

Agenda for the Regular Meeting of the Marinwood CSD Board of Directors

Tuesday – January 14, 2020 – 7:30 PM

Marinwood Community Center, 775 Miller Creek Road, San Rafael, CA 94903

Item Description:	Board Action
A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE	
B. AGENDA	Adopt
C. CONSENT CALENDAR a. Draft Minutes of Regular Meeting of December 10, 2019 b. Bills Paid Nos. 3924 – 3996	Approve
D. PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA <i>Speakers are asked to limit comments to three minutes. Speakers may comment only on non-agenda items within the subject matter jurisdiction of the District. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board. The President may refer the matter to staff or to a future meeting agenda.</i>	
E. DISTRICT MATTERS	
1. Board of Directors Communication and Public Outreach Efforts and Potential Opportunities	Discuss
2. Appoint Board Liaisons to Fire Commission, Park & Recreation Commission and LAFCO Representative for Calendar Year 2020	Appointments
3. District Manager Report	Review
F. FIRE DEPARTMENT MATTERS	
1. Draft Minutes of Fire Commission Meeting of January 7, 2020	Review
2. Chief Officer Report and Activity Summary	Review
3. Date of Next Fire Commission Meeting – February 4, 2020	
G. PARK AND RECREATION MATTERS	
1. Recreation and Park Maintenance Activity Reports	Review
2. Date of Next Park & Recreation Commission Meeting – January 28, 2020	
H. BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS	
I. ADJOURN	
DATE OF NEXT REGULAR BOARD MEETING – February 11, 2020	

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

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting

Tuesday – December 10, 2019

Time and Place: 7:00PM Marinwood Community Center classroom.

Present:

Board Members: President Izabela Perry, Leah Green, Sivan Oyserman, Bill Shea and Jeff Naylor.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, Acting San Rafael Fire Chief Robert Sinnott, Firefighter Ryan Brackett and Administrative Assistant Tiffany Combrink.

A. Public comment on Closed Session:

None

B. Closed Session

Conference with Legal Counsel – Existing Litigation Section 54956.9(d)(1): Name of Case: Miller v. Marinwood Community Services District

C. Open Session: Call to Order and Pledge of Allegiance

President Perry called the open session to order at 7:30PM

D. Agenda

Green to approve/Oyserman to second the “adoption of the agenda as presented.”

All in favor. Motion carried unanimously.

E. Consent Calendar

a. *Draft Minutes of Regular Meeting of November 12, 2019*

b. *Draft Minutes of Special Meeting of November 26, 2019*

c. *Bills Paid Nos. 3865-3923*

Oyserman to approve/Green to second “consent calendar as presented.”

All in favor. Motion carried unanimously.

F. Public Comment Open Time for Items Not on Agenda:

Board of Directors received public comment regarding:

- a. Maintenance Facility project

G. District Matters:

1. *Potential Board of Directors Outreach Communication Strategies and Initiatives for Communicating and Engaging with District Residents*

Director Naylor presented to the Board ideas to facilitate communication with the public. Naylor took in additional board feedback and will continue this topic at a future meeting.

2. *District Manager Report.*

Board received the District Manager’s report.

H. Fire Department Matters:

1. *Chief Officer Report and Activity Summary*

Board of Directors received Chief Officer Report

2. *Date of Next Fire Commission Meeting – January 7, 2020*

I. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of November 26, 2019*

Board reviewed Draft Minutes of Park & Recreation Commission Meeting

2. *2020 Proposed Summer Camp and Pool Rates*

Oyserman to approve / Green to second the 2020 Proposed Summer Camp rates.

All in favor. Motion carried unanimously.

Green to approve / Shea to second the 2020 Proposed Pool rates.

All in favor. Motion carried unanimously.

3. *Recreation and Park Maintenance Activity Reports*

Board received Recreation and Park Maintenance Activity Report

4. *Date of Next Park & Recreation Commission Meeting – January 28, 2020*

J. New and Other Business:

1. *Election of Board Officers for 2020: President and Vice President*

Perry to motion/Shea to second appointment of Jeff Naylor as Board President.

All in favor. Motion carried unanimously.

Naylor to motion/Oyserman to second appointment of Bill Shea as Board Vice President.

All in favor. Motion carried unanimously.

K. Board Member Items of Interest – Requests for Future Agenda Items

- Oyserman thanks Shane Valentine for his service on the Park & Recreation Commission
- Naylor mentions there was no MERA meeting last month, but there is one Dec 11, 2019 at 3:30pm in Novato
- Dreikosen notes the annual commission liaison appointments will be made at the next meeting.

