

**MARINWOOD FIRE COMMISSION  
MEETING AGENDA  
TUESDAY MAY 5, 2015  
7:30 PM  
MARINWOOD COMMUNITY CENTER**

1. APPROVAL OF AGENDA
2. APPROVAL OF MINUTES
  - Review and Approve April Draft Minutes\*
3. REVIEW MONTHLY ACTIVITY SUMMARY
  - Review April 2015 Activity Summary
  - Review April 2015 Response Report
4. CHIEF REPORT
  - Fire Commission Authority and Roles/By Laws
  - Lucasfilm Housing Update
  - Water Conservation Directive
5. ADJOURNMENT
  - Date of next Board Meeting Tuesday May 12
  - Date of next Fire Commission Meeting TBD

**\*Denotes Action Items**

**ADVISE FIRE CHIEF IF UNABLE TO ATTEND  
Work Phone 479-0122  
Cell Phone 747-0848  
Email [troach@marinwood.org](mailto:troach@marinwood.org)**

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

April 7, 2015 Fire Commission Meeting Minutes

**DRAFT**

Fire Commissioners:

Present: Ron Marinoff, Jeff Naylor, Russ Albano, Tom Elsbree, Greg Stillson, Jim Rey

Others in attendance:

Fire Chief Tom Roach, District Manager Eric Dreikosen, Board Member Bill Shea, Linda Barnello, Firefighter Ryan Brackett

1. Approval of Agenda-Call to order 730 pm. Approval of Agenda.
  - **M/S Marinoff/Elsbree to approve agenda. All in favor.**
2. Approval of February Minutes
  - There was not a quorum at the March Meeting so the February Minutes could not be approved at that meeting. Also, there were no March Minutes since there was no meeting.
  - **M/S Approval of February Minutes. Marinoff/Albano to approve minutes. One correction to Section 3 of the minutes on the month, change from September to February. All in favor with the correction.**
3. March Activity Schedule and Response Report.
  - The March 2015 Activity Schedule was reviewed. There were no questions.
  - The March 2015 Response Report was reviewed. Commission Chair Naylor mentioned that the department was at the one year anniversary for the Shared Services Agreement. He also mentioned that the department was responding to San Rafael for close to 50% of it's calls and had to move forward with the paramedics on the engine. Commissioner Marinoff objects to having the address removed from the response report. Something that was done to comply with HIPPA. *Commissioner Albano had a question on call 15-262 a pepper spray incident. Firefighter Brackett who was on the call gave the details of the call. Commissioner Albano asked if law enforcement responds to pepper spray incidents, Chief informed him yes. There was a question from Commissioner Naylor on a detoxification call, 15-254. Chief informed him it was a response to Helen Vine Detox Center where patients go to detoxify but as a result can have seizures, tremors, etc. Board Member Shea had a question on a leaking radiator call, 15-266. Chief explained he did not have details to the call but would look them up. This was a response to a car leaking radiator fluid on the street in Roundtree. The engine company was able to stop the leak and then used absorbant to soak up and clean up the radiator fluid on the street and along the curb. No fluid had gone into a storm drain.*
4. Chief Report
  - The Commission reviewed the draft 2015/16 Fire department budget. Year to date actuals for this years budget were also reviewed. There was a question as to why next years draft budget showed the chief's salary and previous budgets did not. Chief explained the Board President asked that the Manager and Department heads salary be broken out from regular salaries. There was a question as to why the extra hire salary was increased by 25%. Eric informed the Commission that Carolyn has been working more hours and the budget needed to reflect that. Eric also explained that there were no hours budgeted for Tom Horne on next years budget. There is a budget hearing scheduled for 4/21 with possible budget adoption at the May Board Meeting.
  - The draft light duty policy was discussed as well as the email from County Counsel. County Counsel recommended not adopting what they called a hollow policy. The lack of a policy does not necessarily preclude the possibility of an injured employee

coming back to light duty. In the past there has been no interest from the employee group of the District in having a light duty policy or bringing employees back on light duty. County Counsel feels as if this could cause the District more problems than help.

**M/S Marinoff/Albano To recommend to the Board to not pass a light duty policy. Unanimous in favor to not recommend passage of policy.**

- The Draft Resolution for the California Fire Assistance Agreement and the staff report were reviewed. Chief explained that this is for portal to portal reimbursement as before the first 12 hours were free. Commissioner Marinoff asked if this would include out of State Responses, Chief said it would as long as when the department was called for mutual aid it was from one of the five parties that provide reimbursement-Cal OES, Cal Fire, Bureau of Indian Affairs, The Federal Government, and Bureau of Land Management.

