

**MARINWOOD FIRE COMMISSION
 AGENDA FOR FIRE COMMISSION MEETING
 TUESDAY JUNE 7, 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 April 2016 Fire Commission Meeting *No May Meeting	Approve
4	8:00 PM	Activity Summary Report for April and May 2016 Response Report for April and May 2016	Review
5	8:10 PM	Review and Approve updated Hazardous Materials JPA and Resolution 2016-03	Approve
6	8:15 PM	Fire Chief Report-Engine Update, CERT, Blood Drive Report	Review
7	8:30 PM	CSD Website Renewal-Board Member Izabela Perry to Report	Review
8	8:40 PM	By-Law Change-Commission to consider possible change of time for Commission Meetings	Discuss/Approve
9	8:50 PM	Succession Planning for implementation of Paramedic Positions as directed by the Board including staffing	Discuss
10	9:00 PM	Adjourn	Approve

NOTES TO COMMISSIONERS:

Please notify Fire Chief Tom Roach at 415.479.0122 (or 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

April 5, 2016 Fire Commission Meeting Minutes

DRAFT

Commissioners:

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

Others in attendance:

Fire Chief Tom Roach, Board Member Izabela Perry, Captain Joel White, District Manager Eric Dreikosen, Engineer Cesar Correa, Linda Barnello

1. Approval of Agenda-Call to order 700 pm.
 - M/S Curran/Albano to approve submitted agenda. All in favor.
2. Public Comment on Non agenda items.
 - Linda Barnello had a question about 2 in 2 out OSHA Laws. Since it was not an agenda item no discussion followed, but Chief said he would speak to her after the meeting to answer any questions she had. She said she may follow up with other fire department staff too.
3. Approval of March 2016 Minutes
 - M/S Albano/Elsbree to approve the March Commission Minutes. All in favor with Commissioner Schwartz abstaining since he was absent at that meeting.
4. March Activity Schedule and Response Report.
 - The March Activity Schedule was reviewed. Commissioner Marinoff had a question about Assisted Living Development proposed at the end of Marinwood Avenue. Commissioner Schwartz gave a detailed update.
 - The March Response Report was reviewed. Commissioner Marinoff asked if the 106 calls would be considered a busy month, Chief explained that was about normal for Marinwood but was one of the busier engines in Marin.
5. Chief Report
 - Chief gave an update on the fire engine status.
 - Chief gave an update on the current staffing in the department as well as future joint testing and hiring and joint new hire academy in San Rafael. All of which will take place in May 2016.
 - Chief gave an update on new hire Sean Day and his preparation to work as paramedic when the position is created and other details that are being prepared for an ALS Engine Company as well as the continued efforts to provide ALS level service from the department.
 - Chief and Commission reviewed the strike team reimbursement report.
 - Chief and the Commission reviewed the current draft FD budget. District Manager Dreikosen spoke to a few updates that had been made.
6. Future Agenda Items
 - Hydrant Maintenance
 - Possible change to bylaws for Commission start time
 - Next Meeting Tuesday May 3
7. Adjourn

Chief Tom Roach

June 1, 2016

To: Marinwood Fire Commission
From: Chief Tom Roach
Re: Activity Summary for April and May 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 Brackett

“B” shift- Engineer Papanikolaou, Firefighter Selvitella, Probationary Firefighter J. Smith
(Papanikolaou and Selvitella are alternating sets as the Acting Captain.

“C” shift- Captain White, Engineer Correa, Probationary Firefighter Sean Day
Relief Firefighter Keith Larson currently in the joint new hire academy.

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

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

13 Volunteer Firefighter qualified as a “non responder”

Practical testing of volunteers is happening in June.

EMERGENCY CALLS

Below are emergency calls for April and May 2016. The department ran 202 emergency responses in April and May. Most were medical in nature. The department did respond one power pole fire in Marinwood near the freeway and three structure fires around San Rafael and two structure fires and two wildland fires in Novato.

	April/May 2016 Response Report						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	31	7	13	1	0	na	52
CSA 13	5	3	0	0	0	na	8
New JPA (east of 101)	53	17	21	0	0	na	91
Old JPA (mont marin)	4	2	2	1	0	na	9
SR Mutual Aid	8	8	1	4	0	0	21
MC JPA	6	1	3	0	0	0	10
Novato Matrix	1	0	1	4	0	5	11
Others (list)	0	0	0	0	0	0	0
Total number	108	38	41	10	0	5	202

COMMUNITY SERVICE/PREVENTION/ASSOCIATION MEETINGS

- I completed six final inspections of new solar systems in Marinwood.
- A Fire Commission meeting was held in April, not in May due to a lack of a quorum.
- I completed one fire sprinkler inspection in Marinwood during April.
- I attended the San Rafael/Larkspur/Marinwood Administrative staff meeting to discuss issues with our operational area in April and May.
- A Lion Club Marinwood CERT Team Meeting was held at the firehouse in April and May. I am working on mapping of the different CERT areas in Marinwood.
- I attended the monthly MERA Executive Board Meeting and the Governing Body Meeting in April and May.
- The on duty engine company attended a CERT Block Party on Juniperberry and spoke to the importance of being prepared.
- Eric and I worked on the draft FD 2016/17 budget in April.
- I had one meeting with an architect about a remodel in Marinwood to discuss and review the plans.
- Three volunteers cooked pancakes at the YMCA and gave out helmets and stickers to kids looking at the engine during the YMCA Healthy Kids Day in April.
- Ryan Brackett and I met with Frank Cox to review his Get Ready Power Point for his Get Ready Class in April.
- The Type 3 engine and one volunteer attended the Oakview Preschool Touch a Truck Day during April.
- Two ride to school fundraisers were done during April and two more in May.
- I met with a Juvenile Probation Officer and a juvenile who had been caught setting a small fire to educate on him the consequences of arson.
- The Marin Sonoma Alisa Ann Rush Burn Relay was held in May. It raised over \$30,000. Lunch was had by all in Marinwood.
- The Fire Department sponsored a Blood Drive. There were over 45 donations in one afternoon.

TRAINING

- Six minutes of Safety training was reviewed daily by on duty staff.
- Department Personnel continued with the Target Safety Training Program during March.
- Sean Day continued to develop his paramedic skills. He attended a CQI training and took one one day ALS level trainings during April.
- Five volunteers are attending the Santa Rosa Fire Academy from February to May.
- On duty staff went through EMS Training through CMTTC during April.
- Four volunteer drills were held in April. EMS, new engine training, and interview skills were topics.
- Paramedic candidate interviews were held during April with a list being established for the next hire.

- Keith Larson was hired as a new Firefighter Paramedic and began the joint new hire academy held in San Rafael in May.
- 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.

MAINTENANCE

- All 4 department vehicles underwent a comprehensive monthly check during April and May.
- The new engine was placed in service and the reserve engine is being used by the joint new hire academy.
- All gas-powered equipment was checked weekly during the months.
- All vehicle batteries were serviced and charged on a weekly basis during the months.

