

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

Tuesday – November 12, 2019 – 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 October 8, 2019 b. Bills Paid Nos. 3789 – 3864	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. PUBLIC HEARING: Adopting and Modifying the California Fire Code, International Fire Code, and Appendix A of the International Wildland-Urban Interface Code	Conduct Hearing
	2. Ordinance 2019-01: Adopting and Modifying the California Fire Code, International Fire Code, and Appendix A of the International Wildland-Urban Interface Code	Approve
	3. Fiscal Year 2019-2020: 1 st Quarter Profit & Loss Budget-to-Actuals and Variance Report	Review
	4. District Manager Report	Review
F.	FIRE DEPARTMENT MATTERS	
	1. Draft Minutes of Fire Commission Meeting of November 5, 2019	Review
	2. Chief Officer Report and Activity Summary	Review
	3. Date of Next Fire Commission Meeting – December 3, 2019	
G.	PARK AND RECREATION MATTERS	
	1. Draft Minutes of Park & Recreation Commission Meeting of October 22, 2019	Review
	2. Recreation and Park Maintenance Activity Reports	Review
	3. Date of Next Park & Recreation Commission Meeting – November 26, 2019	
H.	NEW AND OTHER BUSINESS	
	1. Appoint Incoming Fire Commissioners	Appointments
	2. Appoint Incoming Park & Recreation Commissioners	Appointments
I.	BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS	
J.	ADJOURN	
	DATE OF NEXT REGULAR BOARD MEETING – December 10, 2019	

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 – October 8, 2019

Time and Place: 7:30PM Marinwood Community Center classroom.

Present:

Board Members: President Izabela Perry, Bill Shea and Jeff Naylor.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, San Rafael Fire Chief Chris Gray, and Administrative Assistant Tiffany Combrink.

Guest: Marin County Fire Battalion Chief Christie Neill

Absent: Board Members Leah Green and Sivan Oyserman

A. Call to Order and Pledge of Allegiance

President Perry called the meeting to order at 7:30PM

B. Agenda

Naylor to approve/Shea to second the “adoption of the agenda as presented.”

Aye: Perry, Naylor, Shea. Absent: Green, Oyserman. Motion carried.

C. Consent Calendar

a. *Draft Minutes of Regular Meeting of September 10, 2019*

b. *Bills Paid Nos. 3702-3788*

Shea to approve/Naylor to second “consent calendar as presented.”

Aye: Perry, Naylor, Shea. Absent: Green, Oyserman. Motion carried.

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

Board of Directors received public comment regarding:

a. Sheriff presence at board meetings

E. District Matters:

1. *Resolution 2019-07: Authorizing the Marinwood Community Services District’s Participation in the Joint Exercise of Powers Agreement to Participate In and Form the Marin Wildfire Prevention Authority*
District Manager Dreikosen provided additional information from Marin CWP which was received and provided to Board Members after Board Agenda packet was distributed.
Naylor to approve/Shea to second Resolution 2019-07 as presented
Aye: Perry, Naylor, Shea. Absent: Green, Oyserman. Motion carried.

2. *Potential Creation of District-wide Strategic Plan*
Board discussed strategic planning for CSD.

3. *Capital Expenditures Forecast and Financial Reserve Planning Needs*
District Manager presented current capital expenditure and reserve forecasting, including pool resurfacing, kitchen, and CC flooring.

4. *District Manager Report.*
Board received the District Manager’s report.

F. Fire Department Matters:

1. *Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services to County Service Area 13*
Naylor to approve/Shea to second “Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services to County Service Area 13”
Aye: Perry, Naylor, Shea. Absent: Green, Oyserman. Motion carried.

9:10pm – President Perry called a recess.

9:13pm – Meeting resumed

2. *Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services for the Juvenile Hall Site*
Shea to approve/Naylor to second "Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services for the Juvenile Hall Site"
Aye: Perry, Naylor, Shea. Absent: Green, Oyserman. Motion carried.
3. *Draft Minutes of Fire Commission Meeting of October 1, 2019*
Board of Directors reviewed Fire Commission Meeting minutes
4. *Chief Officer Report and Activity Summary*
Board of Directors received Chief Officer Report
5. *Date of Next Fire Commission Meeting – November 5, 2019*

G. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of September 24, 2019*
Board reviewed Draft Minutes of Park & Recreation Commission Meeting
2. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Report
3. *Date of Next Park & Recreation Commission Meeting – October 22, 2019*

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

- Perry thanked the Fire Department for the equipment grant.
- Perry announced that Leah Green has resigned as President. As the current Vice-President, Director Perry will assume the role for the remainder of the term in accordance with the Board Bylaws.

Meeting adjourned at 9:31PM

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 November 12, 2019

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
3789	10/3/19	Marinwood CSD	350.00	Art Show	Rec	5220819	General	350.00
3790	10/3/19	AFLAC	127.40	Disability Ins - Sept	Park	5130120	General	127.40
3791	10/3/19	Landesign	2,985.00	Landscape contractor	Park	5211125	General	2,985.00
3792	10/3/19	Marin Landscape Material	2,023.53	Grounds maint.	Park	5220310	General	2,023.53
3793	10/3/19	DC Electric	276.34	Streetlight maint	Streetslights	5210915	General	276.34
3794	10/3/19	County of Marin	438.87	Gas - July/Aug	Park	5220610	General	438.87
3795	10/3/19	Mack Wall Bed Systems	1,485.00	FH mattresses & bunk repai	Fire	5220910	General	1,485.00
3796	10/3/19	Marin Prof Firefighters Local	837.00	Sept dues	Fire	5211330	General	837.00
3797	10/3/19	Marin County Hazardous Ma	1,700.00	JPA HazMat	Fire	5211610	General	1,700.00
3798	10/3/19	PG&E	1,500.32	Streetslights - Sept	Streetslights	5210825	General	1,500.32
3799	10/3/19	Smith's Gopher Trapping	240.00	Pest control - Sept	Park	5211532	General	240.00
3800	10/3/19	Project A	40.00	Email hosting	Fire	5220110	General	20.00
					Rec	5220110	General	20.00
3801	10/3/19	Duncan MacSwain	54.75	Photography class	Rec	5210146	Adult	54.75
3802	10/3/19	Comcast	132.60	Cable - Oct	Fire	5210725	General	132.60
3803	10/3/19	Christine Costello	45.00	Zumba	Rec	5210146	Adult	45.00
3804	10/3/19	Astro Jump	338.00	Halloween event	Rec	5220819	Community	338.00
3805	10/4/19	DC Electric	2,436.68	Tennis courts lights repair	Park	5220210	General	2,436.68
3806	10/4/19	Staples	138.54	Office supplies	Rec	5220110	General	138.54
3807	10/4/19	Airgas	404.12	Pool Chems	Rec	5220710	Pool	404.12
3808	10/4/19	Sprint	237.15	Cell phones	Fire	5210725	General	237.15
3809	10/4/19	Geomorph	787.50	Storm Drain JARPA consult	Park	5210120	General	787.50
3810	10/4/19	SolEd Solar	1,697.93	Solar - Sept	Rec	5210810	General	1,229.57
					Fire	5210810	General	468.36
3811	10/4/19	Hansell Design	1,031.25	Design review docs	Measure A	5220910	General	1,031.25
3812	10/4/19	Sonic.net	40.20	Website hosting	Fire	5210122	General	20.10
					Rec	5210122	General	20.10
3813	10/4/19	Little Explorers Petting Zoo	441.25	Preschool enrichment	Rec	5220819	Preschool	441.25
3814	10/9/19	W.S. Darley & Company	17,369.26	Thermal cameras/grant-func	Fire	5220916	General	17,369.26
3815	10/9/19	Emergency Equipment Mani	346.40	FF uniforms	Fire	5220825	General	346.40
3816	10/9/19	Bay Area Janitorial Force	1,250.00	Janitorial - Sept	Rec	5211110	Building	1,250.00
3817	10/9/19	Hagel Services	401.93	Janitorial supplies	Rec	5220827	Building	401.93
3818	10/9/19	L.N. Curtis & Sons	520.89	Boots	Fire	5220825	General	520.89
3819	10/9/19	PG&E	762.79	Gas - Sept	Rec	5210810	General	712.97
					Fire	5210810	General	49.82
3820	10/11/19	Marinwood CSD	77,961.29	Fire Salaries	Fire	5110110	General	30,511.04
				Fire OT	Fire	5120110	General	8,706.41
				FLSA	Fire	5110319	General	1,104.02
				Shift Differential	Fire	5110310	General	225.84
				Admin Asst	Fire	5110110	Admin	807.68
				Admin Mngr	Fire	5110110	Admin	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	6,932.00
				Rec Hourly	Rec	5110210	General	240.00
				Park Salary	Park	5110110	General	4,293.60
				Park Hourly	Park	5110210	General	460.89
				Bldg Attendant	Rec	5110210	Building	580.00
				Pool Staff	Rec	5110210	Pool	6,469.75
				Aquatics	Rec	5110210	Aquatics	172.50
				Preschool	Rec	5110210	Preschool	5,864.38
				Afterschool	Rec	5110210	Afterschool	2,744.50
				Youth	Rec	5110210	Youth	462.50
				PR fees	Fire	5210230	General	146.53
				PR fees	Rec	5210230	General	110.97
				PR fees	Park	5210230	General	15.55
				SS + Medicare	Fire	5140140	General	3,311.46
				SS + Medicare	Rec	5140140	General	2,312.65
				SS + Medicare	Park	5140140	General	362.79
				EDU + SUI	Rec	5140145	General	211.61
				EDU + SUI	Park	5140145	General	9.68
				Benefits clearing	Park	2120066	General	-724.16
				Benefits clearing	Rec	2120066	General	-1,139.96
				Benefits clearing	Fire	2120066	General	-5,217.66
3821	10/11/19	Marinwood CSD	12,016.14	Retire 10/11/19	Park	5130510	General	1,036.74
					Rec	5130510	General	1,726.95
					Fire	5130510	General	9,252.45
3822	10/11/19	Marinwood CSD	1,000.00	Soc Sec administrative fee	Fire	5140140	General	500.00

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
					Park	5140140	General	250.00
					Rec	5140140	General	250.00
3823	10/14/19	Marinwood CSD	41,926.72	Health Ins - Nov	Park	5130120	General	9,132.64
					Rec	5130120	General	7,572.45
					Fire	5130120	General	25,221.63
3824	10/14/19	Megan Schoenbohm	150.00	Preschool enrichment	Rec	5210146	Preschool	150.00
3825	10/14/19	GreatAmerica Financial Sen	216.91	Copier lease	Park	5220130	General	21.69
					Rec	5220130	General	140.99
					Fire	5220130	General	54.23
3826	10/14/19	Stephanie Moret	72.22	Vending	Rec	5220826	Pool	72.22
3827	10/16/19	Kate Kelly	457.72	Workshop for kids	Rec	5210146	Youth	457.72
3828	10/16/19	Bay Area Janitorial Force	1,250.00	Janitorial - Oct	Rec	5211110	Building	1,250.00
3829	10/16/19	Pitney Bowes	500.00	Postage	Fire	5220110	General	39.50
					Rec	5220110	General	460.50
3830	10/16/19	AT&T	253.42	Phones - Sept	Fire	5210725	General	137.85
					Park	5210725	General	20.11
					Rec	5210725	General	95.46
3831	10/16/19	Verizon	41.98	Data	Fire	5210725	General	41.98
3832	10/16/19	Marin Ace	26.33	Supplies	Fire	5220810	General	26.33
3833	10/16/19	Ewing Irrigation	856.07	Irrigation maint	Park	5220310	General	856.07
3834	10/16/19	Marin Trophies	39.60	Name plates	Fire	5211310	General	39.60
3835	10/16/19	Marin Resource Recovery	140.00	Debris dump	Park	5210815	General	140.00
3836	10/16/19	SiteOne Landscape Supply	334.98	Irrigation supplies	Park	5220310	General	334.98
3837	10/16/19	Leslie's Pool Supply	1,113.79	Pool chems	Rec	5220710	Pool	1,113.79
3838	10/16/19	California Special Districts A	7,615.00	2020 membership	Park	5211330	General	1,904.00
					Rec	5211330	General	1,904.00
					Fire	5211330	General	3,807.00
3839	10/16/19	A&S Landscape	154.51	Grounds maint.	Park	5220310	General	154.51
3840	10/16/19	Marin Sanitary Service	2,921.24	Garbage - Sept	Park	5210815	General	2,044.87
					Rec	5210815	General	584.25
					Fire	5210815	General	292.12
3841	10/16/19	Staples	132.47	Office supplies	Rec	5220110	General	132.47
3842	10/16/19	PG&E	1,856.52	Electric - Sept	Rec	5210810	General	1,450.17
					Fire	5210810	General	207.50
					Park	5210810	General	198.85
3843	10/17/19	Calif. Assoc. Prof. Firefighte	236.00	LTD - Oct	Fire	5130120	General	236.00
3844	10/17/19	Learning Resource Network	395.00	LERN membership FY 19-21	Rec	5211330	General	395.00
3845	10/17/19	Abada Capoeira Marin	406.80	Capoeira	Rec	5210146	Youth	406.80
3846	10/17/19	Lori Margulies	420.00	Yoga	Rec	5210146	Adult	420.00
3847	10/23/19	VSP	410.76	Vision - Nov	Fire	5130120	General	237.33
					Park	5130120	General	95.86
					Rec	5130120	General	77.57
3848	10/23/19	Delta Dental	2,464.08	Dental - Nov	Fire	5130120	General	1,438.90
					Park	5130120	General	469.58
					Rec	5130120	General	555.60
3849	10/23/19	SDRMA	256.34	Life Ins - Nov	Fire	5130120	General	140.15
					Park	5130120	General	33.85
					Rec	5130120	General	82.34
3850	10/23/19	Marinwood CSD	79,526.94	Fire Salaries	Fire	5110110	General	30,511.04
				Fire OT	Fire	5120110	General	16,133.81
				Shift Diff.	Fire	5110310	General	101.04
				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	324.00
				Park Salary	Park	5110110	General	4,293.60
				Park Hourly	Park	5110210	General	640.13
				Bldg Attendant	Rec	5110210	Building	224.00
				Pool Staff	Rec	5110210	Pool	1,777.44
				Preschool	Rec	5110210	Preschool	5,721.00
				Afterschool	Rec	5110210	Afterschool	2,820.50
				Community events	Rec	5110210	Community	780.50
				PR fees	Fire	5210230	General	156.61
				PR fees	Rec	5210230	General	85.15
				PR fees	Park	5210230	General	14.94
				SS + Medicare	Fire	5140140	General	3,785.65
				SS + Medicare	Rec	5140140	General	1,993.16
				SS + Medicare	Park	5140140	General	327.53

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				EDU + SUI	Rec	5140145	General	130.74
				Benefits clearing	Park	2120066	General	-724.16
				Benefits clearing	Rec	2120066	General	-1,148.08
				Benefits clearing	Fire	2120066	General	-5,217.66
3851	10/23/19	DC Electric	276.34	Streetlight maint	Streetlights	5210915	General	276.34
3852	10/23/19	Mario Zemann	239.40	Ballroom	Rec	5210146	Adult	239.40
3853	10/31/19	Marin Ace	117.39	Supplies	Park	5220810	General	67.32
					Fire	5220810	General	50.07
3854	10/31/19	Project A	40.00	Email hosting	Fire	5220110	General	20.00
					Rec	5220110	General	20.00
3855	10/31/19	Pest Plus	1,813.00	Pest control	Rec	5220310	General	1,178.45
					Fire	5220310	General	634.55
3856	10/31/19	Miksis Services, Inc.	39,160.00	Storm drain repair	Park	5220910	General	39,160.00
3857	10/31/19	Hagel Services	571.35	Janitorial supplies	Rec	5220827	Building	571.35
3858	10/31/19	AFLAC	26.50	Disability Ins - Oct	Park	5130120	General	26.50
3859	10/31/19	Hyo Soap, Sim	1,350.00	TKD Oct	Rec	5210146	Youth	1,350.00
3860	10/31/19	Speedpro Imaging	136.25	Pole banner	Rec	5210122	General	136.25
3861	10/31/19	Jerry Mehcz	1,996.80	Tennis Oct	Rec	5210146	Tennis	1,996.80
3862	10/31/19	Ann McBride	105.00	Irish Dance	Rec	5210146	Youth	105.00
3863	10/31/19	Christine Costello	825.75	Zumba	Rec	5210146	Adult	825.75
3864	10/31/19	Robyn Bruton	251.21	Supplies	Rec	5220819	Preschool	218.14
					Rec	5220819	Community	33.07
TOTAL:			322,501.52					322,501.52

Total by Department:

Streetlights	2,053.00
Fire Department	155,880.46
Recreation Department	84,551.39
Park Department	78,985.42



Memo

Date: November 12, 2019

To: Marinwood Board of Directors

From: Christopher Gray, Fire Chief

Topic: Adopting and Modifying the CA Fire Code, International Fire Code, and Appendix A of the International Wildland-Urban Interface Code

Subject: Triannual Fire Code Fire Update

ACTION REQUESTED

Conduct a public hearing and adopt Ordinance 2019-01 modifying the 2019 California Fire Code, the 2018 International Fire Code, and Appendix A of the 2018 International Wildland-Urban Interface Code.

