firefighters Smith and Day are taking their 6 month probationary test on June 15. When that is completed they will begin their Engineer training and certification. That should be completed by the end of the year. When they are Acting Engineer certified it will allow for some additional staffing flexibility.
  - Captain Steve Heine has been promoted to Temporary Training Officer. He is coordinating the Probationary Firefighter Training, the Acting Engineer training, and getting the Department JAC Program up and running.
10. Adjourn
- Next Meeting scheduled for July 5, but two Commissioners have informed me they will be away on vacation.

Chief Tom Roach

July 28, 2016

To: Marinwood Fire Commission  
From: Chief Tom Roach  
Re: Activity Summary for June and July 2016

**FULL TIME PAID STAFFING**

Eleven (10) full time paid personnel and One (1) Temporary Firefighter including:  
Fire Chief Tom Roach  
“A” shift- Captain Heine, Engineer B. Smith, Firefighter R. Brackett, Probationary Firefighter K. Larson  
“B” shift- Engineer J. Papanikolaou, Firefighter B. Selvitella, Probationary Firefighter J. Smith (Papanikolaou and Selvitella are alternating sets as the Acting Captain.  
“C” shift- Captain White, Engineer C. Correa, Probationary Firefighter S. Day  
One firefighter off on industrial disability leave, and one firefighter off on sick leave with another injury.

**VOLUNTEER STAFFING**

21 Current Volunteers including:  
One Volunteer Battalion Chief  
2 Volunteer Firefighter/AO's  
11 Volunteer Firefighters qualified as “responders” (includes AO's & Captains)  
10 Volunteer Firefighter qualified as a “non responder”  
Three volunteers passed the written and practical responder testing in May and June.

**EMERGENCY CALLS**

The department responded to 186 emergency in June and July. Most were medical in nature. The department did respond to three vegetation fires in Novato and four vegetation fires in San Rafael and one structure fire in San Rafael. Fire season is in full swing. The department had been asked to participate in two strike team assignments both of which had to be turned down because of limited staffing.

**June/July through 7/28 2016 Response Report**

	<b>MA</b>	<b>PSA</b>	<b>FA/NN</b>	<b>FIRE</b>	<b>HAZMAT</b>	<b>COVER</b>	<b>TOTAL</b>
<b>Marinwood</b>	29	14	8	2	0	na	53
<b>CSA 13</b>	10	3	1	1	0	na	15
<b>New JPA (east of 101)</b>	51	5	8	2	0	na	66
<b>Old JPA (mont marin)</b>	6	2	2	1	0	na	11
<b>SR Mutual Aid</b>	7	1	3	4	0	3	18
<b>MC JPA</b>	7	0	1	1	0	0	9
<b>Novato Matrix</b>	3	0	0	4	0	7	14
<b>Others (list)</b>	0	0	0	0	0	0	0
<b>Total number</b>	113	25	23	15	0	10	186

## **COMMUNITY SERVICE/PREVENTION/ASSOCIATION MEETINGS**

- I completed six final inspections of new solar systems in Marinwood during June and July.
- A Fire Commission Meeting was held in June.
- I completed two residential fire sprinkler inspections in Marinwood during June and July.
- A Lion Club Marinwood CERT Team Meeting was held at the firehouse in June and July. I am working on mapping of the different CERT areas in Marinwood.
- A Community Service Grant for \$7,000 was awarded to Las Gallinas Lions Club for a disaster preparedness trailer and supplies.
- The on duty engine company attended the Cobblestone Block Party in June.
- New Volunteer Orientation was held in June. Four new volunteers were hired.
- Four camp tours were done during June and July.
- I attended the Marin County Drug Advisory Board Meeting in June.
- One residential Daycare licensing inspection was completed in June.
- Two fundraising rides to school were completed in June.
- A Vegetation Management project was completed by CCNB on Blackstone Lane in June.
- I attended the monthly Marin County Fire Chief's meeting in June.
- I attended the Marinwood CERT Communications Committee meeting in June.
- I met with John Campo from Marin County Parks and Open Space to discuss the possibility of changing a local fire road into a trail. Follow up meeting with Novato and Marin County Fire Chief's and I with Open Space also happened. See Chief Report for details.
- I attended the MERA Governing Board meeting in July.
- A Central Marin Training Consortium Staff Meeting was held in July. I attended with new Training Officer Capt. Heine.
- The Fourth of July Pancake Breakfast was held in July.
- The Department was awarded an Assistance to Firefighter Grant for \$126,000 to purchase new SCBA's for the department. The department has a 5% matching contribution requirement.
- I met with Jon Brukbauer of San Rafael OES who is teaching a Get Ready Class at the Marinwood Community Center August 3. John and I reviewed the room and talked about any needs he may have for the class.

## **TRAINING**

- Six minutes of Safety training was reviewed daily by on duty staff.
- Department Personnel continued with the Target Safety Training Program during June and July.
- Keith Larson completed the joint new hire fire academy and graduated in June.
- Sean Day and Keith Larson continued to develop their paramedic skills.
- On duty staff went through EMS Training through CMTC during June.
- Eight volunteer drills were held in June and July. EMS, new engine training, and new volunteer orientation, preparation for the pancake breakfast, and firefighter safety and survival were the topics.

- Captain Steve Heine was promoted to Training Officer on a temporary basis with John Bagala's retirement. The priorities for Captain Heine are to initiate the CPF Joint Apprenticeship Committee Program, the probationary testing of Sean Day and Jeff Smith, and the Engineer training of those same two employees.
- Sean Day and Jeff Smith both successfully completed their 6 month probation test.
- Sean Day and Jeff Smith began working on their Engineer certification.
- Volunteers Jamie Stanic and Shane Kunst completed the Wildland Fire Academy.
- The on duty staff helped train the Sheriff new hire academy on fire attack.
- Two of the three shifts went through active shooter training with the sheriff's office during July. The third shift will do it in August.

#### **MAINTENANCE**

- All 4 department vehicles underwent a comprehensive monthly check during June and July.
- The new engine was placed in service and the reserve engine is for sale through some websites.
- All gas-powered equipment was checked weekly during the month.
- All vehicle batteries were serviced and charged on a weekly basis during the month.

July 28, 2016

To: Marinwood Fire Commission  
From: Chief Roach

Re: Budget Amendment Carry Over from 2015/16 FD Budget, New Engine Update, CERT, Grants Update, Captain's Promotional Exam, Fire Road conversion to multi use trail, Grand Jury Response, Firehouse Inspection, CSD Website update, By-Law Changes, Succession Planning for Paramedic Program including staffing and shared services

#### **Budget Carry Over/Amendment**

In the 2015/16 Fire Department Budget there were two line items that were not spent that I would like to carry over into the 2016/17 Fire Department Budget. These two items are not currently in the 2016/17 budget.

The two items are from Line Item 5220910 Fire and Station Equipment and they include-  
Workout Room Equipment \$6,000  
New Turnout Lockers \$2,738

I would like the Commission to make a motion with a recommendation to the Board for a budget amendment adding these two things to the current budget.

