Southern Marin Fire Protection District
Personnel Committee Meeting Agenda

28 Liberty Ship Way, Ste 2800 Sausalito, CA 94965

Thursday, May 14, 2020
7:30 am

Right to be Heard: Members of the public have a right to address the Board directly on any item of interest to the public which is within the subject matter jurisdiction of the Board. The request to be heard should be made immediately before the Board's consideration of the item. No action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of 54954.2 of the Government Code and except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under section 54954.3 of the Government Code.

Accommodations: Any person with a disability covered under the Americans with Disabilities Act (ADA) may receive a copy of the agenda and a copy of all the documents constituting the agenda packet prepared by the local agency or other interested person for the meeting, upon request in an appropriate alternative format. Requests for mailed copies of agendas or agenda packets are valid for the calendar year in which requests are made and must be renewed annually after January 1. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services in order to participate in a public meeting. Please contact Southern Marin Fire Protection District at 415.388.8182 at least 5 working days prior to the meeting and provide information on the assistance required.

1. Call to Order

2. Open Time for Public Expression (limited to 3 minutes per person)

ATTENTION:

***PUBLIC ACCESS AVAILABLE VIA TELECONFERENCE ONLY*** Public Access Conference Call Phone Number:

(US) +1 669 900 6833 ID: 924 2604 7897

The Board welcomes public comments on all agenda items.

3. Agenda Adjustments

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.
4. **Approval of Minutes**
   4.a April 14, 2020 Meeting Minutes
      April 9, 2020 Minutes - Personnel Committee.doc

5. **Action Items**

6. **Reports and Information**
   6.a Hiring Update
      Receive Report
   6.b Worker's Compensation Update
      Receive Report
   6.c Communications Coordinator Update
      Receive Report

Closed Session
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CONFERECE WITH FIRE CHIEF
Government Code Section 54957 - Public Employee Investigation Update

7. **Adjournment**

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**Posting Statement**

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NOTICE In compliance with the Americans with Disabilities Act, any individuals requesting special accommodation to attend and/or participate in District Board meetings may contact the District Administrative Office at (415) 388-8182. Notification 48 hours prior to the meeting will enable the District to make reasonable accommodations.

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*Note: All Items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.*
MEETING DATE: Thursday, May 14, 2020

AGENDA TITLE: April 14, 2020 Meeting Minutes

LEAD DIVISION: N/A

RECOMMENDED MOTION: N/A

SUMMARY N/A

BACKGROUND N/A

DISCUSSION/ANALYSIS N/A

FISCAL IMPACT N/A

ATTACHMENTS
April 9, 2020 Minutes - Personnel Committee.doc
PREPARED BY: Chris Tubbs
REVIEWED BY: Chris Tubbs
SUBMITTED BY: Christian Tubbs, Fire Chief
PERSONNEL COMMITTEE MEETING

Tuesday, April 9, 2020 7:30 am

Directors: Dan St. John, Stephen Willis, and Alternate: Tom Perazzo

Meeting Minutes

Call to Order: 0730

In attendance: Directors St. John, Willis & Perazzo, and Chiefs Tubbs, Peterson, HR Manager Andre

Absent: None

Open Time for Public Expression:

The Board Welcomes public comments on all agenda items.

No Public present or call ins.

Agenda Adjustments:

No agenda adjustments.

Approval of the Minutes:

March 12, 2020
M/s Willis/St. John Ayes-2/ Noes-0

Staff Reports:

1. Workers Comp Update. HR Manager Andre updated the Board that we currently have four members out on workers comp.

2. Hiring Update. Chiefs Tubbs & Peterson informed the Committee that the recruitment will begin in the next two weeks – COVID19 has delayed the recruitment process as we establish new procedures for conducting interviews remotely.

3. Captain’s Promotional Update: Chiefs Tubbs and Peterson provided an update of the Captain’s promotional process; there is a vacancy on the SMFD side as a result of BC Bouchard’s recent
promotion. Both the MVFD and SMFD Labor Groups asked the Fire Chief to pause the promotional process as the assessment center will involve both agencies and there is cross training that is needed to ensure all candidates have an equal opportunity. The SMFD Firefighters MOU requires we provide a 90-day notification of the exam. We anticipate that the prospective candidates will have time to ensure they are qualified to work in all fire stations/Zones and that the exam will occur this fall.

**Closed Session**: Discussion of Battalion Chiefs Negotiations.

**Out of Closed Session: 0829**

**Direction from Closed Session**: Staff given direction.

**Adjournment: 0830**
MEETING DATE: Thursday, May 14, 2020

AGENDA TITLE: Hiring Update

LEAD DIVISION: N/A

RECOMMENDED MOTION: Receive Report

SUMMARY
Verbal Update from Deputy Fire Chief of Personnel & Admin, and HR Manager

BACKGROUND N/A

DISCUSSION/ANALYSIS N/A

FISCAL IMPACT N/A

ATTACHMENTS
N/A PREPARED BY: Chris Tubbs
REVIEWED BY: Chris Tubbs
SUBMITTED BY: Christian Tubbs, Fire Chief
MEETING DATE:  Thursday, May 14, 2020

AGENDA TITLE:  Worker's Compensation Update

LEAD DIVISION:  N/A

RECOMMENDED MOTION:  Receive Report

SUMMARY
Receive Verbal Report from HR Manager

BACKGROUND  N/A

DISCUSSION/ANALYSIS  N/A

FISCAL IMPACT  N/A

ATTACHMENTS
N/A PREPARED BY: Chris Tubbs
REVIEWED BY: Chris Tubbs
SUBMITTED BY: Christian Tubbs, Fire Chief
MEETING DATE:  Thursday, May 14, 2020

AGENDA TITLE:  Communications Coordinator Update

LEAD DIVISION:  N/A

RECOMMENDED MOTION:  Receive Report

SUMMARY
Receive Verbal Report from Fire Chief

BACKGROUND  N/A

DISCUSSION/ANALYSIS  N/A

FISCAL IMPACT  N/A

ATTACHMENTS
N/A  PREPARED BY:  Chris Tubbs
REVIEWED BY:  Chris Tubbs
SUBMITTED BY:  Christian Tubbs, Fire Chief