BACKGROUND

This is the triannual update of the California Fire Code. The proposed Ordinance before you this evening references the latest version of the California Code of Regulations Title 24 Fire Code; specifically, the 2019 California Fire Code with local amendments, the 2018 International Fire Code, and Appendix A of the 2018 International Wildland -Urban Interface Code. State law mandates that the California Fire Code becomes effective statewide on January 1, 2020, with or without local amendments.

Other than new code references, renumbering of code sections, minor language changes to certain sections, and removing a small number of exceptions to certain provisions that either don't apply locally or conflict with other codes, there are no significant changes. In a collaborative effort, the Marin Fire Prevention Officers further defined local vegetation hazards and provided a more comprehensive definition of when fire sprinklers are required or when this equipment can be omitted.

The adoption process is required of the Community Services District once every three years to stay current with the minimum requirements of the State of California Building and Fire Standards as determined by the Building Standards Commission and California State Fire Marshal's office. Additionally, by adopting Ordinance 2019-01, the Board will adopt fire code standards that replicate those being adopted by the County of Marin. This is essential so that the Fire Chief and designated Fire Prevention Officer or their designees are enforcing uniform fire and life safety codes within Marinwood and adjacent areas within our sphere of influence. This also results in coordination with the County of Marin Community Development Department (Building Division) that issues building permits for structures within the Community Services District and the County of Marin Fire Department that enforces fire prevention activities in the immediate area.

As with previous fire code updates, the Marin County Board of Supervisors will introduce Ordinance 2019-01 along with ordinances from other fire districts that represent unincorporated areas of Marin County. This will occur at the December 19, 2019 Board of Supervisor's meeting. The requested deadline for fire districts to submit signed Fire Code update ordinances is November 13, 2019.

SUMMARY

Along with all other fire agencies in the State of California, the Board of the Marinwood Community Services District updates the California Fire Code with local amendments reflective of regional conditions and related documents on a three-year cycle. Through an extensive meeting process, staff has collaborated with the members of the Marin County Fire Prevention Officers Association to ensure that the fire agencies in Marin are adopting the updated version of the California Fire Code and related publications with consistent amendments that reflect the conditions of our region.

STAFF RECOMMENDATION

Adopt Ordinance 2019-01.

ORDINANCE NO. 2019-01

**AN ORDINANCE OF THE MARINWOOD COMMUNITY SERVICES DISTRICT
ADOPTING AND MODIFYING THE 2019 CALIFORNIA FIRE CODE, THE 2018
INTERNATIONAL FIRE CODE, AND APPENDIX A OF THE 2018 INTERNATIONAL
WILDLAND-URBAN INTERFACE CODE PRESCRIBING REGULATIONS
GOVERNING CONDITIONS HAZARDOUS TO LIFE AND PROPERTY FROM FIRE
OR EXPLOSION; PROVIDING FOR THE ISSUANCE OF PERMITS FOR
HAZARDOUS USES OR OPERATIONS; AND DEFINE THE POWERS AND DUTIES
OF THE FIRE CHIEF AND FIRE PREVENTION OFFICER.**

WHEREAS, the MARINWOOD COMMUNITY SERVICES DISTRICT may adopt a fire prevention code by reference pursuant to Article 2 commencing with Section 50022 of Chapter 1 of Part 1 of Division 1 of Title 5 of the Government Code;

WHEREAS, pursuant to Health and Safety Code Section 13869, the MARINWOOD COMMUNITY SERVICES DISTRICT may adopt building standards relating to fire and panic safety that are more stringent than those building standards adopted by the State Fire Marshal and contained in the California Building Standards Code when such modified standards are reasonably necessary because of local climatic, geological or topographical conditions;

WHEREAS, pursuant to Sections 17958.5, 17958.7, and 18941.5 of the State of California Health and Safety Code, changes or modifications to the 2019 California Building Standards Code are needed and are reasonably necessary because of local climatic, geographic and topographic conditions.

WHEREAS, this Ordinance No. 2019-01 was introduced and read by title only at a meeting of the Board of Directors of the Marinwood Community Service District on the 12th day of November 2019.

NOW THEREFORE BE IT ORDAINED by the Board of Directors of the Marinwood Community Services District the following:

**SECTION 1. ADOPTION OF 2019 CALIFORNIA FIRE CODE, THE 2018
INTERNATIONAL FIRE CODE, and APPENDIX A of the
2018 INTERNATIONAL WILDLAND URBAN INTERFACE
CODE**

The Board of Directors of MARINWOOD COMMUNITY SERVICES DISTRICT hereby adopt, for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion the following:

1. The 2019 California Fire Code, which consists of certain portions of the 2018 edition of the International Fire Code as amended by the California Building Standards Commission, including:

- a. Appendix 4 SPECIAL DETAILED REQUIREMENTS BASED ON USE AND OCCUPANY
 - b. Appendix B FIRE FLOW REQUIREMENTS FOR BUILDINGS, the whole thereof, save and except such portions as are hereafter amended by section 11 of this Ordinance.
 - c. Appendix BB FIRE FLOW REQUIREMENTS FOR BUILDINGS
 - d. Appendix C FIRE HYDRANTS LOCATIONS AND DISTRIBUTION
 - e. Appendix CC FIRE HYDRANTS LOCATIONS AND DISTRIBUTION
 - f. Appendix E HAZARD CATEGORIES
 - g. Appendix F HAZARD RANKING
 - h. Appendix G CRYOGENIC FLUIDS – WEIGHT AND VOLUME EQUIVALENTS
 - i. Appendix H HAZARDOUS MATERIALS MANAGEMENT PLAN AND HAZARDOUS MATERIAL INVENTORY STATEMENTS
 - j. Appendix O TEMPORARY HAUNTED HOUSES, GHOST WALKS AND SIMILAR AMUSEMENT USES.
2. The International Fire Code published by the International Fire Code Council, Inc., 2018 Edition hereof and the whole thereof, save and except such portions as are hereinafter amended, added or deleted by Section 11 of this Ordinance.
 3. Appendix A of the 2018 edition of the International Wildland-Urban Interface Code save and except such portions as are hereinafter deleted, modified, or amended by Section 11 of this Ordinance.

Not less than one (1) copy of the Codes and Standards hereby adopted is filed in the office of the Fire Marshal of the MARINWOOD COMMUNITY SERVICES DISTRICT and the same are hereby adopted and incorporated fully as if set out at length herein, and from the date on which this Ordinance shall take effect, and the provisions thereof shall be controlling within the limits of the MARINWOOD COMMUNITY SERVICES DISTRICT.

SECTION 2. ESTABLISHMENT AND DUTIES OF THE FIRE CHIEF AND FIRE PREVENTION OFFICER.

The 2019 California Fire Code, which consists of certain portions of the 2018 edition of the International Fire Code as amended by the California Building Standards Commission, and Appendix A of the 2018 edition of the International Wildland-Urban Interface Code as adopted and amended herein, shall be enforced by the Fire Chief or Fire Prevention Officer and shall be operated under the supervision of the Chief of the Department.

SECTION 3. DEFINITIONS

Wherever they appear in the California and International Fire Codes, unless otherwise provided, the following words shall have the meanings ascribed to them in this section:

- (a) Whenever the words "Fire Code" are used they shall mean those Codes and Standards adopted in Section 1 of this Ordinance.
- (b) Wherever the term "Counsel" is used in the Fire Code, it shall be held to mean the attorney representing the MARINWOOD COMMUNITY SERVICES DISTRICT.

SECTION 4. ESTABLISHMENT OF GEOGRAPHIC LIMITS OF DISTRICTS IN WHICH STORAGE OF CLASS I, CLASS II AND CLASS III LIQUIDS IN OUTSIDE ABOVEGROUND TANKS IS PROHIBITED

The geographic limits referred to in Section 5704.2.9.6.1 of the California Fire Code in which storage of Class I, Class II and Class III liquids in outside aboveground tanks is prohibited are amended as follows: In all residential areas and in all heavily populated or congested commercial areas, and agricultural land of less than two (2) acres as established by the MARINWOOD COMMUNITY SERVICES DISTRICT.

SECTION 5. ESTABLISHMENT OF GEOGRAPHIC LIMITS OF DISTRICTS IN WHICH STORAGE OF CLASS I, CLASS II AND CLASS III LIQUIDS IN ABOVEGROUND TANKS IS PROHIBITED

The geographic limits referred to in Section 5706.2.4.4 of the California Fire Code in which storage of Class I, Class II and Class III liquids in aboveground tanks is prohibited are amended as follows: In all residential areas and in all heavily populated or congested commercial areas, and agricultural land of less than two (2) acres. as established by MARINWOOD COMMUNITY SERVICES DISTRICT.

SECTION 6. ESTABLISHMENT OF THE GEOGRAPHIC LIMITS OF DISTRICTS IN WHICH THE STORAGE OF STATIONARY TANKS OF FLAMMABLE CRYOGENIC FLUIDS IS TO BE PROHIBITED

The geographic limits, referred to in Section 5806.2 of the California Fire Code in which the storage of flammable cryogenic fluids in stationary containers are prohibited, are hereby established as follows: In all residential areas and in heavily populated or congested commercial areas, as established by the MARINWOOD COMMUNITY SERVICES DISTRICT

SECTION 7. ESTABLISHMENTS OF GEOGRAPHIC LIMITS IN WHICH STORAGE OF LIQUEFIED PETROLEUM GASES IS TO BE RESTRICTED

The geographic limits referred to in Section 6104.2 of the California Fire Code, in which storage of liquefied petroleum gas is restricted, are amended as follows: In all residential areas and in all heavily populated or congested commercial areas, and agricultural land less than two (2) acres. The aggregate capacity of any one installation shall not exceed a water capacity of 2,000 gallons as established by the MARINWOOD COMMUNITY SERVICES DISTRICT

SECTION 8. ESTABLISHMENT OF GEOGRAPHIC LIMITS OF DISTRICTS IN WHICH STORAGE OF EXPLOSIVES AND BLASTING AGENTS IS TO BE PROHIBITED

The geographic limits in which storage of explosives and blasting agents is prohibited, are as follows: In all residential areas and in heavily populated or congested commercial areas as established by the MARINWOOD COMMUNITY SERVICES DISTRICT.

SECTION 9. ESTABLISHMENT OF THE GEOGRAPHIC LIMITS OF DISTRICTS IN WHICH THE STORAGE OF COMPRESSED NATURAL GAS IS TO BE PROHIBITED

The geographic limits, in which the storage of compressed natural gas is prohibited, are hereby established as follows: In all residential areas and in heavily populated or congested commercial areas, as established by the MARINWOOD COMMUNITY SERVICES DISTRICT.

SECTION 10. ESTABLISHMENT OF THE GEOGRAPHIC LIMITS OF DISTRICTS IN WHICH THE STORAGE OF HAZARDOUS MATERIALS IS TO BE PROHIBITED OR LIMITED

The geographic limits, in which the storage of hazardous materials is prohibited or limited, are hereby established as follows: In all residential areas and in heavily populated or congested commercial areas, as established by MARINWOOD COMMUNITY SERVICES DISTRICT.

SECTION 11. AMENDMENTS MADE TO THE 2019 CALIFORNIA FIRE CODE AND 2018 INTERNATIONAL WILDLAND-URBAN INTERFACE CODE.

The District Board hereby finds that local conditions have an adverse effect on the prevention of (1) major loss fires, (2) major earthquake damage, and (3) the potential for life and property loss, making necessary changes or modifications to the, 2019 California Fire Code and the 2019 California Building Standards Code in order to provide a reasonable degree of property security and fire and life safety in this Fire District.

Specifically, the District Board finds that the following local conditions make more stringent standards a necessity:

1. Climatic

a. **Precipitation.** Precipitation ranges from 15 to 42 inches per year with an average of approximately 25 inches per year. Approximately ninety percent (90%) falls during the months of November through April, and 10% from May through October.

b. **Relative Humidity.** Humidity generally ranges from 50% during daytime to 86% at night. It drops to 20% or lower during the summer months and occasionally drops lower significantly increasing the risk of wildfire.

c. **Temperatures.** Temperatures have been recorded as high as 105 degrees F. Winter temperatures can occasionally be as low as 32 degrees.

d. **Winds.** Prevailing winds are from the northwest. However, winds are experienced from virtually every direction at one time or another. Velocities are generally in the 5 – 15 mph range, gusting to 7.4 – 30 mph, particularly during the summer months. Extreme winds, up to 50 mph or greater, have been known to occur. During the most extreme period of the fire season, Diablo winds can significantly increase the potential for major wildland-urban interface fires. Winter storms also can produce high winds that can cause power outages, topple trees and cause roof damage.

e. **Summary.** These local climatic conditions affect the acceleration, intensity, and size of fire development in the community. Times of little or no rainfall, of low humidity, and high temperatures serve to create extremely hazardous conditions. Winds experienced in this area can have an impact upon structure fires of buildings in close proximity to one another and vegetation commonly found in MARINWOOD COMMUNITY SERVICES DISTRICT. During vegetation fires winds can carry embers and burning brands to other structures, thus spreading the fire and causing the potential for conflagrations.

2. Geographic and Topographic

a. **Geography.** The fire environment of a community is primarily a combination of two factors: the area's physical geographic characteristics and the historic pattern of urban-suburban development. These two factors, alone and combined, create a mixture of environments which ultimately determines the area's fire protection needs.

The basic geographical boundaries of the MARINWOOD COMMUNITY SERVICES DISTRICT covers approximately 2.5 square miles with a population estimated at 6,094 residents. The Fire Department handles diverse responsibilities including wildland, urban-structural, transportation, rescue, and emergency medical emergencies. Geographically, Marinwood is bordered by Big Rock Ridge to the north, the Lucas Valley Preserve to the west, Lucas Valley Road to the south and Highway 101 to the east.

Because of the size of the MARINWOOD COMMUNITY SERVICES DISTRICT (2.5 square miles), the characteristics of the fire environment change from one location to the next. Therefore, the District has not one, but several fire environments, each of which has its individual fire protection needs.

b. Seismic Location. The relatively young geological processes that has created the San Francisco Bay Area are still active today. The District is located near three active earthquake faults: The San Andreas, Rogers Creek and the Hayward/Calaveras as well as numerous other potentially active faults. Besides the destruction from shaking and the potential for casualties, fire following an earthquake has the potential of causing greater loss of life and damage than the earthquake itself. Other variables may tend to intensify the situation:

- 1) The extent of damage to the water delivery system;
- 2) The extent of isolation due to bridge and/or freeway overpass collapse;
- 3) The extent of roadway damage and/or amount of debris blocking roadways;
- 4) Climatic conditions (hot, dry weather with high winds and wet weather events that have both significant rainfall and high winds);
- 5) Time of day will influence the amount of traffic on roadways and could intensify the risk to life during normal business hours;
- 6) The availability of timely mutual aid or military assistance;
- 7) The concentration of dwellings within close proximity to one another that could result in fire exposure and spread to multiple structures.

c. Size and Population. The MARINWOOD COMMUNITY SERVICES DISTRICT covers approximately 2.5 square miles including a suburban population estimated at 6,094. The Fire Department handles diverse responsibilities including incidents involving wildland, structural, transportation, and emergency medical response.

d. Roads and Streets. Marinwood faces potential response delays due to having a single primary main route through the community that could become congested. Additionally,

topography combined with streets that have excessive curves and slope can impact response. Challenges are further created when developers propose new projects that meet only the absolute minimum criteria for emergency vehicle access.

e. **Topography.** The District's service area is or near to a conglomeration of bay plains, hills, valleys and ridges. Most of the existing urban and suburbanized areas are within the valley and along the slopes of the adjoining ridges and surrounding hills. Many of the slopes are very steep that can enhance the spread of fire and delay firefighting efforts.

Elevations are varied in the Marinwood area with portions near sea level rising towards Big Rock Ridge summit at approximately 1,800 feet.

f. **Vegetation** Marinwood Community Services District semi-arid Mediterranean-type climate produces vegetation similar to that of most of Marin County, with specific growth locale a result of topography and prevailing wind. The south facing exposure is primarily rye grass with occasional clumps of bay and oak trees in the more sheltered pockets. The north facing slopes are slightly more heavily wooded from lower elevations to ridge with oak and bay trees and minor shrubs of the general chaparral class.

g. **Summary.** The above local geographic and topographic conditions may serve to increase the magnitude, exposure, accessibility problems and fire hazards presented to the MARINWOOD COMMUNITY SERVICES DISTRICT.

Conclusion: Local climatic, geographic and topographic conditions impact fire prevention efforts and the frequency, spread, acceleration, intensity and size of fire involving buildings in this community. Further, these conditions impact potential damage to all structures from earthquake and subsequent fire. Therefore, it is found to be reasonably necessary that the California Fire Code and the State Building Standards Code be changed or modified to mitigate the effects of the above conditions.