#### **New Engine Update**

The new engine is here and working!!! Staff continues to train with it every day. It was placed in service the first week of May and has been working great. Staff is very happy with it's performance. The reserve Type 1 has also been listed with a fire engine broker for sale for \$30,000. If an offer is made for the sale of the engine I will bring it to the Commission and the Board for consideration.

#### **CERT**

I continue to work with the Lions Club and Marinwood CERT Committee to further the Communities Disaster Preparedness. Monthly meetings are held, a grant for disaster supplies was written, getting additional community members CERT trained is on going. I am also working with San Rafael OES Director John Brukbauer on organizing the Mont Marin area. The Marinwood CERT Team had a booth set up at the Pancake Breakfast along with the Southern Marin Cert Disaster Response Trailer. This is the trailer the Marinwood Cert Committee and the Lions Club are looking to duplicate with the Community Service Grant. Also, the Marinwood Cert Team is sponsoring a Get Ready Class Disaster Preparedness Class in Marinwood on August 3 and a First Aid for Disaster Response (FADR) Class in October during Cert Week.

#### **Grant Update**

The Community Service Grant Funds to the Las Gallinas Lions Club should arrive any day. Once the \$7,000 check arrives the Lions Club and Marinwood CERT and the Fire Department will begin the purchases to get the trailer in service.

For the Assistance to Firefighter Grant in the amount of \$126,648 for new SCBA's I am waiting for the Districts Banking information to be approved and verified by the

Department of Homeland Security. It should happen within the next few weeks. I have a Post Award Orientation (POA) on August 3. Once the banking info is approved and the POA completed I can get three competitive bids and move forward with the purchase.

### **Captain's Promotional Exam Process**

A copy of the Captains Promotional Exam Process is included in the Commission Packet. There are 5 in house candidates who are qualified to take the exam.

### **Fire Road Conversion**

Included in the Commission packet are two maps, one showing fire roads in and around Marinwood and Novato and one showing how two fire roads would be converted to a multi use trail. Marin County Open Space District approached Chief Mark Heine of Novato FPD, Chief Jason Weber of MCFD, and myself about this proposal. Chief Heine and Fire Marshal Bill Tyler from NFPD and I met with Max Korten and Jon Campo from Open Space about the proposal. The five of us came to a good compromise to allow this project to move forward. The Chiefs all agreed that this could work if Open Space District would allow for vegetation management to occur on it's lands up to 300 feet from homes. Currently it allows for up to 100 feet. This will greatly improve the defensible space area and give firefighters a much better chance for success in saving homes. Also, once the trails become a multi use trail, there may be an increase in medical aids from users so there was preliminary discussion of Open Space purchasing an ATV to allow for quicker access by emergency responders. Again, this was a very preliminary discussion and will eventually have to be something the Marinwood CSD Board approves. Trail maintenance would be open space responsibility.

### **Grand Jury Response**

Included in the Commission Packet are two required draft responses to reports issued by the Marin County Grand Jury. The CSD Board will vote on these at the next Board Meeting.

### **Firehouse Inspection**

Fire Commissioner Russ Albano scheduled a walk through inspection of the firehouse with me during July. We spent about 45 minutes walking through and inspecting all areas of the firehouse. I have a list of the areas of concern. Some are simple fixes-cracked tiles on the floor while others are bigger-kitchen remodel-and would be considered capital improvements. We can schedule a time before an upcoming commission meeting in which the Commission as a whole can do the inspection.

### **CSD Website Update**

I included this just in case Izabela had something to report or update on the website upgrade.

### **Fire Commission By Laws**

The Commission did review the bylaws and voted to recommend a changing of the time from 7:30 pm to 7 pm. The Commission also considered a few other additions to the bylaws including adding the Vice Chair position and removing that that the Chair or Vice



Chair had to be from Marinwood. They will consider those two changes at the next Commission meeting and then forward all the change recommendations to the Board at one time. Any changes made to the Commission bylaws will require changes to the Board bylaws.

### **Succession Planning for implementation of Paramedic Positions**

The department's two most recent hires, Sean Day and Keith Larson, are qualified and certified to act as a paramedic. Sean and Keith are functioning as EMT's while working at Marinwood. They have been attending the monthly run review training's at Kaiser, are all current on their paramedic recertification's, have been assigned and are completing additional on line Target Safety medical training, and are doing ride along time on their off days on San Rafael's rescue ambulances.

Sean Day and Jeff Smith both passed their 6 month probationary test June 15. It was administered by the Captain Heine the Training Officer. They are now focusing on their Engineer Training. That should be completed by the end of the year and will help allow for some additional flexibility with staffing.

Captain Steve Heine has been promoted to Acting Training Officer. He is doing a great job helping coordinate the training and testing of the Probationary Firefighters and the volunteers. He also has the Joint Apprenticeship Committee Program up and running getting the department money for training purposes.

Two employees remain off injured, one on sick time one on workers comp. As of now there is no date for their return.

San Rafael and Marinwood paid each other the costs for cross over shifts from Jan 1, 2016 through June 30, 2016. Marinwood personnel worked eight shifts in San Rafael and the District was reimbursed \$10,057. San Rafael personnel worked six shifts in Marinwood and the District reimbursed San Rafael \$9428.