June 1, 2016

To: Marinwood Fire Commission
From: Chief Roach

Re: New Engine Update, CERT, Blood Drive, Website Update, By Law Changes, Succession Planning for Paramedic Program and staffing

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. The staff are very happy with it's performance. The reserve Type 1 is being used at the new hire academy in San Rafael. It has also been listed with a fire engine broker for sale for \$30,000.

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. I also continue to work on mapping the individual Marinwood Cert Areas.

Blood Drive

The fire department sponsored a Blood Drive at the firehouse during May. There were over 45 donations made that afternoon, an extremely successful drive. The Blood Bank wants the department to host them quarterly. I am considering it. We may do two a year up from the one a year the department currently does.

Website Update

Marinwood Board member Izabela Perry is working with the District on updating/improving the District website. She will report on her efforts thus far and would like to incorporate the fire department website into the District website. I think this would be a good idea, we can discuss how to make that happen at the meeting.

Fire Commission By Laws

A copy of the Fire Commission By Laws is included in the packet. On page 5 Section VA-Meetings is the section to be considered for a possible change.. There has been some discussion of changing the time the Fire Commission meets. This is the section that would be amended. I have heard from a few different Commissioners they prefer an early time. We can discuss at the meeting and recommend appropriate changes to the Board.

Succession Planning for implementation of Paramedic Positions

The department's most recent hire, Sean Day, is qualified and certified to act as a paramedic. There are still some details to work out regarding the creation of the paramedic position with the employee group. I think it is important to work out these details with the employee group to help make the implementation and the longevity of this program a success. In the meantime Sean is functioning as an EMT while working at

Marinwood. He has been attending the monthly run review training's at Kaiser, he has completed all of his paramedic recertification's, he has been assigned and is completing additional on line Target Safety medical training, and he is doing ride along time on his off days on San Rafael's rescue ambulances. Additional, if time allows, Sean will work some shifts in the emergencies around Marin for additional patient contacts and he is continually looking for paramedic training classes offered around the bay area.

With John Bagala retiring the department was able to hire a new employee. Keith Larson has been hired as a new Firefighter Paramedic. The department is now at 2 FF/PM's! Keith started the joint new hire academy held in San Rafael May 16 and will complete the academy June 17.

Additionally-one of the injured employees has returned to work!!!

**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.

April 2016 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
16-298	4/1/16	2	15:53	15:53	15:59	17:07	1:14	COVER	Cover Station 64	#+	OUT (N)	NOV
16-299	4/2/16	3	5:44	5:45	5:48	6:13	0:29	MA	Chest Pain	#+	MMW	5885
16-300	4/3/16	3	17:37	17:39	17:44	17:45	0:08	FANN	UTL Medical	#&	JPA-SR (N)	5333
16-301	4/4/16	3	2:03	2:06	2:10	2:22	0:19	MA	Seizure	#+	JPA-SR (N)	1501
16-302	4/4/16	3	14:24	14:25	14:27	14:44	0:20	MA	Fall	#+	MMW	5884
16-303	4/5/16	3	1:17	1:19	1:22	1:38	0:21	MA	Chest Pain	#+	MMW	5883
16-304	4/5/16	3	9:19	9:20	9:21	9:21	0:02	FANN	Fire Alarm / Cancelled in route		JPA-SR (N)	1501
16-305	4/5/16	2	23:22	23:24	23:29	23:37	0:15	PSA	Lift Assist		JPA-SR (N)	5333
16-306	4/8/16	3	4:03	4:05	4:09	4:22	0:19	MA	Tremors	#&	MMW	5881
16-307	4/8/16	3	8:13	8:15	8:17	8:29	0:16	MA	Back pain	#+	JPA (MC)	1503
16-308	4/8/16	3	23:04	23:06	23:06	23:06	0:02	FANN	Medical / Cancelled in route	#&	MMW	5880
16-309	4/7/16	3	19:08	19:09	19:13	19:24	0:16	MA	Seizure	#+	JPA-SR (N)	1501
16-310	4/8/16	3	3:33	3:35	4:02	3:36	0:03	FANN	Fire Alarm / Cancelled in route		JPA-SR (N)	5336
16-311	4/8/16	2	3:56	3:58	4:02	4:11	0:15	MA	Med Check	#+	JPA-SR (N)	5336
16-312	4/8/16	3	18:43	18:45	18:49	18:52	0:09	FANN	Fire Alarm		JPA-SR (N)	5338
16-313	4/8/16	3	20:25	20:27	20:30	20:40	0:15	MA	Defib Malfunction	#+	JPA-SR (N)	5337
16-314	4/9/16	3	8:55	8:57	9:01	9:01	0:06	FANN	MVA Cancelled in route	#&	JPA-SR (N)	5330
16-315	4/9/16	3	11:37	11:38	11:39	11:43	0:06	FANN	MVA Cancelled upon arrival	#&	JPA-SR (N)	5330
16-316	4/9/16	3	11:15	11:16	11:20	11:33	0:18	MA	MVA	#+	JPA-SR (N)	5333
16-317	4/9/16	3	16:02	16:03	16:06	16:13	0:11	FANN	MVA cancelled upon arrival	#&	JPA-SR (N)	1501
16-318	4/9/16	3	22:39	22:31	22:36	22:46	0:07	MA	Psych	#&	JPA-SR (N)	1501
16-319	4/10/16	3	4:16	4:18	4:23	4:34	0:18	MA	Fall	#+	JPA-SR (N)	5333
16-320	4/10/16	3	8:14	8:16	8:18	8:29	0:15	MA	Sick Person	#+	MMW	5882
16-321	4/10/16	3	10:17	10:18	10:20	10:43	0:26	MA	Sick Person	#+	MMW	5882
16-322	4/11/16	3	2:30	2:33	2:36	2:43	0:13	FANN	Fire Alarm		JPA-SR (N)	5333
16-323	4/11/16	3	9:59	10:01	10:03	10:17	0:18	MA	Near Syncope	#+	MMW	5885
16-324	4/11/16	3	15:01	15:03	15:03	15:07	0:06	FANN	UTL / Vehicle fire		MMW	5882
16-325	4/12/16	2	5:06	5:12	5:16	6:07	0:59	MA	Fall	#+	JPA-SR (N)	5333
16-326	4/12/16	3	8:13	8:15	8:19	8:58	0:45	MA	Fall	#+	JPA-SR (N)	5333
16-327	4/13/16	2	5:06	5:11	5:16	5:29	0:21	PSA	Lift Assist		JPA-SR (N)	5333
16-328	4/13/16	3	15:15	15:18	15:18	15:22	0:07	MA	Motorcycle Accident	#	OUT (SR)	5300
16-329	4/13/16	3	15:45	15:46	15:48	15:59	0:14	MA	Syncope	#+	JPA-SR (N)	5333
16-330	4/13/16	3	18:00	18:02	18:04	18:08	0:06	FANN	Good Intent-Reported Fire		MMW	5882
16-331	4/13/16	3	21:27	21:29	21:32	21:54	0:27	FANN	Fire Alarm		JPA-SR (N)	5300
16-332	4/14/16	3	3:26	3:26	3:33	3:37	0:11	FANN	Medical Alarm	#	JPA-SR (N)	5333
16-333	4/14/16	3	3:26	3:26	3:28	3:29	0:03	FANN	Medical-Cancelled	#	MMW	5881
16-334	4/14/16	3	11:35	11:36	11:38	12:08	0:33	MA	Seizure	#+	MMW	5882
16-335	4/14/16	3	16:07	16:08	16:14	16:33	0:26	MA	Fall	#+	OUT (SR)	5662
16-336	4/14/16	3	21:31	21:33	21:36	22:32	1:01	FIRE	Power Pole Fire	#+	MMW	5982
16-337	4/15/16	2	19:48	19:50	19:53	20:04	0:16	MA	Back pain	#+	JPA (MC)	1503