ACCORDINGLY, THE 2019 CALIFORNIA FIRE CODE IS AMENDED, ADDED OR DELETED AS IDENTIFIED HEREIN:

CHAPTER 1
SCOPE AND ADMINISTRATION

Section 101.1 of Chapter 1 is amended to read as follows:

Section 101.1 Title. These regulations *and locally adopted standards* shall be known as the Fire Code of MARINWOOD COMMUNITY SERVICES DISTRICT hereinafter referred to as "this code."

Section 102.5 of Chapter 1 is hereby amended to read as follows:

Section 102.5 Application of residential code. Where structures are designed and constructed in accordance with the *California Residential Code*, the provisions of this code shall apply as follows:

1. Construction and designed provisions: Provisions of this code pertaining to the exterior of the structure shall apply including, but not limited to, premises identification, fire apparatus access and water supplies. *Provisions of this code pertaining to the interior of the structure when specifically required by this code including, but not limited to, Section 903.2 and 1204.2.1 shall apply.* Where interior or exterior systems or devices are installed, construction permits required by Section 105.7 of this code shall also apply
2. Administrative, operational and maintenance provisions of this code shall apply.

Section 102.7.3 is hereby added to Chapter 1 and shall read as follows:

*Section 102.7.3 **Nationally Recognized Listed Products.** Any installation of products and equipment due to permits required by this Code shall be Labeled and Listed, as defined in Section 202.*

Section 104.1.1 is hereby added to Chapter 1 and shall read as follows:

*Section 104.1.1 **Supplemental Rules, Regulations and Standards or Policies.** The Fire Code Official is authorized to render interpretations of this code and to make and enforce rules and supplemental regulations and to develop Fire Protection Standards or Policies to carry out the application and intent of this code.*

Section 104.12 is hereby added to Chapter 1 and shall read as follows:

*Section 104.12. **Fire Prevention Resource Sharing.** Other enforcement agencies shall have authority to render necessary assistance in plan review, inspection, code interpretation, enforcement, investigation and other fire prevention services when requested to do so.*

Section 105.6 of Chapter 1 is hereby amended by adding the following additional operational permits:

105.6 Required Operational Permits. The fire code official is authorized to issue operational permits for operations set forth in Sections 105.6.1 through 105.6.52.

Section 105.6.52 of Chapter 1 is hereby added to read as follows:

*105.6.52 **Local Permits.** In addition to the permits required by section 105.6, the following permits shall be obtained from the (Bureau of Fire Prevention/Fire Prevention Division) prior to engaging in the following activities, operations, practices or functions:*

1. **Apartment, hotel, or motel.** An operational permit is required to operate an apartment house, hotel or motel.
2. **Cannabis.** Operational permits are required to operate a cannabis facility or operation listed below:
 - 2.1. Cultivation
 - 2.2. Distribution
 - 2.3. Manufacturing
 - 2.4. Testing/lab
3. **Care facilities.** An operational permit is required to operate a care facility as listed:
 - 3.1. Day care with an occupant load greater than eight (8) persons.
 - 3.2. Residential or commercial institutional care facility, occupancies complying with Health and Safety Code Section 13235 are exempt.
4. **Emergency responder radio system.** An operational permit is required to operate an Emergency Responder Radio System.
5. **Fire protection plan.** An operational permit is required to implement a fire protection plan.
6. **Live entertainment.** An operational permit is required to operate a business where alcohol is served, while providing live entertainment to the public.
7. **Model rockets rental, sale or operation.** An operational permit is required to operate, manufacture, import, export, possess, store, rent or sell model rockets as defined by Health and Safety Code Section 12519.
8. **Radioactive material.** An operational permit is required to store or handle at any installation more than 1 micro curie (37,000 Becquerel) of radioactive material not contained in a sealed source or more than 1 millicurie (37,000,000 Becquerel) of radioactive material in a sealed source or sources, or any amount of radioactive material for which specific license from the Nuclear Regulatory Commission is required.

California Fire Code, Section 105.7 is amended to read as follows:

105.7 Required construction permits. The fire code official is authorized to issue construction permits for work as set forth in Sections 105.7.1 through 105.7.26.

Section 105.7.26 is hereby added to Chapter 1 and shall read as follows:

*Section 105.7.26 **Vegetation Management Plan.** A construction permit is required to implement a vegetation management plan.*

California Fire Code, Section 106.6 is added to read as follows:

106.6 Damages and expense recovery. *The expense of securing any emergency that is within the responsibility for enforcement of the Fire Chief as given in Section 104 is a charge against the person who caused the emergency. Damages and expenses incurred by any public agency having jurisdiction or any public agency assisting the agency having jurisdiction shall constitute a debt of such person and shall be collectible by the Fire Chief for proper distribution in the same manner as in the case of an obligation under contract expressed or implied. Expenses as stated above shall include, but not be limited to, equipment and personnel committed, and any payments required by the public*

agency to outside business firms requested by the public agency to secure the emergency, monitor remediation, and clean up.

Section 110.4 of Chapter 1 is hereby amended to read as follows:

Section 110.4 Violation Penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter repair or do work in violation of the approved construction documents or directive of the Fire Code Official, or of a permit or certificate used under provisions of this code, shall be guilty of a *misdemeanor*, punishable by a fine of not more than \$500 dollars or by imprisonment not exceeding 180 days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

The imposition of one penalty of any violation shall not excuse the violation or permit it to continue; and all such persons shall be required to correct or remedy such violations or defects within a reasonable time; and when not otherwise specified, each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 110.4.2 of Chapter 1 is added to read as follows:

Section 110.4.2 Abatement of clearance of brush or vegetative growth from structures. *The executive body is authorized to instruct the Chief to give notice to the owner of the property upon which conditions regulated by section 304.1.2 of Chapter 3 and section 4907.1 of Chapter 49 exists to correct such conditions. If the owner fails to correct such conditions, the executive body is authorized to cause the same to be done and make the expense of such correction a lien upon the property where such condition exists.*

Section 112.4 of Chapter 1 is hereby amended to read as follows:

Section 112.4 Failure to Comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine not less than \$500 dollars or more than \$1500 dollars.

Section 114 is hereby added Chapter 1 and shall read as follows:

Section 114 DAMAGES AND EXPENSE RECOVERY

Section 114.1 Damages and Expense Recovery. *The expense of securing any emergency that is within the responsibility for enforcement of the Fire Chief as given in Section 104 is a charge against the person who caused the emergency. Damages and expenses incurred by any public agency having jurisdiction or any public agency assisting the agency having jurisdiction shall constitute a debt of such person and shall be collectible by the Fire Chief for proper distribution in the same manner as in the case of an obligation under contract expressed or implied. Expenses as stated above shall include, but not be limited to, equipment and personnel committed and any payments required by the public agency to*

outside business firms requested by the public agency to secure the emergency, monitor remediation, and clean up.

CHAPTER 2 **DEFINITIONS**

Section 202 of Chapter 2 is hereby amended by adding the following general definition:

COVERINGS shall mean materials including, but not limited to gypsum board, paneling, floor boards, lathe and plaster, wood paneling, brick and mortar, or other materials attached to rough framing of the building elements. 'Coverings' do not include carpet, linoleum, tile, wall paper, or other decorative finishes.

NUISANCE ALARM. An unwarranted alarm caused by mechanical failure, malfunction, improper installation or lack of proper maintenance, system servicing testing, construction activities, ordinary household activities, false alarm, other cause when no such danger exists, or an alarm activated by a cause that cannot be determined.

OCCUPANCY CLASSIFICATION is modified to include:

[BG] Factory Industrial F-1 Moderate-hazard occupancy is amended to add to the list of moderate-hazard factory industrial groups the following:

Agricultural crop production including cultivation, drying, processing and /or storage.

PRE-PLANS shall mean detailed plans of target hazard buildings. These pre-plans include information on the building's location, occupancy, hazards, fire department connections and hydrants, building layout, and other pertinent data that would assist the fire department in case of an emergency.

PUBLIC STORAGE FACILITY shall mean any business that sells, leases or rents space to the public that is enclosed, whether it is a building, storage container or similar configuration.

SPARK ARRESTOR shall mean a chimney device constructed in a skillful-like manner. The net free area of a spark arrestor shall not be less than four times the net free area of the outlet of the chimney. The spark arrestor screen shall have heat and corrosion resistance equivalent to 12-gauge wire, 19-gauge galvanized wire or 24-gauge stainless steel. Opening shall not permit the passage of spheres having a diameter larger than 1/2 inch and shall not block the passage of spheres having a diameter of less than 3/8 inch.

SUBSTANTIAL REMODEL shall mean the renovation of any structure, which combined with any additions to the structure, affects a floor area which exceeds fifty percent of the existing floor area of the structure within any 36-month period. When any changes are

made in the building, such as walls, columns, beams or girders, floor or ceiling joists and coverings, roof rafters, roof diaphragms, foundations, piles or retaining walls or similar components, the floor area of all rooms affected by such changes shall be included in computing floor areas for the purposes of applying this definition. This definition does not apply to the replacement and upgrading of residential roof coverings.

Exceptions:

- 1. Free standing Group U occupancies not more than 1,000 square feet and provided with exterior wall, projection, and opening protection per Tables 602, 705.2 and 705.8 of the California Building Code.*
- 2. Agricultural buildings as defined in Section 202 of the California Building Code and not exceeding 2,000 square feet, having clear unobstructed side yards exceeding 60 feet in all directions free of flammable and combustible materials, not exceeding 25 feet in height, and located within an agricultural zoned district as defined in the Marin County Planning Code.*

TEMPORARY *shall mean any use for a period of less than 90 days, where not otherwise referenced.*

CHAPTER 3 **GENERAL REQUIREMENTS**

Section 302.1 in Chapter 3 is hereby amended to add the following:

PUBLIC STORAGE FACILITY

California Fire Code, Section 304.1.2 is amended to read as follows:

304.1.2 Vegetation. Weeds, grass, vines or other growth that is capable of being ignited and endangering property, shall be cut down and removed by the owner or occupant of the premises. *Vegetation clearance requirements in all areas shall be in accordance with Chapter 3 and Chapter 49.* Vegetation clearance requirements in urban-wildland interface areas shall be in accordance with Chapter 49.

Section 319 of Chapter 3 is deleted in its entirety.

Section 321 is hereby added to Chapter 3 and shall read as follows:

Section 321 Public Storage Facilities

Section 321.1 General. *Public Storage Facilities shall comply with the provisions of this section.*

*Section 321.2 **Location on Property and Fire Resistance of Exterior.** All public storage facilities shall meet the minimum requirements for setback from property lines or fire resistive construction as set forth in Table 602 of the Building Code for Group S, Division 1 occupancies.*

*Section 321.3 **Fire Apparatus Access.** All public storage facilities shall have fire apparatus access roads provided in accordance with Section 503.*

*Section 321.4 **Storage of Flammable and Combustible Liquids and Hazardous Materials.** The storage of hazardous materials or flammable or combustible liquids in public storage facilities is prohibited. Such facilities shall post legible and durable sign(s) to indicate same in a manner and location(s) as specified by the Fire Code Official. This section shall apply to new and existing public storage facilities.*

Exception: Only those quantities of flammable and combustible liquids necessary for maintenance of the facility may be stored by the facility management per Chapter 57 of this code.

CHAPTER 4

EMERGENCY PLANNING AND PREPAREDNESS

Section 401.1.1 is hereby added to Chapter 4 and shall read as follows:

*Section 401.1.1 **Hazardous Occupancies.** In occupancies of a hazardous nature, where access for fire apparatus is unduly difficult, or where special life and fire safety hazards exist as determined by standards or policies of the MARINWOOD CSD that facility or business management shall be required to develop and implement an Emergency Response Plan, provide for an on-site Emergency Response Team, Emergency Liaison Officer, staff training and fire drills in accordance with Sections 405 and 406 and standards developed by the MARINWOOD CSD.*

Section 401.3.2.1 is hereby added to Chapter 4 and shall read as follows:

*Section 401.3.2.1 **Nuisance Alarm Notification.** Notification of emergency responders based on an unwarranted alarm may be punishable by a fine in accordance with the adopted fee schedule. In addition, the responsible party may be liable for the operational and administrative costs, incurred from the emergency response or mitigation procedures resulting from an unwarranted alarm notification.*

Section 401.3.2.2 is added to read as follows:

*Section 401.3.2.2 **Multiple Unwarranted or Nuisance Alarm Activations.** Any occupancy that has more than 3 unwarranted or nuisance alarms causing emergency response within a 12-month period may be required to modify, repair, upgrade or replace their system and or monitoring station as determined by the Fire Code Official.*

Section 402.1 of Chapter 4 is hereby amended to add the following:

**PRE-PLANS
UNWARRANTED ALARMS**

Section 403.1.1 is hereby added to Chapter 4 and shall read as follows:

*Section 403.1.1 **Pre-Plans:** When required by the fire code official, pre-plans shall be developed for target hazard buildings according to the written standards developed by the authority having jurisdiction.*

Section 403.10.1.4 is hereby added to Chapter 4 and shall read as follows:

***Emergency Preparedness for Hotels, Lodging and Congregate Houses.** Hotels, lodging and congregate houses shall provide guests with immediate access to a telephone to report emergencies. The exit diagram shall indicate the location of the nearest telephone and instructions to dial 911.*

**CHAPTER 5
FIRE SERVICE FEATURES**

Section 503.1. of Chapter 5 is hereby amended as follows:

Section 503.1 **Where Required.** Fire Apparatus access roads shall be provided and maintained in accordance with Sections 503.1.1 through 503.1.5.

Section 503.1.4 of Chapter 5 is hereby added to read as follows:

*Section 503.1.4 **Undeveloped Areas.** Fire Apparatus Access Roads, improved or unimproved, shall be provided for firefighting equipment, apparatus and personnel to undeveloped areas of the MARINWOOD CSD so as to gain access to improved, unimproved, and undeveloped areas of the MARINWOOD CSD in a manner approved by the Fire Code Official. Any vehicle or other obstructions may be towed away at the owner's expense.*

Section 503.1.5 of Chapter 5 is hereby added to read as follows:

*Section 503.1.5 **Aerial fire apparatus access.** Buildings or facilities exceeding 30 feet or three stories in height, approved aerial apparatus access roads shall be provided. For the purposes of this section, the highest roof surface shall be determined by the measurement to the eave of the pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater.*

*Section 503.1.5.1 **Width.** Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet, exclusive of shoulders, in the immediate vicinity of the building or portion thereof.*

*Section 503.1.5.2 **Proximity to building.** One or more of the required access routes meeting this condition shall be located not less than 15 feet and not more than 30 feet from the building and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the fire code official.*

*Section 503.1.5.3 **Obstructions.** Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus access road and the building. Other obstructions shall be permitted to be placed with the approval of the fire code official.*

Section 503.2.6.1. is hereby added to Chapter 5 and shall read as follows:

*Section 503.2.6.1 **Evaluation and maintenance.** All existing private bridges and elevated surfaces that are a part of the fire department access roadway shall be evaluated by a California licensed civil engineer experienced in structural engineering or a California licensed structural engineer, for safety and weight rating, in accordance with American Association of State Highway and Transportation Officials (AASHTO) Manual: "The Manual for Bridge Evaluation," Second Edition, or other approved standard. Vehicle load limits shall be posted at both entrances to bridges. All bridges and elevated structures providing fire department access shall be routinely maintained in accordance with Section 503.2.6 or when directed by the fire code official or authorized designee.*

Section 503.4 of Chapter 5 is amended to read as follows:

Section 503.4 obstruction of fire apparatus access roads. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in sections 503.2.1 and 503.2.2 shall be maintained at all times. *Any vehicle or other obstruction may be towed away at the owner's expense.*

Section 503.4.2 is hereby added to read as follows:

503.4.2 Prohibition on Vehicular Parking on Private Access ways. *If, in the judgment of the Fire Code Official, it is necessary to prohibit vehicular parking along private access ways serving existing facilities, buildings, or portions of buildings in order to keep them clear and unobstructed for fire apparatus access, the Fire Code Official may issue an Order to the owner, lessee or other person in charge of the premises to paint the curbs red or install signs or other appropriate notices to the effect that parking is prohibited by Order of the Fire Department. It shall thereafter be unlawful for such owner, lessee or other person in charge of the premises to fail to install, maintain in good condition, the form of notice so prescribed. When such areas are marked or signed as provided herein, no person shall park a vehicle adjacent to any such curb or in the private access way contrary to such markings or signs. Any vehicle so parked in the private access way may be towed away at the expense of the owner of the vehicle.*

Section 503.6.1 is hereby added to Chapter 5 and shall read as follows:

*503.6.1 **Width.** All gates shall open fully to provide an unobstructed passage width of not less than 16 feet or a minimum of two feet wider than the approved net clear opening of the required all weather roadway or driveway and a minimum net vertical clearance of 15 feet.*

Section 503.6.2 is hereby added to Chapter 5 and shall read as follows:

*Section 503.6.2 **Electronic Gates.** All electronic operated gates shall have installed an approved key switch override system mounted on a stanchion or wall as approved by the Chief in accordance with Standards/Policies adopted by the Fire Code Official. All electronic or motorized gates shall incorporate in their design the means for fast, effective manual operation of the gates in the event of power or mechanical failure (i.e., easily removable hinge pins for separating power linkage from gates; undercut, weakened or frangible members requiring 40 pounds or less pressure against the gates to cause their failure and the gates to open. All electrical wiring and components of motorized gates shall be UL listed and installed in accordance with the National Electric Code.*

Section 507.5.1 of Chapter 5 is hereby amended by deleting exceptions 1 and 2.