June

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
16-497	6/1/16	3	7:35	7:36	7:40	7:54	0:19	MA	Sick Person	#+	JPA-SR (N)	5338
16-498	6/1/16	3	8:17	8:17		8:18	0:01	FA/NN	Fire Alarm		JPA-SR (N)	5338
16-499	6/1/16	2	19:06	19:07	19:14	19:17	0:11	MA	Assault	#	JPA (MC)	1501
16-500	6/1/16	3	19:45	19:46	19:51	19:56	0:11	MA	Fall	#	JPA-SR (N)	5334
16-501	6/2/16	3	16:34	16:36	16:40	17:07	0:33	MA	Chest Pain		JPA-SR (N)	5338
16-502	6/2/16	2	18:22	18:24	18:27	18:51	0:29	MA	Sick Person		JPA-SR (N)	5338
16-503	6/2/16	3	20:41	20:43	20:47	20:50	0:09	FA/NN	Fire Alarm		JPA-SR (N)	5338
16-504	6/3/16	3	14:25	14:26	14:29	14:44	0:19	MA	ALOC	#+	JPA-SR (N)	5333
16-505	6/3/16	3	14:55	14:57	15:00	15:14	0:19	MA	Abdominal Pain	#+	JPA-SR (O)	5331
16-506	6/3/16	2	15:14	15:14	15:18	16:36	1:22	COVER	Cover Nov 64	#+	OUT (N)	21055
16-507	6/3/16	3	15:45	15:46	15:49	15:56	0:11	MA	ALOC	#+	OUT (N)	21055
16-508	6/3/16	3	16:06	16:08	16:12	16:34	0:28	FIRE	Vegetation Fire		OUT (N)	21055
16-509	6/3/16	3	18:02	18:04	18:08	18:16	0:14	MA	ALOC	#+	MW	5880
16-510	6/3/16	2	19:07	19:08	19:08	19:35	0:28	COVER	Cover Nov 64		OUT (N)	21055
16-511	6/3/16	2	21:56	21:57	21:58	22:01	0:05	PSA	Lift Assist		MW	5884
16-512	6/3/16	3	23:53	23:55	23:57	0:13	0:20	MA	Medical Check		JPA-SR (N)	5334
16-513	6/4/16	2	13:29	13:30	13:36	13:42	0:13	MA	Shoulder Injury	#+	JPA-SR (N)	5334
16-514	6/5/16	3	13:10	13:10	13:14	13:30	0:20	MA	Chest Pain	#+	JPA-SR (N)	5338
16-515	6/6/16	2	10:14	10:16	10:32	11:02	0:48	PSA	Hydrant sheared off		JPA-SR (N)	5335
16-516	6/6/16	3	21:58	21:59	22:02	22:22	0:24	MA	ALOC	#+	MW	5880
16-517	6/6/16	3	23:15	23:16	23:20	23:57	0:42	MA	ALOC	#+	CSA 13	5889
16-518	6/8/16	3	1:19	1:21	1:28	1:39	0:20	MA	Chest Pain	#+	JPA-SR (N)	5334
16-519	6/8/16	3	8:35	8:36	8:40	9:19	0:44	MA	Chest Pain	#	JPA-SR (N)	5338
16-520	6/8/16	2	12:44	12:49	13:00	13:05	0:21	PSA	Chest Pain		MW	5882
16-521	6/8/16	3	19:46	19:47	19:53	20:02	0:16	MA	Vehicle Leaking Fuel	#+	JPA-SR (N)	5334
16-522	6/9/16	3	8:54	8:58	9:01	9:02	0:08	FIRE	Hemorrhage	#	OUT (SR)	5668
16-523	6/9/16	3	10:38	10:40	10:51	11:01	0:23	MA	Structure Fire	#+	JPA (MC)	1503
16-524	6/9/16	3	21:47	21:48	21:51	22:01	0:14	MA	Seizures	#+	JPA (MC)	1503
16-525	6/10/16	3	10:24	10:26	10:30	10:47	0:23	MA	Difficulty Breathing	#+	MW	5881
16-526	6/10/16	3	10:57	10:59	11:08	11:39	0:42	MA	Chest Pain	#	JPA-SR (N)	5338
16-527	6/10/16	2	17:10	17:11	17:15	17:56	0:46	MA	ALOC	#	JPA-SR (N)	5333
16-528	6/10/16	3	19:01	19:04	19:07	19:07	0:06	MA	Sick Person	#+	MW	5885
16-529	6/10/16	3	19:01	19:04	19:07	19:07	0:06	FA	Sick Person	#+	MW	5881
16-529	6/10/16	2	20:16	20:16	20:26	20:31	0:15	PSA	Fire Alarm		MW	5884
16-530	6/11/16	2	21:08	21:09	21:14	21:30	0:22	MA	Medical Check	#+	CSA 13	5888
16-531	6/11/16	3	23:40	23:42	23:45	23:57	0:17	MA	Abdominal Pain	#+	JPA-SR (N)	5338
16-532	6/12/16	3	9:20	9:20	9:24	9:41	0:21	MA	Sick Person	#+	JPA-SR (N)	5338
16-533	6/13/16	3	2:05	2:07	2:11	2:16	0:11	FA/NN	Chest Pain	#+	JPA-SR (N)	5338
16-533	6/13/16	3	2:05	2:07	2:11	2:16	0:11	FA/NN	Fire Alarm		JPA-SR (N)	5333

16-534	6/13/16	3	11:34	11:35	11:42	11:47	0:13	FIRE	Oven Fire		CSA 13	5888
16-535	6/13/16	3	18:11	18:13		18:13	0:02	FA/NN	Fire Alarm		MW	5881
16-536	6/13/16	3	18:39	18:39		18:40	0:01	FA/NN	Fire Alarm		MW	5881
16-537	6/13/16	3	18:51	18:51	18:55	19:12	0:21	MA	ALOC	#+	JPA-SR (N)	5333
16-538	6/14/16	3	10:37	10:39	10:45	10:58	0:21	OTHER	Smoke Check		MW	5882
16-539	6/14/16	3	11:17	11:21	11:33	11:33	0:16	MA	SOB		MW	5881
16-540	6/14/16	3	13:09	13:10	13:15	13:20	0:11	MA	Airway Obstruction		JPA-SR (N)	5335
16-541	6/14/16	3	17:20	18:10	18:25	22:20	5:00	FIRE	Vegetation Fire		OUT (SR)	5555
16-542	6/15/16	2	11:18			12:50	1:32	COVER	Cover 57		OUT (SR)	5777
16-543	6/15/16	3	12:27	12:28	12:30	12:43	0:16	MA	Hypertension		OUT (SR)	5336
16-544	6/15/16	3	19:15	19:16	19:20	19:38	0:23	MA	Fall		CSA 13	5889
16-545	6/16/16	3	20:21	20:22	20:28	20:31	0:10	PSA	Good Intent		JPA-SR (O)	5667
16-546	6/16/16	3	6:36	6:38	6:40	6:50	0:14	MA	Sick Person	#+	MW	5881
16-547	6/16/16	3	11:59	12:00		12:01	0:02	FA/NN	Medical Alarm	#	MW	5881
16-548	6/16/16	3	12:33	12:34	12:35	13:02	0:29	MA	Sick Person	#	MW	5884
16-549	6/16/16	3	16:17	16:19	16:23	16:33	0:16	MA	Vehicle Accident	#	JPA-SR (O)	5330
16-550	6/16/16	2	16:56	16:56	16:56	17:01	0:05	PSA	Lift Assist		MW	5884
16-551	6/17/16	3	11:55	11:56	11:59	12:02	0:07	FA/NN	Fire Alarm		MW	5882
16-552	6/17/16	3	14:47	14:47	14:52	15:00	0:13	MA	Fall	#	JPA (MC)	1501
16-553	6/17/16	3	19:07	19:09	19:16	19:24	0:17	MA	E56--ALOC	#+	JPA (MC)	1501
16-554	6/17/16	2	20:14	20:16	20:22	20:26	0:12	MA	Assault	#	JPA-SR (N)	5334
16-555	6/17/16	2	21:18	21:18	21:21	21:26	0:08	PSA	Smoke Check		MW	5880
16-556	6/18/16	2	12:10	12:11	12:16	12:45	0:35	COVER	Cover for Gas Leak		OUT (N)	21105
16-557	6/18/16	3	14:32	14:32	14:38	15:04	0:32	MA	Fall	#	MW	5887
16-558	6/18/16	2	16:57	16:59	17:04	17:21	0:24	MA	Head Injury	#	JPA-SR (N)	5334
16-559	6/19/16	3	2:01	2:04	2:07	2:23	0:22	FA/NN	Fire Alarm		JPA-SR (N)	5333
16-560	6/19/16	3	13:44	13:44	13:46	14:06	0:22	FIRE	Misc. Fire		MW	5884
16-561	6/19/16	2	21:21	21:23	21:29	21:32	0:11	OTHER	Smoke Check		JPA-SR (N)	5334
16-562	6/19/16	2	22:26	22:28	22:33	22:50	0:24	PSA	Lift Assist		JPA-SR (N)	5333
16-563	6/20/16	2	5:59	6:01	6:06	6:26	0:27	MA	Hip Injury	#+	MW	5881
16-564	6/20/16	3	8:36	8:39	8:42	8:54	0:18	MA	Hip Pain	#+	CSA 13	5888
16-565	6/20/16	3	10:06	10:08	10:12	10:23	0:17	MA	Shortness of Breath	#+	JPA-SR (N)	5334
16-566	6/20/16	3	11:28	11:30	11:36	11:51	0:23	PSA	Smoke Check		OUT (SR)	5330
16-567	6/20/16	2	12:45	12:47	12:50	12:59	0:14	PSA	Lift Assist		JPA-SR (O)	5337
16-568	6/20/16	3	13:58	14:00	14:03	14:31	0:33	FA/NN	Fire Alarm		JPA-SR (N)	5300
16-569	6/20/16	2	16:51	16:52	16:56	17:08	0:17	PSA	Tree Blocking Roadway		MW	5880
16-570	6/22/16	3	3:05	3:07	3:08	3:08	0:03	FA/NN	Fire Alarm		JPA-SR (O)	5337
16-571	6/22/16	3	6:22	6:25	6:28	6:39	0:17	PSA	Odor Investigation		MW	5885
16-572	6/22/16	2	7:26	7:27	7:36	8:07	0:41	FIRE	Vegetation Fire		MW	5882
16-573	6/22/16	3	10:00	10:02	10:06	10:08	0:08	MA	CVA	#	OUT (SR)	5660

