

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

June 2, 2015 Fire Commission Meeting Minutes

Fire Commissioners:

Present: Jeff Naylor, Russ Albano, Ron Marinoff, Greg Stilson

Others in attendance:

Fire Chief Tom Roach, District Manager Eric Dreikosen, Board Members Bill Shea and Tarey Read, Linda Barnello, Firefighter Brandon Selvitella

1. Approval of Agenda-Call to order 730 pm. Approval of Agenda.
 - **M/S Marinoff/Albano to approve agenda. All in favor.**
2. Approval of May Minutes
 - **M/S Albano/Naylor to approve of April Minutes.** Commissioner Naylor commented that at the April meeting Captain White explained the difference between a code 2 and a code 3 response but that was not reflected in the April minutes. Chief said he would include that discussion in the amended minutes under response report. All in favor of approving amended minutes.
3. May Activity Schedule and Response Report.
 - The May 2015 Activity Schedule was reviewed. Chief commented that during the month the department was busy preparing for wildland season and that the wildland packs had been put together, wildland training had happened, the wildland academy was in late May/early June and three Marinwood volunteers attended and our engine with three personnel attended to help with instruction during two of the days. There were no questions.
 - The May 2015 Response Report was reviewed. There was a question on what "NOV" was in the ambulance column and the Chief explained that meant there was a Novato Ambulance on the medical aid as opposed to one of the San Rafael ambulances. There was a question about a number of lift assists on consecutive calls on May 5, if they were all the same address. According the different FMA listed for each call they were definitely not all at the same address because some had a different FMA listed.
4. Chief Report
 - The Chief included a draft copy of new Fire Commission Bylaws. Discussion followed. Some format edits were made, the Vice Chair position was eliminated, and the size of the Commission was discussed and added. The Commission discussed the overall need to be going through this process and Board Member Read spoke on behalf of the Board saying that the previous Authority and Responsibility Document for the Fire Commission hadn't been updated since the early 90's and these new Bylaws were to update and replace that document. The Fire Commission felt the Bylaws had been reviewed enough and would like some Board direction at this point.
 - KME Change order was reviewed. Chief updated the Commission that the change order bill was sent after the Engine Committee went to KME to visit and finalize some details for the new engine. Some of the final details came at a cost. The list of the changes and what each one cost was not presented to the Commission. It was decided that this should be presented to the Board with the bill so they could see what the actual costs came from. The Commission did ask if the changes were to better improve the functionality of the new engine and allow the firefighters to better perform their jobs. The Chief said yes. Therefore a motion was made-**M/S Naylor/Albano To approve and recommend to the Board payment of the change**

order bill based on the knowledge that the changes were to improve the functionality and efficiency of the new engine. All in favor.

- A couple of vegetation management fliers were reviewed. Chief stated that one would be distributed to homes that border open space and that it would be put on Next Door and emailed to the neighborries mailing list. The one with the blue colored heading was decided because of the content, style, and font size. Chief would deliver 100 or so to CSA 13 for distribution and would solicit some volunteers to distribute the flier in Marinwood.
- The shared service bill from MW to SR and from SR to MW were reviewed. Chief explained the SR bill to MW. While the dollar amounts looks high the actual cost to Marinwood is not. The payment to SR for the first employee listed, Shawn Gordon was totally paid for by Cal OES reimbursement from the strike team Shawn went on with Marinwood. The remaining shifts were filled by San Rafael employees and do have to be reimbursed using OT funds, but they would have had to be filled at a slightly reduced cost using Marinwood employees if Shared Services didn't exist. The difference for only three shifts is minimal.
- Chief informed the Commission that he had spoken with a few different Grant Writing companies. A highly recommended company, Towns End Public Affairs based out of Oakland, will be coming to meet with the District Manager and both department heads in late June.

Respectfully submitted,
Chief Tom Roach