Section 507.5.1.1 of Chapter 5 is amended to read as follows:

*Section 507.5.1.1 **Hydrant for fire department connections.** Buildings equipped with a water-based fire protection system installed in accordance with Section 903 through 905 shall have a fire hydrant within 100 feet of the fire department connections, or as approved by the fire code official.*

Section 507.5.7 is hereby added to Chapter 5 and shall read as follows:

*Section 507.5.7 **Fire Hydrant Upgrades.** When additions or modifications to structures are made, the nearest fire hydrant (if a new one is not required) located by the Fire Code Official, shall be upgraded to the minimum standard of one 4 1/2" outlet and one 2 1/2" outlet for single family dwellings and the minimum standard of one 4 1/2" outlet and two 2 1/2" outlets for commercial structures.*

Exception: If the cost of upgrading the fire hydrant exceeds 2% of the cost of the project based on the building permit valuation.

Section 510.1 of Chapter 5 is hereby amended by deleting Exception 1.

CHAPTER 9

FIRE PROTECTION AND LIFE SAFETY SYSTEMS

Section 901.7 of Chapter 9 is hereby amended by adding the following sentence:

Section 901.7 Systems out of Service. Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, where required by the fire code official, the building shall be either evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service. *This section shall also apply to residential fire sprinkler systems.*

Section 903.2 of Chapter 9 is repealed in its entirety (with the exception of sub-sections 903.2.5, 903.2.6, 903.2.8, 903.2.11, 903.2.12, 903.2.14, 903.2.15, 903.2.16, 903.2.17, 903.2.18, 903.2.19, 903.2.20 which shall remain in effect).

Section 903.2 of Chapter 9 is hereby added to read as follows:

Section 903.2 Where required. *Approved automatic sprinkler systems in new and existing buildings shall be provided in the locations described in this section.*

Section 903.2.1 through 903.2.4 of Chapter 9 are hereby added to read as follows:

Section 903.2.1 Required installations. *An automatic sprinkler system shall be installed and maintained in all newly constructed buildings or structures.*

Exceptions:

- 1. Detached pool houses, workshops, Group U private garages, barns and similar structures, built in conjunction with existing non-sprinklered single family residences and provided the new structure is less than 1,000 square feet and is not intended for use as a dwelling unit.*
- 2. Detached non-combustible, limited combustible, or fire-retardant treated wood canopies.*
- 3. Group B or M occupancies less than 1000 square feet.*
- 4. Detached restroom facilities associated with golf courses, ball fields, parks and similar uses as approved by the Fire Code Official.*
- 5. Agricultural buildings as defined in Appendix C of the Building Code and not exceeding 2000 square feet, having clear unobstructed side yards free of combustible materials, exceeding 60 feet in all directions and not exceeding 25 feet in height, located within an agricultural zoned district as defined in the Marin County Planning Code.*

*Section 903.2.2 **Additions and Alterations.** An automatic sprinkler system shall be installed in all buildings in excess of 3,000 sq. ft. which have ten per cent (10%) or more floor area added within any 36-month period.*

*Section 903.2.2.1 **Substantial Remodel.** An automatic sprinkler system shall be installed in all buildings which have fifty per cent (50%) or more floor area added, or any “substantial remodel” as defined in this code, within any 36- month period.*

*Section 903.2.3 **Group R-3.** An automatic sprinkler system installed in accordance with Section 903.3.1.3 shall be permitted in Group R-3 occupancies and shall be provided throughout all one- and two-family dwellings regardless of square footage in accordance with the-California Residential Code. An automatic sprinkler system shall be installed in all mobile homes, manufactured homes and multi-family manufactured homes with two or more dwelling units in accordance with Title 25 of the California Code of Regulations.*

*Section 903.2.4 **Change of Occupancy or Use.** For any change of occupancy or use, when the proposed new occupancy classification is more hazardous based on a fire and life safety evaluation by the Fire Code Official, including but not limited to conversion of buildings to single family residences, accessory dwelling units, bed and breakfast, inns, lodging houses or congregate residences or other similar uses, an automatic sprinkler system shall be installed throughout.*

Section 903.3.9 of Chapter 9 is hereby amended by replacing item 2 with the following:

*Section 903.3.9 **Floor control valves.** Floor control valves and waterflow detection assemblies shall be installed at each floor where any of the following occur:*

- 1. Buildings where the floor level of the highest story is located more than 30 feet above the lowest level of fire department vehicle access.*
- 2. Buildings that are two or more stories in height.*
- 3. Buildings that are two or more stories below the highest level of fire department vehicle access.*

***Exception:** Group R-3 and R-3.1 occupancies floor control valves and waterflow detection assemblies shall not be required.*

Section 903.6.1 of Chapter 9 is hereby added and shall read as follows:

*Section 903.6.1 **Application.** In all existing buildings, when the addition of automatic fire sprinklers are required by the provisions of this code, automatic fire sprinklers shall be extended into all unprotected areas of the building.*

Section 906.11 is hereby added to Chapter 9 and shall read as follows:

*Section 906.11 **Fire Extinguisher Documentation.** The owner and/or operator of every Group R Division 1 and R Division 2 occupancies shall annually provide the Chief written documentation that fire extinguishers are installed and have been serviced as required by Title 19 California Code of Regulations when such extinguishers are installed in residential units in lieu of common areas.*

Section 907.2.12.1.2 of Chapter 9 is hereby amended by adding new subsection 3 to read as follows:

3. Duct smoke detectors shall be capable of being reset by a readily accessible, remote push button or key activated switch as approved by the Fire Code Official.

Section 907.6.6 is hereby amended to read as follows:

*Section 907.6.6 **Monitoring.** New and upgraded fire alarm systems required by this chapter or by the California Building Code shall be monitored by an approved Central Station in accordance with NFPA 72 and this section.*

***Exception:** Monitoring by central station is not required for:*

- 1. Single- and multiple-station smoke alarms required by Section 907.2.11.*
- 2. Group I-3 occupancies shall be monitored in accordance with Section 907.2.6.3.*
- 3. Automatic sprinkler systems in one- and two-family dwellings.*

Section 907.8.5.1 of Chapter 9 is hereby added and shall read as follows:

*Section 907.8.5.1 **Smoke Alarm Documentation.** The owner and/or operator of every Group R Division 1, Division 2, Division 3.1, and Division 4 Occupancies shall annually provide the Fire Code Official with written documentation that the smoke alarms installed pursuant to the Building Code have been tested and are operational. If alarms are found to be inoperable or are missing, such alarms shall be repaired or replaced immediately.*

CHAPTER 11

CONSTRUCTION REQUIREMENTS FOR EXISTING BUILDINGS

Section 1103.1 of Chapter 11 is hereby amended to read as follows:

Section 1103.1 Required Construction. Existing buildings shall comply with not less than the minimum provisions specified in Table 1103.1 and as further enumerated in Sections 1103.2, 1103.7 through 1103.8.5.3, 1103.9.1, and 1103.10.

The provisions of this chapter shall not be constructed to allow the elimination of fire protection systems or a reduction in the level of fire safety provided in buildings constructed in accordance with previously adopted codes.

Exceptions:

1. Where a change in fire-resistance rating has been approved in accordance with Section 501.2 or 802.6 of the *California Existing Building Code*.
2. Group U occupancies.

CHAPTER 26
FUMIGATION AND INSECTICIDAL FOGGING

Chapter 26 is deleted in its entirety.

CHAPTER 33
FIRE SAFETY DURING CONSTRUCTION

Section 3313.3 of Chapter 33 is amended by adding the following to the end of the exception:

Exception: Standpipes shall be either temporary or permanent in nature, and with or without a water supply, provided that such standpipes comply with the requirements of Section 905 as to capacity, outlets and materials, *as approved by the Fire Code Official*.

Section 3314.3 in Chapter 33 is added to read as follows:

*Section 3314.3 **Where required.** In buildings of combustible construction required to have automatic sprinkler system by Section 903, automatic sprinkler system shall be installed prior to construction exceeding two stories in height above the lowest level of fire department vehicle access. Such automatic sprinkler system shall be extended as construction progresses to within one floor of the highest point of construction having secured decking or flooring.*

Section 3314.4 of Chapter 33 is added to read as follows:

*Section 3314.4 **Buildings being demolished.** Where a building is being demolished and an automatic sprinkler system is existing within such a building, such automatic sprinkler system shall be maintained in an operable condition so as to be available for use by the fire department. Such automatic sprinkler system shall be demolished with the building but shall not be demolished more than one floor below the floor being demolished.*

Section 3314.5 of Chapter 33 is added to read as follows:

*Section 3314.5 **Detailed requirements.** Automatic sprinkler systems shall be installed in accordance with the provisions of Section 903.*

CHAPTER 49
REQUIREMENTS FOR WILDLAND-URBAN INTERFACE FIRE AREAS

Section 4902.1 of Chapter 49 is amended to read as follows:

WILDLAND-URBAN INTERFACE FIRE AREA. A geographical area identified by the MARINWOOD CSD as a “Fire Hazard Severity Zone” in accordance with the Public Resources Code, Sections 4201 through 4204, and Government Code, Sections 51175 through 51189, or other areas designated by the enforcing agency to be at a significant risk from wildfires, *as designated on the map titled Wildland-Urban Interface Fire Area, dated January 28, 2009.*

Section 4906.2 of Chapter 49 is amended to read as follows:

*Section 4906.2 **Application.** Buildings and structures located in the following areas shall maintain the required hazardous vegetation and fuel management:*

- 1. All unincorporated lands designated by the State Board of Forestry and Fire Protection as State Responsibility Area (SRA) including:
 - 1.1. Moderate Fire Hazard Severity Zones.*
 - 1.2. High Fire Severity Zones.*
 - 1.3. Very-high Fire Severity Zones.**
- 2. Land designated as Very-high Fire Hazard Severity Zone by cities and other local agencies.*
- 3. Land designated as Wildland-Urban Interface Fire Areas by cities and other local agencies.*

Section 4907.1 of Chapter 49 is amended to read as follows:

*Section 4907.1 **General.** Defensible space will be maintained around all buildings and structures in State Responsibility Area (SRA) as required in Public Resources Code 4290 and “SRA Fire Safe Regulations” California Code of Regulations, Title 14 Division 1.5, Chapter 7, Subchapter 2, Section 1270.*

Buildings and structures within the Very-high Fire Hazard Severity Zones of a Local Responsibility Area (LRA) shall maintain defensible space as outlined in Government Code 51175-51189 and any local ordinance of the authority having jurisdiction.

Buildings and structures within the Wildland-Urban Interface Fire Area of a Local Responsibility Area (LRA) shall maintain defensible space as outlined in the Government Code Sections 51175-51189 and local standards of the authority having jurisdiction.

Section 4907.2 of Chapter 49 is hereby added and shall read as follows:

*Section 4907.2 **Fire Hazard Reduction.** Any person who owns, leases, controls or maintains any building or structure, vacant lands, open space, and/or lands within specific Wildland Urban Interface areas of the jurisdiction of the MARINWOOD CSD shall comply with the following:*

- 1. Cut and remove all fire prone vegetation within 30 feet of structures, up to 150 feet when topographic or combustible vegetative types necessitate removal as determined by the Fire Code Official.*
- 2. Remove accumulated dead vegetation on the property.*
- 3. Cut and remove tree limbs that overhang wood decks and roofs.*
- 4. Remove that portion of any tree which extends within 10 feet of any chimney or stovepipe, roof surfaces and roof gutters*
- 5. Clean any leaves and needles from roof and gutters.*
- 6. Cut and remove growth less than 3-inches in diameter, from the ground up to a maximum height of 10 feet, provided that no crown shall be raised to a point so as to remove branches from more than the lower one-third of the tree's total height.*
- 7. Vegetation clearance requirements for new construction and substantial remodels in Wildland-Urban Interface Areas shall be in accordance with the 2018 International Wildland-Urban Interface Code, as amended by the (Your Fire Department/District*

Exception 1: When approved by the Fire Code Official, single specimens of trees, ornamental shrubbery or similar plants, or plants used as ground covers, provided that they do not form a means of rapidly transmitting fire from the native growth to any structure.

Exception 2: When approved by the Fire Code Official, grass and other vegetation located more than 30 feet (9144 mm) from buildings or structures less than 18 inches (457 mm) in height above the ground need not be removed where necessary to stabilize soil and prevent erosion.

Section 4908 of Chapter 49 is hereby added and shall read as follows:

Section 4908 Fire Hazard Reduction from Roadways. The Fire Code Official is authorized to cause areas within 10 feet (3048 cm) on each side of portions of highways, fire apparatus access roads (improved or unimproved), and driveways (improved or unimproved), which are improved, designed, or ordinarily used for vehicular traffic to be cleared of flammable vegetation and other combustible growth. Corrective action, if necessary, shall be the same as the actions required in section 4907.2. The Fire Code Official is authorized to enter upon private property to carry out this work.

Exception: When approved by the Fire Code Official, single specimens of trees, ornamental shrubbery or similar plants, or plants used as ground covers, provided

that they do not form a means of rapidly transmitting fire from the native growth to any structure.

CHAPTER 56
EXPLOSIVES AND FIREWORKS

Section 5601.1.3 of Chapter 56 Exceptions 1, 2, and 4 are hereby deleted.

Section 5608.1.2 of Chapter is added to read as follows:

*Section 5608.1.2 **Permit required.** A permit shall be obtained from the fire code official in accordance with Section 105.6 prior to the performance of any firework display. Application for such approval shall be made in writing no less than twenty (20) days prior to the proposed display. The application shall be considered and acted upon by the fire code official or authorized designee pursuant to this Chapter and Title 19, Chapter 6, Article 3 - Licenses of the California Code of Regulations. Any permit for a fireworks display may be suspended or revoked at any time by the Fire code official or authorized designee.*

Section 5608.2 of Chapter 56 is added to read as follows:

*Section 5608.2 **Limitations.** Possession, storage, offer or expose for sale, sell at retail, gift or give away, use, explode, discharge, or in any manner dispose of fireworks is prohibited within the limits established by law as the limits of the districts in which such possession, storage, offer or exposure for sale, retail sale, gifting, use, explosion, discharge, or disposal of fireworks is prohibited in any area as established by applicable land-use and zoning standards.*

***Exception:** Firework displays authorized pursuant to section 5608.1 for which a permit has been issued.*

APPENDIX B
FIRE-FLOW REQUIREMENTS FOR BUILDINGS

California Fire Code, Appendix B Table B105.1(1) is amended to read as follows:

TABLE B105.1(1)
REQUIRED FIRE-FLOW FOR ONE- AND TWO-FAMILY DWELLINGS, GROUP R-3
AND R-4 BUILDINGS AND TOWNHOUSES

FIRE-FLOW CALCULATION AREA (square feet)	AUTOMATIC SPRINKLER SYSTEM (Design Standard)	MINIMUM FIRE- FLOW (gallons per minute)	FLOW DURATION (hours)
---	---	--	----------------------------------

0-3,600	No automatic sprinkler system	1,500	2
3,601 and greater	No automatic sprinkler system	Value in Table B105.1(2)	Duration in Table B105.1(2) at The required fire-flow rate
0-3,600	Section 903.3.1.3 of the <i>California Fire Code</i> or Section 313.3 of the <i>California Residential Code</i>	1,500	2
3,601 and greater	Section 903.3.1.3 of the <i>California Fire Code</i> or Section 313.3 of the <i>California Residential Code</i>	$\frac{1}{2}$ value in Table B105.1(2) ^a	Duration in Table B105.1(2) at The required fire-flow rate

For SI: 1 square foot = 0.0929 m², 1 gallon per minute = 3.785 L/m.

a. The reduced fire-flow shall be not less than 1,500 gallons per minute.

Appendix B Table B105.2 is amended to read as follows:

TABLE B105.2
REQUIRED FIRE-FLOW FOR BUILDINGS OTHER THAN ONE- AND TWO-FAMILY DWELLINGS, GROUP R-3 AND R-4 BUILDINGS AND TOWNHOUSES

AUTOMATIC SPRINKLER SYSTEM (Design Standard)	MINIMUM FIRE-FLOW (gallons per minute)	FLOW DURATION (hours)
No automatic sprinkler system	Value in Table B105.1(2)	Duration in Table B105.1(2)
Section 903.3.1.1 of the <i>California Fire Code</i>	50% of the value in Table B105.1(2) ^a	Duration in Table B105.1(2) at the reduced flow rate
Section 903.3.1.2 of the <i>California Fire Code</i>	50% of the value in Table B105.1(2) ^a	Duration in Table B105.1(2) at the reduced flow rate

For SI: 1 gallon per minute = 3.785 L/m.

a. The reduced fire-flow shall be not less than 1,500 gallons per minute.

