

**MARINWOOD FIRE COMMISSION
 AGENDA FOR FIRE COMMISSION MEETING
 TUESDAY MARCH 6, 2018
 7:00 PM – MARINWOOD COMMUNITY CENTER
 775 MILLER CREEK RD., SAN RAFAEL, CA 94903**

#	Time	Item	Commission Action
1	7:00 PM	Agenda*	Approve
2	7:05 PM	Public Comments on Non Agenda Items	
3	7:10 PM	Draft Minutes February 2018 Fire Commission Meeting*	Approve
4	7:15 PM	Activity Summary Report for February 2018 Response Report for February 2018	Review
5	7:30 PM	Potential amendment of Fire Commission Bylaws to Address Recruitment and Appointment Timing of Incoming/Returning/Outgoing Commissioner Terms*	Approve
6	7:35 PM	Fire Chief Report, Captain's Position, Vegetation Management Draft Recommendations and Policy, ALS Engine Company	Discuss
7	7:45 PM	2018/19 FD Budget, Utility 58*	Discuss/Approve Purchase
8	7:50 PM	Kitchen Remodel, Contract Proposal*	Discuss/Approve
9	8:00 PM	Succession Planning for the Marinwood Fire Department	Discuss
10	8:05 PM	Adjourn	Approve

Requests for disability-related modifications or accommodations, aids or services may be made to the District office no later than 72 hours prior to the meeting by contacting (415) 479-0775

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 TBD

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

February 8, 2018 Fire Commission Meeting Minutes
DRAFT

Commissioners:

Present: Russ Albano, Pascal Karsenti, Tom Elsbree, Ron Marinoff, Steve Farac, Greg Stilson

Others in attendance:

Fire Chief Tom Roach, Linda Barnello

1. Approval of Agenda-Call to order 7:04 pm.
 - **M/S Marinoff/Elsbree to approve agenda as presented. All in favor.**
2. Public Comments on Non Agenda Items
 - **Linda Barnello commented that her opinion of some of the information being distributed by the ESS Committee was inflammatory and not factual and unfairly blamed the Union for current financial challenges.**
3. Draft Minutes for the December Commission Meeting
 - **M/S Marinoff/Albano to approve the December Minutes. All in favor.**
Commissioner Albano asked if Chief had any details of the psychiatric emergency response in December from a question from last meeting. Chief did not have any details of the incident.
4. Activity Summary and Response Report for January 2018 were reviewed..
 - The Activity Summary for January was reviewed. There were no questions.
 - The response report for January 2018 was reviewed. Chief commented that it was a busy month for emergency responses with 112 responses. Commissioner Albano had a question about three consecutive “flu responses” if they were all at the same address. Chief did not have details at the time, but since found out the first two were to the same address, the second response the patient was transported.
5. Succession Planning for the Implementation of Paramedics and Hiring Options
 - Chief commented that he had hired William Kelly as a new firefighter. William has experience with County Fire as a seasonal, has worked as a paramedic in SF on AMR and the Stinson Beach Paramedic ambulance and is a volunteer FF with Stinson Beach. He begins at Marinwood December 4, 2017. William should be on shift March 1 at which point the department will have one paramedic on each shift. The union is still negotiating the position with the Board of Directors.
6. Chief Report
 - Chief gave an update on the CERT Committee’s work.
 - Chief commented on the recent Captain’s exam and that the one candidate did not pass so the Captain’s vacancy is currently being filled by Acting Captain’s.
 - Chief gave an update on the MERA NextGen system and his roles on the Governing Board and Executive Board.
 - Chief gave an update on the status of Utility 58 and that it had to be taken out of service for any off road responses due to it’s age and some performance issues. There is \$35,000 in the budget for the Utility to be replaced. It will be on the Commission agenda as an action item in March.

7. Vegetation Management
 - Chief explained that the District policy is to allow residents to go on to the CSD Open Space to clear brush themselves or hire someone to do it. Chief said he is available to meet with homeowners to offer suggestions on work to perform. Chief also explained that there is a \$10,000 a year budget item for vegetation management projects but that typically only funds two projects that affects approximately half mile of interface land. Chief said moving forward in budget cycles he will try to increase the budget four fold and will need Commission support. There were two vegetation management fliers included in the Commission packet. Community outreach will be key to inform residents of the wildfire danger to the Community and encourage residents to use drought and fire resistive planting and to clear the open spaces surrounding their homes for defensible space.

8. Kitchen Remodel
 - Chief explained that the no bids were received in the last Bid Cycle. The District is waiting to hear back from County Counsel on what the next steps should be. It is the Chief's understanding that he can directly deal with contractors to finish the kitchen project. Chief is prepared to purchase any and all appliances, counter tops, cabinets, etc and find a contractor to do the install. Most Commissioners felt it was ridiculous that this project has taken almost a year to complete. **M/S Albano/Elsbree to approve a budget of up to \$70,000 and allow the Chief to find a licensed and registered contractor to complete the project. All in favor.**

9. Succession Planning for the Marinwood Fire Department
 - There was a little discussion about the succession planning committee. Much work has been done on the financial forecasting of future costs and revenues. Chief explained that the information shows the District cannot keep doing what it's doing for many more years. Either a tax increase will be required or reductions will need to be made. Chief did explain that meetings with San Rafael, Marin County, and Novato are all scheduled within the next two weeks.

Respectfully submitted,

Chief Tom Roach

February 28, 2018

To: Marinwood Fire Commission
From: Chief Tom Roach
Re: Activity Summary for February 2018

FULL TIME PAID STAFFING

Ten (10) full time paid personnel including:

Fire Chief Tom Roach

“A” shift- Captain Brandon Selvitella, Engineer Jeff Smith, Firefighter/PM Dan Rotwein

“B” shift- Captain Ryan Brackett, Engineer Cesar Correa, Firefighter/PM William Kelly

“C” shift- Acting Captain/Engineer John Papanikolaou, Acting Engineer/Firefighter Sean Day, Firefighter Otis Smith

Relief Firefighter Position-Vacant

New Firefighter (and Paramedic) William Kelly is going through initial training at the station and should be on shift by March 1.