Meeting adjourned at 9:05PM

Tiffany Combrink, Secretary

**MARINWOOD COMMUNITY SERVICES DISTRICT
REQUEST FOR PAYMENT OF CLAIMS**

Treasury Fund 8067

Classes:
Street lights
Fire
Recreation
Park

Approved by the Board of Directors on January 14, 2020

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
3924	12/3/19	Marinwood CSD	12,959.71	Retire 11/22/2019	Park	5130510	General	1,036.74
					Rec	5130510	General	1,737.82
					Fire	5130510	General	10,185.15
3925	12/3/19	Firehouse Subs Public Safel	170.44	Excess grant funds return	Fire	4530527	General	170.44
3926	12/4/19	PG&E	1,514.37	Streetlights Nov	Streetlights	5210825	General	1,514.37
3927	12/4/19	Pest Plus	259.00	Pest control	Rec	5220310	General	168.35
					Fire	5220310	General	90.65
3928	12/4/19	Abada Capoeira Marin	303.60	Capoeira	Rec	5210146	Youth	303.60
3929	12/4/19	Tara Broadwater	947.90	Hip Hop	Rec	5210146	Youth	947.90
3930	12/4/19	Chrissy Costello	516.75	Zumba	Rec	5210146	Adult	516.75
3931	12/4/19	Lori Margulies	298.20	Yoga	Rec	5210146	Adult	298.20
3932	12/4/19	Ann McBride	52.50	Irish Dance	Rec	5210146	Youth	52.50
3933	12/4/19	Mario Zemann	322.00	Ballroom	Rec	5210146	Adult	322.00
3934	12/4/19	Bay Area Janitorial Force	1,250.00	Janitorial Dec	Rec	5211110	Building	1,250.00
3935	12/4/19	Marin Prof Firefighters	837.00	Dec dues	Fire	5211330	General	837.00
3936	12/4/19	Project A	40.00	email hosting	Fire	5220110	General	20.00
					Rec	5220110	General	20.00
3937	12/4/19	Sonic	19.95	Website hosting	Park	5210122	General	3.99
					Rec	5210122	General	11.97
					Fire	5210122	General	3.99
3938	12/5/19	Marinwood CSD	68,680.98	Fire Salaries	Fire	5110110	General	30,769.76
				Fire OT	Fire	5120110	General	8,370.83
				Shift Diff.	Fire	5110310	General	90.24
				Fire holiday	Fire	5110313	General	3,296.76
				Admin Asst	Fire	5110110	General	807.68
				Admin Mngr	Fire	5110110	General	2,221.60
				Admin Asst	Rec	5110110	Admin	807.68
				Admin Asst	Park	5110110	Admin	403.84
				Admin Mngr	Rec	5110110	Admin	1,110.80
				Admin Mngr	Park	5110110	Admin	1,110.80
				Rec Director	Rec	5110110	General	2,332.40
				Rec Director	Park	5110110	General	999.60
				Rec Salary	Rec	5110110	General	7,001.60
				Park Salary	Park	5110110	General	4,293.60
				Park Hourly	Park	5110210	General	819.36
				Bldg Attendant	Rec	5110210	Building	191.00
				Preschool	Rec	5110210	Preschool	5,088.13
				Afterschool	Rec	5110210	Afterschool	1,419.75
				PR fees	Fire	5210230	General	132.34
				PR fees	Rec	5210230	General	63.47
				PR fees	Park	5210230	General	14.59
				SS + Medicare	Fire	5140140	General	2,555.51
				SS + Medicare	Rec	5140140	General	1,565.61
				SS + Medicare	Park	5140140	General	390.21
				EDU + SUI	Rec	5140145	General	60.53
				Benefits clearing	Park	2120066	General	-724.16
				Benefits clearing	Rec	2120066	General	-1,148.08
				Benefits clearing	Fire	2120066	General	-5,364.47
3939	12/6/19	Jerry Mehciz	5,821.40	Tennis	Rec	5210146	Tennis	5,821.40
3940	12/6/19	Abada Capoeira Marin	67.80	Capoeira	Rec	5210146	Youth	67.80
3941	12/6/19	Studio Weeren	180.00	Website maint Jan-Feb-Mar	Park	5210122	General	36.00
					Rec	5210122	General	108.00
					Fire	5210122	General	36.00
3942	12/6/19	AT&T	90.00	Internet Nov	Park	5210725	General	90.00
3943	12/6/19	Marin County Sheriff's Office	863.18	Mobile Data Jul-Aug-Sep	Fire	5210725	General	431.59
				Mobile Data Oct-Nov-Dec	Fire	5210725	General	431.59
3944	12/6/19	Smith's Gopher Trapping	350.00	Pest control Nov	Park	5211532	General	350.00
3945	12/9/19	AT&T	252.08	Phone - Nov	Fire	5210725	General	137.75
					Park	5210725	General	20.39
					Rec	5210725	General	93.94
3946	12/9/19	Jackson's Hardware	270.30	Rain gear	Fire	5220810	General	270.30
3947	12/9/19	Landesign	2,985.00	Landscape contractor	Park	5211125	General	2,985.00
3948	12/9/19	Sprint	247.22	cell phones	Fire	5210725	General	247.22
3949	12/9/19	Verizon	42.08	Data - Dec	Fire	5210725	General	42.08
3950	12/9/19	TIAA Commerical Finance	526.73	Copier lease - Dec	Park	5220130	General	52.67
					Rec	5220130	General	342.37
					Fire	5220130	General	131.69
3951	12/10/19	Comcast	126.19	Cable - Dec	Fire	5210725	General	126.19
3952	12/10/19	Rosa Hernandez	500.00	Refund - security deposit	Rec	4410225	Building	500.00
3953	12/10/19	Robyn Bruton	152.70	Preschool supplies	Rec	5220819	Preschool	152.70
3954	12/10/19	Hagel Services	698.42	Janitorial supplies	Rec	5220827	Building	698.42
3955	12/10/19	Marinwood CSD	12,721.55	Retire 12/06/2019	Park	5130510	General	1,036.74

