




SAN RAFAEL CITY COUNCIL STAFF REPORT

Department: City Clerk

Prepared by: Lindsay Lara, City Clerk

City Manager Approval: 

TOPIC: FIRE COMMISSION INTERVIEWS

SUBJECT: INTERVIEW APPLICANTS AND MAKE AN APPOINTMENT TO FILL ONE UNEXPIRED FOUR-YEAR TERM TO THE END OF OCTOBER 2025 ON THE FIRE COMMISSION DUE TO THE RESIGNATION OF NADINE ATIEH HADE

RECOMMENDATION:

Interview the following applicants and make an appointment to fill one unexpired four-year term to the end of October 2025 on the Fire Commission due to the resignation of Nadine Atieh Hade.

| Name |
|-----------------|
| Brian Waterbury |
| Donna McCusker |
| Gerrod Herndon |
| John Chung |

BACKGROUND:

The term of Nadine Atieh Hade was set to expire at the end of October 2025; however, she relocated outside of city limits and was no longer eligible to serve on the Fire Commission. The City Clerk’s office recruited for applications and received five applications.

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

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 2

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 five (5) applications; however, one applicant withdrew. Staff recommends the City Council interview the four (4) eligible applicants and make an appointment to fill the single unexpired term.

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

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. Four (4) Applications
2. Bylaws

#40

INCOMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, September 18, 2023 12:21:48 PM
Last Modified: Monday, September 18, 2023 12:37:35 PM
Time Spent: 00:15:46
IP Address: 73.92.206.164

Page 1

Q1

Contact Information / Información del contacto

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

Q2

District 1/Southern / Distrito 1/Sur

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

Q3

How long have you lived in San Rafael?

Since 1961

Q4

Business Information

| | |
|---------|----------------|
| Company | Retired |
|---------|----------------|

Q5

How did you hear about this vacant position?

Other (please specify):
Deputy Fire Chief Robert Sennott

Q6

Fire Commission

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

Page 3

Q10

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

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

Q11

List any civic organizations of which you are a member:

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

Q12

Education:

BPA. Bachelors in public administration from University of San Francisco.

Q13

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

My whole life has been devoted to community service, YMCA, Boy Scouts, Terra Linda Volunteer Fire Department, U.S. Navy, City of San Rafael Fire Department, Program manager Marin Medical Reserve Corps. I have the skills and experience to enhance the effectiveness of the Fire Commission.

Q14

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

Workers Comp claim adjusted.

Q15

Upload your resume.

SRFD%20Fire%20Commission.pdf (95.2KB)

Page 5: Demographics / Datos demográficos

BRIAN J. WATERBURY
Applicant
City of San Rafael Fire Commission



Brian Waterbury has more than 39 years of Fire Service experience and retired in 2005 Division Chief from the City of San Rafael Fire Department in the San Francisco Bay Area.

Chief Waterbury's many administrative responsibilities included long range planning, budgeting, training, human resources, community relations, development and implementing policy and disaster preparedness.

Chief Waterbury is currently a member of the San Rafael Elks Lodge and Past President of the Rotary Club of Terra Linda, The American Legion and Veterans of Foreign Wars.

Brian firmly believes that the "Power of Disaster Preparedness and response lies not with Local, State or Federal Governments, but with the Community."

Brian has a bachelor's degree in public administration from the University of San Francisco and has extensive coursework at the California State Training Institute and FEMA's Center for Domestic Preparedness (CDP).

#29

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, September 12, 2023 1:29:57 PM
Last Modified: Tuesday, September 12, 2023 1:58:22 PM
Time Spent: 00:28:25
IP Address: 73.222.125.27

Page 1

Q1

Contact Information / Información del contacto

First and Last Name / Nombre y Apellido **Donna McCusker**

Address / Dirección

City / Ciudad

State / estado

ZIP/Postal Code / Código postal

Email Address / Dirección de correo electrónico

Phone Number / Número de teléfono

Donna McCusker

San Rafael

CA

94903

District 4/Northern / Distrito 4/Norte

Q2

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

Q3

How long have you lived in San Rafael?

since 1955

Q4

Business Information

Company

Address

City/Town

ZIP/Postal Code

Morgan Stanley

2365 Iron Point Rd Ste 235

Folsom

95630

Q5 Other (please specify):
How did you hear about this vacant position? Currently serving as an Alternate

Q6 **Fire Commission**
What Board would you like to apply to? ¿A cuál te gustaría aplicar?

Page 3

Q10
Do you participate in any civic activities? If so, what are they?

San Rafael Fire Foundation/volunteer
Marin Needle Arts Guild/teacher
Little Wishes/make quilts for children in hospitals

Q11
List any civic organizations of which you are a member:

San Rafael Fire Foundation Volunteer/liaison w FireCommission
Marin Needle Arts Guild

Q12
Education:
San Jose State University BA
San Jose State University Lifetime Teaching Credential
Stanislaus State University MBA/partial

Q13
Why are you interested in serving on a board or commission?
To serve our firefighters! To promote & enhance our San Rafael Fire Department to our community.