16-574	6/22/16	3	18:15	18:16	18:27	19:01	0:46	FA/NN	CO Alarm		OUT (SR)	5700
16-575	6/22/16	2	22:30	22:32	22:37	22:42	0:12	PSA	Lift Assist		CSA 13	5888
16-576	6/23/16	3	6:26	6:28	6:32	6:46	0:20	MA	Shortness of Breath	#+	JPA-SR (N)	5338
16-577	6/23/16	2	11:11	11:11		11:12	0:01	COVER	Cover for multiple calls		OUT (SR)	5700
16-578	6/23/16	2	15:09	15:10	15:13	16:21	1:12	COVER	Cover for water problem		OUT (N)	21105
16-579	6/23/16	2	16:04	16:05	16:10	16:20	0:16	MA	Back Pain	#+	OUT (N)	21105
16-580	6/23/16	3	20:39	20:40	20:44	20:50	0:11	MA	Fall	#	JPA-SR (N)	5333
16-581	6/24/16	3	6:33	6:35	6:38	6:47	0:14	MA	Shortness of Breath	#+	MW	5881
16-582	6/24/16	2	7:16	7:16	7:18	7:25	0:09	PSA	Cable line down		MW	5883
16-583	6/24/16	3	9:15	9:16	9:20	9:32	0:17	MA	Sick Person	#+	JPA-SR (N)	5333
16-584	6/24/16	3	11:58	11:59	12:04	12:27	0:29	FIRE	Vegetation Fire		JPA-SR (N)	5330
16-585	6/24/16	3	13:42	13:45		13:49	0:07	FA/NN	Reported Truck Fire-UTL		MW	5882
16-586	6/24/16	3	13:50	13:51	13:55	13:55	0:05	FIRE	Vegetation Fire		JPA-SR (N)	5330
16-587	6/24/16	3	18:06	18:06		18:07	0:01	MA	Cancelled		OUT (SR)	5668
16-588	6/24/16	3	21:45	21:45	21:45	21:59	0:14	MA	Chest Pain	#	MW	5883
16-589	6/25/16	3	4:35	4:49	4:49	4:55	0:20	MA	GI Bleed	#+	OUT (SR)	5668
16-590	6/26/16	2	1:37	1:40	1:44	2:05	0:28	MA	Hip Injury	#+	MW	5881
16-591	6/26/16	3	16:37	16:40		16:46	0:09	FIRE	Vegetation Fire / Cancelled		JPA-SR (O)	5771
16-592	6/26/16	3	18:34	18:35	18:43	21:54	3:20	FIRE	Vegetation Fire		OUT (N)	21055
16-593	6/27/16	2	2:25	2:27	2:31	2:44	0:19	PSA	Odor Investigation		JPA-SR (N)	5333
16-594	6/27/16	3	5:33	5:35	5:39	5:46	0:13	FA/NN	CO Alarm		CSA 13	5888
16-595	6/27/16	3	7:31	7:32	7:36	7:55	0:24	MA	ALOC	#+	CSA 13	5888
16-596	6/28/16	2	0:02	0:04	0:06	0:34	0:32	COVER	Cover Nov 64		OUT (N)	21055
16-597	6/28/16	2	10:25	10:25	10:25	10:44	0:19	FA/NN	Fire Alarm		OUT (SR)	5777
16-598	6/29/16	3	0:00	0:02	0:06	0:20	0:20	MA	Stomach Pain	#+	JPA-SR (N)	5333
16-599	6/29/16	2	6:09	6:11	6:19	6:26	0:17	MA	Lift Assist		JPA-SR (N)	5334
16-600	6/30/16	3	7:14	7:16	7:18	7:36	0:22	MA	Cardiac arrest	#	MW	5884
16-601	6/30/16	3	9:46	9:46	9:46	10:28	0:42	MA	Fall w/head injury		MW	5883
16-602	6/30/16	2	16:15	16:17	16:22	16:36	0:21	MA	Sick Person	#+	JPA-SR (N)	5333
							0:00					
							0:00					
							0:00					
							0:00					

CODE 2 = Standard Response  
CODE 3 = Emergency Response (lights, sirens)

