

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

February 4, 2015 Fire Commission Meeting Minutes

Fire Commissioners:

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

Others in attendance:

Fire Chief Tom Roach, District Manager Eric Dreikosen, Board Members Tarey Read, and Bill Shea, Linda Barnello, Damien Perry

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 December Minutes
  - There was not a quorum at the December meeting so not minutes were taken during the informal meeting that was held.
3. September Activity Schedule and Response Report.
  - The January 2015 Activity Schedule was reviewed. There were no questions.
  - The January 2015 Response Report was reviewed. There was a question on call 15-06 for a severed toe. **A 28 year old male had a front door slam on his foot and the tip of his big toe was cut off.** There was a question on call 15-50 for traumatic injuries. **A 64 year old woman took a ground level fall and hurt her knee.**
  - The Response Numbers for 2013 and 2014 were compared. The difference in the two years was that in 2014 the Shared Services Agreement was signed in April and the Department started responding east of the freeway again. That added an increase of 360 calls to that area in the 8 months of 2014. Chief expects the number to be around 400 during 2015 which is what the department responded to previously with the old JPA agreements. Chief also noted that when the Marinwood engine was responding into that area of San Rafael Marinwood had very good backfill coverage from either San Rafael or Novato.
4. Chief Report
  - Chief gave a status report on the Shared Services Agreement with San Rafael. Changes have been made in dispatch. Cross over training was completed with emphasis on engine familiarization and drive time, truck training, and SCBA training. Chief has recorded the hours each agency has worked for the other agency and has costs for the Marinwood personnel working in San Rafael and San Rafael has provided Marinwood with the same details. A spreadsheet was distributed to the Commission and will be included in the Board Packet.
  - The draft 2015/16 Fire Department budget was reviewed. Chief did review the strike team reimbursements and discussed how that offset most of the overtime costs. Another sheet was distributed to explain the reimbursements and OT costs. It will be included in the Board Packet. **Commissioner Marinoff asked to see how much overtime the Department had not attributed to strike teams. Chief said he would be able to provide that in the next month.** Commissioner Marinoff also had comments on MERA Bond, asking if there would be another bond for the Next Generation System. It was explained that will be paid through a property tax. He also had a comment on the principal and interest of the pool bond. The 2015/16 budget reflected the same numbers as 2014/15. Typically the P and I is adjusted a bit. Eric stated he would check and adjust.
  - The Chief presented a not all inclusive list of department goals for 2015. Commissioner Naylor asked the Grant research and writing for department needs should be added and it was. Captain White said the department members have in the past researched and written grants for a variety of needs. Some have been awarded and some have not. He suggested

there are professional companies who write grants or that maybe a Commissioner would like to assist with the process.

- A draft Light Duty policy was reviewed. Three other policies from other departments were reviewed. A few suggestions were made and the draft has been updated and will be presented to the Board for review. If the Board is happy with the draft it will be sent to Counsel for review and then come back to the Commission and Board for approval next month.
- Chief discussed the current staffing issues with the Department, 2 members off on work related injuries and one employee offered a full time job with the San Rafael FD, leaving at the end of February. Different possibilities were discussed. The Commission agreed with the Chief's recommendation of hiring the temporary hire full time and using San Rafael's paramedic list for the next candidate and possibly include them in San Rafael's Academy.

Respectfully submitted,  
Chief Tom Roach