VOLUNTEER STAFFING

20 Current Volunteers including:

One Volunteer Battalion Chief

1 Volunteer Firefighter/AO’s

7 Volunteer Firefighters qualified as “responders” (includes AO’s & BC)

13 Volunteer Firefighter qualified as a “non responder”

5 Volunteers passed the written exam, one did not. Practical Testing to take place in March.

EMERGENCY CALLS

In January 2018 the department responded to 101 emergency calls that were mostly medical in nature. The department did respond to one vehicle fire across the freeway in San Rafael and was dispatched to one structure fire in Terra Linda but was cancelled in route.

	<u>February 2018 Emergency Calls</u>						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	10	12	1	0	0	na	23
CSA 13	7	5	0	0	0	na	12
New JPA (east of 101)	34	6	4	1	0	na	45
Old JPA (mont marin)	6	2	0	0	0	na	8
SR Mutual Aid	2	0	0	1	0	0	3
MC JPA	4	0	0	0	0	na	4
Novato Matrix	3	0	0	0	0	3	6
Total number	66	25	5	2	0	3	101

COMMUNITY SERVICE/PREVENTION/ASSOCIATION MEETINGS

- I completed two final inspections of a new solar systems in Marinwood during February.
- One Board Meeting was held in February.
- One Fire Commission Meeting was held in February.

- I continued working with the Lions Club and the CERT Steering Committee on CERT related issues in February. A steering committee meeting was held and planning is underway for a large Community CERT Meeting.
- I attended the MERA Governing Board meeting in February.
- Two birthday tours were done at the firehouse during February.
- One raffle winner received rides to and from their schools with the fire department during February.
- The ESS sub committees continued to meet in February. Various sub group meetings were also held. Initial meetings with SR, Novato FPD, and MCFD were also held.
- I attended the LVHA Board Meeting in February to support their Disaster Council's new Vegetation Management policy. Much work has been done by Kelby Jones in their community.

TRAINING

- Six minutes of Safety training was reviewed daily by on duty staff.
- Department Personnel continued with the Target Safety Training Program during February. Emphasis is on EMT Recertification.
- All three shifts went through two multi company drills in February through CMTC. EMS Training was the topic.
- Four Volunteer drills were held in February. Topics included training for the Responder test and new hire orientation.
- Dan Rotwein continues to work on his Probationary Training. His Probation Testing will take place in March. Emphasis is on driving and pumping apparatus.
- Dan Rotwein continued working on his in house engineer certification.
- William Kelly is working on his new hire firefighter training and probation.

MAINTENANCE

- All 4 department vehicles underwent a comprehensive monthly check during February.
- All gas-powered equipment was checked weekly during the month.
- All vehicle batteries were serviced and charged on a weekly basis during the month.

BUILDING MAINTENANCE

- Every day daily maintenance is performed at the firehouse including but limited to-
 - Clear and disinfect all tables, counter tops, desks in the Captains office, communications room, chief's office, day room, kitchen, and bathrooms.
 - Empty all trash cans and replace liners
 - Sweep and mop concrete floors in entire firehouse.

- Clean all dishes, pots and pans, and store.
- Wipe up any and all fluids from vehicles in apparatus room.
- Sweep and mop apparatus room floor.
- Disinfect and wash all of the bathrooms.
- Also, Maintenance is done on a weekly basis-
 - Monday-Dust all window ledges, drapes, and blinds
 - Tuesday-Clean all windows and doors inside and out.
 - Wednesday-Clean fridge and stove and microwave
 - Thursday-Mow lawn and sweep and blow all outside areas of firehouse, front and back.
 - Friday-Recyclables outside, clean and disinfect showers.
 - Saturday-Check all generators-including emergency generator, pumps, blowers, saws. Drain air compressor. Last Saturday of the month hook up emergency power and make sure it works.
 - Sunday-Battery checks for suction units, cell phones, defibrillation units, and portable radios.

February 28, 2018

To: Marinwood Fire Commission
From: Chief Roach

Re: Succession Planning for Paramedics and Captain's Promotional Process, CERT Update, Vegetation Management, Kitchen Remodel, Succession Planning for the Marinwood FD, Utility 58 Update, 2018/19 FD Budget

Succession Planning for implementation of Paramedic Positions

Wills completed his in house training February 28 and will go on shift March 1. At that point the department will have three paramedics, one on each shift. The details of the firefighter paramedic position remain in negotiations. That is not something I am involved in, so at this point I have done all I can to provide the community with an ALS engine company. Sometimes, when San Rafael covers an open shift at Marinwood there is a San Rafael paramedic here and they bring ALS equipment with them. On those rare days the department does have an ALS engine company.

I plan to hold another Captain's promotional process and will put out the announcement sometime next week.

Steve's retirement means the department currently has 9 full time paid firefighter's. The Relief Firefighter position remains vacant. I have no immediate plans to fill the position. Much depends on what direction the District will go with the Department during the succession planning stages. If filling overtime or open shifts becomes difficult I will reconsider a full time or a temporary hire.

Cert

The CERT Steering Committee continues to meet monthly and is working on ways to get more community participation. The priorities for the Committee this year is public education on personal disaster preparedness and wildfire protection and vegetation management.