APPENDIX C **FIRE HYDRANT LOCATIONS AND DISTRIBUTION**

Section C103.1 of Appendix C is amended to read as follows:

Section C103.1 **Hydrant spacing.** Fire apparatus access roads and public streets providing required access to buildings in accordance with Section 503 of the *California Fire Code* shall be provided with one or more fire hydrants, as

determined by Section C102.1. Where more than one fire hydrant is required, the distance between required fire hydrants shall be *approved by the fire code official*.

Section C103.2 of Appendix C is deleted.

Section C103.3 of Appendix C is deleted.

INTERNATIONAL WILDLAND-URBAN INTERFACE

APPENDIX A

Section A104.7.2 of Appendix A of the International Wildland-Urban Interface Code is amended to read as follows:

*Section A104.7.2 **Permits**. The Fire Code Official is authorized to stipulate conditions for permits. Permits shall not be issued when public safety would be at risk, as determined by the Fire Code Official.*

Section A104.11 of Appendix A of the International Wildland-Urban Interface Code is hereby added and shall read as follows:

*Section A104.11 – **Tracer Bullets, Tracer Charges, Rockets and Model Aircraft**. Tracer bullets and tracer charges shall not be possessed, fired or caused to be fired into or across hazardous fire areas. Rockets, model planes, gliders and balloons powered with an engine, propellant or other feature liable to start or cause a fire shall not be fired or projected into or across hazardous fire areas.*

Section A104.12 of Appendix A of the International Wildland-Urban Interface Code is hereby added and shall read as follows:

*Section A104.12 **Explosives and Blasting**. Explosives shall not be possessed, kept, stored, sold, offered for sale, given away, used, discharged, transported or disposed of within hazardous fire areas except by permit from the Fire Code Official.*

Section A104.12 of Appendix A of the International Wildland-Urban Interface Code is hereby added and shall read as follows:

*Section A104.12 **APAIRIES**. Lighted or smoldering material shall not be used in connection with smoking bees in or upon hazardous fire areas except by permit from the Fire Code Official.*

The following table provides code sections that have been modified pursuant to this Ordinance, due to local climatic, geological and topographical reasons.

CA Fire Code Section Number Local followed by corresponding climatic, geological and topographical condition findings as set forth above:

202	1e, 2a, 2b, 2d, 2e, 2f
321.1 – 321.4	2b, 2d, 2e, 2g
401.1.1	2c, 2d, 2e, 2g
401.3.2.2	2a, 2c, 2d, 2e, 2g
403.1.1	2a, 2b, 2c, 2d, 2e, 2g
403.10.1.4	2a, 2b, 2c, 2d, 2e, 2g
503.1	2a, 2c, 2d, 2e, 2f, 2g
503.1.4	2a, 2c, 2d, 2e, 2f, 2g
503.1.5	2a, 2c, 2d, 2e, 2f, 2g
503.2.6.1	2a, 2c, 2d, 2e, 2f, 2g
503.4	2a, 2c, 2d, 2e, 2f, 2g
503.4.2	2a, 2c, 2d, 2e, 2f, 2g
503.6.1	2a, 2c, 2d, 2e, 2f, 2g
503.6.2	2a, 2c, 2d, 2e, 2f, 2g
507.5.1	2a, 2c, 2d, 2e, 2f, 2g
507.5.1.1	2a, 2c, 2d, 2e, 2f, 2g
507.5.7	2a, 2c, 2d, 2e, 2f, 2g
510.1	2a, 2b, 2c, 2d, 2g
903.2.1 – 903.2.4	2a, 2b, 2c, 2d, 2e, 2g
903.3.9	2a, 2b, 2c, 2d, 2e, 2g
903.6.1	2a, 2b, 2c, 2d, 2e, 2g
907.6.6	2a, 2b, 2c, 2d, 2e, 2g
912.2	2a, 2b, 2c, 2d, 2e, 2g
3313.3	2a, 2b, 2c, 2d, 2g
3314.3	2a, 2b, 2c, 2d, 2g
3314.4	2a, 2b, 2c, 2d, 2g
4902.1	1a, 1b, 1c, 1d, 1e, 2a, 2b, 2c, 2d, 2g
4906.2	1a, 1b, 1c, 1d, 1e, 2a, 2b, 2c, 2d, 2g
4907.1 – 4907.2	1a, 1b, 1c, 1d, 1e, 2a, 2b, 2c, 2d, 2g

4908	1a, 1e, 2a, 2b, 2c, 2d, 2g
5608.1.2 – 5608.2	2a, 2c, 2d, 2e, 2g
Appendix B	2a, 2b, 2c, 2d, 2e, 2f, 2g

SECTION 12. AUTHORITY TO ARREST AND ISSUE CITATIONS

(a) The Fire Chief and Fire Prevention Officer shall have authority to arrest or to cite any person who violates any provision of this Chapter involving the Fire Code or the California Building Standards Code regulations relating to fire and panic safety as adopted by the State Fire Marshal, in the manner provided for the arrest or release on citation and notice to appear with respect to misdemeanors or infractions, as prescribed by Chapters 5, 5c and 5d of Title 3, Part 2 of the California Penal Code, including Section 853.6, or as the same hereafter may be amended.

(b) It is the intent of the Board of Directors of the MARINWOOD COMMUNITY SERVICES DISTRICT that the immunities provided in Penal Code Section 836.5 be applicable to aforementioned officers and employees exercising their arrest or citation authority within the course and scope of their employment pursuant to this Chapter.

SECTION 13. PENALTIES

(a) The violations of the Fire Code as adopted herein are misdemeanors/infractions and are subject to the penalties set forth herein.

(b) If a criminal citation is issued, penalties shall be per Section 109 of the California Fire Code and, 109.3, or 111.4 of Section 11 of this ordinance. If an administrative citation is issued, the penalties are as follows:

(c) The first citation, within a 12-month period, for violations of the Fire Code and any amendments adopted herein shall be treated as a Civil Penalty payable directly to the MARINWOOD COMMUNITY SERVICES DISTRICT and is set at \$150 plus the actual costs of all inspections required to gain compliance at the rate set from time to time by the MARINWOOD COMMUNITY SERVICES DISTRICT. Said civil penalties shall be a debt owed to the District by the person responsible for the violation within thirty (30) days after the date of mailing of the citation unless an appeal is filed as provided in Section 14. Upon failure to pay the civil penalty when due, the responsible person shall be liable in a civil action brought by the MARINWOOD COMMUNITY SERVICES DISTRICT for such civil penalty and costs of the litigation, including reasonable attorney's fees.

(d) Any subsequent citations within a twelve (12) month period for any violations of the Fire Code and any amendments adopted herein shall be misdemeanors/infractions and shall be subject to the penalties set forth herein.

(e) The imposition of one penalty for any violation shall not excuse the violation or permit it to continue and all such persons shall be required to correct or remedy such violations or defects within a reasonable time and, when not otherwise specified each day that a violation occurs or continues, after a final notice has been delivered shall constitute a separate offense. The application of both penalties shall not be held to prevent the enforced correction of prohibited conditions.

(f) Nothing contained in Subsections (a) through (f) of this Section shall be construed or interpreted to prevent the MARINWOOD COMMUNITY SERVICES DISTRICT from recovering all costs associated with a MARINWOOD COMMUNITY SERVICES DISTRICT response as described in Section 104.12 of the 2019 International Fire Code as amended.

(g) Any violation of any provision of this Chapter shall constitute a public nuisance and shall entitle the MARINWOOD COMMUNITY SERVICES DISTRICT to collect the costs of abatement and related administrative costs by a nuisance abatement lien as more particularly set forth in Government Code Section 38773.1, and by special assessment to be collected by the County Tax Collector as more particularly set forth in Government Code Section 38773.5. At least thirty (30) days prior to recordation of the lien, or submission of the report to the Tax Collector for collection of this special assessment, the record owner shall receive notice from the Chief of the MARINWOOD COMMUNITY SERVICES DISTRICT intent to charge the property owner for all administrative costs associated with enforcement of this Ordinance and abatement of the nuisance. The notice shall include a summary of costs associated with enforcement of this Ordinance and abatement of the nuisance. The property owner may appeal the Chief's decision to the Board of Directors of the MARINWOOD COMMUNITY SERVICES DISTRICT within fifteen (15) days of the date of the notice and request a public hearing prior to recordation of the lien or submission of the report to the County Tax Collector for collection of the special assessment. In addition to the foregoing, the MARINWOOD COMMUNITY SERVICES DISTRICT is authorized to prosecute a civil action to collect such abatement costs from the property owner or other person in possession or control of the affected property, and shall be entitled to recover such abatement costs, together with the cost of litigation, including reasonable attorney's fees. The provisions of this section shall also apply to corrective actions for the clearance of brush or vegetative growth from structures as outlined in section 109.3.2.

SECTION 14. APPEALS

(a) Any person receiving a citation for a civil penalty pursuant to Subsection (b) of Section 13 or a bill for MARINWOOD COMMUNITY SERVICES DISTRICT response costs and expenses pursuant to Section 104.12 of the Fire Code, may file within thirty (30) days after the date of mailing the citation or bill, an administrative appeal against imposition of the civil penalty or response costs and expense. The appeal shall be in writing and filed with the Fire Chief and shall include a copy of the bill and statement of the grounds for appeal. The Fire Chief shall conduct an administrative hearing on the appeal, after giving the

appellant at least ten (10) days' advance written notice of the time and place of the hearing. Within ten (10) days after the hearing the Chief shall give written notice of the decision to the appellant, which decision shall be final. If the appeal is denied in part or full, all amounts due shall be paid within thirty (30) days after the mailing of the notice of the decision of the hearing officer.

(b) Whenever the Chief shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of the code do not apply or that the true intent and meaning of the code have been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the Chief to the Board of Directors of the MARINWOOD COMMUNITY SERVICES DISTRICT within 10 days from the date of the decision. The provision of this section shall not apply to corrective actions for the clearance of brush or vegetative growth from structures as outlined in various sections of this Code, or to matters for which an appeal is provided pursuant to Section 14 (a) above.

SECTION 15 FORMER ORDINANCES

All former ordinances or parts thereof conflicting or inconsistent with the provisions of this Ordinance or the Code hereby adopted are hereby repealed.

SECTION 16 VALIDITY

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The Board of Directors of the MARINWOOD COMMUNITY SERVICES DISTRICT hereby declares that it would have adopted the Ordinance and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases shall be declared invalid.

SECTION 17 ORDINANCE PUBLICATION AND EFFECTIVE DATE

A summary of this Ordinance shall be published and a certified copy of the full text of this Ordinance shall be posted in the office of the MARINWOOD COMMUNITY SERVICES DISTRICT Admin at least five (5) days prior to the Board of Directors meeting at which it is adopted.

This Ordinance shall be in full force and effective thirty (30) days after its final passage, and the summary of this Ordinance shall be published within fifteen (15) days after the adoption, together with the names of the Board of Directors voting for or against same, in the Independent Journal, a newspaper of general circulation in the County of Marin, State of California.

SECTION 18 CALIFORNIA ENVIRONMENTAL QUALITY ACT

The Board of Directors of the MARINWOOD COMMUNITY SERVICES DISTRICT finds that adoption of this ordinance is exempt from the California Environmental Quality Act (“CEQA”) under California Code of Regulations, Title 14, § 15061(b)(3).

Within fifteen (15) days after adoption, the MARINWOOD COMMUNITY SERVICES DISTRICT Clerk shall also post in the office of the MARINWOOD COMMUNITY SERVICES DISTRICT Clerk, a certified copy of the full text of this Ordinance along with the names of those Board of Directors members voting for and against the Ordinance.

PASSED AND ADOPTED by the Board of Directors, MARINWOOD COMMUNITY SERVICES DISTRICT, on the 12th day of November 2019, by the following vote:

AYES: Board Members:

NOES: Board Members:

ABSTAIN: Board Members:

ABSENT: Board Members:

Izabella Perry, President of the Board of Directors

Attest:

Tiffany Combrink, Administrative Assistant

Memo



To: Board of Directors
From: Eric Dreikosen, District Manager
Date: November 12, 2019
Re: FY 19-20 1st Quarter P&L Statement

Directors,

Please see the included Q1 P&L statement and accompanying variance summary.

As you will notice, Recreation Department revenue remained strong through the end of summer and the pool season, leading to close the quarter with a recognized \$1.325 million in District total revenue. This was led by Summer Rec Programs (\$849K) and Pool Operating Revenue (\$234K). In comparison to this same point prior year, the District realized an approximately \$86K increase in total revenue while expenditures increased approximately \$16K, for a net year-over-year effect of positive \$70K revenue over expense from FY 18-19 Q1.

To be expected, primary Q1 cost drivers were staff wages & benefits, advance annual insurance payments and pension payments. Regarding pensions, the District opted to pay it's entire annual required Unfunded Accrued Liability (UAL) payment in one lump-sum payment at the beginning of the fiscal year. While this represented a large cash outlay – Safety: \$283K; Misc: \$95K for a total annual payment of \$378K – it also saved the District approximately \$13.5K in annual interest expense that would have been incurred by making monthly payments.

For Q2, beyond continued Rec Program Revenue, staff anticipates approximately 55% of property taxes and special assessments (Park & Fire) to begin being recognized and allocated to our Treasury Fund.

As of October 31, 2019, one month into Q2, the cash balance in the District's general treasury fund was stated at \$2.13 million, a significant increase over the same point in time last fiscal year (\$1.17 million). The District continues to improve in regards to cash flow management, however, it is important to note that this is merely a snapshot of cash balance. While it does represent a positive financial trend and net revenue gains continue to grow, Unfunded Accrued Liabilities continue to grow at a more rapid pace, required annual UAL cash payments are forecast to increase at greater rates and the need for large capital expenditures are looming.

Regarding capital expenditures, the District currently has designated \$200K of the above stated \$2.13 million as capital reserves. This is derived from \$100K in designations occurring each of the past two fiscal years with the intention of designating another \$100K at the close of this fiscal year.

Finally, as of September 30, 2019 (quarter end) the District's OPEB Trust Fund had a cash balance of \$191,395 based on recorded cash contributions of \$176,666, for a net gain of \$14,729 realized since the District began making contributions into the fund in July 2017. As you recall, the District contributed \$60K in FY 17-18, \$100K in FY 18-19 and will continue with monthly contributions totaling an additional \$100K during the current fiscal year.

