

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

February 7, 2017 Fire Commission Meeting Minutes

DRAFT

Commissioners:

Present: Dan Curran, Russ Albano, Ron Marinoff, Tom Elsbree, Greg Stilson, Pascal Karsenti

Others in attendance:

Fire Chief Tom Roach, Board Member Izabela Perry, Linda BArnello, Captain Ryan Brackett

1. Approval of Agenda-Call to order 7:05 pm.
 - **M/S Marinoff/Elsbree to approve adjusted agenda. All in favor.**
2. Public Comments on Non Agenda Items
 - Ron Marinoff had a question if there had been any feedback from the fire department to County Planning on The Oaks Project. Chief said he has given the county comments on hydrant location, turnaround and roadway width, stand pipes, etc.
3. Activity Summary and Response Report for January 2017
 - The Activity Summary for January 2017 was reviewed. Commissioner Albano suggested including any correspondences to the department or letters of thanks. Commissioner Curran noted a typo in the total number of calls for the year 2017 should actually say 2016. Linda Barnello asked if there was a department photographer who could take pictures of incidents or trainings and advertise them. Chief noted not currently other than Photo 50 for San Rafael FD.
 - The Response Report for January 2017 was reviewed. Commissioner Albano had a question as to who determines Code 2 or Code 3 reponses. Chief said Dispatch in the course of taking the caller information makes the determination. Also, a Captain has the ability to upgrade to a code 3 response or down grade to a code 2 response if additional information comes available. Commissioner Marinoff had a question about a flooding call in CSA 13. Neither the Chief or Captain Brackett had additional information. Commissioner Karsenti had a question as to the different locations and numbers of calls. Chief explained the different areas and said the percentage of calls in type and location was pretty consistent.
4. Fire Department Budget 2017/18
 - Chief said District Manager and he had been working with Carolyn on updating the 2016/17 first two quarters actuals and that those would be ready for the Board Meeting the following week. He also said there has been a bit of a learning curve implementing Quickbooks with Excel but that Eric has a soild grasp of it moving forward. Chief hopes to have a draft budget before the Commission in March.
5. Chief Report and Grant Update
 - Chief gave a report on the Assistance to Firefighter Grant. All the SCBA's and related equipment have been placed in service and paid for. Follow up reports by the Chief will be maintained over the one year period of performance. Also the 2017 AFG was submitted for a new utility vehicle.
 - Chief gave an update on the Disaster Preparedness Trailer. Work has begun on the outfitting the inside of the trailer with necessary disaster supplies. Two volunteer firefighters are assisting the Chief with the project.
 - Chief reviewed as partial list of Department Goals for 2017 and asked the Commissioners to forward any other ideas, new programs, or goals to him for the Department to work on in 2017.

6. Succession Planning for the Implementation of Paramedics

- Chief gave an update on the two new hires in the new hire academy. Dan Rotwein has been hired as a fulltime firefighter and is a certified paramedic and Dean Barsocchini has been hired as a temporary firefighter and is a certified paramedic. Both graduate from the Academy on Saturday February 18 and will be placed on different shifts as the third firefighter the following week. At that point the department will have three paramedics, one on each shift. Finalizing the paramedic agreement with the Union is still in negotiations.

Respectfully submitted,

Chief Tom Roach