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
					Rec	5130510	General	1,737.82
					Fire	5130510	General	9,946.99
3956	12/10/19	Ewing Irrigation	226.72	Grass re-seed	Park	5220310	General	226.72
3957	12/11/19	Honey Bucket	262.14	Porta potty	Park	5211220	General	262.14
3958	12/11/19	Astro Jump	338.00	Bounce House	Rec	5220819	Community	338.00
3959	12/11/19	Hyo Soap, Sim	900.00	TKD December	Rec	5210146	Youth	900.00
3960	12/11/19	Marin Sanitary Service	2,921.24	Garbage - Nov	Park	5210815	General	2,044.87
					Rec	5210815	General	584.25
					Fire	5210815	General	292.12
3961	12/11/19	State of CA - Dept of Justice	32.00	Fingerprinting	Rec	5210128	General	32.00
3962	12/11/19	PG&E	795.16	Gas - Nov	Rec	5210810	General	733.29
					Fire	5210810	General	61.87
3963	12/11/19	PG&E	695.10	Electric - Nov	Rec	5210810	General	485.79
					Fire	5210810	General	138.30
					Park	5210810	General	71.01
3964	12/12/19	Hansell Design	1,250.00	Design Review work	Measure A	5220910	General	1,250.00
3965	12/12/19	Marin Resource Recovery	460.00	Debris dump	Park	5210815	General	460.00
3966	12/12/19	Marin Ace	5.44	Firehouse supplies	Fire	5220810	General	5.44
3967	12/12/19	Grainger	26.41	Firehouse supplies	Fire	5220810	General	26.41
3968	12/12/19	Able Tire & Brake	1,823.16	Tires	Fire	5210910	General	1,823.16
3969	12/12/19	Allstar Fire Equip	313.90	SCOTT repair	Fire	5220210	General	313.90
3970	12/12/19	Las Gallinas Valley Sanitary	16,500.60	Sewer FY 19/20	Park	5210835	General	1,650.00
					Rec	5210835	General	9,900.00
					Fire	5210835	General	4,950.60
3971	12/13/19	Dvorson's Food Service Equ	6,049.50	Community Center oven	Rec	5220910	General	6,049.50
3972	12/13/19	Marin Prof Firefighters	1,674.00	Oct dues	Fire	5211330	General	837.00
				Nov dues	Fire	5211330	General	837.00
3973	12/13/19	Smith's Gopher Trapping	350.00	Pest control - Oct	Park	5211532	General	350.00
3974	12/20/19	Marinwood CSD	72,818.04	Fire Salaries	Fire	5110110	General	31,695.36
				Fire OT	Fire	5120110	General	7,373.29
				FLSA	Fire	5110319	General	689.18
				Shift Diff.	Fire	5110310	General	230.40
				Admin Asst	Fire	5110110	General	807.68
				Admin Mngr	Fire	5110110	General	2,221.60
				Admin Asst	Rec	5110110	Admin	807.68
				Admin Asst	Park	5110110	Admin	403.84
				Admin Mngr	Rec	5110110	Admin	1,110.80
				Admin Mngr	Park	5110110	Admin	1,110.80
				Rec Director	Rec	5110110	General	2,332.40
				Rec Director	Park	5110110	General	999.60
				Rec Salary	Rec	5110110	General	7,001.60
				Rec Hourly	Rec	5110210	General	333.75
				Park Salary	Park	5110110	General	5,959.20
				Park Hourly	Park	5110210	General	819.36
				Bldg Attendant	Rec	5110210	Building	140.00
				Preschool	Rec	5110210	Preschool	5,459.75
				Afterschool	Rec	5110210	Afterschool	2,520.50
				Youth	Rec	5110210	Youth	738.50
				Community	Rec	5110210	Community	401.00
				PR fees	Fire	5210230	General	1,140.40
				PR fees	Rec	5210230	General	671.48
				PR fees	Park	5210230	General	181.22
				SS + Medicare	Fire	5140140	General	2,581.83
				SS + Medicare	Rec	5140140	General	1,787.06
				SS + Medicare	Park	5140140	General	517.63
				EDU + SUI	Rec	5140145	General	96.29
				EDU + SUI	Park	5140145	General	34.98
				Benefits clearing	Park	2120066	General	-836.59
				Benefits clearing	Rec	2120066	General	-1,148.08
				Benefits clearing	Fire	2120066	General	-5,364.47
3975	12/26/19	PG&E	1,514.04	Streetlights Dec	Streetlights	5210825	General	1,514.04
3976	12/26/19	SDRMA	221.10	Life Ins - Jan 2020	Fire	5130120	General	90.95
					Park	5130120	General	49.40
					Rec	5130120	General	80.75
3977	12/26/19	Staples	164.02	Office supplies	Rec	5220110	General	164.02
3978	12/26/19	Airgas	324.61	Pool chems	Rec	5220710	Pool	324.61
3979	12/26/19	Marinwood CSD	45,115.85	Health Ins - Jan 2020	Park	5130120	General	10,569.29
					Rec	5130120	General	7,594.63
					Fire	5130120	General	26,951.93
3980	12/26/19	PG&E	555.36	Electric - Nov	Rec	5210810	General	82.84
					Fire	5210810	General	186.71
					Park	5210810	General	285.81
3981	12/26/19	ASCAP	363.00	2020 ASCAP fee	Rec	5220819	Community	363.00
3982	12/26/19	AT&T	90.00	Internet Dec	Park	5210725	General	90.00