**M/S Marinoff/Rey To recommend to the Board passage of Resolution 2015-01. Motion carried unanimously.**

- The current Fire Commission Authority and Roles and Responsibilities were reviewed as well as San Rafael's Fire Commission roles and responsibilities and Kentfield FPD Board of Directors Roles and Responsibilities. The last update for Marinwood Fire Commission document was in 1993. The Park and Rec Commission recently updated their bylaws for Board review and approve in April. It was discussed that the Park and Rec by laws would be forwarded to the Fire Commission next month and possibly be used as a template for updating the Fire Commission document. Commissioner Naylor commented that updating might be a good thing since what the Fire Commission actually does and what is reflected in the Roles and Responsibilities are different.
- The Commission discussed the possibility of increasing the size of the Commission by one alternate. Recently there have been a few months where a quorum had not been met. Currently there are 5 Marinwood Commissioners, one CSA 13 Commissioner, and one CSA 13 Alternate, for a total of 6 Commissioners. It was discussed that maybe reducing the number of Marinwood Commissioners to 4 and having a Marinwood Alternate might be a better avenue. That would leave a total of 5 Commissioners with one alternate from Marinwood and one from CSA 13. It was felt an odd number would prevent voting ties and 5 commissioners total would allow for a quorum of 3 Commissioners as opposed to the current need of 4. It was felt this could be reviewed further with the Roles and Responsibilities update.
- Chief mentioned that the District will need to have Gann Limit approval on the ballot for the November Election. The District needs approval from the Community every four years to spend the special tax it collects on behalf of the fire department. It is not a new tax, it is not an increase in taxes, it is approval to spend the money collected.

Respectfully submitted,  
Chief Tom Roach

April 30, 2015

To: Marinwood Fire Commission  
From: Chief Tom Roach  
Re: Activity Summary for April 2015

**FULL TIME PAID STAFFING**

Eleven (11) full time paid personnel including:

Fire Chief Tom Roach

“A” shift- Captain Heine, Engineer Smith, Firefighter Brackett

“B” shift- Captain Bagala, Engineer Papanikolaou, Firefighter Selvitella

“C” shift- Captain White, Engineer Correa, Firefighter Anderson

Relief Firefighter-Jeff Smith

One injured employee has returned to work, one is still off injured. Relief Firefighter Jeff Smith has been moved on to shift to fill that opening. A temporary hire is being used to fill the Relief Firefighter Role until his 1000 hours are up. He is a current volunteer, on the firefighter eligibility list.

**VOLUNTEER STAFFING**

17 Current Volunteers including:

One Volunteer Battalion Chief

2 Volunteer Firefighter/AO's

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

10 Volunteer Firefighter qualified as a “non responder”

The department will be conducting Volunteer Firefighter Interviews during May with new hires brought on in June.

**EMERGENCY CALLS**

Below are emergency calls for April 2015. The department ran 108 emergency responses, mostly medical aides but did respond to one vehicle fire in Marinwood, one garage fire on Mt. Shasta, one structure fire in San Rafael, one small vegetation fire in Novato and one vehicle fire in Novato.

	<b>April 2015 Response Report</b>						
	<b>MA</b>	<b>PSA</b>	<b>FA/NN</b>	<b>FIRE</b>	<b>HAZMAT</b>	<b>COVER</b>	<b>TOTAL</b>
Marinwood	16	5	8	2	0	na	31
CSA 13	7	2	0	0	0	na	9
New JPA (east of 101)	35	4	9	0	0	na	48
Old JPA (mont marin)	6	1	0	0	0	na	7
SR Mutual Aid	2	0	0	1	0	0	3
MC JPA	4	0	1	0	0	na	5
MC Mutual Aid	0	0	0	0	0	0	0
Novato Matrix	0	0	0	2	0	3	5
Others (list)							
<b>Total number</b>	<b>70</b>	<b>12</b>	<b>18</b>	<b>5</b>	<b>0</b>	<b>3</b>	<b>108</b>

## **COMMUNITY SERVICE/PREVENTION/ASSOCIATION MEETINGS**

- I completed two final inspections of new solar systems in Marinwood during April and one general remodel inspection..
- One fire commission meeting will be held in April.
- The Department drove the Bunny to the Easter Egg Hunt in April for the Lions sponsored Easter Egg Hunt in the Park.
- I attended and read to two classes at Silveira School for Guest Reader Day.
- The Department held a reception before a Volunteer Drill in April to recognize the five volunteers who completed the County Wide Volunteer Academy and to promote two senior Volunteers, Brad Davenport and John Seratt to Platoon Coordinators.
- I attended the Joint Fire Academy Graduation in April between Larkspur, San Rafael, and Marinwood that new hire Jeff Smith attended.
- The Marinwood FD cooked pancakes at the YMCA Healthy Kids Day during April.
- The Department held a Marinwood CERT Planning meeting in April for the Gas Shut Off Valve Test Day planned in June.
- I had meetings with two different architects for plan review for remodel projects in Marinwood.
- The departments Type 3 engine and two volunteers attended Marin Formative Preschool Open House Day in April.
- I had a meeting with Marin County Fire Marshal regarding LucasFilm's Grady Ranch Project.
- The department hosted a meeting between PG & E and Marinwood Cert Leaders during April.
- The Department sponsored a Blood Drive at the Firehouse during April.

