

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

June 7, 2016 Fire Commission Meeting Minutes

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 rolled 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 agendaized 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