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

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

April 2016 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
16-338	4/15/16	3	21:16	21:18	21:20	21:29	0:13	MA	Seizure	#+	JPA-SR (N)	5334
16-339	4/16/16	3	10:16	10:18	10:20	10:31	0:15	FAANN	Fire Alarm		JPA-SR (N)	5300
16-340	4/16/16	2	11:24	11:26	11:29	11:35	0:11	PSA	Public Assist		JPA-SR (O)	5337
16-341	4/17/16	3	2:53	2:55	2:58	3:15	0:22	MA	SOB	#+	JPA-SR (N)	5333
16-342							0:00					
16-343	4/17/16	3	12:07	12:08	12:10	12:19	0:12	MA	ALOC	#+	JPA-SR (N)	5338
16-344	4/18/16	3	6:45	6:47	6:53	7:12	0:27	PSA	Lift Assist	#&	JPA-SR (N)	5334
16-345	4/18/16	3	7:33	7:36	7:36	7:58	0:23	MA	ALOC	#+	NW	5984
16-346	4/18/16	3	8:28			8:30	0:02	FAANN	Accidental alarm		NW	5985
16-347	4/18/16	3	16:52	16:53	16:56	17:10	0:16	MA	Syncope	#+	JPA-SR (N)	5333
16-348	4/18/16	2	21:42	21:43	21:48	21:57	0:15	COVER	NFPD SL 61		OUT (N)	21105
16-349	4/19/16	3	6:59	7:01	7:09	7:12	0:13	FIRE	Structure fire		OUT (SR)	5770
16-350	4/19/16	3	15:51	15:52	15:58	16:09	0:16	MA	ALOC	#	JPA-SR (N)	5336
16-351	4/19/16	3	17:08	17:09	17:12	17:15	0:07	FAANN	Medical Alarm	#	JPA (NC)	1503
16-352	4/19/16	3	20:15	20:16	20:18	20:26	0:11	MA	Assault	#	NW	5983
16-353	4/20/16	2	9:01	9:03	9:08	9:18	0:17	PSA	Lift Assist		JPA-SR (N)	5333
16-354	4/20/16	3	10:03	10:05	10:10	10:19	0:16	MA	Difficulty Breathing	#+	OUT (SR)	5666
16-355	4/20/16	3	11:30	11:30	11:35	11:45	0:15	MA	ALOC	#+	NW	5982
16-356	4/20/16	3	13:53	13:54	13:59	14:15	0:22	MA	ALOC	#+	JPA-SR (N)	5336
16-357	4/20/16	3	17:13	17:14	17:17	17:31	0:18	MA	Syncope	#+	JPA-SR (N)	5333
16-358	4/21/16	3	19:33	19:35	19:37	19:46	0:13	FIRE	Misc Fire	#	JPA-SR (O)	5337
16-359	4/21/16	2	19:46	19:46	19:52	19:58	0:12	PSA	Lift Assist	#	CSA 13	5888
16-380	4/22/16	3	22:52	22:54	23:01	23:08	0:16	MA	Allergic Reaction	#+	OUT (SR)	5606
16-381	4/24/16	3	0:22	0:24	0:27	0:46	0:24	MA	ALOC	#	NW	5981
16-382	4/24/16	2	7:48	7:49	7:55	8:11	0:23	MA	Sick Person	#+	JPA-SR (N)	5333
16-363	4/24/16	2	10:46	10:47	10:47	11:13	0:27	FAANN	Fire Alarm		NW	5883
16-384	4/24/16	2	12:24	12:25	12:36	12:50	0:26	MA	Sick Person	#	JPA-SR (N)	5330
16-385	4/24/16	3	14:51	14:51	14:55	15:24	0:33	MA	GI Bleed	#+	JPA-SR (N)	5333
16-386	4/24/16	3	21:55	21:56	21:59	22:17	0:22	MA	Cardiac Problem	#+	JPA-SR (N)	5333
16-367	4/25/16	3	8:20	8:21		8:22	0:02	FAANN	Fire Alarm		NW	5983
16-368	4/25/16	3	10:54	10:55	11:00	11:10	0:16	MA	Sick Person	#	JPA-SR (N)	5338
16-369	4/25/16	3	12:11	12:11		12:15	0:04	FIRE	Structure Fire		OUT (SR)	5220
16-370	4/25/16	2	12:15	12:15	12:23	12:54	0:39	MA	GI Bleed	#+	OUT (SR)	5101
16-371	4/25/16	2	13:35	13:36	13:41	13:43	0:08	PSA	Smoke Check		OUT (SR)	5774
16-372	4/25/16	3	17:24	17:25	17:29	17:51	0:27	FAANN	Fire Alarm		JPA-SR (N)	5300
16-373	4/25/16	3	19:49	19:50		19:52	0:03	FAANN	Fire Alarm		JPA-SR (N)	5300
16-374	4/26/16	2	6:54	6:56	7:01	7:10	0:16	PSA	Lift Assist		JPA-SR (N)	5333
16-375	4/26/16	2	16:38	16:39	16:45	16:52	0:14	PSA	Lift Assist		JPA-SR (N)	5333
16-376	4/26/16	3	21:21	21:23	21:27	21:29	0:08	FIRE	Smoke in Building		OUT (SR)	5332
16-377	4/27/16	2	5:40	5:42	5:50	6:00	0:23	PSA	Lift Assist		JPA-SR (N)	5333