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2019/2020: Quarter 1

	DISTRICT TOTAL		
	Jul - Sep 19	Budget	% of Budget
Revenue			
4110110 · PropTax - Current Secured	0.00	1,620,000.00	0.0%
4110111 · PropTax - Admin Fee (Contra)	0.00	-25,000.00	0.0%
4110115 · PropTax - Unitary	0.00	9,500.00	0.0%
4110120 · PropTax - Current Unsecured	0.00	27,500.00	0.0%
4110140 · ERAF - Excess	0.00	155,500.00	0.0%
4110145 · ERAF - PY/Reverse	0.00	10,000.00	0.0%
4110210 · PropTax - Supplemental Current	0.00	33,000.00	0.0%
4110215 · PropTax - Supplemental Unsecure	0.00	500.00	0.0%
4110225 · PropTax - Supplemental Redempt	0.00	1,000.00	0.0%
4110510 · PropTax - Prior Unsecured	0.00	1,000.00	0.0%
4120610 · Special Tax Assessment	0.00	1,558,156.00	0.0%
4120611 · Special Tax- Admin Fee (contra)	0.00	-4,900.00	0.0%
4220115 · Building Plan Review	2,047.00	2,000.00	102.35%
4410125 · Interest- Co. Pooled Investment	0.00	15,000.00	0.0%
4410127 · Interest- ERAF Co. Pooled	0.00	100.00	0.0%
4410215 · Rental Income - Pool & Picnic	14,192.80	25,000.00	56.77%
4410225 · Rental Income - Community Ctr	3,719.92	43,000.00	8.65%
4511210 · HOPTR	0.00	7,500.00	0.0%
4530527 · Grant Rev - Designated	17,538.77	0.00	100.0%
4570110 · Expense Reimbursements	18,746.71	500.00	3,749.34%
4631145 · Service Contract Revenue	0.00	94,205.00	0.0%
4631911 · Advertising Sales	2,075.08	8,000.00	25.94%
4631912 · Vending Sales	11,535.08	20,000.00	57.68%
4631914 · Community Events	5,863.36	18,170.00	32.27%
4631915 · Tennis	20,622.56	61,000.00	33.81%
4631917 · Pool Operating Rev	234,001.98	277,000.00	84.48%
4631918 · Pool Memberships	50,876.13	80,000.00	63.6%
4631919 · Adult Rec Programs	8,117.68	35,150.00	23.09%
4631920 · Summer Rec Programs	849,044.46	1,168,640.00	72.65%
4631922 · Youth Rec Programs	39,542.22	396,930.00	9.96%
4640321 · CSA 13 Contract Rev	0.00	591,311.00	0.0%
4640329 · Unused Credit	-1.01	0.00	100.0%
4640415 · OES Reimbursements	34,465.78	0.00	100.0%
4710615 · Donations (General)	0.00	1,000.00	0.0%
4710631 · Paramedic Reimbursement	11,478.52	33,000.00	34.78%
4710642 · Miscellaneous Rev	1,805.05	900.00	200.56%
Total Revenue	1,325,672.09	6,264,662.00	21.16%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2019/2020: Quarter 1

	DISTRICT TOTAL		
	Jul - Sep 19	Budget	% of Budget
Expenditures			
5110110 · Salaries - Regular Staff	369,361.03	1,398,126.00	26.42%
5110210 · Salaries - PT/Seasonal/Temp	643,832.38	1,072,449.00	60.03%
5110310 · Acting Pay	915.60	10,000.00	9.16%
5110313 · Holiday Pay	6,230.52	36,494.00	17.07%
5110319 · FLSA Pay	2,819.64	19,746.00	14.28%
5120110 · Overtime Pay	60,415.70	100,500.00	60.12%
5130120 · Benefits - Group Medical	176,002.86	553,010.00	31.83%
5130130 · OPEB Trust Contribution	24,999.00	100,000.00	25.0%
5130510 · PERS - Pension	429,873.63	589,600.00	72.91%
5140115 · Workers Comp Ins.	164,626.94	193,046.00	85.28%
5140130 · Physician Services	0.00	4,514.00	0.0%
5140140 · Social Security & Medicare	82,710.56	201,123.00	41.12%
5140145 · Unemployment Ins.	12,568.50	26,254.00	47.87%
5210120 · Consultant Fees	9,512.50	19,900.00	47.8%
5210122 · Marketing	10,293.50	37,650.00	27.34%
5210128 · Fingerprinting/Background	2,098.00	6,100.00	34.39%
5210131 · Legal Services	3,348.25	22,000.00	15.22%
5210146 · Indep. Contractor Fees	49,065.31	210,710.00	23.29%
5210210 · Audit & Accounting	0.00	14,000.00	0.0%
5210230 · Payroll Service Fees	3,591.70	10,850.00	33.1%
5210525 · Insurance - General	34,383.14	40,137.00	85.66%
5210725 · Telecom - Phone/Internet/Cable	2,782.84	12,400.00	22.44%
5210810 · Utilities - Gas & Electric	11,726.92	59,420.00	19.74%
5210815 · Garbage Removal	9,376.72	32,985.00	28.43%
5210825 · Utilities - Street Light Elec.	2,982.45	17,500.00	17.04%
5210835 · Utilities - Water & Sewer	10,996.23	45,260.00	24.3%
5210910 · Maint. - Vehicles	2,761.35	18,000.00	15.34%
5210915 · Maint. - Streetlights	808.98	6,375.00	12.69%
5210920 · MERA Operating	17,661.00	17,661.00	100.0%
5210940 · Maint. - Park Heavy Equipment	52.00	3,500.00	1.49%
5211110 · Janitorial Services	6,339.00	20,000.00	31.7%
5211125 · Community Landscape Contract	8,955.00	38,500.00	23.26%
5211140 · Vegetation Management	0.00	40,000.00	0.0%
5211220 · Equipment Rental	554.76	4,500.00	12.33%
5211310 · Awards & Incentives	0.00	2,000.00	0.0%
5211315 · Professional Development	4,091.51	15,000.00	27.28%
5211325 · Conferences & Meetings	1,563.18	5,250.00	29.78%
5211330 · Memberships & Dues	-115.12	10,865.00	-1.06%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2019/2020: Quarter 1

	DISTRICT TOTAL		
	Jul - Sep 19	Budget	% of Budget
5211440 · Travel	0.00	3,800.00	0.0%
5211520 · Publications & Legal Notices	0.00	900.00	0.0%
5211528 · Tree Maint. & Services	0.00	18,000.00	0.0%
5211532 · Weed & Pest Control	720.00	2,800.00	25.71%
5211545 · Election Expense	0.00	5,000.00	0.0%
5211610 · County-Wide Fees	6,372.36	10,510.00	60.63%
5211710 · Long Term Debt - Principal	54,429.76	54,427.00	100.01%
5211715 · Long Term Debt - Interest	8,465.43	8,468.00	99.97%
5220110 · Admin & Office Supplies	5,211.49	21,425.00	24.32%
5220130 · Copier Lease & Printing	3,722.65	10,200.00	36.5%
5220210 · Equip. Maintenance/Replacement*	2,227.03	26,000.00	8.57%
5220215 · Pool Maintenance	503.21	23,500.00	2.14%
5220220 · Small Tools	113.17	2,000.00	5.66%
5220310 · Land & Buildings Maintenance	9,639.47	60,000.00	16.07%
5220610 · Gasoline/Fuel	909.12	6,500.00	13.99%
5220710 · Pool Chemicals	3,439.30	12,000.00	28.66%
5220810 · Miscellaneous Supplies	5,567.33	22,900.00	24.31%
5220819 · Rec Program Supplies & Services	93,948.93	251,140.00	37.41%
5220825 · Uniforms & Apparel	4,061.98	11,400.00	35.63%
5220826 · Vending Supplies	8,860.68	12,000.00	73.84%
5220827 · Janitorial Supplies	4,849.54	17,500.00	27.71%
5220830 · Volunteer Fire Department	0.00	10,000.00	0.0%
5220910 · Capital Outlay - Improvements	16,056.55	99,000.00	16.22%
5220916 · Capital Outlay - New Equipment	0.00	20,000.00	0.0%
5220920 · Capital Reserves Designation	0.00	100,000.00	0.0%
Total Expenditures	2,396,283.58	5,824,895.00	41.14%
Net Gain/Loss	-1,070,611.49	439,767.00	

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2019/2020: Quarter 1

	Park Dept		
	Jul - Sep 19	Budget	% of Budget
Revenue			
4110110 · PropTax - Current Secured	0.00	737,100.00	0.0%
4110111 · PropTax - Admin Fee (Contra)	0.00	-11,375.00	0.0%
4110115 · PropTax - Unitary	0.00	4,322.00	0.0%
4110120 · PropTax - Current Unsecured	0.00	12,512.00	0.0%
4110140 · ERAF - Excess	0.00	70,752.00	0.0%
4110145 · ERAF - PY/Reverse	0.00	4,550.00	0.0%
4110210 · PropTax - Supplemental Current	0.00	15,015.00	0.0%
4110215 · PropTax - Supplemental Unsecure	0.00	227.00	0.0%
4110225 · PropTax - Supplemental Redempt	0.00	455.00	0.0%
4110510 · PropTax - Prior Unsecured	0.00	455.00	0.0%
4120610 · Special Tax Assessment	0.00	383,103.00	0.0%
4120611 · Special Tax- Admin Fee (contra)	0.00	-1,200.00	0.0%
4410125 · Interest- Co. Pooled Investment	0.00	6,825.00	0.0%
4410127 · Interest- ERAF Co. Pooled	0.00	100.00	0.0%
4511210 · HOPTR	0.00	3,412.00	0.0%
4570110 · Expense Reimbursements	150.00		
4710642 · Miscellaneous Rev	0.00	150.00	0.0%
Total Revenue	150.00	1,226,403.00	0.01%
Expenditures			
5110110 · Salaries - Regular Staff	66,317.11	233,685.00	28.38%
5110210 · Salaries - PT/Seasonal/Temp	3,452.41	7,200.00	47.95%
5120110 · Overtime Pay	0.00	500.00	0.0%
5130120 · Benefits - Group Medical	43,613.77	135,550.00	32.18%
5130130 · OPEB Trust Contribution	8,001.00	32,000.00	25.0%
5130510 · PERS - Pension	47,487.16	63,580.00	74.69%
5140115 · Workers Comp Ins.	28,173.22	32,945.00	85.52%
5140140 · Social Security & Medicare	3,863.82	18,466.00	20.92%
5140145 · Unemployment Ins.	30.47	1,164.00	2.62%
5210120 · Consultant Fees	6,512.50	7,600.00	85.69%
5210122 · Marketing	0.00	500.00	0.0%
5210131 · Legal Services	2,667.25	10,000.00	26.67%
5210210 · Audit & Accounting	0.00	3,500.00	0.0%
5210230 · Payroll Service Fees	166.14	650.00	25.56%
5210525 · Insurance - General	11,053.44	12,087.00	91.45%
5210725 · Telecom - Phone/Internet/Cable	330.03	1,350.00	24.45%
5210810 · Utilities - Gas & Electric	573.12	4,300.00	13.33%
5210815 · Garbage Removal	6,747.61	23,500.00	28.71%
5210835 · Utilities - Water & Sewer	7,124.33	22,340.00	31.89%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2019/2020: Quarter 1

	Park Dept		
	Jul - Sep 19	Budget	% of Budget
5210910 · Maint. - Vehicles	114.99	2,000.00	5.75%
5210920 · MERA Operating	1,766.00	1,766.00	100.0%
5210940 · Maint. - Park Heavy Equipment	52.00	3,500.00	1.49%
5211125 · Community Landscape Contract	8,955.00	38,500.00	23.26%
5211220 · Equipment Rental	554.76	4,500.00	12.33%
5211315 · Professional Development	0.00	2,000.00	0.0%
5211325 · Conferences & Meetings	377.41	500.00	75.48%
5211330 · Memberships & Dues	0.00	2,450.00	0.0%
5211440 · Travel	0.00	800.00	0.0%
5211528 · Tree Maint. & Services	0.00	18,000.00	0.0%
5211532 · Weed & Pest Control	720.00	2,800.00	25.71%
5211545 · Election Expense	0.00	2,500.00	0.0%
5211610 · County-Wide Fees	1,087.59	1,250.00	87.01%
5211710 · Long Term Debt - Principal	1,862.20	1,862.00	100.01%
5211715 · Long Term Debt - Interest	152.02	152.00	100.01%
5220110 · Admin & Office Supplies	398.14	1,800.00	22.12%
5220130 · Copier Lease & Printing	372.27	790.00	47.12%
5220210 · Equip. Maintenance/Replacement*	1,399.76	9,000.00	15.55%
5220220 · Small Tools	113.17	1,500.00	7.55%
5220310 · Land & Buildings Maintenance	6,557.14	37,000.00	17.72%
5220610 · Gasoline/Fuel	857.97	2,500.00	34.32%
5220810 · Miscellaneous Supplies	221.26	2,000.00	11.06%
5220825 · Uniforms & Apparel	0.00	500.00	0.0%
5220827 · Janitorial Supplies	350.22	1,000.00	35.02%
5220910 · Capital Outlay - Improvements	383.54	30,000.00	1.28%
5220916 · Capital Outlay - New Equipment	0.00	12,000.00	0.0%
5220920 · Capital Reserves Designation	0.00	15,000.00	0.0%
Total Expenditures	262,408.82	806,587.00	32.53%
Net Gain/Loss	-262,258.82	419,816.00	

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2019/2020: Quarter 1

	Recreation Dept		
	Jul - Sep 19	Budget	% of Budget
Revenue			
4110110 · PropTax - Current Secured	0.00	246,240.00	0.0%
4110111 · PropTax - Admin Fee (Contra)	0.00	-3,800.00	0.0%
4110115 · PropTax - Unitary	0.00	1,444.00	0.0%
4110120 · PropTax - Current Unsecured	0.00	4,180.00	0.0%
4110140 · ERAF - Excess	0.00	23,636.00	0.0%
4110145 · ERAF - PY/Reverse	0.00	1,520.00	0.0%
4110210 · PropTax - Supplemental Current	0.00	5,016.00	0.0%
4110215 · PropTax - Supplemental Unsecure	0.00	76.00	0.0%
4110225 · PropTax - Supplemental Redempt	0.00	152.00	0.0%
4110510 · PropTax - Prior Unsecured	0.00	152.00	0.0%
4410125 · Interest- Co. Pooled Investment	0.00	2,280.00	0.0%
4410215 · Rental Income - Pool & Picnic	14,192.80	25,000.00	56.77%
4410225 · Rental Income - Community Ctr	3,719.92	43,000.00	8.65%
4511210 · HOPTR	0.00	1,140.00	0.0%
4570110 · Expense Reimbursements	246.84	500.00	49.37%
4631911 · Advertising Sales	2,075.08	8,000.00	25.94%
4631912 · Vending Sales	11,535.08	20,000.00	57.68%
4631914 · Community Events	5,863.36	18,170.00	32.27%
4631915 · Tennis	20,622.56	61,000.00	33.81%
4631917 · Pool Operating Rev	234,001.98	277,000.00	84.48%
4631918 · Pool Memberships	50,876.13	80,000.00	63.6%
4631919 · Adult Rec Programs	8,117.68	35,150.00	23.09%
4631920 · Summer Rec Programs	849,044.46	1,168,640.00	72.65%
4631922 · Youth Rec Programs	39,542.22	396,930.00	9.96%
4640329 · Unused Credit	-1.01		
4710615 · Donations (General)	0.00	1,000.00	0.0%
4710642 · Miscellaneous Rev	1,170.04	250.00	468.02%
Total Revenue	1,241,007.14	2,416,676.00	51.35%
Expenditures			
5110110 · Salaries - Regular Staff	77,251.36	287,831.00	26.84%
5110210 · Salaries - PT/Seasonal/Temp	640,379.97	1,065,249.00	60.12%
5130120 · Benefits - Group Medical	30,425.46	91,424.00	33.28%
5130130 · OPEB Trust Contribution	2,250.00	9,000.00	25.0%
5130510 · PERS - Pension	59,051.27	76,136.00	77.56%
5140115 · Workers Comp Ins.	41,843.73	49,056.00	85.3%
5140140 · Social Security & Medicare	56,366.05	102,879.00	54.79%
5140145 · Unemployment Ins.	12,391.02	22,500.00	55.07%
5210120 · Consultant Fees	1,000.00	4,100.00	24.39%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2019/2020: Quarter 1

	Recreation Dept		
	<u>Jul - Sep 19</u>	<u>Budget</u>	<u>% of Budget</u>
5210122 · Marketing	10,283.52	36,150.00	28.45%
5210128 · Fingerprinting/Background	2,098.00	5,500.00	38.15%
5210131 · Legal Services	340.50	2,000.00	17.03%
5210146 · Indep. Contractor Fees	49,065.31	112,463.00	43.63%
5210210 · Audit & Accounting	0.00	3,500.00	0.0%
5210230 · Payroll Service Fees	2,488.72	5,000.00	49.77%
5210525 · Insurance - General	10,075.18	10,787.00	93.4%
5210725 · Telecom - Phone/Internet/Cable	490.78	2,200.00	22.31%
5210810 · Utilities - Gas & Electric	8,983.84	40,350.00	22.27%
5210815 · Garbage Removal	1,752.75	6,200.00	28.27%
5210835 · Utilities - Water & Sewer	3,338.86	15,870.00	21.04%
5211110 · Janitorial Services	6,339.00	20,000.00	31.7%
5211315 · Professional Development	3,727.31	3,000.00	124.24%
5211325 · Conferences & Meetings	578.68	3,500.00	16.53%
5211330 · Memberships & Dues	340.00	3,700.00	9.19%
5211440 · Travel	0.00	2,000.00	0.0%
5211520 · Publications & Legal Notices	0.00	500.00	0.0%
5211610 · County-Wide Fees	1,282.59	2,750.00	46.64%
5220110 · Admin & Office Supplies	3,215.56	14,325.00	22.45%
5220130 · Copier Lease & Printing	2,419.73	7,435.00	32.55%
5220215 · Pool Maintenance	503.21	23,500.00	2.14%
5220310 · Land & Buildings Maintenance	1,850.45	16,000.00	11.57%
5220710 · Pool Chemicals	3,439.30	12,000.00	28.66%
5220810 · Miscellaneous Supplies	1,797.92		
5220819 · Rec Program Supplies & Services	93,948.93	251,140.00	37.41%
5220825 · Uniforms & Apparel	37.31	2,500.00	1.49%
5220826 · Vending Supplies	8,860.68	12,000.00	73.84%
5220827 · Janitorial Supplies	4,249.68	13,500.00	31.48%
5220910 · Capital Outlay - Improvements	10,235.00	60,000.00	17.06%
5220916 · Capital Outlay - New Equipment	0.00	8,000.00	0.0%
5220920 · Capital Reserves Designation	0.00	2,500.00	0.0%
Total Expenditures	<u>1,152,701.67</u>	<u>2,406,545.00</u>	<u>47.9%</u>
Net Gain/Loss	<u>88,305.47</u>	<u>10,131.00</u>	