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
3983	12/26/19	Pitney Bowes	317.22	Postage meter lease	Park	5220110	General	63.44
					Rec	5220110	General	190.34
					Fire	5220110	General	63.44
3984	12/26/19	Pitney Bowes	80.74	Postage ink	Rec	5220110	General	80.74
3985	12/26/19	Delta Dental	2,536.64	Dental - Jan 2020	Fire	5130120	General	1,481.40
					Park	5130120	General	483.38
					Rec	5130120	General	571.86
3986	12/26/19	CalPERS	8,333.00	OPEB Dec	Park	5130130	General	2,667.00
					Rec	5130130	General	750.00
					Fire	5130130	General	4,916.00
3987	12/27/19	AFLAC	26.50	Disability Ins - Dec	Park	5130120	General	26.50
3988	12/27/19	Carolyn Sullivan	14.00	Holiday cards	Rec	5220110	General	14.00
3989	12/27/19	Abada Capoeira Marin	76.00	Capoeira	Rec	5210146	Youth	76.00
3990	12/27/19	Ann McBride	241.50	Irish Dance	Rec	5210146	Youth	241.50
3991	12/27/19	Kate Kelly	341.44	Holiday workshop for kids	Rec	5210146	Youth	341.44
3992	12/27/19	Honey Bucket	185.83	Porta potty	Park	5211220	General	185.83
3993	12/27/19	SolEd Solar Holdings	2,091.59	Solar - Oct/Nov	Rec	5210810	General	1,610.36
					Fire	5210810	General	481.23
3994	12/27/19	County of Marin	1,872.75	Co Counsel Legal fees Q1 1	Park	5210131	General	1,002.58
					Rec	5210131	General	832.33
					Fire	5210131	General	37.84
3995	12/27/19	Comcast	148.30	Internet - Dec	Fire	5210725	General	74.15
					Rec	5210725	General	74.15
3996	12/27/19	US Bank Corp Pmt Svcs	9,851.87	Data	Fire	5210725	General	30.00
				VFF of the year award	Fire	5211310	General	286.74
				Strike team/firehouse suppli	Fire	5220810	General	834.52
				Volunteer FD reception	Fire	5220830	General	1,276.26
				Tractor repair parts	Park	5210940	General	42.56
				Job postings	Park	5211520	General	641.00
				Park supplies	Park	5220310	General	209.25
				Park staff gear	Park	5220825	General	324.55
				Website hosting	Rec	5210122	Adult	21.99
				Cert fees	Rec	5220819	Adult	180.00
				Afterschool supplies	Rec	5220819	Afterschool	2,526.96
				Community event supplies	Rec	5220819	Community	1,949.28
				Fingerprinting	Rec	5210128	General	60.00
				Staff meeting food	Rec	5211325	General	43.93
				Job postings	Rec	5211520	General	150.00
				Software / Subs / Office sup	Rec	5220110	General	236.38
				Music sub / Craft supplies	Rec	5220819	General	97.98
				Pumpkins	Rec	5220819	Preschool	71.64
				Youth supplies	Rec	5220819	Youth	868.83
TOTAL:			295,973.82					295,973.82