CODE 2 = Standard Response

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

May 2016 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
16-387	5/1/16	3	9:50	9:51		9:51	0:01	OTHER	Smoke check / Cancelled in route	#+	MW	5883
16-388	5/1/16	3	16:36	16:37	16:43	17:27	0:51	OTHER	Refer to P.D.	#+	JPA-SR (N)	5338
16-389	5/2/16	2	9:44	9:45	9:48	9:56	0:12	MA	Fall	#&	JPA-SR (N)	5330
16-390	5/2/16	3	13:39	13:40	13:44	13:51	0:12	MA	Seizure	#&	JPA-SR (N)	5330
16-391	5/3/16	2	11:38	11:38	11:40	11:56	0:18	MA	Sick Person	#	MW	5885
16-392	5/3/16	2	14:02	14:02	14:07	14:19	0:17	PSA	Electrical Checkout	#	CSA 13	5889
16-393	5/3/16	3	15:46	15:48	15:52	16:07	0:21	MA	Fall	#	CSA 13	5889
16-394	5/3/16	3	16:46	16:48	16:50	17:05	0:19	MA	ALOC	#+	JPA (MC)	1503
16-395	5/3/16	3	17:22	17:23	17:26	17:27	0:05	MA	Person Down	#	JPA-SR (N)	5333
16-396	5/4/16	3	10:39	10:41	10:46	10:48	0:09	FAINN	Fire Alarm	#+	OUT (N)	21105
16-397	5/4/16	3	19:00	19:01	19:06	19:19	0:19	MA	Bicyclist Down	#+	JPA-SR (N)	5334
16-398	5/4/16	2	19:48	19:49	19:55	20:07	0:19	MA	Fall	#+	MW	5885
16-399	5/5/16	3	8:57	8:58	9:02	9:23	0:26	MA	Shortness of Breath	#+	JPA-SR (N)	5333
16-400	5/5/16	3	10:50			10:51	0:01	FAINN	Cancelled prior to response		OUT (SR)	5116
16-401	5/5/16	3	12:28	12:29	12:30	12:44	0:16	MA	Fall	#+	JPA (MC)	1501
16-402	5/5/16	2	15:16	15:17	15:23	15:24	0:08	PSA	Check wires down		MW	5882
16-403	5/5/16	3	1:05	1:07	1:11	1:17	0:12	PSA	Lift Assist	#&	JPA-SR (N)	5333
16-404	5/5/16	3	10:40	10:41	10:44	10:58	0:18	MA	CVA	#+	JPA-SR (N)	5338
16-405	5/5/16	3	15:02	15:03	15:05	15:19	0:17	MA	Syncope	#+	JPA-SR (N)	5330
16-406	5/5/16	2	18:01	18:03	18:06	18:34	0:33	PSA	Wellfare check	#&	JPA (MC)	1503
16-407	5/5/16	3	23:06	23:08	23:12	23:31	0:25	MA	Overdose	#+	JPA-SR (N)	5338
16-408	5/7/16	3	13:29	13:30	13:34	13:38	0:09	FAINN	Accidental alarm		MW	5880
16-409	5/7/16	3	14:15	14:18		14:19	0:04	FAINN	MVA Cancelled in route		MW	5880
16-410	5/8/16	3	10:37	10:38	10:44	10:47	0:10	FAINN	Fire Alarm		MW	5889
16-411	5/8/16	3	11:12	11:13	11:14	11:29	0:17	MA	Syncope	#+	JPA-SR (N)	5333
16-412	5/9/16	3	14:28	14:29	14:31	14:49	0:21	MA	Sick Person	#+	JPA-SR (O)	5331
16-413	5/9/16	3	18:40	18:42	18:46	18:49	0:09	FAINN	Smoke Alarm		JPA-SR (N)	5334
16-414	5/10/16	3	2:14	2:17	2:24	2:35	0:21	PSA	Public Assist		OUT (SR)	5666
16-415	5/10/16	3	2:41	2:42	2:44	3:07	0:26	MA	Seizure	#+	OUT (SR)	5666
16-416	5/10/16	3	8:31	8:33	8:38	8:50	0:19	MA	Difficulty Breathing	#+	MW	5882
16-417	5/10/16	3	10:18			10:18	0:00	MA	Cancelled enroute		JPA-SR (O)	5337
16-418	5/10/16	3	10:20	10:23	10:26	10:37	0:17	PSA	Extinguished Vehicle Fire		MW	5881
16-419	5/10/16	3	12:42	12:44	12:47	12:56	0:14	MA	Sick Person	#+	JPA-SR (N)	5333
16-420	5/10/16	3	13:28	13:30	13:30	13:30	0:02	FAINN	Cancelled enroute		JPA-SR (N)	5338
16-421	5/10/16	2	17:20	17:22	17:27	17:39	0:19	MA	Leg Pain	#+	JPA-SR (N)	5333
16-422	5/11/16	3	10:08	10:08		10:09	0:01	FAINN	Cancelled in route		JPA-SR (N)	5330
16-423	5/11/16	3	21:06	21:07	21:10	21:23	0:17	MA	ETOH minor	#&	MW	5882
16-424	5/12/16	2	5:15	5:18	5:23	5:31	0:16	PSA	Lift Assist		JPA-SR (N)	5333
16-425	5/12/16	3	8:42	8:45	8:52	9:02	0:20	MA	Foot pain	#+	JPA-SR (N)	5333
16-426	5/12/16	3	11:00	11:03	11:07	11:26	0:26	FAINN	No medical merit	#&	JPA-SR (N)	5333