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2019/2020: Quarter 1

	Fire Dept		
	Jul - Sep 19	Budget	% of Budget
Revenue			
4110110 · PropTax - Current Secured	0.00	636,660.00	0.0%
4110111 · PropTax - Admin Fee (Contra)	0.00	-9,825.00	0.0%
4110115 · PropTax - Unitary	0.00	3,734.00	0.0%
4110120 · PropTax - Current Unsecured	0.00	10,808.00	0.0%
4110140 · ERAF - Excess	0.00	61,112.00	0.0%
4110145 · ERAF - PY/Reverse	0.00	3,930.00	0.0%
4110210 · PropTax - Supplemental Current	0.00	12,969.00	0.0%
4110215 · PropTax - Supplemental Unsecure	0.00	197.00	0.0%
4110225 · PropTax - Supplemental Redempt	0.00	393.00	0.0%
4110510 · PropTax - Prior Unsecured	0.00	393.00	0.0%
4120610 · Special Tax Assessment	0.00	1,150,828.00	0.0%
4120611 · Special Tax- Admin Fee (contra)	0.00	-3,600.00	0.0%
4220115 · Building Plan Review	2,047.00	2,000.00	102.35%
4410125 · Interest- Co. Pooled Investment	0.00	5,895.00	0.0%
4511210 · HOPTR	0.00	2,948.00	0.0%
4530527 · Grant Rev - Designated	17,538.77		
4570110 · Expense Reimbursements	18,349.87		
4631145 · Service Contract Revenue	0.00	94,205.00	0.0%
4640321 · CSA 13 Contract Rev	0.00	591,311.00	0.0%
4640415 · OES Reimbursements	34,465.78		
4710631 · Paramedic Reimbursement	11,478.52	33,000.00	34.78%
4710642 · Miscellaneous Rev	635.01	500.00	127.0%
Total Revenue	84,514.95	2,597,458.00	3.25%
Expenditures			
5110110 · Salaries - Regular Staff	225,792.56	876,610.00	25.76%
5110310 · Acting Pay	915.60	10,000.00	9.16%
5110313 · Holiday Pay	6,230.52	36,494.00	17.07%
5110319 · FLSA Pay	2,819.64	19,746.00	14.28%
5120110 · Overtime Pay	60,415.70	100,000.00	60.42%
5130120 · Benefits - Group Medical	101,963.63	326,036.00	31.27%
5130130 · OPEB Trust Contribution	14,748.00	59,000.00	25.0%
5130510 · PERS - Pension	323,335.20	449,884.00	71.87%
5140115 · Workers Comp Ins.	94,609.99	111,045.00	85.2%
5140130 · Physician Services	0.00	4,514.00	0.0%
5140140 · Social Security & Medicare	22,480.69	79,778.00	28.18%
5140145 · Unemployment Ins.	147.01	2,590.00	5.68%
5210120 · Consultant Fees	2,000.00	8,200.00	24.39%
5210122 · Marketing	9.98	1,000.00	1.0%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2019/2020: Quarter 1

	Fire Dept		
	Jul - Sep 19	Budget	% of Budget
5210128 · Fingerprinting/Background	0.00	600.00	0.0%
5210131 · Legal Services	340.50	10,000.00	3.41%
5210146 · Indep. Contractor Fees	0.00	98,247.00	0.0%
5210210 · Audit & Accounting	0.00	7,000.00	0.0%
5210230 · Payroll Service Fees	936.84	5,200.00	18.02%
5210525 · Insurance - General	13,254.52	17,263.00	76.78%
5210725 · Telecom - Phone/Internet/Cable	1,962.03	8,850.00	22.17%
5210810 · Utilities - Gas & Electric	2,169.96	14,770.00	14.69%
5210815 · Garbage Removal	876.36	3,285.00	26.68%
5210835 · Utilities - Water & Sewer	533.04	7,050.00	7.56%
5210910 · Maint. - Vehicles	2,646.36	16,000.00	16.54%
5210920 · MERA Operating	15,895.00	15,895.00	100.0%
5211140 · Vegetation Management	0.00	40,000.00	0.0%
5211310 · Awards & Incentives	0.00	2,000.00	0.0%
5211315 · Professional Development	364.20	10,000.00	3.64%
5211325 · Conferences & Meetings	607.09	1,250.00	48.57%
5211330 · Memberships & Dues	-455.12	4,715.00	-9.65%
5211440 · Travel	0.00	1,000.00	0.0%
5211520 · Publications & Legal Notices	0.00	400.00	0.0%
5211545 · Election Expense	0.00	2,500.00	0.0%
5211610 · County-Wide Fees	3,797.18	6,260.00	60.66%
5211710 · Long Term Debt - Principal	52,567.56	52,565.00	100.01%
5211715 · Long Term Debt - Interest	8,313.41	8,316.00	99.97%
5220110 · Admin & Office Supplies	1,597.79	5,300.00	30.15%
5220130 · Copier Lease & Printing	930.65	1,975.00	47.12%
5220210 · Equip. Maintenance/Replacement*	827.27	17,000.00	4.87%
5220220 · Small Tools	0.00	500.00	0.0%
5220310 · Land & Buildings Maintenance	1,231.88	7,000.00	17.6%
5220610 · Gasoline/Fuel	51.15	4,000.00	1.28%
5220810 · Miscellaneous Supplies	3,548.15	20,900.00	16.98%
5220825 · Uniforms & Apparel	4,024.67	8,400.00	47.91%
5220827 · Janitorial Supplies	249.64	3,000.00	8.32%
5220830 · Volunteer Fire Department	0.00	10,000.00	0.0%
5220910 · Capital Outlay - Improvements	5,438.01	9,000.00	60.42%
5220920 · Capital Reserves Designation	0.00	82,500.00	0.0%
Total Expenditures	977,176.66	2,587,638.00	37.76%
Net Gain/Loss	-892,661.71	9,820.00	

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2019/2020: Quarter 1

	Streetlights		
	Jul - Sep 19	Budget	% of Budget
Revenue			
4120610 · Special Tax Assessment	0.00	24,225.00	0.0%
4120611 · Special Tax- Admin Fee (contra)	0.00	-100.00	0.0%
Total Revenue	0.00	24,125.00	0.0%
Expenditures			
5210825 · Utilities - Street Light Elec.	2,982.45	17,500.00	17.04%
5210915 · Maint. - Streetlights	808.98	6,375.00	12.69%
5211610 · County-Wide Fees	205.00	250.00	82.0%
Total Expenditures	3,996.43	24,125.00	16.57%
Net Gain/Loss	-3,996.43	0.00	

Marinwood Community Services District
2019-20 1st Quarter P&L Budget-to-Actuals Summary and Variance Notes

GL Number GL Description Summary Notes:

DISTRICT-WIDE (All Depts)

5130120	Benefits-Group Med	<i>Includes October payments (4 months)</i>
5130510	PERS - Pension	<i>Includes lump-sum payment for entirety of Unfunded Accrued Liabilities for 19/20</i>
5140115	Workers Comp Ins	<i>Estimated amount paid in full. Annual reconciliation remaining</i>
5210525	Insurance - General	<i>Paid in full. Budgeted amount does not include applied discounts</i>
5211610	County-Wide Fees	<i>Majority of budgeted fees paid in full. (Hazmat (Fire) & Pool Permits (Rec) yet to be Rec'd)</i>

PARK DEPT:

5110210	PT/Seasonal/Temp	<i>Currently utilizing temporary part-time staff person during staffing transition</i>
5210120	Consultant Fees	<i>JARPA consultant for storm drain repair. Will need corresponding budget amendment</i>
5210920	MERA Operating	<i>Annual amount paid in full</i>
5211710	Long Term Debt	<i>MERA bond share - paid in full</i>
5220910	Cap Outlay - Improve	<i>Needs \$40K budget amendment due to storm drain repair</i>

RECREATION:

4631917	Pool Operating Rev	<i>Includes deferred rev rec'd in 18/19 and swim team fees from 2019 season</i>
4631918	Pool Memberships	<i>Includes deferred rev rec'd in 18/19</i>
4631922	Youth Rec Programs	<i>Revenue derived from school year operations. I.e. - Preschool, After School, Camps, Classes</i>
5110210	PT/Seasonal/Temp	<i>Seasonal Impact of summer staffing</i>
5140140	Soc. Security & Medi	<i>Seasonal Impact of summer staffing</i>
5140145	Unemployment Ins.	<i>Seasonal Impact of summer staffing</i>
5210146	Rec Program Contract	<i>Seasonal Impact of summer programming</i>
5211315	Prof. Development	<i>Billing for CPR/1st Aid Certifications for summer staff rec'd late</i>
5220819	Rec Program Supplies	<i>Seasonal Impact of summer programming</i>
5220826	Vending Supplies	<i>Seasonal impact. Done until pool season. Also, directly correlates to revenue.</i>

FIRE DEPT:

4530527	Grant Rev - Designate	<i>Designated grant funds received for thermal imaging cameras (funds expended in Oct.)</i>
4570110	Expense Reimburse	<i>Shared Services OT reimbursement from San Rafael from FY 18/19 (Q3-Q4)</i>
4640415	OES Reimburse	<i>Strike Team Deployment Reimbursement from FY 18/19</i>
4710631	Paramedic Reimburse	<i>Reimbursement from San Rafael from FY 18/19 (Q3-Q4)</i>
5120110	Overtime Pay	<i>Short-staffed July-Aug with new hire in CMTC joint training academy</i>
5210920	MERA Operating	<i>Annual amount paid in full</i>
5211330	Memberships/Dues	<i>Neg balance: Sept union dues invoice not rec'd until Oct, full quarter withholdings credited</i>
5211710	Long Term Debt	<i>MERA bond share and annual engine lease payment - paid in full</i>
5220825	Uniforms/Apparel	<i>Includes uniform and apparel needs for new hire started in July</i>

District Manager Report
November 12, 2019
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.

2020 Health Rates:

As you may have noticed, the annual resolution establishing employer contribution amounts towards employee health care premiums was not included in the agenda packet as typically occurs in November of each year. Health rates for 2020 stayed at a near identical rate as 2019 and as such there was no material change in the employer contribution amount and no need to submit an updated resolution. For reference, effective January 1, 2020, CalPERS has consolidated their established “health care regions” from the current five (5) regions to three (3) regions. The regions are Northern California, Southern California and Los Angeles Area. As the former “Bay Area Region” already incurred the highest premiums of Northern California, the other regions consolidated into the new “Northern California Region” were brought up to the existing Bay Area rates and current Bay Area rates remained the same at least for this coming calendar year.

Park Maintenance Facility Replacement Project:

After an exhaustive search for qualified contractors willing and available to install the required story poles for the proposed park maintenance facility, the District was able to identify and enter into an agreement with a contractor to perform this work. Work began on Friday, November 8th and is expected to be completed no later than early next week. This is the final requirement of our design review application filed with Marin County. It is my understanding that the completion of this work will mark the completion of the design review application process and begin the formal notice period.

As stated at last month’s meeting, the County of Marin will be conducting all notice, communications and determinations regarding this project as Design Review is a County process, not a District process. To reiterate once more, the scope and design of the project has not changed from what was presented at multiple public meetings throughout the process and ultimately approved by the Board of Directors.

Other Items of Note:

- LAFCo has initiated the process of reviewing fire protection and emergency response service to the San Rafael area, including Marinwood, CSA 13 and CSA 19. As three agencies have technical responsibility for service in the area – City of San Rafael, Marinwood CSD, County of Marin – staff from all three agencies have conducted an initial meeting, in a setting facilitated by LAFCo, to identify all potential actions/outcomes and the legal/technical steps needed to achieve each. We are also researching actuarial study needs and costs as it relates to potential pension and OPEB impacts. The group hopes to have more detailed information to share with the respective governing bodies early next year.

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.

MARINWOOD COMMUNITY SERVICES DISTRICT
DRAFT MINUTES OF FIRE COMMISSION MEETING
November 5, 2019

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 Chris Gray, Fire Captain Ryan Brackett

Chair Albano called the meeting to order at 7:02 PM.

1. Agenda

M/s Marinoff/Elsbree 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. Congratulating Chief Gray on his upcoming retirement and recognizing his contributions to Marinwood during the past year

3. Commissioner Items of Interest

- Albano praised the fire department personnel for their efforts during the PSPS event.
- Stilson announced Santa Claus is expected to visit Marinwood-Lucas Valley the weekend of December 14-15 (unless his sleigh is grounded due to inclement weather, then the following weekend of December 21-22) accompanied by volunteer firefighters.
- Marinoff confirmed firefighters on out of county assignments returned safely.

4. Draft Minutes of October 1, 2019 Fire Commission Meeting

M/s Marinoff/Elsbree to approve Draft Minutes of October 1, 2019 Fire Commission Meeting as presented. All in favor.
Motion carried unanimously

5. Discussion on Recent PG&E Public Safety Power Shutoff (PSPS) Event

The Commission discussed the recent PSPS event including efforts of Marinwood personnel; citizen notification and communication challenges; facility usages during the event including back-up power generation capabilities; and, potential of catastrophic fire event in Marinwood-Lucas Valley. Discussion resulted in the following motion:

M/s Albano/Farac to research possible siren or similar community alert system installed on roof of fire station. All in favor.
Motion carried unanimously

6. Chief Officer Report and Activity Summary

Commission received Chief Officer Report and Activity Summary

7. Requests for Future Agenda Items

- Albano requested continued discussions regarding a siren/alert system installed at fire station and potential to increase backup power capabilities throughout fire station and community center.
- Karsenti requested discussion regarding adding battery backup system to existing PV (solar) installation.
- Marinoff requested information regarding backup power capabilities at juvenile hall site.

The meeting was adjourned at 8:21PM.

The date of the next Fire Commission meeting is December 3, 2019.

Submitted,
Eric Dreikosen

Memo



To: Marinwood Board of Directors
From: Christopher Gray, Fire Chief
Date: November 8, 2019
Re: Fire Department Update

Dear Marinwood Board of Directors,

- We spent the past week in a “State of Emergency” due to fire weather conditions (the third Red Flag event within the past month) and an unprecedented county-wide Public Safety Power Shutoff (PSPS).
- Marinwood Station 58 and the Community Center were used as an “Information Center” during the PSPS in coordination with San Rafael and Marin County. The service and outreach provided was outstanding and we are very proud of our staff and volunteers who all seamlessly pulled together during this significant incident. There are many lessons learned from this incident and staff participated in an after-action review this week. We will provide a report and any recommendations at a future meeting.
- Firefighter-Paramedic Wills Kelly was assigned to an OES Strike team on Engine 358 from October 8-14 that battled the Saddle Ridge Fire in Los Angeles County. Captain Ryan Brackett and Engineer Cesar Correa were assigned to OES Engine 358 for pre-positioning in Marin County and were eventually sent to the Kincade Fire in Sonoma County where they spent several days battling this serious fire from many fronts. We appreciate all of our staff and their outstanding work through this statewide fire siege and helping wherever they go.
- Marinwood and San Rafael will be conducting a promotional ceremony on November 16th 0830 hrs. at Fire Station 52 to honor Battalion Chief Paul Bernard and Marinwood Engineer Brian “Otis” Smith. Congratulations to both on these well-earned promotions.
- Vegetation inspectors are continuing to visit and advise residents identified as having vegetation hazards by Marinwood volunteer firefighters over the summer, providing contractor recommendations through FireSafe Marin and scheduling chipper services for juniper and bamboo. We are organizing a targeted campaign for juniper and excess vegetation removal throughout Lucas Valley, Marinwood, and Mont Marin Areas to take place in the coming months. If residents would like to schedule a free hazard assessment for their own property, we are more than happy to come out, evaluate, and help come up with an action plan for them.
- Another NCCC AmeriCorps team has started vegetation work in San Rafael/Marinwood and will be here from 11/4/19-12/18/19 to assist us with defensible space for residents and open space fuel reduction.
- We had an acceptance ceremony at Fire House Subs to accept the three Thermal Imaging Cameras received by the department. Special thanks to FF B. Smith, Eng. Correa and Capt. Brackett.
- The Marin Wildfire Prevention Authority (MWPA) JPA was approved by the Marin County Board of Supervisors and 17 agencies in Marin County have joined. A measure will be placed on the March 2020 ballot to consider this far reaching and beneficial endeavor. <https://www.marinwildfire.org/>

Response Activity

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

Marinwood Fire Department Statistics: October 2019





The Marinwood Fire Department responded to 141 emergency calls in October 2019; of these, 20 calls were cancelled en route. Roughly 60% of the calls were medical incidents. The department also responded to 6 fires: a vehicle fire in Marinwood; a structure fire in Olema; two structure fires in San Rafael; a vegetation fire in Novato; and a canceled call for a structure fire in Novato.