## **TRAINING**

- Six minutes of Safety training was reviewed daily by on duty staff.
- Engine 658 with four personnel attended the Santa Rosa JC Live Fire Training for the Fire Academy.
- Department Personnel continued with the Target Safety Training Program during April.
- New Hire Jeff Smith completed the Joint Fire Academy in April.
- Three volunteers completed and passed their Volunteer Responder Written Examination.
- All three shifts participated in a multi company drill/training through the Central Marin Training Consortium in April. The topic was new defibrillator training.
- Four volunteer drills were held in April. Topics included engineer training, wildland firefighting, and CPR Certification.
- Four new volunteer firefighters completed the County Wide Volunteer Academy in March. It consisted of eight consecutive Sundays of training.
- Brian Smith and Ryan Brackett taught a CPR Certification class for all volunteer firefighters.

## **MAINTENANCE**

- All 4 department vehicles underwent a comprehensive monthly check during April.
- All gas-powered equipment was checked weekly during the month.
- All vehicle batteries were serviced and charged on a weekly basis during the month.
- All radio batteries were rotated and charged on a weekly basis during the month.
- Engine 58 had a leaky power steering hose replaced and some leaking radiator parts replaced.

April 30, 2015

To: Marinwood Fire Commission  
From: Chief Roach

Re: Draft 2015/16 Fire Department Budget, Fire Commission Authority and Responsibilities and Draft Bylaws, Lucas Film Housing Update, Water Conservation Directive

**Draft 2015/16 Fire Department Budget**

I did not include a copy of the Draft 2015/16 budget. The Fire Commission has seen it three months in a row, the Board has seen it three months in a row plus at a special budget hearing. It goes to the Board for adoption either in May or June. If you have any questions or would like a copy please let me know and I will get one to you.

**Fire Commission Authority and Responsibility**

Included in the packet is a copy of the Authority and Responsibility of the Fire Commission document. It was last updated in 1993. There is also a draft copy of Bylaws for the Fire Commission. The Park and Rec Commission recently went through the process of creating Bylaws for that Commission. Please review and either forward me comments or bring them to the meeting as the Fire Commission Bylaws are a work in progress.

**Lucasfilm Housing Proposal**

I have received a copy of the Lucasfilm Housing Proposal. I have spoken with Tom Forster from Lucasfilm about the plans, spoke on the phone with a representative of PEP Housing who is the developer, and met with the Marin County Fire Marshal to review the plans. I have another meeting next week with Tom Forster from Lucasfilm to review the plans. At this point, County Community Development is looking for feedback on whether the project is feasible or needs modification for Marinwood's standards. I will be submitting comment on a number of issues, including access, egress, hydrant location, hydrant spacing, fire flow, roadway width, turnaround and bulb size, water storage tank size, cell coverage, bridge weight ratings, and parking.

The proposal is for 224 units of Workforce and Senior Housing. Some of the structures are two stories tall, some are four stories tall. Rotary Valley Senior Housing is 80 Units and generates between 60-80 emergency calls a year. The Grady Ranch proposal is approximately three times the size, so it is not unreasonable to expect between 180-200 emergency calls a year. Also something to be considered is if there can be any sort of impact fee assessed for development. We can have the discussion at the Commission Meeting.

**Water Conservation Directive**

At a recent Marin County Fire Chief's Meeting there was discussion of the drought in the State and Marin particularly. It was felt that a policy or plan to help limit water use during this time was a good idea. Included in the packet is the Marinwood version of the Water Conservation Directive. I have passed it along to staff to help in the efforts of water conservation.

