

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

April 7, 2015 Fire Commission Meeting Minutes

Fire Commissioners:

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

Others in attendance:

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

1. Approval of Agenda-Call to order 730 pm. Approval of Agenda.
 - **M/S Marinoff/Elsbree to approve agenda. All in favor.**

2. Approval of February Minutes
 - There was not a quorum at the March Meeting so the February Minutes could not be approved at that meeting. Also, there were no March Minutes since there was no meeting.
 - **M/S Approval of February Minutes. Marinoff/Albano to approve minutes. One correction to Section 3 of the minutes on the month, change from September to February. All in favor with the correction.**

3. March Activity Schedule and Response Report.
 - The March 2015 Activity Schedule was reviewed. There were no questions.
 - The March 2015 Response Report was reviewed. Commission Chair Naylor mentioned that the department was at the one year anniversary for the Shared Services Agreement. He also mentioned that the department was responding to San Rafael for close to 50% of it's calls and had to move forward with the paramedics on the engine. Commissioner Marinoff objects to having the address removed from the response report. Something that was done to comply with HIPPA. *Commissioner Albano had a question on call 15-262 a pepper spray incident. Firefighter Brackett who was on the call gave the details of the call. Commissioner Albano asked if law enforcement responds to pepper spray incidents, Chief informed him yes. There was a question from Commissioner Naylor on a detoxification call, 15-254. Chief informed him it was a response to Helen Vine Detox Center where patients go to detoxify but as a result can have seizures, tremors, etc. Board Member Shea had a question on a leaking radiator call, 15-266. Chief explained he did not have details to the call but would look them up. This was a response to a car leaking radiator fluid on the street in Roundtree. The engine company was able to stop the leak and then used absorbant to soak up and clean up the radiator fluid on the street and along the curb. No fluid had gone into a storm drain.*

4. Chief Report
 - The Commission reviewed the draft 2015/16 Fire department budget. Year to date actuals for this years budget were also reviewed. There was a question as to why next years draft budget showed the chief's salary and previous budgets did not. Chief explained the Board President asked that the Manager and Department heads salary be broken out from regular salaries. There was a question as to why the extra hire salary was increased by 25%. Eric informed the Commission that Carolyn has been working more hours and the budget needed to reflect that. Eric also explained that there were no hours budgeted for Tom Horne on next years budget. There is a budget hearing scheduled for 4/21 with possible budget adoption at the May Board Meeting.
 - The draft light duty policy was discussed as well as the email from County Counsel. County Counsel recommended not adopting what they called a hollow policy. The lack of a policy does not necessarily preclude the possibility of an injured employee

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

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

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

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

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

Respectfully submitted,
Chief Tom Roach