

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

August 3, 2016 Fire Commission Meeting Minutes

Commissioners:

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

Others in attendance:

Fire Chief Tom Roach, Board Members Izabela Perry and Jeff Naylor, District Manager Eric Dreikosen

1. Approval of Agenda-Call to order 740 pm.
  - **M/S Marinoff/Elsbree to approve submitted agenda. All in favor.** Meeting got a late start due to Chief speaking at a Get Ready Disaster Preparedness Class in the big room of Community Center.
2. Public Comment on Non agenda items.
  - No one from the public was present.
3. Approval of June 2016 Minutes
  - **M/S Schwartz/Elsbree to approve the June Commission Minutes. All in favor of minutes as presented.**
4. June/July Activity Schedule and Response Report.
  - The June/July Activity Schedule was reviewed. Chief commented that both were busy months in terms of emergency calls and preparing for wildland season. It was noted that many of the department's emergency responses were to the New JPA Area and were medical in nature. Commissioner Schwartz had questions about the on duty injuries, off duty injuries, and staffing in general. He was wondering if some additional physical training would help with the injuries, who is training the personnel when they currently exercise, and if Marinwood's injury rate seemed higher than other departments. Chief couldn't say for certain what other departments experience but he did say that being down 2 people-20% of the department-has an impact on all employees.
  - The June/July Response Report was reviewed. Commissioner Marinoff had a question about a sheriff assist taser response. Chief did not know the exact details of incident. Commissioner Elsbree commented that it might be helpful to have just street addresses on the report. Chief explained that could possibly be a HIPPA violation and the Chief explained that he checks the report for repeat callers and that the department utilizes the Caretaker Referral Program if there are people that require additional social services.
5. Budget Amendment to carry over two items from 15/16 FD Budget to current year budget
  - The Chief discussed with the Commission the idea of adding two line items back into the budget from the previous years budget that were not spent. The two items are from #5220910 and are \$6,000 for new work out equipment for the firehouse and \$2738 for new turn out lockers. Neither purchase was made because the information and research didn't quite get completed within the budget year. I did not add it to the current year budget because at the time the current year budget was made and adopted I thought the purchases would be made from last years budget. The timing did not work out. New work out equipment is needed because the most of the gear we have now is old and starting to fail. Everyone who exercises on the equipment likes what is being proposed for replacement. New turnout lockers are needed because space is at a premium and these turnout lockers will be moved to the back storage room allowing the large wooden turnout lockers of the paid staff to be removed. Additionally, funds will be saved on the purchase of new SCBA's with the grant. Money that was set aside for that could be shifted to these two line items. **M/S Marinoff/Elsbree To recommend to the Board**

**that these two line items be restored to the current year budget and that funds saved by the grant for SCBA purchase be shift to fund these two purchases. 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. It will need to go back up to Sacramento to have some warranty work done and to have rear seats swapped out. Additionally the reserve engine has been listed for sale on some fire department used equipment websites. At next month's Commission Meeting this will be it's own agenda item.
- Chief gave an update of Marinwood CERT activities. They sponsored a Get Ready Disaster Preparedness Class that 60 people attended.
- Chief gave an update on the Assistance to Firefighter Grant for new scba's and the Community Service Grant through the Lions Club for a Disaster Response Trailer.
- Chief gave an update on the Captain's Promotional Exam.
- Chief gave an update on a Marin County Open Space proposal to convert the Ponti Fire Road to a multi use trail. Chief Mark Heine and Fire Marshall Bill Tyler and I met with Director Max Korten and Jon Campo from Open Space to discuss fire service concerns.
- The Fire Commission reviewed the draft responses to the Grand Jury on the Caretaker Referral Program and Human Sex Trafficking.
- The Chief and Russ Albano discussed a walk through inspection of the firehouse they had in July. Before the September Fire Commission meeting, the whole fire commission will do a walk through inspection.

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 and to include the position of Vice Chair. All in favor.**

9. Implementation of Paramedic Program and Staffing

- 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.
- One fire department employee remains off on an industrial disability injury.
- Otis Smith has resigned from the Fire Department to take a job with Auto Desk. His last day of employment is August 13. There are currently 8 working personnel filling the 9 shift positions. One firefighter spot is being filled with OT. A temporary hire cannot help with staffing yet until Firefighters Sean Day and Jeff Smith are Acting Engineers. This should be completed by mid September. A training and staffing plan has been discussed and implemented in the department. New firefighter paramedic recruitment process will begin in September. The next new hire academy is tentatively scheduled for Octoberish.

10. Adjourn

- Next Meeting scheduled for September 6.

Chief Tom Roach