April 2015 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
15-0315	4/1/15	3	12:38	12:39	12:43	13:02	0:24	MA	ALOC	#+	JPA-SR (N)	5338
15-316	4/1/15		16:29			16:29	0:00	MA	Cancelled in Quarters		OUT (SR)	5668
15-317	4/1/15	3	19:42	19:44		19:45	0:03	FA/N/N	Cancelled in Route		MW	5884
15-318	4/2/15	3	5:20	5:22	5:26	5:44	0:24	MA	SOB	#+	JPA-SR (N)	5338
15-319	4/2/15	3	7:46	7:48	7:53	7:59	0:13	MA	Sick Person	#+	MW	5882
15-320	4/2/15	3	10:20	10:22		10:23	0:03	FA/N/N	Cancelled in route		JPA-SR (N)	5338
15-321	4/2/15	2	21:52	21:54	21:57	22:06	0:14	MA	Abdominal pain	#+	MW	5882
15-322	4/2/15	3	22:09	22:10	22:15	22:17	0:08	FA/N/N	Fire Alarm		JPA-SR (N)	5333
15-323	4/2/15	3	23:03	23:05	23:08	23:21	0:18	MA	Cramping in legs	#&	JPA (MC)	1503
15-324	4/3/15	3	9:58			9:59	0:01	FA/N/N	Fire Alarm		MW	5883
15-325	4/4/15	3	22:08	22:09	22:12	22:40	0:32	MA	Stroke	#+	JPA-SR (N)	5333
15-326	4/4/15	3	23:19	23:20	23:24	23:36	0:17	MA	Chest Pain	#+	JPA-SR (N)	5334
15-327	4/6/15	3	9:44	9:45	9:47	9:47	0:03	MA	Fall	#	JPA-SR (N)	5330
15-328	4/6/15	2	9:55	9:56	9:59	10:04	0:09	MA	Fall	#	JPA-SR (N)	5330
15-329	4/6/15	2	11:58	11:59	12:01	12:04	0:06	OTHER	Smoke Check		MW	5884
15-330	4/7/15	2	8:05	8:07	8:12	8:23	0:18	PSA	Res. Lock Out		CSA 13	5888
15-331	4/7/15	3	8:39	8:40	8:45	9:40	1:01	MA	Unconscious	#+	CSA 13	5889
15-332	4/7/15	2	9:13	9:14	9:25	9:33	0:20	PSA	Lift Assist		MW	5884
15-333	4/7/15	3	9:38	9:39	9:41	10:12	0:34	MA	SOB	#+	MW	5882
15-334	4/7/15	3	13:24	13:24		13:25	0:01	FA/N/N	Fire Alarm		MW	5883
15-335	4/7/15	3	16:23	16:24	16:27	16:44	0:21	MA	Near Syncope	#&	JPA-SR (N)	5330
15-336	4/8/15	3	2:46	2:49	2:54	3:17	0:31	MA	ALOC	#&	JPA-SR (N)	5333
15-337	4/8/15	3	10:16	10:18		10:18	0:02	FA/N/N	Fire Alarm		MW	5883
15-338	4/9/15	2					0:00	MA	Side Pain	#+	CSA 13	5888
15-339	4/9/15	2					0:00	MA	Back Pain	#+	JPA-SR (N)	5334
15-340	4/9/15	3	12:54	12:55		12:57	0:03	FA/N/N	Cancelled		JPA-SR (N)	5333
15-341	4/9/15	3	13:01	13:02	13:07	13:22	0:21	FIRE	Vehicle Fire		MW	5881
15-342	4/9/15	3	16:30	16:31	16:36	16:49	0:19	MA	ALOC	#+	JPA-SR (N)	5334
15-343	4/9/15	3	18:54	18:56	18:58	19:07	0:13	FA/N/N	Fire Alarm		MW	5883
15-344	4/10/15	3	2:57	2:59	3:03	3:18	0:21	MA	Stroke	#+	CSA 13	5889
15-345	4/10/15	3	12:16	12:17		12:18	0:02	MA	Cancelled		MW	5882
15-346	4/10/15	3	15:09			15:11	0:02	FA/N/N	Cancelled		MW	5883
15-347	4/10/15	3	20:43	20:44	20:57	21:11	0:28	FA/N/N	False Alarm		JPA-SR (O)	5337
15-348	4/10/15	2	21:22	21:24	21:32	21:35	0:13	PSA	Lift Assist		JPA-SR (N)	5334
15-349	4/11/15	3	2:57	2:59	3:04	3:14	0:17	PSA	Lift Assist		MW	5882
15-350	4/12/15	2	13:01	13:01	13:05	13:15	0:14	COVER	Structure fire		OUT (N)	NOV
15-351	4/12/15	2	13:36	13:37	13:40	13:45	0:09	PSA	Smoke Check		JPA-SR (O)	5337