CODE 2 = Standard Response

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

May 2016 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
16-427	5/12/16	2	16:44	16:46	16:51	16:55	0:11	PSA	Odor Investigation		JPA-SR (N)	5338
16-428	5/12/16	2	23:32	23:34	23:37	23:42	0:10	FAANN	Needless PD transport	#+	JPA-SR (N)	5338
16-429	5/13/16	2	7:36	7:39	7:46	7:50	0:14	PSA	Lift Assist		JPA-SR (N)	5334
16-430	5/13/16	3	12:48	12:50		12:50	0:02	FAANN	Fire alarm / Cancelled in route		JPA-SR (N)	5333
16-431	5/13/16	2	13:25	13:25		13:25	0:00	COVER	Move up cover-in		JPA (NOV)	21105
16-432	5/13/16	3	16:20	16:21	16:24	16:42	0:22	MA	Chest Pain	#+	JPA (MC)	1503
16-433	5/14/16	2	14:47	14:48	14:54	15:01	0:14	PSA	Lift Assist		JPA-SR (N)	5333
16-434	5/14/16	3	20:03	20:03	20:08	20:23	0:20	MA	Cardiac Problem	#+	JPA-SR (N)	5333
16-435	5/15/16	3	5:24	5:26	5:31	5:46	0:22	MA	Abdominal Pain	#+	JPA-SR (N)	5333
16-436	5/16/16	3	4:39	4:41	4:44	5:05	0:26	MA	ALOC	#+	CSA 13	5888
16-437	5/16/16	3	12:56	12:59	13:08	13:13	0:17	MA	Fall	#+	OUT (SR)	5606
16-438	5/16/16	2	22:43	22:46	22:48	23:11	0:28	PSA	Appliance Problem		JPA-SR (O)	5337
16-439	5/17/16	3	4:32	4:32	4:34	4:42	0:10	MA	Shortness of Breath	#+	JPA-SR (N)	5338
16-440	5/17/16	2	4:35	4:35	4:36	4:37	0:02	PSA	Lift Assist (Engine 56)		JPA-SR (N)	5334
16-441	5/17/16	3	10:07	10:08	10:14	10:16	0:09	MA	General weakness	#+	JPA-SR (N)	5334
16-442	5/17/16	3	11:39	11:40	11:43	12:14	0:35	MA	Flu Symptoms	#+	CSA 13	5888
16-443	5/17/16	3	12:40	12:42	12:45	12:55	0:15	FAANN	Fire Alarm		JPA (MC)	1503
16-444	5/17/16	3	14:51	14:52	14:56	14:58	0:07	MA	Fall	#+	JPA-SR (N)	5333
16-445	5/17/16	2	15:35	15:36		15:37	0:02	COVER	Move up cover-in		JPA (NOV)	21105
16-446	5/17/16	2	20:52	20:54	20:56	21:31	0:39	MA	Diabetic reaction	#+	JPA-SR (O)	5330
16-447	5/18/16	3	10:09	10:09	10:14	10:22	0:13	MA	Fall	#+	MW	5884
16-448	5/18/16	3	14:32	14:32		14:40	0:08	FIRE	Structure Fire		OUT (N)	21105
16-449	5/18/16	3	15:33	15:34	15:36	15:43	0:10	FAANN	Medical Alarm	#	MW	5884
16-450	5/18/16	3	16:04			16:06	0:02	FAANN	Fire Alarm		OUT (MC)	21105
16-451	5/19/16	3	16:45	16:46	16:49	17:25	0:40	MA	Chest Pain	#+	MW	5881
16-452	5/20/16	2	9:17	9:18	9:24	9:37	0:20	MA	Eye Injury	#	JPA (MC)	1501
16-453	5/20/16	3	14:41	14:43	14:56	15:53	1:12	FIRE	Vegetation Fire		OUT (N)	21105
16-454	5/20/16	2	14:44	14:48	14:56	15:21	0:37	PSA	E56-Lift Assist		MW	5882
16-455	5/20/16	2	23:25	23:27	23:31	23:43	0:18	MA	ALOC	#+	MW	5881
16-456	5/21/16	3	7:37	7:39	7:44	7:54	0:17	MA	Abdominal Pain	#+	JPA-SR (N)	5333
16-457	5/21/16	3	14:27	14:29	14:33	14:48	0:21	MA	Fall	#+	JPA-SR (N)	5333
16-458	5/21/16	3	16:22	16:23	16:24	16:40	0:18	MA	General weakness	#+	MW	5884
16-459	5/22/16	3	10:27	10:29	10:31	10:34	0:07	FAANN	Fire Alarm		JPA-SR (O)	5330
16-460	5/22/16	3	13:48	13:50	13:51	14:14	0:26	MA	ALOC		JPA-SR (O)	5330
16-461	5/22/16	2	21:52	21:54	21:56	22:07	0:15	MA	Fall		JPA-SR (N)	5333
16-462	5/23/16	2	7:07	7:07	7:09	7:42	0:35	PSA	Public Assist		MW	5880
16-463	5/23/16	2	12:13	12:13	12:19	12:23	0:10	PSA	CO Alarm problem		MW	5886
16-464	5/23/16	3	15:00	15:01	15:05	15:16	0:16	FAANN	Fire Alarm		JPA-SR (N)	5333
16-465	5/23/16	2	15:55	15:56	15:58	16:05	0:10	FAANN	Fire Alarm		JPA-SR (N)	5333
16-466	5/23/16	3	18:02	18:03	18:07	18:28	0:26	MA	Syncopal	#	JPA-SR (N)	5338

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

May 2016 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
16-467	5/23/16	3	21:40	21:41	21:45	22:00	0:20	MA	Fall	##	JPA-SR (N)	5338
16-468	5/24/16	3	7:04	7:06	7:09	7:26	0:22	MA	Shortness of Breath	##	JPA-SR (N)	5338
16-469	5/24/16	3	14:48	14:50	14:53	15:03	0:15	MA	Fall	##	OUT (SR)	5660
16-470	5/24/16	2	21:13	21:14	21:18	21:23	0:10	PSA	Lift Assist		MW	5889
16-471	5/25/16	3	6:41	6:43	6:47	6:57	0:16	MA	Fall	##	JPA-SR (N)	5333
16-472	5/25/16	3	8:10	8:12	8:12	8:13	0:03	MA	Cardiac Arrest/Cancelled		OUT (N)	21105
16-473	5/25/16	2	8:26	8:26	8:28	8:45	0:19	MA	Fall	##	MW	5884
16-474	5/25/16	3	10:40	10:41	10:44	10:57	0:17	MA	Fall	##	MW	5885
16-475	5/25/16	2	10:58	10:58	10:58	11:09	0:11	MA	Allergic Reaction	##	MW	5885
16-476	5/25/16	2	11:40	11:41		11:46	0:06	COVER	Cover Novato		OUT (N)	21105
16-477	5/25/16	3	16:50	16:53	16:58	17:07	0:17	FIRE	Reported Structure Fire		OUT (SR)	5600
16-478	5/26/16	2	0:06	0:08	0:13	0:22	0:16	PSA	Lift Assist		MW	5882
16-479	5/27/16	3	10:37	10:38	10:40	14:20	3:43	FIRE	Structure Fire	#	OUT (N)	21105
16-480	5/28/16	3	13:16	13:18	13:20	13:39	0:23	MA	ALOC	##	CSA 13	5888
16-481	5/28/16	2	18:26	18:27	18:33	18:53	0:27	MA	Sick Person	##	JPA-SR (N)	5333
16-482	5/28/16	3	19:00	19:03		19:07	0:07	FIRE	Vegetation Fire	#	OUT (N)	21105
16-483	5/29/16	2	4:32	4:34	4:38	4:46	0:14	MA	Hip Pain	##	JPA-SR (N)	5334
16-484	5/29/16	3	7:24	7:26	7:30	7:45	0:21	MA	Fall	##	JPA-SR (N)	5334
16-485	5/29/16	2	18:37	18:37	18:39	19:17	0:40	MA	Fall	##	MW	5883
16-486	5/29/16	3	18:55	18:57	19:04	19:08	0:13	MA	Fall-E56	##	CSA 13	5888
16-487	5/29/16	3	20:37	20:38	20:44	20:54	0:17	MA	Leg Pain	##	JPA-SR (N)	5334
16-488	5/30/16	3	14:08	14:09	14:12	14:21	0:13	MA	Sick Person	##	JPA-SR (N)	5333
16-489	5/30/16	2	16:30	16:31	16:39	16:51	0:21	MA	Nose bleed	#	JPA-SR (N)	5334
16-490	5/31/16	2	9:42	9:44	9:47	9:49	0:07	PSA	Lift Assist		MW	5884
16-491	5/31/16	3	10:20	10:20	10:24	10:55	0:35	MA	Cardiac Arrest	##	MW	5338
16-492	5/31/16	3	13:26	13:27		13:27	0:01	FANIN	Medical Alarm--Cancelled	#	MW	5883
16-493	5/31/16	2	15:44	15:45	15:48	15:55	0:11	PSA	Water Problem		CSA 13	5888
16-494	5/31/16	3	21:40	21:41	21:46	21:57	0:17	MA	Back Pain	#	JPA-SR (N)	5334
16-495	5/31/16	2	22:30	22:31	22:37	22:47	0:17	MA	Fall	##	JPA-SR (N)	5334
16-496	5/31/16	3	23:41	23:42	23:45	0:10	0:29	MA	Chest Pain	##	MW	5883

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



Marin County Fire Chiefs Association

Re: Joint Powers Agreement for Hazardous Materials Spills Management

The Joint Powers Agreement for Hazardous Material Spills Management was set to expire on June 30, 2015. Prior to its expiration the signatory agencies were asked to approve a one-year extension of the Agreement. The extension provided the Marin County Fire Chiefs an opportunity to not only review and update the Agreement but also an opportunity to review overall operations and management of the Hazardous Materials Response Team, including the Team's mission, goals, capabilities, and the current and future needs.