Vegetation Management Projects and Wildland Season

Wildland Season and Wildland fires continue to be a threat both here and around the State. The current District policy is the same as what Marin County Open Space policy is....the District encourages homeowners to vegetation management on District open space that borders their homes. The District encourages homeowners to clear brush up to 100 feet from their property, removed dead and fallen tree limbs, limb trees up 8-10 feet, and remove and small or dying shrubs. With the recent fires in the north bay, the public has been calling for public agencies to do more to maintain their open space. Marinwood does not have the resources currently to do any more than the 2 to 3 vegetation management projects a year. These projects typically reduce the fire threat to approximately 20 homes, while there are hundred's that border open space.

Included in the Commission Packet are draft documents on fire clearance recommendations and a draft policy. We can discuss at the meeting. These were originally produced by Kelby Jones of LVHA Disaster Preparedness Chair. It's good work and think Marinwood should consider implementing. CSA 13 will be adopting it at their April Board Meeting.

Kitchen Remodel

I have had two meetings with John Pope to discuss the project. I am going to purchase all the appliances directly. I have secured the building permit. We do not need an electrical permit because we are not changing any of the outlets only replacing those that need it. We do need a plumbing permit because there will be some minor plumbing work. He has registered union electrical and plumbing contractors who will do the work for time and materials. He has a cabinet maker across the freeway to build the cabinets, nothing custom. And the counter tops will be quartz. He is drawing up a standard contract I will have next week. The project will not exceed \$87,000 and John thinks we can be well under that.

Succession Planning for the Marinwood Fire Department

The Succession Planning Committee continues to gather internal information and statistics. Leah Green and I meet with Novato FPD Chief Tyler and Asst. Chief Veliquet and their Board President Bill Richards to see if there were any possible scenarios where Novato FPD could either take over Chief Officer duties or do some sort of contract for service. They said that they are currently busy with some internal projects but that if the District could submit an RFP to Novato to consider for fire protection. Greg Stilson, Leah Green, Dan Curran, and I also met with Marin County Administrator Matthew Hymel and MCFD Chief Jason Weber. We had some good dialogue but Marin County also said at this time they are busy with studies and internal projects and did not wish to pursue fire protection in Marinwood. They did recommend we speak with SRFD. Greg Stilson, Dan Curran, and I met with San Rafael Mayor Philips, Fire Chief Chris Gray, City Manager Jim Shutz, and an analyst named Rebecca. We discussed the need for the ESS Committee, the current relationship, and in some broad strokes how the relationship could be restructured moving forward. There is another meeting scheduled for March 8.

Utility 58 Update

The current Utility 58 is not able to emergency incidents as we discussed last week. I have checked with San Rafael if they have a loaner available, I have not heard back yet. The department does have \$35,000 in the budget for a new Utility Pick up truck. We can discuss the need to replace at the Commission meeting and possibly make a motion to the Board.

2018/19 Fire Department Budget

A draft 2018/19 Fire Department budget is included in the Commission Packet

Memo



To: Fire Commission
From: Eric Dreikosen, District Manager
Date: March 6, 2018
Re: Amendment to Fire Commission Bylaws

Commissioners,

It has been suggested to move the timing of when the Board of Directors formally appoints Commissioners to new terms from December to November. The terms of incoming and/or reappointed Commissioners will not change, with said Commissioners being officially seated on the Commission the following January. The intention of this change is to notify and allow outgoing Commissioners to attend a final Commission meeting in December while still serving as an active Commissioner.

I have included the current section of bylaws and a suggested amendment to accomplish such a change:

B. APPOINTMENT TERMS AND PROCESS (Page 2)

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.

Suggested Amendment:

B. APPOINTMENT TERMS AND PROCESS

With the exception of CSA 13 representatives, Commissioners are appointed by the Board during its regular November 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.

Memo



To: Fire Commission
From: Eric Dreikosen, District Manager
Date: March 6, 2018
Re: Draft Fire Department Budget

Commissioners,

We have included the first draft of the FY 18-19 Fire Department Budget. At this stage of budget creation, this is still a very fluid process and I expect changes as it is reviewed by the Commission and Board as well as changes as we receive additional information. Draft budget amounts that are **highlighted** are items in which we anticipate change as the budget process progresses.

Fire Department revenue consists primarily of allocated property taxes as well as special assessments and fees for service. At this time, we have yet to receive any property tax projections and for initial budgeting purposes, these lines are equal to what was allocated for the 17/18 fiscal year. The allocations will change as more information is received and as the District-wide budget continues to progress.

For expenditures, there are several items for which we are either awaiting additional information or need to conduct further analysis (liability insurance, utilities, etc.). For purposes of Commission review, we have included the detail sheet for which a majority of the operational expenditures are identified. This is the area in which Commission review and feedback would be most helpful at this time.

