



Southern Marin Fire Protection District

308 Reed Boulevard
Mill Valley, California 94941

Phone: 415 388-8182
Fax: 415 388-8181

PERSONNEL COMMITTEE MEETING

Thursday September 12, 2019

07:30am

Headquarters - Station 9

Directors: St. John, Willis and Perazzo

AGENDA

Call to Order

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

The Board welcomes public comments on all agenda items.

Agenda Adjustments:

Approval of Minutes:

➤ August 12, 2019

1. Workers Comp

2. Hiring Update

Closed Session:

1. CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: Personnel Committee

Employee Organization: Southern Marin Chief Officers Association, IAFF Local 1775

Adjourn

Next Meeting: October 10, 2019



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PERSONNEL COMMITTEE MEETING

Thursday, August 8, 2019

7:30 am

Meeting Minutes

Called to Order: 07:34

In Attendance: Deputy Fire Chief Peterson, Human Resource Manager Andre, Director Perazzo, Director St. John and Recording Board Secretary Melka.

Absent: Directors Willis

Open Time for Public Expression: none- no public present

Agenda Adjustments: none

Approval of the Minutes:

- **May 9, 2019**
M/s St. John / Perazzo
Ayes-2/ Noes-0
Absent: Willis
- **June 13, 2019**
M/s St. John / Perazzo
Ayes-2/ Noes-0
Absent: Willis
- **July 11, 2019**
M/s Perazzo / St. John
Ayes-2/ Noes-0
Absent: Willis

1. Workers Comp Update:

There is one employee out on light duty from February of this year and one planning on retiring in December of next year.

2. Hiring Update:

- The Battalion Chief (BC) assessment will be held this afternoon, August 8, at the Tiburon Baptist Church. There are three candidates from Mill Valley and one from Southern Marin that will be evaluated.
- Human Resources Manager Andre and Finance Manager Schiffmann conducted interviews on August 7 for the part-time finance assistant that will work from 8-24 hours a week. They offered one candidate the part-time position and have begun the background check process. The process could take up to four weeks. This will allow Finance Manager Schiffmann to allocate her time towards creating a Comprehensive Annual Financial Report (CAFR).

3. Employee Performance Evaluation Program:

Deputy Fire Chief Peterson went over a handout which breaks-down the evaluation process. He emphasized the importance of consistency while assessing the employee's performance. This process provides a time to review the supervisor's goals and give feedback.

Closed Session: Into Close Session at 07:54

Open Session: Back in Session at 08:15
No direction was given to staff

Adjourn: 08:15