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

July

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
16-0663	7/1/16	3	4:21	4:23	4:28	4:58	0:37	MA	Fail	#	JPA-SR (N)	5333
16-0664	7/1/16	2	11:30	11:30	11:37	11:48	0:18	PSA	Lift Assist	#	MW	5880
16-0665	7/1/16	3	15:27	15:28	15:30	15:51	0:24	MA	Hip Injury	#+	JPA-SR (N)	5338
16-0666	7/1/16	3	17:27	17:28	17:31	17:45	0:18	MA	Fail	#+	JPA-SR (N)	5333
16-0667	7/1/16	3	18:38	18:41	18:43	19:04	0:26	MA	Seizure	#	JPA-SR (N)	5333
16-0668	7/1/16	3	19:34	19:35	19:39	19:53	0:19	MA	Cardiac Problem	#+	JPA-SR (N)	5333
16-0669	7/2/16	3	11:46	11:49	11:52	12:04	0:18	MA	ALOC	#+	JPA-SR (N)	5338
16-0610	7/3/16	3	15:59	16:00	16:04	16:17	0:18	MA	General Weakness	#+	CSA 13	5889
16-0611	7/4/16	3	8:34	8:35	8:39	8:53	0:19	MA	Sick person	#+	JPA-SR (N)	5338
16-0612	7/4/16	2	11:14	11:14	11:19	11:27	0:13	PSA	Lift Assist		CSA 13	5888
16-0613	7/4/16	2	12:38	12:52	12:52	13:41	1:03	MA	Confirm death		JPA-SR (N)	5338
16-0614	7/4/16	3	12:29	12:30	12:31	12:44	0:15	MA	Stroke	#+	MW	5881
16-0615	7/5/16	2	17:11	17:12	17:14	17:18	0:07	PSA	Lift Assist		MW	5884
16-0616	7/7/16	3	6:27	6:29	6:32	6:45	0:18	MA	Cardiac Problem	#	MW	5881
16-0617	7/7/16	3	6:55	6:57	7:00	7:08	0:13	MA	Vehicle Accident	#	JPA-SR (O)	5330
16-0618	7/7/16	3	10:27	10:29	10:31	10:31	0:04	FANN	Medical Alarm--Cancelled	#	JPA-SR (O)	5337
16-0619	7/8/16	3	9:23	9:25	9:29	9:43	0:20	MA	Chest Pain	#+	JPA-SR (N)	5338
16-0620	7/9/16	3	8:13	8:15	8:18	8:32	0:19	MA	Chest Pain	#+	JPA-SR (N)	5338
16-0621	7/9/16	3	17:50	17:51	17:55	18:07	0:17	MA	Fail	#+	JPA-SR (N)	5334
16-0622	7/9/16	2	18:55	18:56	19:07	19:07	0:12	COVER	Cover NOV 64		OUT (N)	21075
16-0623	7/10/16	2	6:13	6:13	6:13	6:13	0:00	COVER	Cancelled		OUT (SR)	5777
16-0624	7/10/16	3	7:09	7:10	7:12	7:12	0:03	FANN	Cancelled		MW	5880
16-0625	7/11/16	3	11:13	11:13	11:13	11:35	0:22	FIRE	Cooking Fire		OUT (SR)	5228
16-0626	7/11/16	3	15:36	15:38	15:41	15:50	0:14	FANN	Fire Alarm		OUT (SR)	5667
16-0627	7/11/16	3	20:12	20:14	20:19	20:28	0:16	MA	GI Bleed	#+	JPA-SR (N)	5334
16-0628	7/12/16	2	11:04	11:05	11:08	11:11	0:07	PSA	Lift Assist		CSA 13	5888
16-0629	7/12/16	3	11:11	11:12	11:15	11:20	0:09	MA	ALOC	#+	MW	5883
16-0630	7/12/16	2	11:50	11:51	11:56	12:08	0:18	MA	Shoulder Injury	#+	MW	5883
16-0631	7/13/16	3	8:42	8:42	8:46	8:57	0:15	MA	Taser Deployment	#	MW	5880
16-0632	7/13/16	3	19:00	19:00	19:07	20:54	1:54	FIRE	2nd Al. Structure Fire		OUT (N)	21105
16-0633	7/13/16	3					0:00	MA	Assault Victim	#	OUT (N)	21105
16-0634	7/14/16	3	6:35	6:38	6:44	6:57	0:22	MA	Sick Person	#+	JPA-SR (N)	5334
16-0635	7/14/16	3	14:06	14:11	14:14	14:14	0:08	FIRE	Vegetation Fire (E-658)	#	OUT (N)	21105
16-0636	7/14/16	3	18:58	19:01	19:04	19:21	0:23	PSA	Tree Down Blocking Roadway		MW	5882
16-0637	7/15/16	3	1:46	1:49	1:52	2:08	0:22	MA	Overdose	#+	MW	5881
16-0638	7/15/16	3	8:00	8:02	8:03	8:03	0:03	MA	Medical Alarm--Cancelled	#	CSA 13	5889
16-0639	7/15/16	3	12:44	12:46	12:50	13:02	0:18	MA	ALOC	#	JPA-SR (O)	5331

16-0640	7/15/16	3	13:11	13:13	13:19	15:09	1:58	FIRE	Vegetation Fire	#	JPA (MC)	1501
16-0641	7/15/16	3	18:31	18:32	18:36	18:43	0:12	MA	Medical Alarm	#	JPA-SR (N)	5333
16-0642	7/15/16	3	18:43	18:44	18:47	19:12	0:29	MA	Difficulty Breathing	#+	JPA-SR (N)	5338
16-0643	7/15/16	2	21:38	21:40	21:44	21:58	0:20	MA	Diabetic Problem	#+	CSA 13	5889
16-0644	7/15/16	3	22:05	22:07	22:10	22:33	0:28	MA	Chest Pain	#+	MW	5880
16-0645	7/16/16	2	7:26	7:28	7:33	8:48	1:22	PSA	Water Problem	#	JPA-SR (N)	5335
16-0646	7/16/16	2	16:05	6:07	16:10	16:27	0:22	MA	Stomach Pain	#+	MW	5881
16-0647	7/17/16	3	10:19	10:19	10:23	12:02	1:43	FIRE	2nd Al. Structure Fire	#+	OUT (SR)	5119
16-0648	7/17/16	3	17:53	17:56	17:57	18:13	0:20	MA	Chest Pain	#+	JPA-SR (N)	5338
16-0649	7/18/16	2	2:44	2:46	2:49	3:03	0:19	MA	Sick person	#	MW	5881
16-0650	7/18/16	3	3:38	3:40	3:42	3:59	0:21	MA	Fall	#	JPA (MC)	1503
16-0651	7/18/16	2	8:00	8:02	8:03	8:08	0:08	PSA	Lift Assist	#	MW	5884
16-0652	7/18/16	3	8:27	8:29	8:31	8:54	0:27	MA	Dizziness	#	JPA (MC)	1503
16-0653	7/18/16	2	12:24	12:24	12:26	12:29	0:05	PSA	Odor Investigation	#	JPA-SR (N)	5300
16-0654	7/18/16	3	13:22	13:24	13:25	13:41	0:19	MA	ALOC	#+	JPA-SR (O)	5331
16-0655	7/18/16	3	13:55	13:56	13:57	14:16	0:21	MA	Bicycle Accident	#+	MW	5884
16-0656	7/18/16	3	18:09	18:11	18:14	18:35	0:26	MA	Chest Pain	#	MW	5881
16-0657	7/18/16	3	19:23	19:25	19:28	19:49	0:26	MA	Fall	#+	JPA-SR (N)	5333
16-0658	7/19/16	3	7:06	7:09	7:11	7:16	0:10	FAV/N	Fire Alarm	#	JPA (MC)	1503
16-0659	7/19/16	2	10:19	10:19	10:22	10:26	0:07	COVER	Cover for Gas Leak	#	OUT (N)	21105
16-0660	7/19/16	3	22:43	22:51	22:51	22:58	0:15	MA	ETOH	#	JPA (MC)	1503
16-0661	7/20/16	2	18:54	18:55	18:59	19:05	0:11	PSA	Child Locked In Vehicle	#	JPA-SR (N)	5330
16-0662	7/21/16	3	15:11	15:13	15:16	15:16	0:05	MA	Sick person	#+	OUT (SR)	5663
16-0663	7/21/16	2	18:25	18:26	18:29	18:39	0:14	MA	Sick person	#	MW	5881
16-0664	7/21/16	2	22:46	23:07	23:15	23:24	0:38	MA	Fall	#+	MW	5883
16-0665	7/22/16	3	6:03	6:05	6:08	6:28	0:25	MA	Seizure	#+	CSA 13	5888
16-0666	7/22/16	3	10:16			10:17	0:01	MA	ALOC/Cancelled	#	OUT (SR)	5663
16-0667	7/22/16	2	16:24	16:25	16:32	16:46	0:22	MA	Fall	#+	JPA-SR (N)	5334
16-0668	7/22/16	3	17:55	17:55	17:56	18:14	0:19	MA	Head Injury	#	MW	5882
16-0669	7/22/16	3	22:15	22:18	22:23	22:27	0:12	FAV/N	Fire Alarm	#	JPA-SR (N)	5334
16-0670	7/23/16	2	2:57	3:01	3:03	3:14	0:17	PSA	Lift Assist	#	MW	5888
16-0671	7/23/16	3	15:27	15:28	15:31	15:54	0:27	MA	Seizure	#	MW	5880
16-0672	7/24/16	3	5:29	5:32	5:35	5:50	0:21	MA	Chest Pain	#+	JPA-SR (N)	5338
16-0673	7/24/16	2	11:03	11:03	11:03	11:09	0:06	PSA	Lift Assist	#	JPA-SR (O)	5331
16-0674	7/25/16	3	13:03	13:04	13:06	13:09	0:06	MA	Sick person	#	MW	5882
16-0675	7/25/16	3	13:50	13:51	13:56	14:09	0:19	MA	ALOC	#+	JPA-SR (N)	5334
16-0676	7/25/16	3	18:27	18:28	18:36	18:48	0:21	MA	ALOC	#+	CSA 13	5888
16-0677	7/25/16	3	19:01	19:02	19:06	19:19	0:18	MA	Sick Person	#+	JPA-SR (N)	5338
16-0678	7/26/16	3	0:53	0:56	1:00	1:08	0:15	MA	Cardiac Problem	#+	JPA-SR (N)	5333
16-0679	7/26/16	2	10:54	10:55		10:58	0:04	PSA	Power Line	#	MW	5880