Marinwood Community Services District
FY 2018-2019 BUDGET
DRAFT

	Fire Dept			
	17/18 Budget	Actuals* 2/28/2018	18/19 Budget	% Change
Revenue				
4110110 · PropTax - Current Secured	719,538.00	417,752.65	719,538.00	0.0%
4110111 · PropTax - Admin Fee (Contra)	-11,703.00	-5,982.67	-11,703.00	0.0%
4110115 · PropTax - Unitary	4,631.00	0.00	4,631.00	0.0%
4110120 · PropTax - Current Unsecured	13,507.00	13,677.46	13,507.00	0.0%
4110140 · ERAF - Excess	77,439.00	48,495.22	77,439.00	0.0%
4110210 · PropTax - Supplemental Current	16,434.00	2,530.73	16,434.00	0.0%
4110215 · PropTax - Supplemental Unsecure	249.00	130.63	249.00	0.0%
4110225 · PropTax - Supplemental Redempt	747.00	189.05	747.00	0.0%
4110510 · PropTax - Prior Unsecured	498.00	742.47	498.00	0.0%
4120610 · Special Tax Assessment	1,060,336.00	586,871.67	1,060,336.00	0.0%
4120611 · Special Tax- Admin Fee (contra)	-3,600.00	-1,977.74	-3,600.00	0.0%
4220115 · Building Plan Review	5,000.00	517.00	1,000.00	-80.0%
4410125 · Interest- Co. Pooled Investment	500.00	1,391.51	500.00	0.0%
4511210 · HOPTR		571.43		
4631145 · Service Contract Revenue	90,344.00	79,853.00	90,784.00	0.49%
4640321 · CSA 13 Contract Rev	643,701.00	313,507.00	604,278.00	-6.12%
4640415 · OES Reimbursements	157,031.00	0.00		-100.0%
4710615 · Donations (General)		7,144.50		
4710631 · Paramedic Reimbursement	33,000.00	0.00	33,000.00	0.0%
4710642 · Miscellaneous Rev	9,100.00	9,000.00	500.00	-94.51%
Total Revenue	2,816,752.00	1,474,413.91	2,608,138.00	-7.41%
Expenditures				
5110110 · Salaries - Regular Staff	1,005,362.00	642,850.08	994,694.00	-1.06%
5110210 · Salaries - PT/Seasonal/Temp		14,100.38		
5110310 · Acting Pay	10,000.00	8,107.60	10,000.00	0.0%
5110313 · Holiday Pay	37,485.00	27,118.44	37,055.00	-1.15%
5110319 · FLSA Pay	22,529.00	19,711.38	22,274.00	-1.13%
5120110 · Overtime Pay	100,000.00	204,719.37	100,000.00	0.0%
5130120 · Benefits - Group Medical	311,551.00	220,324.95	333,795.00	7.14%
5130130 · OPEB Trust Contribution	34,200.00	34,200.00	34,200.00	0.0%
5130510 · PERS - Pension	378,193.00	331,795.39	420,857.00	11.28%
5140115 · Workers Comp Ins.	152,367.00	118,504.52	98,150.00	-35.58%
5140116 · 4850 Reimbursements (Contra)		-9,450.74		
5140130 · Physician Services	4,560.00	601.00	4,560.00	0.0%
5140140 · Social Security & Medicare	89,916.00	62,778.24	89,048.00	-0.97%
5140145 · Unemployment Ins.	3,108.00	2,128.87	3,108.00	0.0%
5210120 · Consultant Fees	4,250.00	3,767.00	4,250.00	0.0%
5210122 · Marketing	500.00	165.19	500.00	0.0%
5210128 · Fingerprinting/Background	600.00	143.70	600.00	0.0%
5210131 · Legal Services	45,000.00	32,036.17	45,000.00	0.0%
5210210 · Audit & Accounting	7,000.00	5,981.25	7,000.00	0.0%

Marinwood Community Services District
FY 2018-2019 BUDGET
DRAFT

	Fire Dept			
	17/18 Budget	Actuals* 2/28/2018	18/19 Budget	% Change
5210215 · Banking Fees	800.00	0.00	800.00	0.0%
5210230 · Payroll Service Fees	4,500.00	3,766.73	4,500.00	0.0%
5210525 · Insurance - General	15,701.00	12,057.07	15,701.00	0.0%
5210530 · Legal Settlements		45,000.00		
5210725 · Telecom - Phone/Internet/Cable	8,000.00	6,250.58	8,000.00	0.0%
5210810 · Utilities - Gas & Electric	11,000.00	8,029.45	11,000.00	0.0%
5210815 · Garbage Removal	3,130.00	1,621.84	3,130.00	0.0%
5210835 · Utilities - Water & Sewer	5,100.00	5,767.91	5,100.00	0.0%
5210910 · Maint. - Vehicles	21,000.00	9,477.99	21,000.00	0.0%
5210920 · MERA Operating	15,752.00	15,353.00	15,752.00	0.0%
5210925 · Maint. - Radios	4,918.00	146.21	4,918.00	0.0%
5211140 · Vegetation Management	10,000.00	11,937.50	20,000.00	100.0%
5211310 · Awards & Incentives	2,000.00	827.98	2,000.00	0.0%
5211320 · Educational Materials	5,000.00	1,798.96	5,000.00	0.0%
5211325 · Conferences & Meetings	1,250.00	157.72	1,250.00	0.0%
5211330 · Memberships & Dues	4,750.00	6,948.76	4,650.00	-2.11%
5211340 · Certifications - Personnel	8,000.00	2,050.25	8,000.00	0.0%
5211440 · Travel	1,000.00	1,667.50	1,000.00	0.0%
5211520 · Publications & Legal Notices	400.00	1,101.25	400.00	0.0%
5211545 · Election Expense			1.00	
5211610 · County-Wide Fees	3,350.00	4,156.59	4,260.00	27.16%
5211710 · Long Term Debt - Principal	15,517.00	15,516.87	16,158.00	4.13%
5211715 · Long Term Debt - Interest	2,636.00	2,635.77	2,013.00	-23.63%
5220110 · Office Supplies	3,300.00	2,359.71	3,300.00	0.0%
5220130 · Copier Lease & Printing	1,700.00	1,557.86	1,700.00	0.0%
5220210 · Equip. Maintenance/Replacement*	12,540.00	3,274.01	13,340.00	6.38%
5220220 · Small Tools	500.00	0.00	500.00	0.0%
5220310 · Land & Buildings Maintenance	174,500.00	8,285.89	7,000.00	-95.99%
5220610 · Gasoline/Fuel	7,500.00	4,118.91	7,500.00	0.0%
5220810 · Miscellaneous Supplies	18,518.00	27,195.63	24,970.00	34.84%
5220825 · Uniforms & Apparel	9,464.00	2,255.37	8,879.00	-6.18%
5220827 · Janitorial Supplies	3,000.00	1,952.03	3,000.00	0.0%
5220910 · Capital Outlay - Improvements	66,750.00	2,583.40	12,000.00	-82.02%
5220916 · Capital Outlay - New Equipment	78,000.00	42,752.99	43,000.00	-44.87%
5220920 · Capital Reserves Designation	80,000.00	0.00	80,000.00	0.0%
Total Expenditures	2,806,197.00	1,972,188.52	2,564,913.00	-8.6%
Net Gain/Loss	10,555.00	-497,774.61	43,225.00	