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

April 2015 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
15-352	4/12/15	2	15:55	15:56	15:59	16:10	0:15	MA	Lift Assist	#	MW	5882
15-353	4/12/15	3	19:49	19:51	19:55	19:56	0:07	MA	ALOC	#+	JPA-SR (N)	5334
15-354	4/12/15	3	22:53	22:55	23:01	23:07	0:14	MA	Fail	#	JPA-SR (N)	5333
15-355	4/13/15	3	6:55	6:57	7:02	7:11	0:16	MA	Fail	#+	JPA-SR (N)	5334
15-356	4/13/15	3						FIRE	Structure fire		OUT (N)	NOV
15-357	4/13/15	2	6:55	6:57	7:03	7:11	0:16	MA	Medical	#+	JPA-SR (N)	5333
15-358	4/13/15	3	11:56	11:56	12:00	12:11	0:15	MA	Sick Person	#+	JPA-SR (N)	5330
15-359	4/13/15	2	14:24	14:26	14:36	14:51	0:27	MA	Med Check	#	JPA-SR (N)	5334
15-360	4/13/15	3	15:42			15:44	0:02	FA/NN	False Alarm		JPA-SR (N)	5332
15-361	4/13/15	3	19:52	19:53	19:57	20:20	0:28	MA	Syncope	#	MW	5889
15-362	4/13/15	3	22:25	22:27	22:34	22:38	0:13	FA/NN	False Alarm		JPA-SR (N)	5338
15-363	4/14/15	3	9:56	9:58	10:03	10:25	0:29	MA	Sick Person	#+	JPA-SR (N)	5333
15-364	4/14/15	3	12:29	12:29	12:33	12:51	0:22	MA	ALOC	#+	JPA-SR (N)	5333
15-365	4/14/15	3	13:47	13:49	17:48	13:53	0:06	FA/NN	Fire Alarm - Canceled		JPA-SR (N)	5338
15-366	4/14/15		17:33	17:34		17:57	0:24	COVER	Cover In		OUT (N)	21105
15-367	4/14/15	3	20:46	20:47	20:51	21:07	0:21	MA	SOB	#+	CSA 13	5888
15-368	4/15/15	2	4:10	4:12	4:14	4:32	0:22	COVER	Cover In		OUT (N)	21105
15-369	4/15/15	2	14:31	14:32	14:35	14:52	0:21	MA	Sick Person	#+	MW	5883
15-370	4/15/15	3	16:53	16:55	16:59	17:18	0:25	MA	Difficulty Breathing	#	JPA-SR (N)	5334
15-371	4/15/15	2	23:37	23:39	23:41	23:45	0:08	PSA	Lift Assist		MW	5885
15-372	4/16/15	3	10:00	10:00	10:05	10:24	0:24	MA	ALOC	#	JPA-SR (N)	5333
15-373	4/16/15	3	12:06	12:08	12:12	12:18	0:12	MA	Good Intent	#	JPA-SR (N)	5333
15-374	4/16/15	3	14:48	14:50	14:57	15:17	0:29	MA	Bicyclist Down	#	JPA (MC)	1501
15-375	4/16/15	2	15:44	15:44	15:52	15:55	0:11	PSA	Lift Assist		MW	5882
15-376	4/16/15	3	22:05	22:08	22:11	4:31	6:26	FIRE	Structure fire	#	MW	5888
15-377	4/17/15	2	10:50	10:54	10:57	11:05	0:15	MA	Lift Assist		CSA 13	5889
15-378	4/17/15	3	15:18	15:19	15:29	15:31	0:13	MA	Fail	#+	MW	5882
15-379	4/17/15	2	17:15	17:17	17:20	17:23	0:08	OTHER	Odor Investigation		JPA-SR (N)	53333
15-380	4/18/15	3	1:24	1:26	1:30	1:38	0:14	MA	Fail	#	JPA-SR (N)	5334
15-381	4/18/15	3	6:42	6:44	6:47	7:24	0:42	MA	ALOC	#+	MW	5886
15-382	4/18/15	3	12:12	12:13	12:15	12:37	0:25	MA	Fail	#+	CSA 13	5889
15-383	4/18/15	3	12:46	12:47	12:51	13:09	0:23	MA	ALOC	#+	JPA-SR (N)	5338
15-384	4/18/14	2	19:48	19:50	19:56	19:58	0:10	MA	Fail	#	JPA-SR (N)	5334
15-385	4/18/15	3	21:54	21:56	21:58	22:11	0:17	MA	Stabbing- Cancelled	#	JPA-SR (O)	5337
15-386	4/19/15	3	2:13	2:15	2:20	2:27	0:14	MA	Lift Assist	#	JPA (MC)	1501
15-387	4/21/15	3	11:42	11:42	11:44	11:55	0:13	MA	Person Down	#	JPA-SR (O)	5337
15-388	4/21/15	3	15:54	15:56	16:01	16:04	0:10	OTHER	Natural Gas Leak		OUT (N)	21105
15-389	4/22/15	2	5:30	5:33	5:40	5:47	0:17	PSA	Lift Assist		JPA-SR (N)	5334
15-390	4/22/15	3	14:55	14:57	15:02	15:23	0:28	MA	Vehicle Accident	#+	OUT (SR)	5336