Total by Department:

Streetlights	3,028.41
Fire Department	153,361.12
Recreation Department	94,519.55
Park Department	43,814.74

Memo



To: Board of Directors
From: Eric Dreikosen, District Manager
Date: January 14, 2020
Re: Commission Liaison Appointments

Directors,

As stated in the Board Bylaws, each January the Board President is to appoint a director liaison to the Fire Commission and the Park & Recreation Commission, respectively. The bylaws state:

Article XIII Commissions

The MCSD has two advisory commissions aligned with District's mission. The Fire Commission provides guidance and oversight of the Fire Department. The Park & Recreation Commission provides guidance and oversight to the Park & Recreation Department. Each commission operates under a set of approved Bylaws and adheres to the Brown Act and Rosenberg's Rules of Order.

A. Board Liaisons

Every year, at the January meeting, the Board President shall appoint one Director to serve as liaison to each Commission. Those appointments shall be filled by alternating members of the Board, and all Directors are encouraged to serve as a liaison to the Fire or Park & Recreation Commissions at least once. Other Board members may attend commission meetings as observers in accordance with the Brown Act, but have no authority to participate in any way in commission discussions.

Furthermore, while not specifically addressed in the Board Bylaws, the Board President has typically appointed a board representative to serve, if needed, in regards to communication with LAFCO. The vast majority of District-LAFCO communication occurs at a staff level through the offices of the District Manager and the LAFCO Executive Officer, respectively.

District Manager Report

January 14, 2020

Submitted by: Eric Dreikosen, District Manager

The information below is intended to provide a brief update on select District initiatives, activities and items of note and should not be viewed as a complete list of all current District activities or initiatives.

Park Maintenance Facility Replacement Project:

The District will participate in a hearing with the Marin County Planning Commission on January 27, 2020 in which the merits of the project will be presented. A copy of the County-issued notice that was mailed to nearby residences has been included for reference. It is hopeful that we will have clear direction coming out of this hearing as to approval of this project and ability to move on to the building permitting phase which will involve the creation of actual construction drawings and plans.

AmeriCorps Grant Opportunity:

With incredible support from San Rafael Fire Department staff, we have submitted the initial Project Concept Form documents required to apply for an AmeriCorps National Civilian Community Corps (NCCC) grant opportunity and have since forth been invited to submit a complete grant application. Should we be successful, we will be assigned a team of AmeriCorps members for an approximate 12-week period. While Marinwood is serving as the lead agent for this specific application, this will be a joint-effort with Marinwood and San Rafael. Amongst other projects and initiatives, the team would be able to perform significant vegetation management and fuels reduction works in the Wildland-Urban Interface (WUI) areas where homes back-up to our respective open spaces. There would be minimal cost incurred by the District beyond some basic training resources, provision of appropriate tools and equipment and general supervision of assigned projects. San Rafael personnel would take the lead in project identification and design as well as overall supervision of the crew in addition to providing housing during their assignment.

March 2020 Election:

The two ballot measures submitted by the District have been officially assigned as Measure G and Measure H on the upcoming election ballot. As you recall, these measures are strictly related to the District's Appropriation Limit and if successful would allow the District to apply revenue collected from our previously voter-approved Park Maintenance Special Assessment and Fire Protection Special Assessment towards our total appropriations limits for the next four fiscal years. Arguments in Favor of both measures have been submitted and will appear in the voter information pamphlet mailed to all registered voters. There were no arguments opposed to either measure submitted.

Other Items of Note:

- Staff continue to work with our auditor regarding our Fiscal Year 2018-2019 Financial Audit. I expect to have the work completed this month and presented at the February board meeting. This is consistent with the timing of the past several years.

Several other items of note that staff have been working on during the past month are included as separate agenda items. These will be presented and discussed at those times.