**MARINWOOD COMMUNITY SERVICES DISTRICT
FIRE DEPARTMENT BUDGET FOR FISCAL YEAR 2018-19**

SCHEDULE C: BUDGET DETAIL

Draft: 3/2/18

GL ACCOUNT	TITLE	DETAIL	SUB_TOTAL	TOTAL
EXPENDITURE NOTES				
5140130	PHYSICIAN SERVICES			4,560
	Vaccinations		500	
	Bi-Annual physicals 4 @ 900; annual bloodwork (10@\$46)		4,060	
5210525	INSURANCE - GENERAL			15,701
	Gen. Liabilit, auto, E&O		13,451	
	Firemen's Assoc. ins. - Minto Wilkie		2,250	
5210925	MAINTENANCE - RADIOS			4,918
	High-Band Portable Radios - \$1000 * 1		1,000	
	General maintenance of mobiles and portables		3,500	
	Alpha pager lease - (4 pagers) @ 8.70		418	
5211610	COUNTY-WIDE FEES			4,260
	Hazmat JPA		1,700	
	LAFCO		2,000	
	Marin Map		560	
5220110	OFFICE SUPPLIES			3,300
	Office supplies		2,512	
	Postage Meter Lease		288	
	Postage		500	
5220210	EQUIPMENT MAINTENANCE & REPLACEMENT			13,340
	In-house apparatus & equipment maintenance		5,000	
	Hydrant Maintenance		1,500	
	Breathing equipment maintenance		2,600	
	<i>Annual SCBA maintenance & repair - 1,000</i>			
	<i>Replacement SCBA masks \$800 x 2 - 1600</i>			
	Hoze & Nozzle Replacement		4,240	
	<i>1 1/2 inch wildland hose, 10 lengths, 100' ea. x \$183</i>	1,830		
	<i>1 3/4 inch hose, 2 lengths, 50' ea. x \$325</i>	650		
	<i>2 1/2 inch hose, 2 lengths, 50' ea. x \$160</i>	320		
	<i>4 inch hose, 2 lengths, 50' ea. x \$470</i>	940		
	<i>Replacement parts</i>	500		
5220220	SMALL TOOLS			500
5220310	LAND & BUILDING MAINTENANCE			7,000
	Pest Control (Western)		1,896	
	Routine building maintenance		5,104	
	Fire Road Repair - FEMA/OES			
5220810	MISCELLANEOUS SUPPLIES			24,970
	First aid & medical supplies		1,500	
	Replacements - gloves, safety gear, equipment		16,270	
	<i>Wildland coat - \$230 x 2</i>	460		
	<i>Wildland pant - \$255 x 2</i>	510		

SCHEDULE C: BUDGET DETAIL

Draft: 3/2/18

GL ACCOUNT	TITLE	DETAIL	SUB TOTAL	TOTAL
	Wildland tent shelter, belt - \$500 x 2		1,000	
	Turnout coat @ \$1500 x 4		6,000	
	Turnout pants @ \$1000 x 4		4,000	
	Turnout boots - \$280 x 4		1,120	
	Gloves @ \$80 x 15		1,200	
	Helmets/parts - \$130 x 2		260	
	Particulate hoods - \$100 x 5		500	
	Goggles with retainer - \$40 x 5		200	
	Hot Shield filter replacements - \$5 x 10		50	
	Misc. replace. (flashlights, suspenders, canteen, etc.)		250	
	Reflective rain gear - \$180 x 4		720	
	Turnout cleaning \$50/set x 3 times/yr x 10 sets			1500
	Ballistic Helmets & Vests - 2 * \$1000			2,000
	Extinguishing agents			300
	Flashlights			900
	signs, misc.			500
	Food, Emergency Supplies			2,000
5220825	UNIFORMS & APPAREL			8,879
	Flying Cross dark blue shirts- \$96 x 2 x 10		1,920	
	Flying Cross Nomex pant - \$150 x 2 x 10		3,000	
	Lyon uniform jacket with liner -\$79 x 5		395	
	Black basket-weave belt - \$20 x 10		200	
	Firefighter boots - \$220 x 10		2,200	
	Volunteer FF boots - \$100 x 10		1,000	
	Class A Uniforms - 1 @ \$650		650	
	Name tags, lapel pins, badges, etc		500	
5220910	CAPITAL OUTLAY - IMPROVEMENTS			12,000
	HVAC Replacement		12,000	
5220916	CAPITAL OUTLAY - NEW EQUIPMENT			43,000
	Type I Engine lease		43,000	