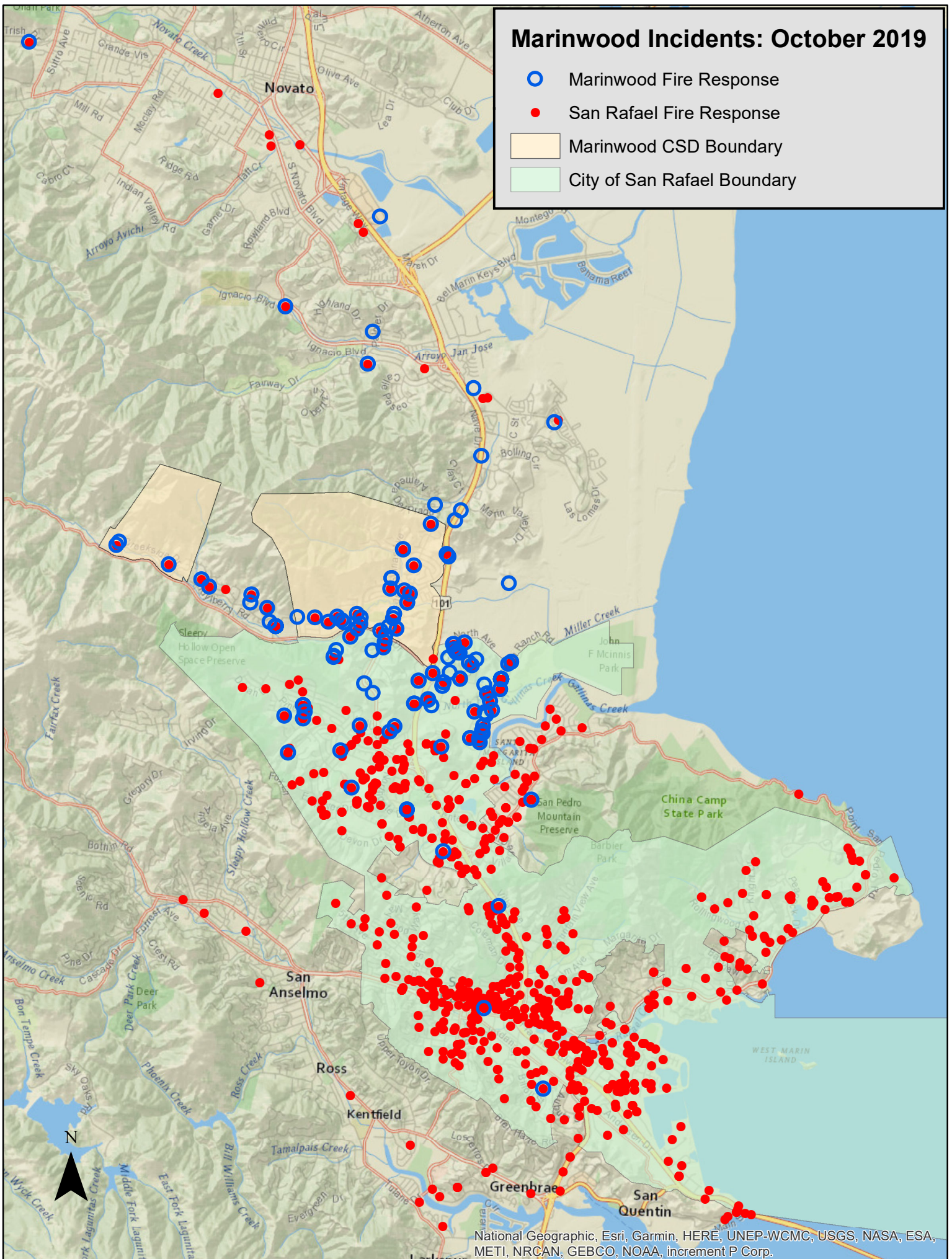
Call volume was highest on Sunday, October 27, during the Public Safety Power Shutoff: Marinwood responded to 11 calls that day, including 2 fires and one call to assist with a generator.

<i>Incidents by Area and Type</i>								
Area	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	OTHER*	TOTAL
Marinwood	14	13	4	1	0	N/A	0	32
CSA 13	4	2	0	0	0	N/A	0	6
Old JPA (Mont Marin)	6	4	1	0	0	N/A	0	11
New JPA (East of 101)	40	9	5	0	0	N/A	0	54
SR Mutual Aid	13	2	1	2	0	1	0	19
MC JPA	5	2	0	0	0	N/A	0	7
Novato JPA	0	0	0	0	0	N/A	0	0
MC Mutual Aid	0	0	0	1	0	N/A	0	1
Novato Matrix	3	2	0	2	0	4	0	11
Total number	85	34	11	6	0	5	0	141
<i>Percentage of total</i>	<i>60.3%</i>	<i>24.1%</i>	<i>7.8%</i>	<i>4.3%</i>	<i>0.0%</i>	<i>3.5%</i>	<i>0.0%</i>	

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, 28 seconds	
Lights & Sirens:	
5 minutes, 31 seconds	

Marinwood Incidents: October 2019

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



Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting Tuesday – October 22, 2019

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

Present:

Commissioners: Chair John Tune, Shane Valentine, and Anne Sjahsam.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, and Administrative Assistant Tiffany Combrink.

Board Director: Izabela Perry

Absent: Commissioner Jon Campo

1. Agenda

Valentine to approve / Sjahsam to second agenda as presented. Aye: Tune, Valentine, Sjahsam. Absent: Campo. Motion carried.

2. Public Comment on Non-Agenda Items

None.

3. Draft Minutes of September 24, 2019 P&R Commission Meeting

Sjahsam to approve / Valentine to second Draft Minutes of September 24, 2019 P&R Commission Meeting. Aye: Tune, Valentine, Sjahsam. Absent: Campo. Motion carried.

4. Draft Minutes of October 8, 2019 Board Meeting

Commission reviewed minutes.

5. Community Center Private Rentals: Rules and Procedures Follow-up

Commission reviewed Community Center Private Rentals: Rules and Procedures as presented by Recreation Director.

6. Recreation and Park Maintenance Activity Report

Commission received Activity Report.

7. Commissioner Items of Interest – Requests for Future Agenda Items

- Notices for Commission openings have been posted
- Facility updates will resume in January

8. Adjourn

Meeting adjourned at 7:46PM

Tiffany Combrink, Secretary

Recreation

Special Events

Marinwood's **Halloween Harvest Festival** took place on Friday, October 11th from 5-7pm. The turnout was the best in recent years and the event ran extremely well. This year we added a pumpkin patch where kids were able to pick out their own pumpkins before carving/decorating, and it was a huge hit. The event also featured carnival-style games with prizes, cookie decorating, 2 bounce houses, face painting, and a Halloween craft project. It was a great time.

The **Fall Art Show**, which was scheduled to take place on October 26th, had to unfortunately be postponed due to the complications posed by the power outages that week. We will instead host the show this spring on March 21st. While it was disappointing to cancel the show, I am grateful that all the work Susan Press put into organizing it will not have been for naught, and the nearly 50 individual pieces created for the show will still get to be featured.

Winterfest is our next community event and takes place on Friday, December 13th from 5-7pm. This event will feature photos with Santa, live music, arts and crafts, cookie decorating, games, and other holiday fun. Staff is currently working on the logistics and details to ensure it's another fun-filled event.

Classes & Programs

Several of our programs and classes had to be cancelled due to the power outage. But I want to thank Robyn, Kate, and our amazing Preschool and After School Program staffs for coming through at the last minute (and after a long week with no power) to provide a wonderful and elaborate Halloween for our program participants.

Building Rentals

Over the past several months staff has been working on revising/updating our building rental procedures and contract. This past month, after a productive discussion at the P&R Commission meeting, we have finalized changes and resumed booking private rentals of the community center. Key changes implemented include:

- Limiting maximum attendance from 250 to 150 persons
- Adjusting available hours so that all rentals must end by 11pm on Saturdays (including a one-hour minimum cleanup window) and 10pm on Sundays
- Requiring the individual renting the building to be present for the duration of the rental and to act as the main contact for District staff
- More clarity regarding the insurance requirement as well as the \$500 security deposit, and the penalties for failing to observe District rules and regulations

Summer Financial Report:

I have included the summer financial report, which includes the revenue and expenditure totals for our summer camps, aquatics programs, and overall pool season, not including utilities. The pool brought in \$90,000 this season, almost \$36,000 over last year. Our summer camps brought in \$421,000, about \$3,000 over last summer. We are very pleased with the final numbers and with how the season went.

Some general points of interest:

- *Pool Revenue.* Pool revenue was up about 12% this season, reflecting an increase in daily attendance, due in part to warm weather and possibly an increase in swimmers from Lucas Valley while their pool is undergoing construction.

- *Pool Memberships.* Membership revenue rose by 30% this season, following an upward trend in the pool's popularity the past couple seasons, as well as camp families taking advantage of summer camp discounts and priority camp registration for pool members.
- *Pool Training.* Our training expenditure went up this year due to increased weekly trainings for the lifeguard staff and needing to replace some lifeguard training equipment.
- *Summer Program.* Our summer camp gross revenue predictably dropped this summer due largely to our lack of access to Miller Creek Middle School while it underwent construction. We were forced to offer fewer camps and to restrict enrollment in some cases. However, we more than made up for this by lowering our expenses and still increased net revenue by \$3,000 over 2018.

Spring/Summer Preparation

Staff is currently working on our spring offering of classes and events, as well as assembling the spring/summer catalog. I am excited for some of the new events and classes being planned.

Parks/Maintenance

Projects

In October staff aerated, fertilized, patched, top-dressed, and reseeded the turf in the pool complex; filled and secured the sinkholes following completion of the pipe repair work in the panhandle; performed an inspection of the creek and began work on removing a handful of dam hazards caused by fallen trees; spruced up landscaping around community center and pool; adjusted irrigation to accommodate the crosswalk construction currently underway along Miller Creek Road; and began assessing the v-ditches and culverts in the open space ahead of the impending rainy season.

Upcoming projects include further work in the creek and open space drains ahead of the rain; painting of beams and doors in the pool equipment area; cleaning up woodwork in the community center; addressing holes in the mini park hedges; among other projects.

Staffing

We are currently finishing up interviews for the Parks Maintenance Worker II position and hope to have the position filled in the next couple weeks.

I want to acknowledge our current Parks Maintenance skeleton crew of Marco Giron and Estevan Chavez, who have stepped up in the last couple months to continue maintaining our parks and buildings while being down 1/3 of their already modest crew. They have been working extremely hard and with great attitudes and have made this transitional period much smoother than could've been expected.

Training

On October 29th and 30th I completed a 2-day course to renew my Certified Pool Operator certificate, which lasts 5 years.

On November 4th we completed our annual chainsaw safety training, which includes reviewing safety videos; inspecting equipment, protective gear, and first aid supplies; and reviewing first aid and CPR skills.

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)
 Backwash pool filters, clean skimmers/strainers (weekly)
 Vacuum pool (weekly)
 Blow tennis courts (2-3 days/week)
 Weeding (ongoing)

Summer 2018 vs Summer 2019 Comparison

Fiscal Year:		17/18	2018/2019					2019/2020					
POOL													
Account		1/1-6/30/18	July 2018	Aug 2018	Sep 2018	Oct 2018	Total 2018	1/1-6/30/19	July 2019	Aug 2019	Sep 2019	Oct 2019	Total 2019
Revenue													
4410215	Rental & parties	13,518.94	6,067.76	4,680.00	5,239.45	2,108.61	31,614.76	13,388.11	3,195.22	8,650.55	2,347.03	664.01	28,244.92
4631912	Vending	4,393.66	4,377.84	6,345.57	1,377.30	1,870.48	18,364.85	3,588.86	4,311.00	5,689.36	1,534.62	304.44	15,428.28
4631917	Pool revenue	19,052.30	13,959.02	26,225.71	2,520.00	6,005.41	67,762.44	13,993.15	18,183.42	27,240.29	13,289.27	3,732.70	76,438.83
	Swim Team Reimb		65,257.85				65,257.85			64,620.81			64,620.81
4631918	Pool membership	74,474.82	5,816.20	1,216.37			81,507.39	99,813.15	5,017.11	1,143.66	37.36	0.00	106,011.28
Total revenue		111,439.72	95,478.67	38,467.65	9,136.75	9,984.50	264,507.29	130,783.27	30,706.75	107,344.67	17,208.28	4,701.15	290,744.12
Expenditure													
5110210	Part-time wages	46,142.34	47,939.18	62,587.97	10,017.25	19,007.05	185,693.79	29,173.77	47,622.39	68,341.33	16,885.44	8,247.19	170,270.12
5110210	S.T. salary, LG wages	45,903.25	10,168.50				56,071.75	50,661.25	6,502.95	0.00	0.00	0.00	57,164.20
5211315	Training		27.16	114.64	305.84	246.56	694.20	570.00	2,749.11	457.68	520.52	0.00	4,297.31
5220215	Maint pool equip	10,300.60			5,970.09	46.82	16,317.51	4,443.07	0.00	476.66	26.55	0.00	4,946.28
5220710	Pool chemicals	3,853.49	977.93	1,706.80	853.95	824.20	8,216.37	3,691.28	708.19	1,429.56	1,301.55	1,517.91	8,648.49
5220819	Supplies	1,927.36	344.10		448.88	31.83	2,752.17	2,342.99	413.40	1,035.47	910.19	0.00	4,702.05
5220825	Clothing	4,754.79	226.01		53.57	241.04	5,275.41	3,253.71	0.00	37.31	0.00	0.00	3,291.02
5220826	Vending supplies	2,941.73	2,685.60	2,214.59	2,398.46		10,240.38	2,270.41	3,021.29	3,722.63	2,116.76	72.22	11,203.31
Total expenditure		115,823.56	62,368.48	66,624.00	20,048.04	20,397.50	285,261.58	96,406.48	61,017.33	75,500.64	21,761.01	9,837.32	264,522.78
Gain/loss							-20,754.29						26,221.34

AQUATICS													
Account		1/1-6/30/18	July 2018	Aug 2018	Sep 2018	Oct 2018	Total 2018	1/1-6/30/19	July 2019	Aug 2019	Sep 2019	Oct 2019	Total 2019
Revenue													
4631917	Aquatics	91,647.22	20,913.73	22,483.05	1,543.11	97.69	136,684.80	98,511.35	20,321.16	11,163.35	1,295.80	1,244.27	132,535.93
Total revenue		91,647.22	20,913.73	22,483.05	1,543.11	97.69	136,684.80	98,511.35	20,321.16	11,163.35	1,295.80	1,244.27	132,535.93
Expenditure													
5110210	Part-time wages	5,982.81	17,564.26	32,414.36	855.00	585.00	57,401.43	14,689.10	17,802.89	28,983.79	1,395.00	172.50	63,043.28
5220819	Supplies	1,528.35	1,837.22	264.64	757.88		4,388.09	2,485.88	1,310.47	622.26	1,261.63	0.00	5,680.24
Total expenditure		7,511.16	19,401.48	32,679.00	1,612.88	585.00	61,789.52	17,174.98	19,113.36	29,606.05	2,656.63	172.50	68,723.52
Gain/loss							74,895.28						63,812.41

POOL PLUS AQUATICS TOTAL			
Total Revenue	401,192.09		423,280.05
Total Expenditure	347,051.10		333,246.30
Gain/loss	54,140.99		90,033.75

Memo



To: Board of Directors
From: Eric Dreikosen, District Manager
Date: November 12, 2019
Re: Appointments to Fire and Park & Recreation Commissions

Directors,

Letters of interest in appointment to either the Fire Commission or the Park & Recreation Commission have been included for your consideration. The following information details current openings for each respective commission as it relates to appointments to be made:

Fire Commission:

There are currently one (1) regular and one (1) alternate commissioner opportunities for full two-year terms (Jan 2020 – Dec 2021)

One (1) member of the community is seeking appointment:

1. Pascal Karsenti (reappointment)

Park & Recreation Commission:

There are currently three (3) regular commissioner opportunities for full two-year terms (Jan 2020 – Dec 2021 and one (1) vacant alternate commissioner opportunity with one year remaining on the term (Jan 2019 – Dec 2020).

One (1) member of the community is seeking appointment:

1. Jon Campo (reappointment)

Of note: The reappointment of Commissioner Jon Campo will allow the Commission to maintain a quorum of three of five total positions (not including the alternate position).

For both Commissions, staff will continue to publicize remaining appointment opportunities with the hopes to fill remaining vacancies until such vacancies have been filled.

Eric,

I would like to express my desire to be re-appointed to the Marinwood fire commission. I have lived in Marinwood since 2012 and have served on the commission first as an alternate and later as a commissioner since December 2016. I have significant professional exposure to catastrophic wildfire risk which I leverage in service of the commission where appropriate, such as through the community risk report I prepared back in February 2018.

I look forward to an opportunity to continue assisting the community.

Best regards,
Pascal Karsenti

Dear Board of Directors,

I would be honored to continue to serve the Marinwood CSD Parks and Recreation Commission for an additional term. If re-appointed, I will continue to draw on my decades of experience in park and open space management to serve the Marinwood community. Thank you for the opportunity.

Sincerely,

Jon Campo