Notice of Marin County Planning Commission Hearing

Marinwood Community Services District Design Review

Project ID: P2378

APN(s): 164-260-35

Project Address: 775 Miller Creek Road, San Rafael

Applicant: Marin Community Services District

Project Planner: Michelle Levenson

(415) 473-3615

mlevenson@marincounty.org

Project Summary: Demolish an existing park maintenance facility, and relocate and replace it with a new park maintenance facility.

Date of PC Hearing: Monday, January 27, 2020

Hearing Location: 3501 Civic Center Drive, Rooms 328/330, Administration Building, San Rafael, California

Hearing Time: The time of the hearing will be indicated on the hearing agenda posted on the Planning Commission hearing webpage one week before the hearing.

Staff Report: Available on the project webpage and the PC hearing webpage by Monday, January 20, 2020

The decision on this application may be appealed to the Board of Supervisors. If you challenge the decision on this application in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Community Development Agency, Planning Division during or prior to the public hearing. (Government Code Section 65009(b)(2).)

More information about this application is available online at

<http://www.marincounty.org/depts/cd/divisions/planning/projects>, where projects are listed for the Lucas Valley area.



All public meetings and events sponsored or conducted by the County of Marin are held in accessible sites. Requests for accommodations may be made by calling (415) 473-4381 (Voice) 473-3232 (TDD/TTY) or by e-mail at disabilityaccess@marincounty.org at least five business days in advance of the event. Copies of documents are available in alternative formats, upon request.



MARINWOOD COMMUNITY SERVICES DISTRICT
DRAFT MINUTES OF FIRE COMMISSION MEETING
January 7, 2020

Time and Place: 7:00PM Marinwood Community Center

Present:

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

Board Director: Sivan Oyserman

Staff: District Manager Eric Dreikosen, San Rafael Fire Chief Bob Sinnott

Chair Albano called the meeting to order at 7:03 PM.

1. Agenda

M/s Elsbree/Karsenti to approve agenda as presented. All in favor. Motion carried unanimously

2. Public Comment on Non-Agenda Items

The Commission received public comment regarding:

- a. Thanking Chief Sinnott for serving as Acting Chief; Park maintenance facility project

3. Commissioner Items of Interest

-Albano announced that he will be resigning from the Commission immediately following this evening's meeting for personal reasons and thanked fellow commissioners and staff.

4. Draft Minutes of November 5, 2019 Fire Commission Meeting

M/s Farac/Marinoff to approve Draft Minutes of November 5, 2019 Fire Commission Meeting as presented. All in favor.
Motion carried unanimously

5. Discussion regarding Emergency Preparedness and Alert Systems

Farac shared and the Commission discussed various emergency notification sirens and potential for usage across Marinwood-Lucas Valley. Commission also discussed need for regionally aligned alert systems and goals of Measure C should it pass in March 2020 election to provide uniformity across the County.

6. Chief Officer Report and Activity Summary

Commission received Chief Officer Report and Activity Summary

7. Designation of Commission Chair & Vice-Chair for 2020

The Commission requested to carry this item into the next meeting to allow individual commissioners further opportunity to consider being chair. This item will be reconsidered at the February 2020 meeting.

8. Requests for Future Agenda Items

- Designation of Commission Chair & Vice-Chair
- Possible further discussion regarding alert notification systems

The meeting was adjourned at 8:20 PM.

The date of the next Fire Commission meeting is February 4, 2020.

Submitted,
Eric Dreikosen

Memo



To: Marinwood Board of Directors
From: Robert Sinnott, Acting Fire Chief
Date: January 14, 2020
Re: Fire Department Update

Dear Marinwood Board of Directors:

The City of San Rafael is presently recruiting for a new fire chief, to replace Christopher Gray who retired on December 6, 2019. The recruitment period, initially set to close on December 27, 2019 has been extended to January 13, 2020. This is because changes were made to minimum qualifications needed to apply. I will keep you updated as the recruitment process proceeds. I have noted to the San Rafael HR director to include a minimum of one Marinwood representative on the interview panel process. I anticipate this will occur in February 2020.

Below are some highlights from the past month:

- Engine company staff assisted San Rafael fire inspectors with the inspections of school facilities within the District. There are several benefits from this hybrid approach to inspections, including:
 - Inspection and engine company staff build collaborative relationships.
 - Engine company staff benefits from the knowledge gained while shadowing fire inspection staff in the areas of codes, noting violations, and constructive corrective strategies.
 - Inspections are an important component towards site familiarization and target hazard assessment.
- Marinwood engine staff participated in a facility tour process of the new Public Safety Center. Chief Gray, prior to his retirement, hosted several tours for engine company and City staff members who were interesting in viewing the construction progress. It is estimated that occupancy of the facility will occur sometime this summer.
- The FireSafe Marin Protecting Against Wildfire mailer is being sent to residents throughout Marin County. Each agency is sharing the cost for printing and mailing. San Rafael Fire has covered the cost for sending this out to our Marinwood and Upper Lucas Valley residents.
- On December 13, Engine 58 was first in on a working structure fire in an unoccupied dwelling on the Silveira Ranch property. The crew made a fast stop on the progress of the blaze. The dwelling sustained moderate damage. The cause was determined to most likely be associated with faulty wiring.
- A-Shift recently provided hands-only CPR training for Middle Creek Middle School. Approximately 180 7th graders participated in the training. Photos attached.
- A-Shift recently assisted with Volunteer Firefighter interviews. There are currently six candidates in the process and start dates will be in January pending medical clearance.

- Captain Papanikolaou and Volunteer Battalion Chief Stilson recently attended a Firefighter Recruitment and Retention Workshop in Palm Springs. It is a FEMA-funded program which also included leadership and management training.
- Christmas trees continue to be the cause of many home fire tragedies. Again, Marinwood is participating in a tree disposal program at the Marinwood Community Center parking lot.
- On December 22, Engine 58 assisted with a working structure fire in a single-family dwelling in Santa Venetia. The fire started in the master bedroom. The room sustained heavy fire damage and the other portions of the home sustained severe smoke damage. The cause was determined to be a improperly stored heating pad. There were no injuries.

Response Activity

Emergency call activity for December 2019 is provided below and displayed on the attached map.

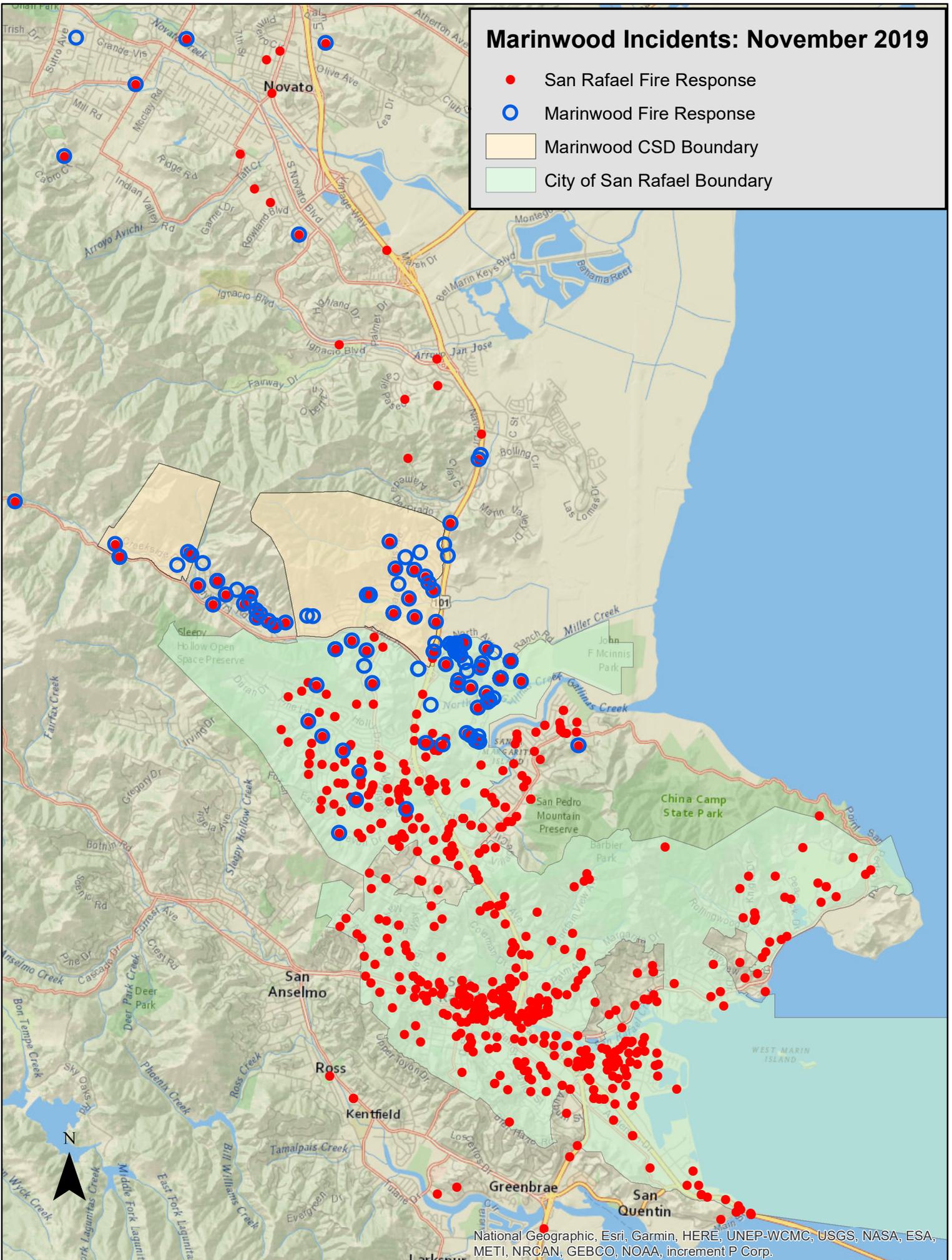
Incidents by Area and Type								
Area	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	OTHER*	TOTAL
Marinwood	11	13	4	0	0	N/A	0	28
CSA 13	9	8	1	0	0	N/A	0	18
Old JPA (Mont Marin)	2	5	1	0	0	N/A	0	8
New JPA (East of 101)	40	9	4	0	0	N/A	0	53
SR Mutual Aid	6	6	1	1	0	0	0	14
MC JPA	4	1	1	1	0	N/A	0	7
Novato JPA	0	0	0	0	0	N/A	0	0
MC Mutual Aid	1	1	0	0	0	N/A	0	2
Novato Matrix	2	4	0	0	0	4	0	10
Total number	75	47	12	2	0	4	0	140
<i>Percentage of total</i>	53.6%	33.6%	8.6%	1.4%	0.0%	2.9%	0.0%	