Wildfire Safety Recommendations

2-15-2017

1. Create a clear and sustainable wildfire safety policy to guide property owners and residents, citing County requirements and MFD recommendations for fire prevention.
 - a. Cite the current California and Marin County Wildland Urban Interface regulations and defensible space requirements (California Public Resources Code Sections 4290 and 4291, Marin County Ordinance 3550, California Building Code Chapter 7A, California Fire Code Chapter 47, California Title 14 SRA Fire Safe Regulations – see http://www.fire.ca.gov/fire_prevention/fire_prevention_wildland_codes)
 - b. Establish a Marinwood guideline for the maintenance of defensible space extending 100 ft. from the property line into adjacent wildland areas to include removal of fire ladder fuels and invasive, flammable plant species
 - c. Establish an expectation that requirements have and will continue to evolve to improve fire safety
 - d. Specify a process for enforcement when residents fail to comply with requirements to include expenditure of budgeted funds subject to reimbursement by the member, to include small claims court and/or property lien to obtain recovery
2. Continue to support wildfire safety through communications to the community, and to individual owners and residents as needed, in cooperation with Marinwood Fire Dept.
 - a. Information for prospective home buyers
 - b. New resident welcome information
 - c. Pre fire season communication of requirements, recommended completion date for fire break clearance and notice of supporting activities
 - d. Follow up enforcement to include individual letters, small claims and/or property liens to obtain reimbursement
3. Continue use of budgeted funds to maintain fire breaks in common areas, reduce fire hazard and maintain stream flow in Miller Creek, and manage extraordinary clearing and removal efforts to achieve recommended clearance along our wildland interfaces. Once established, maintaining this clearance should continue to be the responsibility of the individual property owners.
4. Establish a process to consider appeals for assistance from homeowners for whom clearance requirements are a financial hardship or logistical challenge (volunteer work, contractor cost share).
 - a. Expenditure of budgeted funds for clearance at the discretion of the Fire Chief and the Fire Commission
 - b. Eligibility for support from community volunteer efforts
5. Ask homeowners to consider plant fire resistant and fire-prone plant listings and defensible space requirements in review and recommendations for members' plans (fire resistant plants to recommend and flammable plants to avoid – see <http://www.firesafemarin.org/landscaping> and <http://www.firesafemarin.org/plants>).
6. Secure member support for implementation of the Firewise program in our community – see <https://www.nfpa.org/Public-Education/By-topic/Wildfire/Firewise-USA/Become-a-Firewise-USA-site>
7. Collaborate with neighbor communities to improve wild fire safety in Marinwood and Lucas Valley.
 - a. Consider extending volunteer efforts to assist Rotary Valley Senior Village
 - b. Support LVHA and Mont Marin/San Rafael Park efforts to improve wildfire safety

Communication following Board action:

- Publish summary of policy in Marinwood Review and on NextDoor with meeting schedule
- Social media signup campaign (Alert Marin)
- Policy adoption by April/May Board meeting
- Fire break clearance communication
- Policy, information and FAQs on Marinwood.org

DRAFT

Marinwood Wildfire Safety Policy (recommended)

2-14-2018

Purpose: Communicate the District's intent to enforce compliance with its Governing Documents, and the laws and regulations of the State of California and the County of Marin and Marinwood as they relate to wildfire safety.

Policy: Members are responsible for compliance with the District's Governing Documents, and the laws and regulations of the State of California and the County of Marin as they relate to wildfire protection. These include defensible space requirements along the wildland urban interface to minimize the potential for ignition and spread of structure fires. Marinwood has established a guideline for the maintenance of defensible space extending 100 ft. from the property line into adjacent wildland areas.

Should a Member fail to maintain a defensible space, the Board may exercise its authority to bring an action in the best interests of the Members and/or the Association, including and not limited to a reimbursement assessment and lien on the Owner's Lot].

The Board will consider the recommendations of the Marinwood Fire Commission and the Marinwood Fire Dept. in resolving disputes concerning this policy.

February 2018 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
18-0127	2/1/18	3	11:33	11:33	11:35	11:40	0:07	PSA	Lift Assist	#	MW	5881
18-0128	2/1/18	3	13:10	13:11	13:14	13:30	0:20	MA	Cardiac Arrest	#	MW	5881
18-0129	2/1/18	2	20:27	20:28	20:31	21:13	0:46	MA	Fall	#+	MW	5885
18-0130	2/1/18	3	21:50	21:51	21:55	22:15	0:25	MA	Sick Person	#+	JPA-SR (N)	5334
18-0131	2/1/18	3	22:01	22:03	22:09	22:15	0:14	PSA	Lift Assist	#	MW	5881
18-0132	2/1/18	2	22:39	22:40	22:46	23:11	0:32	MA	Leg Pain	#	JPA-SR (N)	5334
18-0133	2/1/18	3	23:41	23:43		23:46	0:05	FAINN	Fire Alarm		JPA-SR (N)	5333
18-0134	2/2/18	3	0:05	0:07	0:11	0:31	0:26	FAINN	Fire Alarm		JPA-SR (N)	5333
18-0135	2/2/18	3	8:05	8:10	8:17	8:26	0:21	MA	Vehicle Accident		OUT (N)	NOV
18-0136	2/2/18	3	11:25	11:27	11:30	11:50	0:25	PSA	Lift Assist	#	MW	5881
18-0137	2/2/18	2	18:57	19:06	19:06	19:06	0:09	COVER	Cover		OUT (N)	NOV
18-0138	2/3/18	2	16:03	16:04	16:06	16:11	0:08	FAINN	Fire Alarm		MW	5881
18-0139	2/3/18	2	17:00	17:01	17:05	17:19	0:19	MA	Sick Person	#	JPA-SR (N)	5333
18-0140	2/3/18	3	19:11	19:12	19:13	19:21	0:10	MA	ALOC	#	MW	5852
18-0141	2/4/18	3	13:00	13:01	13:04	13:16	0:16	MA	ALOC	#+	JPA-SR (N)	5334
18-0142	2/4/18	2	14:36	14:36	14:38	14:45	0:09	COVER	Cover		OUT (N)	21055
18-0143	2/4/18	2	20:08	20:10	20:12	20:23	0:15	PSA	Lift Assist	#	JPA-SR (O)	5337
18-0144	2/4/18	3	20:32	20:33	20:36	20:49	0:17	MA	Heart Problem	#+	JPA-SR (N)	5338
18-0145	2/4/18	2	21:42	21:43	21:48	21:51	0:09	PSA	Odor Investigation		MW	5886
18-0146	2/5/18	3	8:05	8:06	8:08	8:20	0:15	MA	Chest Pain	#+	CSA 13	5888
18-0147	2/5/18	2	8:37	8:38	8:42	8:46	0:09	PSA	Lift Assist	#	MW	5882
18-0148	2/5/18	3	12:51	12:53	12:54	13:40	0:49	MA	Cardiac Arrest	#+	JPA-SR (N)	5337
18-0149	2/5/18	3	16:15	16:16	16:22	16:32	0:17	MA	Vehicle Accident	#	JPA-SR (N)	5330
18-0150	2/5/18	3	17:02	17:03	17:05	17:21	0:19	MA	Seizure	#+	JPA-SR (N)	5330
18-0151	2/5/18	3	17:31	17:31	17:34	17:48	0:17	MA	Abdominal Pain	#+	JPA-SR (N)	5334
18-0152	2/6/18	3	3:12	3:13	3:17	3:36	0:24	MA	Nausea	#+	JPA-SR (N)	5338
18-0153	2/6/18	2	4:51	4:52	4:56	5:04	0:13	PSA	Lift Assist	#	JPA-SR (N)	5333
18-0154	2/6/18	3	5:55	5:57	6:00	6:05	0:10	PSA	Lift Assist	#	MW	5881
18-0155	2/6/18	3	9:43	9:45	9:47	9:56	0:13	FAINN	Fire Alarm		JPA-SR (N)	5330
18-0156	2/6/18	3	11:25	11:26	11:32	11:41	0:16	MA	Fall	#	JPA (MC)	1503
18-0157	2/6/18	3	17:59	18:00	18:02	18:24	0:25	MA	Fall	#	JPA (MC)	1503
18-0158	2/6/18	2	20:06	20:07	20:10	20:32	0:26	PSA	Confirm Death	#	JPA-SR (N)	5333
18-0159	2/7/18	2	12:44	12:46	12:51	12:56	0:12	PSA	Assistance with Fire Alarm		JPA-SR (N)	5333
18-0160	2/8/18	2	0:25	0:25	0:25	0:58	0:33	MA	Fall	#+	JPA-SR (O)	5337
18-0161	2/8/18	3	11:06	11:07	11:11	11:38	0:32	MA	Difficulty Breathing	#+	JPA-SR (N)	5333
18-0162	2/8/18	3	14:02	14:04	14:06	14:28	0:26	FIRE	Vehicle Fire		JPA-SR (N)	5330
18-0163	2/8/18	3	17:35	17:36	17:39	18:00	0:25	MA	Fall	#	JPA-SR (O)	5337
18-0164	2/8/18	3	18:18	18:18	18:22	18:32	0:14	MA	Assault	#	JPA-SR (N)	5333
18-0165	2/8/18	3	19:54	19:55	19:58	20:01	0:07	MA	Fall	#	MW	5881
18-0166	2/9/18	3	3:04	3:06	3:10	3:16	0:12	MA	Medical Alarm	#	JPA (MC)	1503