## MARINWOOD FIRE DEPARTMENT

The Marinwood Fire Department announces an in house Promotional Testing Process for the position of Fire Captain. All qualified Full Time Personnel are encouraged to apply.

### **The Position**

The Fire Captain is the first level of supervision. Fire Captains are responsible for carrying out the objectives of the organization. Fire Captains must ensure their individual units are able to provide quality service to the public in fire suppression, fire prevention, emergency medical services and public education. This responsibility requires the ability to manage all department programs at the company level. To accomplish their duties, fire captains must have the ability to interact effectively with the members of their company, department managers, and the general public.

Candidates for Fire Captain must have a good working knowledge of the incident command system, firefighting tactics and strategies, emergency medical service operations and hazardous materials. As company officers, Fire Captains are responsible for assuming command of incident scenes until relieved by a command officer.

All Fire Captains should have strong leadership and communication skills, and possess the ability to plan and supervise work and manage schedules.

### **Definition**

The Fire Captain shall; under direction of the Fire Chief, within the Department's Rules and Regulations, within the District's Policies Governing Employees and Employee Benefits, supervise the activities and personnel of an assigned shift, and, in the absence of the Fire Chief shall be responsible for all the activities of the Fire Department during the work shift and perform related work as required or directed.

### **Typical Duties**

Typical duties include, but are not limited to:

- Responsible for responding to, supervising and participating in activities of personnel assigned to his/her shift of Full time and Volunteer Firefighters at emergencies.
- Supervise and participate in, and be responsible for, activities of Full Time and Volunteer Firefighters.
- Assign personnel to station maintenance activities and housekeeping duties, supervise and participate in, and be responsible for, station maintenance and housekeeping activities, as needed.
- Assign personnel to vehicle maintenance activities and repairs, supervise and participate in, and be responsible for, vehicle maintenance activities and repairs, as directed and/or needed.
- Assign personnel to fire prevention and public education activities, supervise and participate in, and be responsible for, fire prevention and public education activities as directed and/or needed.
- Conduct and participate in, and be responsible for, training activities of personnel assigned to shift, and Volunteer Firefighters, as directed and/or needed.
- Assign personnel to hydrant maintenance activities, supervise and participate in, and be responsible for, hydrant maintenance activities, as directed and/or needed.



- Assign personnel to hose maintenance activities, supervise and participate in, and be responsible for, hose maintenance activities as directed and/or needed.
- Maintain and be responsible for, a Station Log of shift activities during assigned work shift.
- Prepare and submit an Annual Employee Evaluation of personnel assigned to his/her shift, or at such times as may be deemed appropriate.
- Completes, or causes to complete, and be responsible for, submitting to the Fire Chief reports including, but not limited to; Daily Shift Activity Reports, Incident Reports, required reports relating to Fire Prevention Activities, required reports related to Vehicle Maintenance Activities, required reports related to Hydrant Maintenance Activities.
- Attend Officer and Staff meetings as required or directed.
- Be responsible for interpreting applicable laws and regulations.
- Be responsible for estimating losses as a result of fire.
- Obtains and maintains required Departmental Certifications and/or skill education levels currently defined.
- Performs other duties as may be required and/or directed by the Fire Chief.

#### **Minimum Qualification**

- Four (4) years full time experience with the Marinwood Fire Department
- Minimum of One (1) year as an Acting Captain in the Marinwood Fire Department.
- Meets or exceeds all qualifications for the ranks of Firefighter and Engineer.
- State Board Of Fire Services Firefighter II Certification
- State Board Of Fire Services Fire Officer Certification
- Hazardous Materials First Responder – Incident Command (or CFSTES Fire Command 1B prior to 1998)
- Rescue Systems 1
- CICC/NWCG S230 Crew Boss
- CICC/NWCG S231 Engine Boss
- CICC/NWCG S290 Intermediate Fire Behavior
- CICC/NWCG S205 / 215 Fire Operations in the Urban Interface

#### **Highly Desirable**

- CICC/NWCG S212 Power Saws
- CICC/NWCG S234 Firing Operations
- CICC/NWCG S270 Basic Air Operations
- 30 units Certificate in Fire Technology or an AS Degree

#### **Application Process:**

Interested Candidates should submit a formal letter of intent to participate to the Chief by August 1, 2016 stating their interest in the position and their interest in participating in the testing process.

Reference materials for the written examination will be provided by the department and distributed to candidates on August 2, 2016.

Candidates must provide an initial Resume and Copies of all required certifications (Checklist to be provided) to the Chief by October 15, 2016.

