



SAN RAFAEL CITY COUNCIL STAFF REPORT

Department: City Clerk

Prepared by: Lindsay Lara, City Clerk

City Manager Approval: _____

A handwritten signature in blue ink, appearing to be 'CL', is written over the City Manager Approval line.

TOPIC: FIRE COMMISSION APPOINTMENT

SUBJECT: APPOINTMENT OF ALTERNATE MEMBER BRIAN WATERBURY TO A REGULAR VOTING MEMBER ON THE FIRE COMMISSION THROUGH THE END OF OCTOBER 2028 DUE TO THE EXPIRATION OF TERM OF THOMAS WEATHERS

RECOMMENDATION:

Appoint Alternate Member Brian Waterbury to a Regular Voting Member on the Fire Commission through the End of October 2028 Due to the Expiration of Term of Thomas Weathers.

BACKGROUND:

The term of Thomas Weathers is set to expire at the end of October 2024. The City Clerk's office recruited for applications and received one (1) application from the current Alternate Member to the Fire Commission, Brian Waterbury.

The [Fire Commission](#) contributes their experience and expertise to support the goals of the San Rafael Fire Department. In concert with the Fire Chief, the five members and two alternates collaborate on department-related initiatives, supporting the San Rafael Fire Foundation. Commissioners have also participated in public education and outreach activities, supported emergency preparedness efforts, and documented the Department's history. The activities of the Commission are varied based on the unique skills and perspectives of the individual members. [Meetings](#) are held on the second Wednesday of each month at 4:00 p.m. at the San Rafael Public Safety Center, 1375 Fifth Avenue, San Rafael, California 94901.

ANALYSIS:

The City Clerk's office recruited for the Fire Commission vacancy and received one (1) application. Staff recommends the City Council appoint Brian Waterbury effective immediately, to the end of October 2028.

FISCAL IMPACT: There is no fiscal impact associated with this item.

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

COMMUNITY OUTREACH:

The call for applications for the Fire Commission was advertised through mass email notification, the City website, social media platforms, Marin IJ, and physically posted at City facilities.

ATTACHMENT:

1. One (1) Application
2. Bylaws

#85

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, August 19, 2024 7:25:25 PM
Last Modified: Monday, August 19, 2024 7:45:56 PM
Time Spent: 00:20:30
IP Address: 54.241.187.180

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Q1

Contact Information / Información del contacto

First and Last Name / Nombre y Apellido	Brian J Waterbury
Address / Dirección	████████████████████
City / Ciudad	San Rafael
State / estado	California
ZIP/Postal Code / Código postal	94901
Email Address / Dirección de correo electrónico	████████████████████
Phone Number / Número de teléfono	██████████

Q2

District 2/Western / Distrito 2/Oeste

What district do you currently live in? ¿En qué distrito vive actualmente?

Q3

How long have you lived in San Rafael?

63 Years

Q4

Business Information

Company	Retired San Rafael Fire Department
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Q5

How did you hear about this vacant position?

Other (please specify):
Currently serve as alternate Commission member.

Q6

Fire Commission

What Board would you like to apply to? ¿A cuál te gustaría aplicar?

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Q18

Do you participate in any civic activities? If so, what are they?

Rotary Club of Terra Linda, Past President. San Rafael Elks Lodge 1108, Lodge Mediator. San Rafael Fire Commission, Alternate Member.

Q19

List any civic organizations of which you are a member:

Rotary Club of Terra Linda. San Rafael Elks Lodge 1108. San Rafael Fire Commission.

Q20

Education:

Bachelors of Public Administration, University of San Francisco.

Q21

Why are you interested in serving on a board or commission?

Seeking permanent position on San Rafael Fire Commission of which I am currently a member of. My experience of 32 years in the San Rafael Fire Department brings experience and history to the Fire Commission.

Q22

Describe possible areas in which you may have a conflict of interest with the City:

Past Workers Comp Claim.

Q23

Respondent skipped this question

Upload your resume.

Page 5: Demographics / Datos demográficos

Q24

Ethnicity / Raza/etnia:

[REDACTED]

Q25

To which gender do you most identify? ¿Con qué género se identifica más?

[REDACTED]

Q26

How old are you? ¿Cuántos años tienes?

[REDACTED]

FIRE COMMISSION BYLAWS

ARTICLE I. NAME AND PURPOSE

Section 1.1. Name. The name of this body shall be the City of San Rafael Fire Commission, hereinafter referred to as the “Commission.”

Section 1.2. Purpose. The purpose of the Fire Commission is to advise and support the goals and objectives of the San Rafael Fire Department as articulated by the Fire Chief.

Section 1.3. Commission Responsibility. The Commission’s authority is advisory only. The Fire Commission has no power to act on behalf of the City of San Rafael or any other entity.

Subject to the direction and control of the city council, as provided in Section 2.04.030 of the San Rafael Municipal Code, the powers and duties of the Fire Commission shall be:

1. To review and recommend concerning the future needs of the fire department in respect to long-range capital needs, including buildings, training facilities, and water mains and hydrant replacements;
2. To review the relationship of the fire department with other governmental agencies and private entities concerning topics which the commission feels present a true and pressing need for the city's fire service, i.e., mutual aid and the fire rating system of the Independent Insurance Office;
3. To recommend to the fire chief and the city council action concerning initial adoption and future amendments to the fire prevention code, the building code, and other such ordinances which pertain to the prevention of fires within the community;
4. To receive monthly reports from the department head concerning the general operations and functions of the department;
5. To perform such other duties as may be prescribed by the city council.

ARTICLE II. MEMBERSHIP

Section 2.1. Number of Members. The Commission shall consist of five (5) members, one of which may be a Councilmember. The City Council has the authority to appoint alternates as needed. The Chief of the fire department shall be an ex officio member of the Commission but shall not be entitled to vote as a member of the Commission.

Section 2.2. Eligibility. Commissioners shall be residents of the city of San Rafael.

Section 2.3. Appointment of Commissioners. Commissioners shall be appointed by the City Council. Appointments shall be published on the website for the City of San Rafael in accordance with Government Code Section 54973, as amended from time to time.

Section 2.4. Terms of Appointment. Each Commissioner shall serve a term of four (4) years. An effort will be made to ensure that the terms are staggered, and not all of the appointments expire in the same year.

Section 2.5. Term Limits. Commissioners shall be limited to two (2) consecutive four-year terms. Additional terms may be served if there is a break between terms.

Section 2.6. Absence and Removal. An unexcused absence from two (2) consecutive Commission meetings without notification to the Staff Liaison shall be considered a voluntary resignation from the Commission. Previously dismissed Commissioners may be eligible for reappointment to the Commission. Commissioners shall be subject to removal by the affirmative vote of three members of the city council.

Section 2.7. Compensation. Commissioners serve without compensation.

ARTICLE III. MEETINGS

Section 3.1. Time and date of Regular Meeting. Notification of meeting place, date, and time shall be rendered to the public through posting on the City of San Rafael website. The Commission shall meet once per month, unless there is no business to conduct, and shall be scheduled annually. The schedule for the upcoming year will be set by December of the previous year.