CODE 2 = Standard Response

CODE 3 = Emergency Response (lights, sirens)

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

February 2018 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
18-0167	2/9/18	3	6:49	6:50	6:54	7:35	0:46	MA	Shortness of Breath	#+	JPA-SR (N)	5338
18-0168	2/9/18	3	8:31	8:33	8:37	8:51	0:20	MA	Sick Person	#+	JPA-SR (N)	5333
18-0169	2/9/18	3	8:54	8:55	8:58	9:16	0:22	MA	Neck Pain	#	JPA-SR (N)	5333
18-0170	2/10/18	3	11:51	11:52	11:55	12:42	0:51	MA	Fall	#+	JPA-SR (N)	5330
18-0171	2/11/18	3	7:57	7:58	8:02	8:18	0:21	MA	Shortness of Breath	#+	JPA-SR (N)	5333
18-0172	2/11/18	3	12:44	12:45	12:48	13:04	0:20	MA	Hypotension	#+	JPA-SR (N)	5333
18-0173	2/12/18	3	6:06	6:08	6:11	6:20	0:14	FA/NIN	Fire Alarm		JPA-SR (N)	5333
18-0174	2/12/18	3	18:05	18:06	18:11	18:28	0:23	MA	Sick Person	#+	CSA 13	5889
18-0175	2/12/18	3	20:41	20:42	20:45	21:08	0:27	MA	Difficulty Breathing	#	MW	5882
18-0176	2/13/18	3	1:49	1:51	1:54	2:23	0:34	MA	Hip Pain	#+	JPA-SR (O)	5337
18-0177	2/13/18	2	2:57	2:59	3:03	3:18	0:21	PSA	Lift Assist		CSA 13	5889
18-0178	2/13/18	3	8:05	8:06	8:09	8:19	0:14	MA	Bowel Pain	#+	JPA-SR (N)	5334
18-0179	2/13/18	2	10:23	10:24	10:27	10:34	0:11	PSA	Lift Assist		CSA 13	5888
18-0180	2/13/18	3	14:18	14:19	14:23	14:41	0:23	MA	E51 Responded in place of E58	#+	CSA 13	5889
18-0181	2/13/18	3	14:42	14:42	14:53	14:54	0:12	MA	E51 Responded in place of E58	#+	JPA-SR (N)	5333
18-0182	2/13/18	2	22:35	22:35	22:35	22:42	0:07	PSA	Dog Rescue		CSA 13	5888
18-0183	2/14/18	2	15:20	15:20		15:21	0:01	MA	Cancelled	#	OUT (SR)	5665
18-0184	2/15/18	2	7:21	7:21	7:21	7:31	0:10	PSA	CO Malfunction		MW	5880
18-0185	2/15/18	3	12:31	12:31	12:36	12:50	0:19	MA	S.O.B	#	JPA-SR (N)	5334
18-0186	2/15/18	3	12:58	12:58	13:01	13:05	0:07	MA	ALOC	#	JPA-SR (O)	5331
18-0187	2/15/18	3	15:35	15:36	15:38	16:00	0:25	PSA	Smoldering Tree		MW	5882
18-0188	2/16/18	3	18:17	18:18	18:21	18:36	0:19	MA	Chest Pain	#+	CSA 13	5888
18-0189	2/17/18	2	7:50	7:51	7:53	8:05	0:15	COVER	Cover		OUT (N)	21055
18-0190	2/17/18	3	8:05	8:06		8:06	0:01	MA	ALOC/Cancelled	#+	JPA-SR (N)	5337
18-0191	2/17/18	3	20:26	20:27	20:30	20:38	0:12	MA	GI Bleed	#+	JPA-SR (N)	5333
18-0192	2/17/18	3	20:56	20:56	21:00	21:19	0:23	MA	Syncope	#	JPA-SR (N)	5334
18-0193	2/18/18	2	7:27	7:29	7:32	7:53	0:26	MA	Confirm Death	#	CSA 13	5889
18-0194	2/18/18	3	23:06	23:07	23:11	23:33	0:27	MA	Abdominal Pain	#+	MW	5881
18-0195	2/19/18	3	1:23	1:25	1:26	2:05	0:42	MA	Sick Person	#	MW	5885
18-0196	2/19/18	3	16:44	16:45	16:48	17:18	0:34	MA	ALOC	#	CSA 13	5889
18-0197	2/20/18	3	11:40	11:42	11:44	11:59	0:19	MA	CO Poisoning	#+	JPA-SR (N)	5333
18-0198	2/20/18	3	16:18	16:19	16:22	16:38	0:20	MA	Sick Person	#+	MW	5885
18-0199	2/20/18	3	17:20	17:21	17:25	17:45	0:25	MA	Medical Check Out	#	JPA-SR (N)	5334
18-0200	2/20/18	2	20:14	20:15	20:16	20:23	0:09	PSA	Lift Assist		MW	5883
18-0201	2/20/18	2	22:26	22:27	22:31	22:40	0:14	PSA	Lift Assist	#	JPA-SR (N)	5334
18-0202	2/20/18	2	22:41	22:41	22:44	22:55	0:14	PSA	Lock Out		JPA-SR (O)	5331
18-0203	2/21/18	3	9:16	9:17	9:20	9:32	0:16	MA	Chest Pain	#	JPA-SR (O)	5330
18-0204	2/21/18	2	10:57	10:57		10:58	0:01	MA	Cancelled	#	OUT (SR)	5666
18-0205	2/21/18	2	13:58	13:58	13:59	14:06	0:08	PSA	Water Problem		MW	5883
18-0206	2/22/18	3	6:35	6:37	6:49	6:54	0:19	MA	Difficulty Breathing	#+	OUT (N)	21055

