

MINUTES OF MAY 10TH, 1932.

A regular meeting of the Council of the Town of San Anselmo was held on Tuesday, May 10th, 1932, at the hour of 8 o'clock P.M.

Present: Councilmen McKannay, Scotford, and Fusselman.
Absent: Councilmen Jordan and Wright.

Councilman Fusselman presiding.

The minutes of the Special Meeting ^{May 2nd} were read and approved, after a correction was made concerning the action taken by the Council in the dismissal of Officer Lynch.

CHANGING OF DATES ORDINANCE NO. 213:

Councilman Scotford introduced the following Resolution and moved its adoption:

"Pursuant to power rested in it by Section 1 of Ordinance 213 it is resolved and ordered by the City Council of the Town of San Anselmo that the time stated in Section 1 of said Ordinance for removal and destruction of rubbish, weeds, etc. in the year 1932 as provided in said Ordinance shall be between May 15, 1932 and June 15, 1932, both dates inclusive."

Resolution was seconded by Councilman McKannay and carried by the following vote:

Ayes: Councilmen McKannay, Scotford and Fusselman.
Noes: None.
Absent: Councilmen Jordan and Wright.

INSTRUCTIONS TO FIRE CHIEF AND FIRE MARSHAL:

Upon motion of Councilman Scotford, the following letters of instructions were read and the Clerk was directed to spread same in the minutes:

Mr. C. W. Cartwright,
Fire Marshal,
San Anselmo, Calif.

May 10, 1932.

Dear Sir:

Effective with this letter, the responsibilities and duties of the Fire Marshal, San Anselmo, will be:

- 1st - FIRE ALARM SYSTEM - MAINTENANCE AND UPKEEP. All circuits will be tested daily for opens, grounds or shorts.
- 2nd - Voltage readings will be taken daily on all batteries. Gravity readings will be taken twice weekly on all batteries and individual cells. If it becomes necessary to replace battery elements or to clean cells, it will be so noted in the record.
- 3rd - LOG RECORD AND REPORTS. A log record will be kept at the fire house of the items covered under 1 and 2 and a report shall be included daily with the daily report of the Fire Chief. That portion pertaining to the fire alarm system will be signed by the Fire Marshal and complete report signed by the Fire Chief.
- 4th - FIRE ALARM BOXES. All fire alarm boxes will be tested monthly. Record of these tests shall also be kept in the log book at the fire house and they will also be included upon the daily report of the Fire Chief in the same manner as 1 and 2 above. The numbers of the boxes tested should be included in this report.

- 5th - CIRCUIT WIRING AND EQUIPMENT DIAGRAMS OF FIRE ALARM SYSTEM. Circuit wiring and equipment diagrams of the fire alarm system in the fire house shall be maintained in the fire house for ready reference. A map shall be prepared and maintained for each outside fire alarm circuit, showing streets and pole locations occupied by the circuit, location of fire alarm boxes and number of each. The circuit number shall be shown on this map in addition to the above information. Any changes, rearrangements or additions of fire alarm circuits or boxes shall be reported immediately to the Fire Chief and included in the above record.
- 6th - It shall be the responsibility of the Fire Marshal to see that the fire alarm boxes and outside circuit wires of the fire alarm system are properly maintained and kept clear of trees and free from other sources of damage.
- 7th - An estimate shall be made not later than the 15th day of June, each year, covering the estimated cost of maintaining the fire alarm system for the ensuing year, together with such additional boxes as may be necessary, new circuits, rearrangements, etc. This includes such wire replacements or tree trimming as appears to be desirable from tests or inspection.
- 8th - INSPECTION OF BUILDINGS AND WIRING - BUSINESS DISTRICT. Every three months all buildings, wiring and electrical installations in the business district shall be inspected by the Fire Marshal to insure that improper storage of inflammable or combustible material and supplies is not being made and that electrical wiring and installations are not faulty or hazardous. Where these conditions are found, the Fire Marshal will notify the owners or those responsible to take steps to see that hazards are removed and will report to the Board through the Chairman of the Fire and Police Committee the results of his inspection and the action taken.
- 9th - FIRES - The Fire Marshal shall report at all fires when possible and in every case will render a report to the Board through the Chairman of the Fire and Police Committee as to the cause of the fire, the amount of damage, etc., together with his recommendation as to action to be taken to avoid future fires under the same circumstances.
- 10th - It shall be the responsibility of the Fire Marshal to cooperate with the Fire Chief in matters that affect his department, and arrange his time off at such a time that it does not occur at the same time and over the same period as that of the Fire Chief, unless he has secured authorization to do so from the Chairman of the Fire and Police Committee.
- 11th - FIRE HYDRANTS. The responsibility for recommending new or additional hydrants, rearranging existing hydrants, together with repairs, will rest with the Fire Chief. The Fire Marshal may recommend, subject to the concurrence of the Fire Chief, additional hydrants or the moving of existing hydrants.

FIRE AND POLICE COMMITTEE,

Chairman

Mr. Nello Marucci,
Fire Chief,
San Anselmo, Calif.

May 10, 1932.

Dear Sir:

Effective with this letter the responsibilities and duties of the Fire Chief, San Anselmo, will be as follows:

- 1st - He shall have complete charge of the department, with the exception of the fire alarm system which shall be the direct responsibility of the Fire Marshal.
 - 2nd - ~~MAINTENANCE OF FIRE APPARATUS AND FIRE PREVENTIVE DEPT.~~ It shall be his duty to see that all fire apparatus is properly maintained and that sufficient crews are on call and available at all times to care for the average fire; also that reserve men are subject to call when required.
 - 3rd - ~~LOG BOOKS AND REPORTS.~~ A log book is to be kept in the fire house for recording the activities of the department. The following record especially shall be maintained:
 - (a) Location of all fires.
 - (b) Type of building, name of owner, estimated amount of damage, cause of fire.
(Note: Item (b) shall be supplied by the Fire Marshal.)
 - (c) Number of men used at each fire.
 - (d) Number of pieces of apparatus called out.
 - (e) Record of all tests of motors and other equipment on trucks.
 - (f) Number of practice drills held and date. Names and number of men in attendance. Location of drill. Equipment used. Duration of drill.
 - (g) Tests of alarm circuit boxes and batteries are to be recorded in this log by the Fire Marshal in accordance with instructions given him as to frequency of tests, etc. Record of these tests shall also be included in the daily report to be made to the Fire and Police Committee. This report is to be prepared jointly and signed by both the Fire Chief and Fire Marshal.
 - (h) TESTS OF FIRE EQUIPMENT. Total number to be tested and number tested.
- 4th - All starters and motors of fire trucks shall be tested daily.
 - 5th - All fire extinguishers and like equipment will be tested every sixty days if not used.
 - 6th - Hoses if not in use shall be inspected and tested every six months.
 - 7th - Fire hydrants shall be tested at least once every three months. The responsibility for the maintenance of fire hydrants and recommendations for the placing of additional hydrants shall rest with the Fire Chief. Fire hydrants shall be tested or used at least once every three months.

8th - Fire drills in Public Schools should be arranged for and attended by the Fire Chief. These drills should be held if possible once a month. Report should include the approximate number of pupils in the school, length of time required to empty the school and any other pertinent information.

9th - Map record of fire box and hydrant locations shall be maintained on the bulletin board of the fire house. It shall be the combined duty and responsibility of the Fire Chief and Fire Marshal to see that this record is properly maintained.

10th - FIRE ALARM BOXES - Recommendations for the relocating or placing of additional fire alarm boxes may be made by the Fire Chief. These recommendations should be concurred in by the Fire Marshal before being presented through the Fire and Police Committee to the Board. In event agreement cannot be reached, the entire matter shall be referred to the Police and Fire Committee.

11th - RELIEF DAYS OF FIRE CHIEF - Unless approval of Police and Fire Committee is secured, relief days of the Fire Chief shall not overlap those of the Fire Marshal. Vacations as well as relief days should be scheduled to meet this arrangement.

12th - Daily Report shall be made to the Police and Fire Committee with copy to the Mayor of items as detailed on printed form. It shall be primarily the duty of the Fire Chief to prepare this report and to see that included in the report are the items assigned to the Fire Marshal. Those portions pertaining to the Fire Marshal's responsibilities shall bear his signature.

POLICE AND FIRE COMMITTEE

Chairman

Motion was seconded by Councilman McKannay and carried by the following vote:

Ayes: Councilmen McKannay, Scotford and Fusselman.
Noes: None.
Absent: Councilmen Jordan and Wright.

The report of the Building Inspector for the month of April was read and placed on file.

Upon motion of Councilman Scotford, the Chief of Police was authorized to sell a motorcycle for the sum of \$150.00 or ^{less} more. Motion was seconded by Councilman McKannay and carried by the following vote:

Ayes: Councilmen McKannay, Scotford and Fusselman.
Noes: None.
Absent: Councilmen Jordan and Wright.

WARRANTS:

Upon motion of Councilman McKannay, Warrants Nos. 655 to 715, incl. were ordered paid, subject to the O.K. or approval of the absent members.

Motion was seconded by Councilman Scotford and carried by the following vote:

Ayes: Councilmen McKannay, Scotford and Fusselman.
Noes: None.
Absent: Councilmen Jordan and Wright.

Upon motion of Councilman Scotford, Councilman Fusselman was appointed a Member of the Marin County Mosquito Abatement District in the place and stead of Dr. O. W. Jones, resigned.

Motion was seconded by Councilman McKannay and carried by the following vote:

Ayes: Councilmen McKannay, Scotford and Fusselman.
Noes: None.
Absent: Councilmen Jordan and Wright.

There being no further business, the meeting was adjourned to Tuesday, June 14th, 1932, at the hour of 8 o'clock P.M.

Read and approved

June 14th 1932

J. Brown

Clerk.

MINUTES OF SPECIAL MEETING OF MAY 19, 1932.

A Special Meeting of the Town of San Anselmo was held on Thursday, May 19, 1932, at the hour of 2 o'clock P.M.

Present: Councilmen Fusselman, Scotford and Wright.
Absent: Councilmen McKannay and Jordan.

Councilman Scotford was appointed Clerk Pro-Tem.

It was announced by the Chairman that the Special Meeting was called for the purpose of appointing a new City Planning Commission for the Town of San Anselmo, and the following names were presented for consideration:

Clifford Flack Farrington Jones, Mrs. Emma Foley, Otis Smith and Charles Wright.

Upon motion of Councilman Wright, the above named individuals were appointed as Members of the City Planning Commission of the Town of San Anselmo. Motion was seconded by Councilman Scotford and carried by the following vote:

Ayes: Councilmen Scotford, Wright and Fusselman.
Noes: None.
Absent: Councilmen McKannay and Jordan.

There being no further business, the meeting was adjourned to Tuesday, June 14th, 1932, at the hour of 8 o'clock P.M.

Read and approved

June 14th 1932

J. Brown

Clerk.

MINUTES OF JUNE 14TH, 1932.

A regular meeting of the Council of the Town of San Anselmo was held on June 14th, 1932, at 8 o'clock P.M.

Present: Councilmen McKannay, Scotford, Jordan and Fusselman.
Absent: Councilman Wright.

Councilman Fusselman presiding.

The minutes of the meetings of May 2nd and 19th were read and approved.