The new Agreement, which is set to start on July 1, 2016, is ready for consideration and adoption by the 18 signatory agencies. The review and updating of the Agreement has resulted in only minor changes. In addition to wording changes for clarification purposes, the changes include:

- Updates to the components of response capability and procedures
- Additional wording for cost recovery and grant funding
- Updates to the cost sharing section to address the recent fire department mergers
- Expanded wording for the duties of the Treasurer
- Requiring approval of two-thirds (2/3) of the signatory agencies for JPA amendments.

In order to help streamline local adoption process, I have provided the following documents:

- Hazardous Materials Spill Management JPA – Clean version
- Hazardous Materials Spill Management JPA – Redline version
- Sample Staff Report
- Sample Resolution
- Cost sharing summary

Agency contributions: The cost sharing percentages have not changed, however, with fire service mergers by Southern Marin Fire Protection District and Ross Valley Fire Department, the contributions for Sausalito and the former Tamalpais and Alto Fire Protection Districts are now included as part of the Southern Marin Fire Protection District contribution and the Ross contribution is now included with Ross Valley Fire Department. These changes have not impacted the percentage shares of the other signatory agencies.

Current signatory agency contribution totals \$75,000 annually. As a result of a financial review, the Marin County Fire Chiefs are requesting to increase the total annual contribution for FY 16/17 to \$85,000. The included "Cost Sharing Summary" shows the financial impact for the individual agencies. The last contribution increase was in FY 13/14. The Chiefs also felt it was important to provide projections for future contribution increases. The estimated annual increase for FY 17/18 through FY 19/20 will equal an amount not to exceed 5%. The Chiefs, to reduce future contributions increases, will be seeking grant funding to replace haz-mat identification equipment which is now beyond its useful life.

We are asking that all agencies to adopt the new agreement prior to July 1. Once the agreement has been adopted please send a signed copy to Marin County Hazardous Materials Team, c/o San Rafael Fire Department, 1039 C Street, San Rafael, CA, 94901.

If you have any questions, concerns, or need any additional information or assistance with the adoption process, please contact me via phone (415) 233-0321 or email rmeagor@gmail.com.

Sincerely,

A handwritten signature in cursive script that reads "Roger Meagor". The signature is written in black ink and is positioned above the printed name.

Roger Meagor

**JOINT POWERS AGREEMENT FOR HAZARDOUS MATERIALS
SPILLS MANAGEMENT**

THIS AGREEMENT (“Agreement”), is made and entered into as of the 1st day of July 2016, by and between the following public agencies: Cities/Towns of Novato, San Rafael, San Anselmo, Fairfax, Ross, Mill Valley, Belvedere, Tiburon, Sausalito, Corte Madera, Larkspur; County of Marin; Kentfield Fire Protection District; Novato Fire Protection District; Southern Marin Fire Protection District; Tiburon Fire Protection District; Ross Valley Fire Department and Marinwood Community Services District.

RECITALS

This Agreement is predicated upon the following facts:

1. Each of the parties to this Agreement is a “Public Agency” as the term is defined in California Government Code Section 6500 and is authorized to enter into Joint Powers Agreements.

2. The parties are responsible for maintenance of public safety and/or fire protection within their respective jurisdiction within the County of Marin, State of California.

3. Pursuant to Government Code Section 6500 et. seq. commonly known as the Joint Exercise of Powers Act, two or more public agencies may by agreement jointly exercise any power common to the contracting parties.

4. Marin public agencies first entered into an agreement in 1982 for the purposes of coordinating management and response to hazardous materials spills. The current agreement is set to expire on June 30, 2016.

5. Each of the parties desires to enter into a new agreement with each of the other parties for the purposes of coordinating management of and response to hazardous materials spills, establishing a formula for financing joint expenses for such management and response, and defining signatory agency responsibilities.

NOW THEREFORE, in consideration of mutual benefits, covenants and agreements set forth herein, the parties agree as follows:

SECTION 1 Definitions

These definitions shall include any subsequent amendments, deletions or additions to the below mentioned statutes.

A. Hazardous Materials Spill

A hazardous materials spill means an incident or potential incident, which threatens public health or safety involving the unsafe release of a hazardous substance or hazardous waste as defined below. A hazardous substance or hazardous waste means an substance or product for which the manufacturer or producer is required to produce a material safety data sheet prepared pursuant to Section 6390 of the California Labor Code or pursuant to the regulations of the Occupational Safety and Health Administration of the U.S. Department of Labor, or pursuant to the Hazardous Substances Information and Training Act (commencing with Section 6360, Chapter 2.5, part 1 of Division 5 of the California Labor Code), or pursuant to any applicable State or Federal law or regulation; any substance or product which is listed as a radioactive material set forth in Chapter 1, Title 10, Appendix B, maintained and updated by the Nuclear Regulatory Commission; or any substance or product defined as hazardous or extremely hazardous waste by Sections 25115 or 25117 of the California Health and Safety Code and set forth in Sections 66680 and 66685 of Title 22 of the California Code of Regulations. Release means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, ejecting, escaping, leaching, dumping, or disposition into the environment. Any material may be added to the list of hazardous materials set forth by applicable State or Federal law or regulation upon a finding by the County Health Officer that it is a material which, because of its quantity, concentration, physical, or chemical characteristics, poses significant present or potential danger to human health and safety or to the environment if released into the environment.

B. Incident Commander

Incident Commander is the individual responsible for the overall management of the incident and is usually from the agency with jurisdiction over the area in which the incident occurred or as designated by such agency.

C. Unified Command

Unified Command is a unified command effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a set of common objectives and strategies.

SECTION 2 Authority and Purpose

A. The purpose of this Agreement is to establish a specially trained capability for the expeditious and economical response to a hazardous materials spill or potential release on public and/or private property within the signatories' jurisdictions.

B. The components of this specialized response capability shall consist of;

1. Hazardous Materials Response Team (HMRT) – The HMRT consists of trained fire service personnel from the signatory agencies and Marin County Sheriff's Office, and includes a compliment of apparatus, equipment and trained technicians and specialists. The HMRT shall assist in the control and containment of hazards created by releases and potential releases which exceed the capability of the jurisdiction having primary responsibility, and which shall provide consultation on identifying and managing hazardous materials releases or potential releases in a manner consistent with all local, state and federal laws and regulations regarding such releases.

2. Support Team – The Support Team consists of trained fire service personnel from the signatory agencies to support the HMRT operating in hazardous environments. The Support Team is restricted from operating within or immediately adjacent to chemical environments where hazardous materials emergency response teams would normally operate. The Support Team normally performs activates such as rescue standby, decontamination, and logistical support, under the direction of the Decon Leader.

C. The fiscal agent shall have the authority to collect response related costs on behalf of signatory agencies. Signatory agencies may also collect their response related costs directly from the responsible party.

D. The fiscal agent shall have the authority, on behalf of the signatory agencies, to apply for, receive, and distribute grants from public or private agencies for the purposes set forth in this Agreement.