**Selection Process**

There will be a written CPS Examination(s) scheduled for either Saturday November 5, 2016 or Saturday November 12, 2016 at the Sheriff's Offices located at 1600 Los Gatos. 75% is required to pass the examination and continue in the selection process per the MOU.

An in depth Assessment Center (Day 1), Tactical Simulation (Day 2), and Chief's Interview Panel (Day 3) will take place during December 2016.

Class A uniform will be required during the Assessment Center (Day 1), and the Chief's Interview (Day 3) and Class B uniform will be required for the Tactical Simulation (Day 2).

Additional information on the Assessment Center and Tactical. Simulation will be given to those who pass the written exam. An Appointment is expected to be made by January 1, 2017 to fill a current vacancy.

The list will be honored for 1 year from the posting date, with a possible 6-month extension if mutually agreed upon between the administration and employee bargaining group.

Coverage will be provided by the District to allow on duty personnel the opportunity to participate in all phases of the testing process.

**Salary and Benefits:**

As agreed upon in the current MOU between the District and the Bargaining Unit

The Probationary Period for this position will be one year.

Per the MOU, It is not necessary to pass this testing process in order to maintain Acting Captain status.

**MARINWOOD COMMUNITY SERVICES DISTRICT**  
**FIRE COMMISSION BYLAWS**  
*(Adopted by Board of Directors: 07/14/2015)*

**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. 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. Focus public attention upon the need, including associated resources needed, 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. Assist in promoting the Marinwood Fire Department Volunteers and to review the volunteer program periodically.
13. Assist the Fire Chief in establishing general policies and procedures in respect to the operation of the Fire Department, subject to board approval.
14. 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, subject to Board approval.
15. 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.
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 regular members along with one alternate shall be residents of the Marinwood Community Services District. One regular member along with one alternate shall be residents of County Service Area (CSA) 13. Commissioners serve without remuneration.

### **B. APPOINTMENT TERMS AND PROCESS**

With the exception of CSA 13 representatives, Commissioners are appointed by the Board during its regular December board meeting for two-year terms beginning in January. CSA 13

representatives are appointed by the CSA 13 governing body. Three commissioners representing Marinwood shall be appointed for terms beginning in the same odd year. One other commissioner representing Marinwood along with a Marinwood alternate shall be appointed for terms beginning in the same even 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.

#### **C. VACANCY, RESIGNATIONS AND REMOVAL**

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. Current Commission members whose terms are expiring may apply for reappointment following the same procedure.

Any appointed member may resign by giving written notice to the Board which shall be delivered to the District Manager's office or via Email to the District Manager. 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. The current alternate commissioner may at that time apply for the vacated seat. The new appointee will serve the remainder of the vacated term.

Notwithstanding any other provision contained in these Bylaws, any vacancy in the office of 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 Commission 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 a 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 other members of the Commission.
- 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. 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**

The agenda of the regular meeting shall be in compliance with the Ralph M. Brown Act and shall include, but is not 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: <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=54001-55000&file=54950-54963> .

## **ARTICLE VIII – 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.

## **ARTICLE IX – 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 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.

**SCHEDULE C: BUDGET DETAIL**

<b>GL ACCOUNT</b>	<b>TITLE</b>	<b>DETAIL</b>	<b>SUB_TOTAL</b>	<b>TOTAL</b>
	<i>Nomex hoods - \$30 x 5</i>	<i>150</i>		
	<i>Goggles with retainer - \$40 x 5</i>	<i>200</i>		
	<i>Hot Shield filter replacements - \$5 x 10</i>	<i>50</i>		
	<i>Misc. replace. (flashlights, suspenders, canteen, etc.)</i>	<i>250</i>		
	<i>Reflective rain gear - \$137 x 8</i>	<i>1,096</i>		
	Turnout cleaning \$62/set x 2 times/yr x 10 sets		1240	
	Extinguishing agents		300	
	Physical fitness equipment			
	Flashlights		930	
	Film, signs, misc.		500	
	iPads for 658 and Chief's vehicle - 2		1,260	
	Hoze & Nozzle Replacement		2,330	
	<i>5% hose grant matching funds</i>			
	<i>1 1/2 inch wildland hose, 10 lengths, 100' ea. x \$183</i>	<i>1,830</i>		
	<i>1 3/4 inch hose, 6 lengths, 50' ea. x \$193</i>			
	<i>2 1/2 inch hose, 8 lengths, 50' ea. x \$160</i>			
	<i>4 inch hose, 4 lengths, 50' ea. x \$510</i>			
	<i>Replacement parts</i>	<i>500</i>		
<b>5220215</b>	<b>HYDRANT MAINTENANCE</b>			<b>1,500</b>
	General maintenance		1,500	
<b>5211610</b>	<b>COUNTY FEES</b>			<b>5,960</b>
	Hazmat JPA		1,460	
	LAFCO		2,000	
	Auditor Controller		2,500	
<b>5210925</b>	<b>RADIO MAINTENANCE &amp; EQUIPMENT</b>			<b>3,918</b>
	General maintenance of mobiles and portables		3,500	
	Alpha pager lease - (4 pagers) @ 8.70		418	
<b>5220910</b>	<b>FIRE &amp; STATION EQUIPMENT</b>			<b>15,838</b>
	Special building maintenance - new turnout lockers		2,738	
	Fire station signs		1,500	
	Workout room equipment		6,000	
	Day room recliners 3@700		2,100	
	Water heater		3,500	
<b>5220916</b>	<b>TOOLS EQUIPMENT &amp; FURNISHINGS</b>			<b>43,000</b>
	Type I Engine lease		43,000	
	<b>CONTINGENCY - SPECIAL</b>			
	General contingency for vehicle maintenance			

## RESPONSE TO GRAND JURY REPORT

Report Title: 911 First Responder Referral Program

Report Date: 6/9/16

Agenda Date: 8/9/16

Response by: Justin Kai Title: Board President

### FINDINGS

- I (we) agree with the findings numbered: \_\_\_\_\_
- I (we) disagree *partially* with the findings numbered: \_\_\_\_\_
- I (we) disagree *wholly* with the findings numbered: \_\_\_\_\_

(Attach a statement specifying any portions of the findings that are disputed; include an explanation of the reasons therefor.)

### RECOMMENDATIONS

- Recommendations numbered R1 \_\_\_\_\_ have been implemented.  
(Attach a summary describing the implemented actions.)
- Recommendations numbered R2 \_\_\_\_\_ have not yet been implemented, but will be implemented in the future.  
(Attach a timeframe for the implementation.)
- Recommendations numbered \_\_\_\_\_ require further analysis.  
(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.)
- Recommendations numbered \_\_\_\_\_ will not be implemented because they are not warranted or are not reasonable.  
(Attach an explanation.)