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

April 2015 Response Report

Incident #	DATE	CODE	DISP	ENROUTE	ON SCENE	AVAILABLE	ELAP	TYPE	INCIDENT	PARA	AREA	FMA
15-391	4/22/15	2	15:32	15:33	15:38	15:52	0:20	MA	Fall	#+	JPA-SR (N)	5334
15-392	4/22/15	3	18:36	18:37	18:41	18:51	0:15	MA	Sick Person	#+	MW	5881
15-393	4/23/15	3	5:57	5:59	6:03	6:21	0:24	MA	Heart Problems	#+	JPA-SR (N)	5333
15-394	4/23/15	3	7:08	7:10	7:13	7:25	0:17	MA	Fall	#+	JPA-SR (O)	5330
15-395	4/23/15	2	11:22	11:23	11:23	11:23	0:01	FA/NN	Cancelled in route		MW	5884
15-396	4/23/15	3	19:03	19:03	19:08	19:22	0:19	MA	Diabetic reaction	#&	JPA-SR (N)	5333
15-397	4/24/15	3	2:28	2:30	2:34	2:49	0:21	MA	Diabetic reaction	#+	JPA-SR (N)	5334
15-398	4/24/15	3	10:54	10:55	10:58	11:05	0:11	MA	Abdominal pain	#+	MW	5885
15-399	4/24/15	3	14:47	14:47	14:48	14:48	0:01	FA/NN	Cancelled in route	#&	JPA-SR (N)	5333
15-400	4/24/15	3	16:51	16:52	16:55	17:14	0:23	MA	Unresponsive	#+	CSA 13	5889
15-401	4/24/15	3	19:13	19:14	19:17	19:22	0:09	MA	Fall	#+	JPA-SR (N)	5333
15-402	4/25/15	3	5:45	5:47	5:52	6:08	0:23	MA	Chest Pain	#+	JPA-SR (N)	5333
15-403	4/25/15	3	5:59	6:01	6:09	6:19	0:20	MA	CVA	#+	MW	5888
15-404	4/25/15	3	8:11	8:13	8:18	8:37	0:26	MA	Abdominal pain	#+	JPA-SR (N)	5333
15-405	4/25/15	2	13:31	13:32	13:35	13:42	0:11	PSA	Lift Assist	#+	CSA 13	5889
15-406	4/25/15	3	15:04	15:05	15:07	15:21	0:17	MA	Fall	#+	JPA-SR (O)	5331
15-407	4/25/15	2	23:36	23:38	23:43	23:50	0:14	PSA	CO Alarm		JPA-SR (N)	5334
15-408	4/26/15	2	6:55	6:57	7:02	7:12	0:17	PSA	Lift Assist		JPA-SR (N)	5333
15-409	4/26/15	3	14:08	14:09	14:14	14:32	0:24	MA	Sick Person	#+	JPA (MC)	1501
15-410	4/26/15	2	18:54	18:56	19:02	19:12	0:18	OTHER	Odor Investigation		JPA (MC)	1501
15-411	4/26/15	3	20:46	20:47	20:50	21:12	0:26	MA	Possible CVA	#	JPA-SR (N)	5331
15-412	4/26/15	3	23:14	23:16	23:22	23:43	0:29	MA	SOB	#+	JPA-SR (N)	5334
15-413	4/27/15	3	8:39	8:41	8:46	9:00	0:21	MA	Abdominal pain	#+	JPA-SR (N)	5338
15-414	4/27/15	3	14:43	14:44	14:46	15:04	0:21	MA	ALOC	#+	JPA-SR (O)	5337
15-415	4/27/15	3	15:05	15:05	17:02	15:06	0:01	FIRE	Vehicle Fire		OUT (SR)	5223
15-416	4/27/15	3	16:58	16:59	17:02	17:27	0:29	MA	Sick Person	#+	MW	5885
15-417	4/27/15	3	18:18	18:19	18:22	18:30	0:12	PSA	Lift Assist	#	MW	5885
15-418	4/27/15	3	21:07	21:09	21:14	21:22	0:15	FA/NN	Fire Alarm		JPA-SR (N)	5338
15-419	4/28/15	2	5:27	5:29	5:31	5:47	0:20	MA	Fall	#+	MW	5883
15-420	4/28/15	3	9:07	9:08	9:12	9:28	0:21	MA	Chest Pain	#+	JPA-SR (N)	5333
15-421	4/28/15	3	10:33			10:34	0:01	MA	Motor Vehicle Accident	#	MW	5882
15-422	4/28/15	3	11:14	11:14	11:20	11:37	0:23	MA	ALOC	#+	MW	5880

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

**MARINWOOD COMMUNITY SERVICES DISTRICT**  
**FIRE COMMISSION BYLAWS**  
*(Draft 04/30/2015)*

**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. To 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. To focus public attention upon the need 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. To assist in promoting the Marinwood Fire Department Volunteers and to review the volunteer program periodically.
13. To 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.
14. To 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.
15. To assist the Fire Chief in establishing general policies and procedures in respect to the operation of the Fire Department.
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 members shall be residents of the Marinwood Community Services District along with one alternate. One member will be appointed by CSA 13’s Board of Directors from CSA 13 along with one alternate. Commissioners serve without remuneration.