CODE 2 = Standard Response

CODE 3 = Emergency Response (lights, sirens)

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

February 2018 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
18-0207	2/22/18	3	8:42	8:44	8:47	8:55	0:13	MA	Chest Pain	#+	JPA-SR (N)	5330
18-0208	2/22/18	2	15:10	15:11	15:21	15:27	0:17	PSA	Lift Assist		CSA 13	5889
18-0209	2/22/18	3	17:23	17:24	17:29	17:40	0:17	MA	Chest Pain	#+	JPA-SR (N)	5333
18-0210	2/22/18	2	18:22	18:24	18:28	18:31	0:09	PSA	Lines Down/ UTL		MW	5880
18-0211	2/22/18	3	18:57	18:58	19:01	19:19	0:22	MA	Syncopeal	#	JPA-SR (N)	5330
18-0212	2/23/18	2	5:54	5:54	5:58	6:04	0:10	PSA	CO Alarm		MW	5881
18-0213	2/23/18	3	11:22	11:22		11:25	0:03	FIRE	Structure Fire/Cancelled	#	OUT (SR)	5440
18-0214	2/23/18	3	13:32	13:32		13:34	0:02	MA	Medical Alarm/Cancelled	#	JPA-SR (N)	5334
18-0215	2/23/18	3	17:00	17:01	17:07	17:23	0:23	MA	Seizure	#+	OUT (N)	21055
18-0216	2/23/18	3	21:09	21:10	21:14	21:20	0:11	MA	Med Check	#	JPA-SR (N)	5333
18-0217	2/23/18	2	22:50	22:52	22:56	23:04	0:14	MA	Accidental Overdose	#+	JPA-SR (N)	5333
18-0218	2/24/18	3	3:16	3:18	3:22	3:47	0:31	MA	Confirm Death	#	CSA 13	5889
18-0219	2/24/18	3	13:53	13:54	14:01	14:18	0:25	MA	Bicycle Accident	#+	MW	5887
18-0220	2/24/18	3	18:35	18:36	18:39	18:52	0:17	MA	Chest Pain	#+	JPA-SR (N)	5330
18-0221	2/24/18	3	22:40	22:42	22:44	23:21	0:41	MA	Difficulty Breathing	#	JPA (MC)	1503
18-0222	2/25/18	3	9:13	9:16	9:23	11:06	1:53	MA	MVA	#+	MW	5887
18-0223	2/25/18	3	18:11	18:12	18:16	18:30	0:19	MA	Chest Pain	#+	JPA-SR (N)	5334
18-0224	2/25/18	2	22:55	22:56	23:00	23:16	0:21	PSA	Lift Assist		CSA 13	5888
18-0225	2/26/18	2	8:52	8:53	8:58	9:21	0:29	PSA	Transport to MGH	#+	JPA-SR (N)	5338
18-0226	2/26/18	3	20:11	20:12	20:14	20:35	0:24	MA	Fall	#+	JPA-SR (O)	5337
18-0227	2/27/18	2	9:09	9:10	9:13	9:21	0:12	PSA	Water Problem		JPA-SR (N)	5334

CODE 2 = Standard Response

CODE 3 = Emergency Response (lights, sirens)

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