SECTION 3 Term of Agreement

A. Except as provided below, the term of this Agreement shall be for ten years, beginning on July 1, 2016 and terminating on June 30, 2026. A signatory agency may withdraw upon giving at least ninety (90) days written notice prior to the end of the fiscal year, effective as of the start of the next fiscal year, to all the other parties to the Agreement.

B. Each party to this Agreement certifies that it intends to and does contract with all other parties who are signatories of this Agreement. Each party to this Agreement also agrees that the withdrawal of any party from this Agreement shall not affect this Agreement or such remaining party's intent to contract as described herein, with the other then remaining parties to the Agreement other than to alter the pro rata share of costs.

SECTION 4 Operational Responsibilities

A. As soon as practical upon determining that a hazardous materials release or potential release has occurred, the public safety unit first arriving on scene shall:

1. Immediately isolate the scene, deny access to the scene and seek to protect people and/or livestock in the general vicinity.

2. Notify the Marin County Public Safety Communications Center (County Communications) of the location of the incident and affected area, the type of incident (traffic accident, pipe breakage, etc.), the type and quantity of hazardous material or the characteristics of the material if its type is unknown, safe and unsafe routes to the scene, and request immediate notification of the HMRT.

B. Upon notification of a hazardous materials release, County Communications will contact the Marin County Fire Department ECC for dispatch of the HMRT and such other resources as called for by the protocol of the jurisdiction in which the spill occurs. (The California Highway Patrol has jurisdiction over State highways.)

C. For each incident, command responsibility shall be delegated according to applicable State law. Where State law does not designate responsibility, each signatory city and County shall specify in writing to the HMRT at regular intervals command

authority for incidents within its jurisdiction. The incident commander may request additional assistance as he or she deems necessary to restore public health and safety.

D. When the HMRT determines that specialized resources may be required to mitigate the release or assist with clean-up, the HMRT shall provide the Incident Commander with the contact information for such resources.

E. After an incident is under control, as determined by the Incident Commander, the following clean-up protocol shall be followed. First, a reasonable attempt shall be made to give the person(s) responsible for the incident adequate notice and opportunity to remove the hazardous substance. If, in the judgment of the Incident Commander, such opportunity has been adequately provided, considering the conditions, the Incident Commander may authorize additional clean-up operations be carried out, if appropriate, by (1) the City/Town Public Works Department in which the incident occurred, (2) County Public Works for incidents in the unincorporated area, (3) California Department of Transportation for incidents on a State highway, or (4) a licensed Hazardous Waste Clean-up Contractor. The Incident Commander may authorize such additional clean-up arrangements determined to be appropriate for the restoration of public health and safety and for nuisance abatement. Clean-up of private property beyond these requirements shall be the responsibility of the property owner under the auspices of the County Health Officer.

F. Signatory agencies shall cooperate with such incident protocols as this Agreement may require.

SECTION 5. Resource Inventory

A. The signatory agencies agree to fund apparatus, equipment, training, medical monitoring, and personal protective equipment as may be required by the fiscal agent specified in Section 6E to meet state and federal OSHA regulations pertaining to hazardous materials release response.

B. Each signatory agency shall provide the HMRT, when requested, with available information concerning the storage location and use of hazardous materials in its jurisdiction for reference by the HMRT.

SECTION 6. Financing

A. The principles for allocating responsibility for costs arising from response to a hazardous materials release shall be as follows:

1. Primary responsibility for all extraordinary costs related to such an incident rests with the person(s) responsible for the spill. Damages and expenses incurred by the HMRT shall constitute a debt against the person and/or firm causing the incident and shall be collectable by the fiscal agent specified in Section 6E of this agreement. Expenses, as stated above, shall include, but not be limited to, cost attributable to the use of equipment, personnel committed, and any payments required by the HMRT to outside business firms requested by the HMRT to secure, investigate, and monitor remediation and cleanup of the incident. (See Section 13009.6, California Health and Safety Code.)

2. The State of California is not liable for any such costs unless one of its officers, employees, or agents is a person described in Section 6(A) 1 above; or unless the costs are associated with a spill for which a disaster is declared.

3. Funding sources for activities of the HMRT will consist of contributions made by each party in a manner to be determined by the Marin County Fire Chief's Association as provided in subsection B below.

4. To the extent that signatory agencies are not reimbursed for extraordinary costs of managing an incident or its clean-up, the costs shall be the liability of the jurisdiction in which the spill occurred.

B. The fiscal agent shall prepare and submit an annual budget, and any supplemental budget, to the Marin County Fire Chief's Association for approval. Public funds may not be disbursed by the HMRT without adoption of the approved budget, and all receipts and disbursements shall be in strict conformance with the approved budget. Following approval of the budget, and any supplemental budget, the fiscal agent shall invoice each party for its share of the budgeted costs, and payment shall be due to the fiscal agent within 30 days of such invoices.

C. Cost sharing, to support the Hazardous Materials Response Team and to compensate the City of San Rafael for its services as fiscal agent as provided in subsection C below, shall be allocated on a jurisdiction percent of population based on the County of Marin’s current census data. Where a Fire District and City share the population, each shall contribute one half of the shared cost.

<u>Jurisdiction</u>	<u>Percent Population</u>
City of Belvedere	1.0
Town of Corte Madera	3.6
County of Marin	11.6
Kentfield FPD	3.0
City of Larkspur	4.8
Marinwood CSD	2.0
City of Mill Valley	5.7
City of Novato	11.65
Novato FPD	11.65
Ross Valley FD*	10.5
City of San Rafael	21.0
Southern Marin FPD**	9.2
Town of Tiburon	3.3
Tiburon FPD	<u>1.0</u>
Total	100%

* Ross Valley FD percentage share includes Ross, San Anselmo, and Fairfax.

** Southern Marin FPD percentage share includes Sausalito.

D. Any non-participatory agency shall be responsible for all costs incurred by the Hazardous Materials Response Team.

E. The City of San Rafael is designated to be the fiscal agent of the parties under this Agreement, with the following functions, for which the City of San Rafael shall be reasonably compensated by the parties:

1. Serve as the depository and have custody of all funds from whatever source and establish and maintain such books, records, funds, and accounts as may be required by reasonable accounting practices.

2. Ensure that the disbursement of funds is in strict conformance with the adopted budget.

3. Provide an annual financial report on a fiscal year basis, and such other financial reports as may be requested by the Marin County Fire Chief's Association.

4. Administer cost recovery procedures for the collection of response related expenses and damages.

5. Serve as the financially responsible party for all grants.

SECTION 7. Amendment

Amendments to this Agreement may be made by the approval of two-thirds (2/3) of the governing boards of the then signatory agencies.

SECTION 8. Notices

Except as provided in Section 3 for notices of withdrawal from this Agreement, all notices required or given pursuant to this Agreement shall be made by depositing same in the U.S. mail, postage paid, and addressed as follows:

Hazardous Materials Response Team, c/o City of San Rafael Fire Department, P.O. Box 151560, San Rafael, CA 94915.

