



**SAN RAFAEL CITY COUNCIL STAFF REPORT**

**Department: City Clerk**

**Prepared by: Lindsay Lara, City Clerk**

**City Manager Approval:** 

**TOPIC: FIRE COMMISSION APPOINTMENTS**

**SUBJECT: APPOINTMENT OF JOHN CHUNG AND BRIAN WATERBURY TO FILL TWO FOUR-YEAR TERMS AS ALTERNATE MEMBERS TO THE END OF OCTOBER 2027 ON THE FIRE COMMISSION**

**RECOMMENDATION:**

Appoint John Chung and Brian Waterbury to Fill Two Four-Year Terms to the End of October 2027 on the Fire Commission.

**BACKGROUND:**

On October 16, 2023, the City Council held interviews to make an appointment to fill the unexpired term of Nadine Atieh-Hade on the Fire Commission. Donna McCusker was appointed to fill the unexpired term, but the City Council provided a recommendation to Staff to appoint John Chung and Brian Waterbury as Alternate Members to the Fire Commission.

**ANALYSIS:**

As expressed in the Board, Commission and Committee (BCC) Rules and Procedures, if more than one Alternate member exists, there shall be a pre-determined first and second Alternate, and they shall alternate between first and second Alternate member annually. First Alternates shall vote in the absence of one voting member, and Second Alternates shall vote in the absence of a second voting member. John Chung would be appointed as the first Alternate Member, and Brian Waterbury will be appointed as the second Alternate Member through the end of December 2024.

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**ATTACHMENT:**

1. Two (2) Applications
2. Bylaws

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**FOR CITY CLERK ONLY**

**Council Meeting:**

**Disposition:**

#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

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**Q1**

Contact Information / Información del contacto

First and Last Name / Nombre y Apellido	<b>Brian J Waterbury</b>
Address / Dirección	[REDACTED]
City / Ciudad	<b>San Rafael</b>
State / estado	<b>CA.</b>
ZIP/Postal Code / Código postal	<b>94901</b>
Email Address / Dirección de correo electrónico	[REDACTED]
Phone Number / Número de teléfono	[REDACTED]

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**Q2**

**District 1/Southern / Distrito 1/Sur**

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

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**Q3**

How long have you lived in San Rafael?

Since 1961

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**Q4**

Business Information

Company	<b>Retired</b>
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**Q5**

How did you hear about this vacant position?

Other (please specify):  
Deputy Fire Chief Robert Sennott

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**Q6**

**Fire Commission**

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

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**Q10**

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

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

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**Q11**

List any civic organizations of which you are a member:

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

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**Q12**

Education:

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

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**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.

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**Q14**

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

Workers Comp claim adjusted.

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**Q15**

Upload your resume.

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

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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).

#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

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**Q1**

Contact Information / Información del contacto

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

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**Q2**

**District 3/Eastern / Distrito 3/Este**

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

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**Q3**

How long have you lived in San Rafael?

26 years

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**Q4**

Business Information

Company	<b>San Francisco Fire Department (retired)</b>
Address	<b>698 Second Street</b>
City/Town	<b>San Francisco</b>
ZIP/Postal Code	<b>94107</b>

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**Q5**

**Friend**

How did you hear about this vacant position?

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**Q6**

**Fire Commission**

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

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**Q10**

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

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

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**Q11**

List any civic organizations of which you are a member:

San Rafael High Athletic Boosters

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**Q12**

Education:

BA Criminal Justice - San Francisco State University

Masters of Business Administration - San Francisco State University

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**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

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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**

Upload your resume.

**John%20Chung.pdf (35.8KB)**

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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.