Date: 8/9/16 Signed: \_\_\_\_\_

Number of pages attached \_\_\_\_\_

**Marinwood Community Services District  
DRAFT Response to Grand Jury Report:  
“The 911 First Responder Referral Program: More Than a Band-Aid for Seniors”**

Link to Report: <http://www.marincounty.org/~media/files/departments/gj/reports-responses/2015/911-first-responder.pdf?la=en>

The Marinwood Community Services District Board of Directors and staff would like to thank the members of the Grand Jury for the attention given to the important issues and concerns facing Marin’s senior citizens through their research and associated report “The 911 First Responder Referral Program: More Than a Band-Aid for Seniors.” We fully support this program as an important tool in improving the quality of life for our senior citizens, connecting them with resources that can provide for their short-term and long-term assistance needs, and helping them to improve their overall health and vitality while working towards a goal of supporting their independence.

**Recommendations Implemented:**

*R1. The Marin County fire chiefs should implement the 911 First Responder Referral Program County-wide.*

The Marinwood Fire Department currently utilizes the 911 First Responder Referral Program through the Shared Services Agreement currently in place with the City of San Rafael and San Rafael Fire Department. All department personnel have been trained on how to implement the program for needed seniors.

**Recommendations Scheduled:**

*R2. Marin County fire chiefs should create a community outreach campaign for the 911 First Responder Referral Program.*

It is our understanding the Marin County Fire Chiefs Association and the Marin County Department of Health and Human Services will be working in collaboration to develop a community outreach and education video public service announcement to introduce the program to Marin’s residents.

**RESPONSE TO GRAND JURY REPORT**

Report Title: Marin's Hidden Human Sex Trafficking

Report Date: 6/16/16

Agenda Date: 8/9/16

Response by: Justin Kai Title: Board President

**FINDINGS**

- I (we) agree with the findings numbered: F3, F9, F10, F12
- I (we) disagree *partially* with the findings numbered: \_\_\_\_\_
- I (we) disagree *wholly* with the findings numbered: \_\_\_\_\_

(Attach a statement specifying any portions of the findings that are disputed; include an explanation of the reasons therefor.)

**RECOMMENDATIONS**

- Recommendations numbered \_\_\_\_\_ have been implemented.  
(Attach a summary describing the implemented actions.)
- Recommendations numbered R5 \_\_\_\_\_ have not yet been implemented, but will be implemented in the future.  
(Attach a timeframe for the implementation.)
- Recommendations numbered \_\_\_\_\_ require further analysis.  
(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.)
- Recommendations numbered \_\_\_\_\_ will not be implemented because they are not warranted or are not reasonable.  
(Attach an explanation.)

Date: 8/9/16 Signed: \_\_\_\_\_

Number of pages attached \_\_\_\_\_

**Marinwood Community Services District  
DRAFT Response to Grand Jury Report:  
“Marin’s Hidden Human Sex Trafficking Challenge: It’s Happening in Our Backyard”**

Link to Report: <http://www.marincountv.org/~media/files/departments/gj/reports-responses/2015/marin-hidden-human-sex-trafficking-challenge.pdf>

The Marinwood Community Services District (District) Board of Directors and staff would like to thank the members of the Grand Jury for the attention given to the important issues and concerns regarding human sex trafficking through their research and associated report “Marin’s Hidden Human Sex Trafficking Challenge: It’s Happening in Our Backyard.”

In addition to recommendation R5, the District was required to respond to all findings (F1-F13) contained within the report. The requirement to respond to all findings posed a challenge for the District in conforming to the required response format – Agree; Partially Disagree; Disagree Wholly – as many of the findings did not pertain to services provided by or the subject matter jurisdiction of Marinwood Community Services District. As such, the District is unable to agree or disagree with findings F1, F2, F4, F5 (partial), F6, F7, F8, F11 and F13, as noted below.

**Report Findings:**

*F1. Human Sex Trafficking is mostly unrecognized, under-reported, and rarely subject to intervention in Marin.*

The District is unable to agree or disagree with this finding. The District is not aware of the reporting or intervention rates for human sex trafficking.

*F2. A significant number of human sex trafficking victims are from Marin, not just transients imported from other areas.*

The District is unable to agree or disagree with this finding. The District is unaware of the place of residency of human sex trafficking victims and/or whether said number is “significant.”

*F3. Reports from two Marin County victim advocate organizations show that approximately 30% of the victims they aid are under the age of 18.*

The District agrees with this finding.

*F4. Some Marin County law enforcement officers still believe some human trafficking victims are criminals.*

The District is unable to agree or disagree with this finding. The District does not know what Marin County law enforcement officers believe.

*F5. State law mandates that officers receive two hours of training on human trafficking and some Marin agencies may not be complying with this law.*

The District partially agrees and is partially unable to agree or disagree with this finding. The District agrees that state law mandates that law enforcement officers receive two hours of training on human trafficking. The District is unaware of whether some Marin agencies may not be complying with this law.

*F6. Training of Marin County law enforcement on the Marin County Uniform Law Enforcement Protocol for Human Trafficking has been inconsistent across agencies.*

The District is unable to agree or disagree with this finding. The District is unaware of the consistency levels of training throughout agencies.

*F7. Law Enforcement officers and others who are closest to human trafficking believe that California mandated two-hour POST training video on human trafficking is not sufficient.*

The District is unable to agree or disagree with this finding. The District does not know what law enforcement officers and others who are closest to human trafficking believe.

*F8. Marin law enforcement agencies rarely use multidisciplinary training, incorporating collaboration between Children Family Services (CFS), the District Attorney, law enforcement experts, and possibly victims.*

The District is unable to agree or disagree with this finding. The District does not know what methods Marin law enforcement agencies utilize for training.

*F9. Training for firefighters and EMS professionals in recognizing human trafficking victims and reporting the crime is inconsistent in Marin.*

The District agrees with this finding.

*F10. It is difficult to determine the extent of human trafficking in Marin because of inconsistent classification and definitions of the crime, as well as the lack of a central clearinghouse for this data.*

The District agrees with this finding.

*F11. The Marin County School Districts do not provide education on a systematic basis for students, parents and teachers in recognizing signs of human trafficking.*

The District is unable to agree or disagree with this finding. The District does not know what Marin County School Districts provide for education of students, parent and teachers on this subject.

*F12. Human trafficking outreach has been fragmented and is currently insufficient in reaching critical audiences.*

The District agrees with this finding.

*F13. The Marin County Coalition to End Trafficking Coalition needs dedicated resources to make it more effective.*

The District is unable to agree or disagree with this finding. The District does not know what the Marin County Coalition to End Trafficking needs in the way of resources.

**Recommendations Scheduled:**

*R5. Marin County Fire Departments should ensure that all EMS personnel are trained in recognizing human trafficking and how to report it, and incorporate this in their annual training.*

The recommendation has not yet been implemented, but will be implemented by December 31, 2016. The Marinwood Fire Department will address the necessary training in a two-step approach.

First, the Fire District's Training Division will implement "Coffee Break Training" sessions utilizing the Department of Homeland Security's Blue Campaign human trafficking awareness training materials. The Coffee Break Training will occur on each shift and ensure that all first responders receive the training.

Second, the Fire Department's annual training calendar will be adjusted to include 1.5-2.0 hours of classroom training by Marin County Sheriff Police Department trainers on an annual basis.