Q14
Describe possible areas in which you may have a conflict of interest with the City:

-0-

Q15 **Respondent skipped this question**
Upload your resume.



SAN RAFAEL

THE CITY WITH A MISSION



Boards and Commissions Application

What board would you like to apply too?

- ADA Access Advisory Committee
- Bicycle and Pedestrian Advisory Committee
- Board of Library Trustees
- Design Review Board
- Fire Commission
- Marin Commission on Aging
- Marin County Hazardous & Solid Waste Management Joint Powers Authority Local Task Force
- Marin/Sonoma Mosquito and Vector District
- Park and Recreation Commission
- Pickleweed Advisory Committee
- Planning Commission
- Police Accountability Advisory Committee
- Public Art Review Board
- Voter Approved Tax Oversight Committee

Applicant Information

Full Name: Gerrod Herndon [Redacted]

*Address: [Redacted]

Street Address Apartment/Unit #

San Rafael, CA 94901

City State ZIP Code

*Phone: [Redacted] Email: [Redacted]

Resident of San Rafael for 11 years.

Employer: self

Occupation: pro bono

Business Address: [Redacted]

Street Address Apartment/Unit #

San Rafael, CA 94901

City State ZIP Code

Education

PASS, Exodus, Freshstart, K-12, Blackstone,
ABA, WELS, Penn Foster, Witkins Legal Institute
Stratford, SRJC, Fresno State University, College of the North Coast
Eastline Community College

Supplemental Questions

Participation in the following civic activities:

On ballot for 2nd District City Council members

ERC cus walgreens, medical, Medcamp

NAMI safeart, AARP, EBT

AA/NIA vitacid, Kaiser, 4120.9 10018

Member of the following civic organizations:

Culture Center 42 CFR 489

USC 28191991 - MC-275 title 2 504

Land and trust title 1 51023

My reasons for wanting to serve are:

I am capable of performing the task and can contribute to the well being of the community. I have faith in God (Jesus Christ) with baptisms/confirmation

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

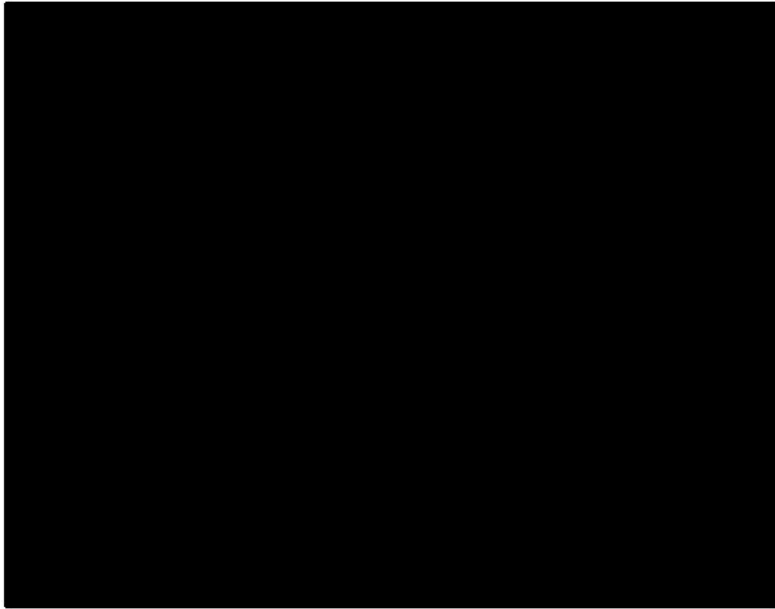
1485 oversight Sheriff depart

3654 prop 8, 36, 39, 47

56731 56248 2273

109 9/A 2254 2933 4813 PC

Demographics (Optional)



Signature

Signature: Gerrard Herndon

Date: 08-28-23

Mail or Deliver to:

City of San Rafael, City Clerk Department
City Hall, 1400 Fifth Avenue, Room 209
San Rafael, CA 94901

*Information kept confidential, to the extent permitted by law.

San Rafael, CA

Gerrod Herndon

Passionate worker and learner searching for a change in career fields and an opportunity to join a growing team.

SKILLS

Deep knowledge of mental health services
Operational knowledge of computer applications
Exceptional ability to multitask and prioritize work
Sound ability to work independently
Excellent customer services skills
Good communication skills in both oral and written forms
Bilingual (English Farsi Arabic) (Spanish for customer service)

EXPERIENCE

Enterprise Resource Center, San Rafael Marin - *Peer Support Specialist*

Dec 2021 - Present

- Performed heavy and light cleaning, including mopping, sweeping, glass-cleaning, and dusting
- Participated in various self-help groups and provided support to clients.
- Performed various activities on the consumer lounge and ensured a neat and clean area.

