



**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 'AS'.

**TOPIC: FIRE COMMISSION APPOINTMENT**

**SUBJECT: APPOINT DAVID FONKALSRUD TO FILL ONE FOUR-YEAR TERM TO THE END OF MARCH 2027 ON THE FIRE COMMISSION DUE TO THE EXPIRATION OF TERM OF LARRY LUCKHAM**

**RECOMMENDATION:**

Appoint David Fonkalsrud to fill one four-year term to the end of March 2027 on the Fire Commission due to the expiration of term of Larry Luckham.

**BACKGROUND:**

On February 3, 2023, the City Clerk called for applications for the Fire Commission to fill one four-year term to the end of March 2027 due to the expiration of term of Larry Luckham. Larry Luckham was not eligible to reapply due to meeting the maximum of two four-year terms; however, Alternate Member David Fonkalsrud expressed an interest in serving as a full-voting member and submitted his application, which was the only application received by the deadline of February 27, 2023. Staff recommends the appointment of David Fonkalsrud to the end of March 2027.

The [Fire Commission](#) consists of five commissioners who advise and support the goals and objectives of the San Rafael Fire Department. In concert with the Fire Chief, Fire Commissioners contribute their experience and expertise with department-related initiatives, such as public education and information, emergency preparedness, support of the San Rafael Fire Foundation, photography, and documenting fire service history.

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

**COMMUNITY OUTREACH:**

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

**RECOMMENDED ACTION:**

Appoint David Fonkalsrud to fill one four-year term to the end of March 2027 on the Fire Commission due to the expiration of term of Larry Luckham.

**ATTACHMENT:**

1. One (1) application
2. Bylaws

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**FOR CITY CLERK ONLY**

**Council Meeting:**

**Disposition:**

#1

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Sunday, February 26, 2023 7:53:43 PM  
**Last Modified:** Sunday, February 26, 2023 8:00:47 PM  
**Time Spent:** 00:07:04  
**IP Address:** 67.169.75.120

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**Q1**

Contact Information

First and Last Name	David Fonkalsrud
Address	[REDACTED]
City/Town	San Rafael
State/Province	CA
ZIP/Postal Code	94901
Email Address	[REDACTED]
Phone Number	[REDACTED]

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**Q2** Respondent skipped this question

What district do you currently live in?

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**Q3** Fire Commission

What Board would you like to apply to?

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**Q7**

How long have you lived in San Rafael?

19 years

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**Q8** Respondent skipped this question

Business Information

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## Boards and Commissions Application

**Q9**

How did you hear about this vacant position?

Other (please specify):

currently serving as alternate member of the Fire Commission

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**Q10**

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

San Rafael Fire Commission alternate (2016-present); St. Anselm Parish CYO Athletic Director (2017-2022); Coaching various kids sports teams (soccer, basketball); Various fundraising activities (Swim Across America, Glenwood School Foundation, St. Anselm School Golf Tournament, Leukemia Society – Team in Training).

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**Q11**

List any civic organizations of which you are a member:

San Rafael Fire Commission (alternate)

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**Q12**

Education:

Denison University, B.A. 1987

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**Q13**

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

Firefighters across the nation and world put their lives on the line every day to protect the public. I would like to continue to help serve in a way in which I can give back a small amount in exchange for the tremendous sacrifices they make. I am also interested in emergency response, as I am an Eagle Scout from a Boy Scout troop that was very focused on first aid and emergency preparedness -- and from the fact that my father was a surgeon. I feel that now more than ever the public needs to be aware of fire risks and what they can do to be more fire wise and prepared – something that I can hopefully contribute to from my background in public relations and communications. I also have several friends who are fire fighters.

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**Q14**

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

None

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**Q15**

Respondent skipped this question

Upload your resume.

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**Q16**

[REDACTED]

Ethnicity

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**Q17**

[REDACTED]

To which gender do you most identify?

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**Q18**

[REDACTED]

How old are you?

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## **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.