### **B. APPOINTMENT TERMS AND PROCESS**

Commissioners are appointed by the Board during its regular December board meeting for two-year terms beginning in January. Three commissioners shall be appointed for terms beginning in

the same even year. Two other commissioners plus a Marinwood and a CSA 13 alternate shall be appointed for terms beginning in the same odd 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. Current Commission members may apply for reappointment following the same procedure stated above.

### **C. RESIGNATIONS, REMOVAL AND VACANCY**

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.

Any appointed member may resign by giving written notice to the Board and shall be delivered to the District Manager's office. Commissioners shall be notified in writing of the resignation of any Commissioner as soon as practicable and no later than by the next scheduled Commission meeting. 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.

Notwithstanding any other provision contained in these Bylaws, any vacancy in the office of Chairperson or Vice 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 Chairperson or Acting Chairperson 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 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 the Vice Chairperson.
- 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. VICE CHAIRPERSON**

The Fire Commission may elect one Commissioner in January to become the Vice Chairperson of the Commission for a period of one year. If one is elected, at the Fire Commission's discretion, the Vice Chairperson would assume the responsibilities of the Chairperson in his/her absence and take on any duties assigned by the Chairperson. The position does not imply succession into the position of Chairperson. The Vice Chairperson can serve consecutively in this position if reelected by the members of the Commission.

#### **1. DUTIES OF VICE-CHAIRPERSON**

- a. Perform the duties of the Chairperson in the absence of the Chairperson.
- b. Serve in such capacities as may be assigned by the Chairperson.

## **F. 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**

Unless otherwise determined by the Chairperson, the agenda of the regular meeting shall be in compliance with the Ralph M. Brown Act and shall include, but is not be 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:.

## **ARTICLE VIII – 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 District 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.

Possible additions:

Records and Reports:

Do you want them to have to keep minutes? Provide reports? Sometimes these are included in Bylaws – if you want minutes then you should have a Secretary nominated position as well.

PLEASE ADD: 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. **Huh?**

Comments:

1. Please confirm that Lucas Valley Estates is supported by MWCS D Fire Department as an extension or part of Marinwood and as such is represented on the Fire Commission by Marinwood representatives rather than being allotted a specific representative.
2. Does it follow that if a resident of Lucas Valley Estates chose to apply for a position on the commission, they would count as a Marinwood resident?
3. No neighborhood which is actually part of the city of San Rafael but is covered by the MWFD under a JPA has any right to a place on the MW Fire Commission?
4. Is it necessary/should we appoint a Vice Chairperson? Or should we amend the bylaws to soften this language. At the commission's discretion it may vote to appoint a V.C?
5. Please ask the commission if they feel we keep adequate/accurate meeting minutes or if we should appoint someone other than the chief or the presiding chairperson to do so. If they consider that having someone keep minutes is a good idea, would there be any interest in the commissioners rotating that position to instill an elevated level of participation in the meetings?
6. The bylaws are silent on the number of Board members who can attend a commission meeting without somehow violating Brown Act stipulations. Is this an issue or not?
7. It would seem that certain responsibilities of the commission could actually be reasons for the establishment of an ad hoc committee to review certain more technical aspects of operating the fire department. Article III Nos 5, 7 and 12 for example.
8. Determine whether or not to capitalize the term bylaws used throughout the text.

9. Frankly, I think all of the deference to the CSD board is required, but some mention of the professional acumen and judgment of the Fire Chief and in fact the Firefighters who are professionals in a technical discipline deserve mention as the commissioners may be former safety employees themselves but perhaps not current in their knowledge or may be laypersons.
10. For the most part the document is gender neutral and should be kept that way. Reducing or removing the number of 3<sup>rd</sup> person pronouns and referring to commissioners or chairpersons, etc. will help.

DRAFT

**AUTHORITY AND RESPONSIBILITIES OF THE MARINWOOD FIRE COMMISSION**  
*(Approved by Board of Directors 9/22/93)*

**A. RELATIONSHIP OF COMMISSION TO THE BOARD**

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.

**B. COMMISSION ORGANIZATION**

The Fire Commission shall consist of four regular members and one alternate member who shall be residents of the Marinwood Community Services District and one regular member and one alternate member who shall be residents of County Service Area 13 (CSA 13). Commissioners are appointed by the Board for two-year terms, three for even years and two for odd years, and shall be subject to removal by the affirmative vote of three members of the Board of Directors. The alternate member shall vote only in the absence of a regular member for whom he is the alternate. Commissioners serve without remuneration. One member shall be elected in January by the other members to chair the Commission for a period of one year. The Chair must be a regular member and a resident of Marinwood.

**C. TIME AND PLACE OF MEETINGS**

The Commission shall hold regular meetings. Special meetings may be called by the Chair or by three members of the Commission or by the Board. Notice of all meetings shall be in accordance with the provision of the Brown Act.

The time and date of the regular Commission meetings shall be set by the Commission with the concurrence of the Board of Directors. Meetings shall be held in the Community Center unless there is a good reason to meet elsewhere. Meetings shall be open to the public. Notice of time and place shall be given as required by law.

**D. FORMAL COMMISSION ACTION**

The Commission acts as a body, not as individuals. Action of the Commission as a whole is taken either by formal vote or by unanimous consent. A quorum consisting of three Commissioners is required to transact business.

**E. DUTIES OF THE FIRE COMMISSION**

1. To act in an advisory capacity to the Board of Directors in matters pertaining to the operation of the Fire Department.
2. To inspect fire department facilities annually.
3. To assess Fire Department needs and develop goals and objectives for meeting these needs, including buildings, fire apparatus, other fire equipment, and hydrant replacements.
4. To review and recommend capital improvement projects related to the fire department facilities and equipment.
5. To develop a long-range plan for fire department needs and to review the plan periodically.
6. To 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.
7. To focus public attention upon the need 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.

8. To assist in promoting the Marinwood Fire Department Volunteers and to review the volunteer program periodically.
9. To 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.
10. To 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.
11. To assist the Fire Chief in establishing general policies and procedures in respect to the operation of the Fire Department.
12. To review reports from the Fire Chief concerning the general operations and functions of the Fire Department and make recommendations to the Board when applicable.
13. To approve requests by the Fire Chief for non-emergency budgeted expenditures not to exceed the limits set by the Board.
14. To review, comment, and make recommendations regarding the annual operating budget for the Fire Department.
15. To review and recommend to the Board any change in staffing needs of the Fire Department.
16. To perform such other duties as may be directed by the Board.

#### **F. DUTIES OF THE CHAIR**

1. To preside over meetings of the Commission, including setting rules of procedure for conduct of meetings.
2. To review the agenda for Commission meetings.
3. To attend Board meetings for the portion of the agenda covering Commission matters and such other portions as he/she may be asked to attend; to designate another member of the Commission to attend should the Chair be unable to attend.
4. To report to the Board the actions and opinions of the Commission to the extent needed to supplement the Commission's report.
5. To receive notice of emergency purchases from employee in charge as soon as possible after purchase.
6. To form special committees as needed and appoint members to serve on the committee.

#### **G. SPECIAL DUTIES OF INDIVIDUAL COMMISSIONERS**

A Commissioner may be delegated special responsibilities by the Commission.

#### **H. DUTIES OF LIAISON DIRECTOR**

A liaison director is appointed by the Chair of the Board. The liaison director attends Commission meetings and may participate in the discussion as appropriate. 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 opinions. The liaison director shall be available for advice and consultation with the Commission Chair.



April 19, 2015

## **Water Conservation Directive**

The objectives for this directive are as follows:

- To reduce the amount of water used by Fire Department employees in routine station and training ground activities.
- To set an example to the citizens of the community that proactive steps must be taken to conserve water, and,
- To potentially avoid any criticism from members of the public or media.
- To help ensure against unauthorized water use.

### [Marin Water - Drought Information](#)

1. Until further notice, all personnel are to begin reducing water usage by 25%.
2. Engine companies shall only flow water, at bare minimum amounts, during training activities when absolutely necessary. Such use shall have the concurrence of a Chief Officer. Please maximize use of the drafting pit at the Training Center.
3. Landscape watering shall be generally discontinued unless the water is non potable. Watering should occur only during non-daylight hours. Please make arrangements to remove any dead landscape materials.
4. Washing of apparatus shall be kept to a minimum and be done at the discretion of the Company Commander. Please do your best to keep your apparatus clean under these circumstances. Any necessary washing of vehicles should be done with discretion and recognize such as activity could be negatively viewed by the public.
5. All garden type hoses shall be equipped with a spring loaded shutoff nozzle and such nozzles shall be maintained in proper leak-free operating condition.
6. Shower time should be minimized.
7. Dishwashers shall only be operated with a full load.
8. When washing duty wear and fire station related laundry with station washers, please make every effort to use full loads and efficiency settings.
9. Please repair leaks within and around fire facilities and promptly report those observed elsewhere.
10. Fire Hydrant flow testing shall be strictly limited and only approved by a Chief Officer. Predicted flow information should be obtained through MMWD. No need to flow water during hydrant maintenance. Stems can be activated with the hydrant cap on.