Center for Employment Opportunities, San Rafael Marin - *Highway Technician*

Sep 2021 – May 2022

- Provide landscaping and weed eating services along highways, on/off ramps, service roads, and underpasses
- Provide litter abatement services along highways, on/off ramps, service roads, and underpasses
- Beautify highways and ensure their safety for emergency vehicles
- Ensure safe passage on shoulders for emergency vehicles and motorists in distress

Ruby's Valley Care Home, Fresno – Janitor

Mar 2020 - Jan 2021

- Performed maintenance and janitorial duties at several commercial and business sites
- Cleaned, sanitized and supplied restrooms
- Washed windows, glass partitions and mirrors
- Swept, mopped, scrubbed and vacuumed floors to ensure cleanliness
- Collected and transported garbage to sanitation pick-up areas
- Emptied wastebaskets and transported trash to disposal areas

McDonald's, Novato – Server

Jan 2014 - May 2014

- Performed maintenance and janitorial duties at several commercial and business sites
- Cleaned, sanitized and supplied restrooms
- Washed windows, glass partitions and mirrors
- Swept, mopped, scrubbed and vacuumed floors to ensure cleanliness
- Collected and transported garbage to sanitation pick-up areas
- Emptied wastebaskets and transported trash to disposal areas

State of CA - Printing Press

Jan 2006 - Jan 2013

- Collected and inspected random samples during print runs to identify any necessary adjustments.
- Examined job orders to determine quantities to be printed, stock specifications, colors, or special printing instructions.
- Verified that paper and ink meet the specifications for a given job.
- Started presses and pull proofs to check for ink coverage and density, alignment, and registration.
- Fed paper through press cylinders and adjust feed and tension controls.

EDUCATION

HS Diploma, Vallejo High School – 1999

Paralegal Diploma, Blackstone (GATE) – 2010

College of Marin, Marin CA – *Classical Music*
Undergrad cont'd

Santa Rosa Junior College, Santa Rosa CA – *Counseling Health and Philosophy*
Undergrad cont'd

Fresno Pacific University, Fresno, CA

Coastline Community College, Fountain Valley, CA

CERTIFICATES AND LICENSES

Fresh Start Culinary Program
2016

California Psychiatric Transition (CPT)
2016 Graduated

Breaking Barriers
2013 Graduated

PASS – Psychology Academic SF
2013 Graduated

ABA – Occupational Therapy
2013 Graduated

Courses Taken

Exodus Course – graduated

ABA Occupational therapy class – graduated

Counseling – graduated

Health and Philosophy – graduated

Sexual Harassment Certificate – graduated

Psychology – graduated

#39

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, September 13, 2023 11:37:21 AM
Last Modified: Wednesday, September 20, 2023 10:08:59 PM
Time Spent: Over a day
IP Address: 73.71.105.24

Page 1

Q1

Contact Information / Información del contacto

| | |
|---|------------|
| First and Last Name / Nombre y Apellido | John Chung |
| Address / Dirección | [REDACTED] |
| City / Ciudad | San Rafael |
| State / estado | CA |
| ZIP/Postal Code / Código postal | 94901 |
| Email Address / Dirección de correo electrónico | [REDACTED] |
| Phone Number / Número de teléfono | [REDACTED] |

Q2

District 3/Eastern / Distrito 3/Este

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

Q3

How long have you lived in San Rafael?

26 years

Q4

Business Information

| | |
|-----------------|---|
| Company | San Francisco Fire Department (retired) |
| Address | 698 Second Street |
| City/Town | San Francisco |
| ZIP/Postal Code | 94107 |

Q5

Friend

How did you hear about this vacant position?

Q6

Fire Commission

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

Page 3

Q10

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

Golf Coach - San Rafael High School (girls and boys team)

Q11

List any civic organizations of which you are a member:

San Rafael High Athletic Boosters

Q12

Education:

BA Criminal Justice - San Francisco State University

Masters of Business Administration - San Francisco State University

Q13

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

I have fire service experience and would like to serve the community in which i live

Q14

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

none

Q15

Upload your resume.

John%20Chung.pdf (35.8KB)



John Chung

San Rafael, CA 94901

Work History

1/2021 to 6/2021 **Training Officer – San Francisco Fire Department**

Train and test new recruit class to all aspects of firefighting. Includes hose leads, raising ladders, EMS, pump operations, equipment, and rescue

10/2008 to 10/2009 & 1/2011 to 1/2021- **Lieutenant – Fire Suppression – San Francisco Fire Department**

Company to officer on Engine and Truck companies. Respond to fires and other emergencies as dispatched. Train probationary firefighters, conduct inspections, conduct drills, and administrative duties.

10/2009 to 12/2010 – **Captain – Bureau of Equipment – San Francisco Fire Department**

Manage SFFD fleet and all equipment that goes on each apparatus. Write specifications for new apparatus, test new equipment, and purchasing. Supervise crew of fire apparatus mechanics.

10/1991 – 10/2008 - **Firefighter – San Francisco Fire Department**

Various roles, working 24 hour watches, such as EMT, apparatus operator, firefighter. Respond to calls as dispatched, under the supervision of a company officer.

Related experience:

Instructor – City College of San Francisco; Fire Academy and Fire Science (2008 – present)

State Fire Training Certification in Driver 1A (apparatus operation) and Driver 1B (pump operations)

Subject Matter Expert – Engine operations specializing in pump operations.

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.