Call types:	
MA	Medical assist
PSA	Service call
FA/NN	Fire alarm
FIRE	Fire
HAZMAT	Hazardous material incident (e.g., spill)
COVER	Coverage for other stations
OTHER	Other incident(s): NA

Average response time for Engine 58:	5 minutes, 41 seconds
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Marinwood Incidents: November 2019

- San Rafael Fire Response
- Marinwood Fire Response
- Marinwood CSD Boundary
- City of San Rafael Boundary



Parks and Recreation Report
January 2020
Submitted by: Luke Fretwell, Recreation Director

Recreation

Special Events

Winterfest took place on Friday, December 13th from 5-7pm. The event featured photos with Santa, live music, arts and crafts, cookie decorating, games, and other holiday fun. The event was well-attended, Santa looked especially authentic, and our staff did an incredible job keeping the event running smoothly and the energy up. We are extremely pleased with how it went.

Marinwood's 10th Annual "Raise a Glass" Winter Wine Tasting will take place Saturday, February 29th from 2-5pm. We are excited to celebrate 10 years of one of our most popular adult community events. Stephanie has been hard at work securing wineries and hammering out the logistics. Some of the returning wineries will have attended all 10 years and we are grateful to have earned such loyalty. The band Bistro Mustache will be back this year playing their unique mix of gypsy jazz and French music.

Classes and Programs

The Recreation Department once again offered 2 weeks of Winter Break Camp for kids ages 3-12 during the weeks of Christmas and New Year's. Staff for the camps included several of our summer camp counselors back from college and it was great to reconnect with them. The program ran smoothly.

Professional Development

On January 14th Robyn and Stephanie will be attending a California Parks & Recreation Society, District 1 mini-conference focusing on staffing for seasonal programs, among other topics.

Spring/Summer Preparation

Both Stephanie and Robyn have begun the staffing process for the upcoming pool season and summer camp program. Most of our part-time staff return each year but we always hire a new crop of counselors and lifeguards, and interviews will be taking place throughout the spring.

Catalog

The 2020 Spring/Summer *Marinwood Review* will be coming out in the next 3-4 weeks. I want to thank Carolyn Sullivan for all her hard work in creating another quality catalog.

Parks/Maintenance

Projects

In December staff removed a handful of down trees that were causing hazardous situations, including a very large tree blocking Horne Trail and a sizeable dam in the creek near the playground; planted new hedges to fill the gaps at the Mini Park; extended the rail fence around the main park; did extensive pruning around the pool complex and the community center; began painting the floors in the pool bathrooms; began our annual equipment inspection of the pool pump house; and started the long process of readying the pool for the new season.

Upcoming projects include further work in the creek and open space drains as needed; painting of beams and doors in the pool equipment area; cleaning up woodwork in the community center; patching cracks in the concrete at the pool; among other projects.

Weekly Maintenance

Clean community center building daily
Mow, edge, rake, and blow weekly
Empty trash in all three parks and along paths (2-3 times/week)
Restock pet waste bags (2-3 times/week)

Blow tennis courts (2-3 days/week)
Raking leaves (ongoing)
Check and clear roof of debris (2-3 times a week when raining)