SECTION 9. Hold Harmless

Each party shall indemnify and hold each other party harmless from and against all loss, cost, expense (including attorney's fees and expert witness fees), actions or liability occasioned by or arising out of the negligent acts, or negligent failure to perform under the authority of this Agreement by each party's employees or its agents or contractors.

The tort liability of the parties shall be controlled by the provisions of Government Code Division 3.6, Section 810 et seq.

SECTION 10. Entire Agreement

This JPA sets forth the entire Agreement between the parties with respect to content addressed herein and supersedes all prior agreements, communications, and representations, oral or written, express or implied, since the parties intend that this be an integrated Agreement.

SECTION 11. Execution in Counterparts

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Faxed and scanned signature pages shall be treated as valid as the originals.

IN WITNESS WHEREOF, the parties have executed this Joint Powers Agreement as of the day and year first above written.

AGENCY: _____

By: _____

ATTEST:

STAFF REPORT

To: Marinwood Fire Commission and Marinwood CSD Board

From: Chief Tom Roach

Subject: Joint Powers Agreement for Hazardous Materials Spills Management

RECOMMENDATION:

That the *Council/Board* authorize the approval of a Joint Powers Agreement for Hazardous Materials Spills Management

BACKGROUND:

In 1982, Marin County cities and Towns, and the County of Marin decided to manage Hazardous Materials incidents through a Joint Powers Agreement (JPA) which is governed by the Marin County Fire Chief's Association.

The JPA obtains funding from the participating signatory agencies, including Marin cities, towns, fire departments, and fire districts. Member agencies set policy, approve budgets and provide vision to the management and leadership of the Hazardous Materials Response Team (HMRT) through the Marin County Fire Chief's Association.

The HMRT consist of trained personnel from the signatory fire agencies and Marin County Sheriff's Office; and includes a compliment of apparatus, equipment and trained technicians and specialists. The JPA provides funding for apparatus, equipment, training, medical monitoring and personal protective equipment. In addition to contribution by signatory agencies, the HMRT has been very successful in receiving grant funding. The grant funding has provided for training, equipment, and the purchase of a dedicated hazardous materials response vehicle. The HMRT also seeks cost recovery from the responsible party of a hazardous materials incident.

The frequency, type, and complexity of hazardous materials incidents have changed considerably since the JPA was first created in 1982. Today the HMRT consists of over 30 members, from 12 fire agencies and the Marin County Sherriff's Office. The HMRT is in the final stages of being recognized by Cal OES as a Type 1 Team. A Type 1 Team provides the highest level of response capability identified by Cal OES.

DISCUSSION:

The most recent Joint Powers Agreement for Hazardous Materials Spills Management was finalized in 2005. Prior to its expiration in 2015, upon the request of the Marin County Fire Chief's Association, a one-year extension was approved. The one-year extension provided an opportunity for review of the Agreement to make any necessary improvements.

In addition to the review and updating of the Joint Powers Agreement, the Marin County Fire Chiefs reviewed the overall operations and management of the Hazardous Materials Response Team (HMRT), including the HMRT's mission, goals, capabilities, and the current and future needs of the Team.

The proposed Agreement is for a 10-year term and includes 18 signatory agencies. The review and updating of the Agreement has resulted in only minor changes. In addition to wording changes for clarification purposes, the changes include:

- Updates to the components of response capability and procedures
- Additional wording for cost recovery and grant funding
- Updates to the cost sharing section to address the recent fire department mergers
- Expanded wording for the duties of the Treasurer
- Requiring approval of two-thirds (2/3) of the signatory agencies for JPA amendments.

Conclusion: The proposed Joint Powers Agreement for Hazardous Materials Spills Management provides for the continuation of cost effective hazardous materials response by coordinating the management of and the response to hazardous materials incidents throughout the County.

FISCAL IMPACT:

Included in the adoption documents is a "Cost Sharing Summary" which shows the FY16/17 contribution amount for each agency. The current signatory agency contribution total is \$75,000 annually. As a result of a financial review, the Marin County Fire Chiefs are requesting to increase the total annual contribution for FY 16/17 to \$85,000. The last contribution increase was in FY13/14. Following the FY16/17 increase, the intent is to limit the annual increases to no more than 5% through FY19/20. The increases are based on analysis of current and future needs. The Chiefs, to reduce future contribution increases, will be seeking grant funding to replace haz-mat identification equipment which is now beyond its useful life.

Cost Sharing Summary

Agency	Cost Share	2016/17 Increase	2016/17 \$85,000	2015/2016 \$75,000	2014/15 \$75,000	2013/14 \$75,445	2012/13 \$68,586
City of Novato	11.65%	\$1,165	\$9,903	\$8,738	\$8,738	\$8,789	\$7,990
Town of Tiburon	3.30%	\$330	\$2,805	\$2,475	\$2,475	\$2,490	\$2,263
Mill Valley	5.70%	\$570	\$4,845	\$4,275	\$4,275	\$4,300	\$3,909
So. Marin Fire	9.20%	\$920	\$7,820	\$6,900	\$6,900	\$6,941	\$6,310
Tiburon Fire	1.00%	\$100	\$850	\$750	\$750	\$754	\$686
Kentfield Fire	3.00%	\$300	\$2,550	\$2,250	\$2,250	\$2,263	\$2,058
Novato Fire	11.65%	\$1,165	\$9,903	\$8,738	\$8,738	\$8,789	\$7,990
Marinwood	2.00%	\$200	\$1,700	\$1,500	\$1,500	\$1,509	\$1,372
Corte Madera	3.60%	\$360	\$3,060	\$2,700	\$2,700	\$2,716	\$2,469
County of Marin	11.60%	\$1,160	\$9,860	\$8,700	\$8,700	\$8,752	\$7,956
Larkspur	4.80%	\$480	\$4,080	\$3,600	\$3,600	\$3,621	\$3,292
Ross Valley Fire	10.50%	\$1,050	\$8,925	\$7,875	\$7,875	\$7,922	\$7,202
Belvedere	1.00%	\$100	\$850	\$750	\$750	\$754	\$686
San Rafael	21.00%	\$2,100	\$17,850	\$15,750	\$15,750	\$15,843	\$14,403
Total	100.00%	\$10,000	\$85,000	\$75,000	\$75,000	\$75,445	\$68,586

**MARINWOOD CSD
RESOLUTION 2016-03**

**A RESOLUTION OF THE MARINWOOD CSD AUTHORIZING THE FIRE
CHIEF TO SIGN THE JOINT POWERS AGREEMENT FOR HAZARDOUS
MATERIALS SPILLS MANAGEMENT**

WHEREAS, The Marinwood Fire Department has the responsibility to provide hazard materials response and spills management; and

WHEREAS, The Marinwood Fire Department has been part of the Hazardous Materials Spills Management JPA since 1982; and

WHEREAS, The Hazardous Materials Spills Management JPA provides a cost effective way of providing hazardous materials response and spills management.

NOW THEREFORE BE IT RESOLVED, that the Marinwood CSD Board of Directors does hereby authorize the Fire Chief to sign the Joint Powers Agreement for Hazardous Materials Spills Management.

I do hereby certify that the above Resolution 2016-03 is a true and correct copy as passed by the Marinwood Board of Directors on June 14, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN: