



Southern Marin Fire Protection District Personnel Committee Meeting Agenda

28 Liberty Ship Way, Ste 2800 Sausalito, CA 94965

**Thursday, August 13, 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.

PUBLIC ADVISORY: THE BOARD OF DIRECTORS BOARD ROOM WILL NOT BE OPEN TO THE PUBLIC

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the Board of Directors Meeting will be conducted telephonically through Zoom. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID19 virus, the Board of Directors Board Room will not be open for the meeting. Board Directors and the public will be participating telephonically and will not be physically present in the Board Room.

If you would like to speak on an item on the agenda, you can access the meeting remotely: Join from a PC, Mac, iPad, or Android device. Although your image will not be shown on the video conference, you will be able to listen and view the meeting on Zoom.

Please use this URL <https://zoom.us/j/3435788058>

Or Join by Phone:

*67 +1 301 715 8592

Enter meeting ID: 343 578 8058

Note: Your phone number will appear on the screen unless you first dial *67 before dialing the numbers shown above.

Note: All Items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

If you want to comment during the Public Expression portion of the Agenda, you can use the “Raise Hand” function in Zoom or you can press *9 if you are calling in. The Clerk of the Board will select you from the meeting cue. Please be patient while waiting in the cue.

If you do not want to speak during the Public Expression portion of the Agenda, you are also encouraged to submit email correspondence to adminaide@smfd.org.

Email comments will be accepted up until 5:00 PM the day of the meeting and forwarded to the Board of Directors and placed in the District’s permanent records. If you submit an email comment, please note in the subject line, “Public Expression.”

1. **Call to Order**

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

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The Board welcomes public comments on all agenda items.

3. **Agenda Adjustments**

4. Approval of Minutes

4.a Personnel Committee Meeting Minutes - July 9, 2020

Approve Minutes.

[Minutes - July Personnel Committee - draft.docx](#)

5. Reports and Information

5.a FASIS E-Brief from Sedgwick

Receive information.

[Final FASIS August 2020 E-Brief.pdf](#)

5.b Hiring Update

Receive report.

5.c Worker's Comp Update

Receive report.

5.d IT Position Update

Receive report.

6. **Action Items**

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NONE.

Note: All Items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

7. CLOSED SESSION:

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1) Employee Negotiations Update – BC Negotiations Update – Government Code Section §54957.6

Agency Designated Representative: Chief Ted Peterson
Representative Employee: Battalion Chief
Employee Organization: Southern Marin Chief Officers Association and the Southern Marin Firefighters Association

2) Employee Negotiations Update – Unrepresented Employee Resolution – Government Code Section §54957.6

Agency Designated Representative: Chief Ted Peterson
Representative Employees: Human Resources Manager, and Finance Manager

3) Public Employee Appointment – Update on investigations – Government Code Section §54957(b)

Title of Position to be Filled: Communications Coordinator

8. Adjournment

Posting Statement

A copy of this agenda was posted at the Southern Marin Fire Protection District's Administrative Office, 28 Liberty Ship Way, Suite 2800, Sausalito, Ca 94965. Pursuant to CA Government Code §54957.5, disclosable public records and writings related to an agenda item distributed to all or a majority of the Board of Directors including such records and writing distributed less than 72 hours prior to this meeting are available for public inspection at the Southern Marin Fire Protection District's Office, 28 Liberty Ship Way, Suite 2800, Sausalito, Ca 94965.

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.



STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, August 13, 2020

AGENDA TITLE: Personnel Committee Meeting Minutes - July 9, 2020

LEAD DIVISION: N/A

RECOMMENDED MOTION: Approve Minutes.

SUMMARY N/A

BACKGROUND N/A

DISCUSSION/ANALYSIS N/A

FISCAL IMPACT N/A

ATTACHMENTS

[Minutes - July Personnel Committee - draft.docx](#)

PREPARED BY: Mariya Weinberg

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



Southern Marin Fire Protection District

28 Liberty Ship Way, Suite 2800
Sausalito, California 94965

Phone: 415 388-8182
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PERSONNEL COMMITTEE MEETING

Thursday, July 9, 2020

7:30 am

Meeting Minutes

1. Electronic Participation

Written information on Electronic Participation was included in the agenda.

2. Call to Order

Director Willis called the meeting to order at 7:31 AM.

Committee Members Present: Director Perazzo (in person) and Director Willis (via zoom meeting)

Staff Present, all attending in person: Chief Ted Peterson, HR Manager Liza Andre, Clerk of the Board Mariya Weinberg.

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

None - no public was present.

4. Agenda Adjustments

No agenda adjustments.

5. Approval of Minutes

5.a Approval of Meeting Minutes from June 11, 2020 Personnel Committee Meeting.

Motion to approve minutes with no changes was passed.

M/S Perazzo/Willis

Ayes: Perazzo, Willis

Noes: none

6. Action Items

6.a Pay Step Increase for Fire Marshal Fred Hilliard.

Personnel Change Status Form included in the meeting packet for information purposes.

Per employment agreement for the Fire Marshal, Chief Hilliard is entitled to pay step increase after one year, as well as a performance-based bonus that he is eligible for based on his excellent performance evaluation. The employment agreement requires the Fire Chief to notify the Personnel Committee that the increase/bonus has been approved. No motion or vote is needed. Director Willis noted the receipt of this information.

7. Reports and Information

7.a Hiring Update

Chief Peterson presented this verbal report. The only position we have currently hiring is Communications Coordinator, which is in the final stages of the background check, and we hope to have the report no later than Friday of next week. The background investigator then presents Chief Tubbs, Chief Peterson and possibly Chief Hilliard with the findings, and then a hiring decision will be made. In response to President Willis's question, Chief Peterson answered that Andy Mazzanti, formerly of DA's office in Napa County, is doing the investigation. The background investigator that we previously had has sold the business to Andy.

Per Chief Peterson, Captain's test is still set for the latter third of August. It will be a two-day test. There is a total of 13 candidates from both agencies.

7.b Worker's Compensation Update

The verbal report was presented by Ms. Andre. Four personnel members are currently out on Worker's Comp. Due to COVID-19, modified duty is still not currently offered. So, if anyone is released to modified duty, they are still kept on a full Worker's Comp.

8. CLOSED SESSION:

Entered Closed Session at 7:35 AM

- 1) Update on Battalion Chief Negotiations – Government Code Section §54957.6
Representative Employee: Battalion Chief
Employee Organization: Southern Marin Chief Officers Association and the Southern Marin Firefighters Association
- 2) Update on investigations.

Out of Closed Session at 08:21 AM

Outcome: Direction Given to Staff

9. Adjournment

Adjourned at 8:22 AM



STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, August 13, 2020

AGENDA TITLE: FASIS E-Brief from Sedgwick

LEAD DIVISION: N/A

RECOMMENDED MOTION: Receive information.

SUMMARY N/A

BACKGROUND N/A

DISCUSSION/ANALYSIS N/A

FISCAL IMPACT N/A

ATTACHMENTS

[Final FASIS August 2020 E-Brief.pdf](#)

PREPARED BY: Mariya Weinberg

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



E-Brief • August 2020

This E-Brief is a summary of activities for the Fire Agencies Self Insurance System (FASIS). Updates from the Board of Directors meetings, as well as other pertinent information, will be communicated to our members electronically, and posted on the FASIS [website](#) for future reference. Please contact us at (800) 541-4591, extension 19025 if you have questions regarding the contents of this bulletin.

~ Welcome ~

Effective July 1, 2020, FASIS welcomed two new Member Districts – the Monterey County Regional Fire Protection District and North County Fire Protection Districts.

~ Thank You and Farewell ~

American Canyon Fire Chief Glen Weeks has served as a member of the FASIS Board of Directors since 2007 and as President since 2014. After serving as a firefighter for over 34 years, Chief Weeks will retire on August 14, 2020. Staff extends our sincere appreciation to Chief Weeks for his dedication and service to the FASIS Program, and we wish him a very Happy Retirement!

Workers' Compensation News

Staff continues to monitor legislative activity regarding a longer-term presumption of compensability for COVID-19 following the expiration of Governor Newsom's Executive Order N-62-20 on July 5, 2020.

FASIS continues to evaluate claims on a case-by-case basis, based on the facts established during an investigation and, if needed, in consultation with legal counsel. As a reminder, please note the following:

- 1) If an employee requests to file a claim for COVID-19, you must offer a DWC-1 Claim Form within 24 hours of the employee providing notice of illness resulting from a potential work-related exposure. This 24-hour requirement remains unchanged. Should you need to provide the claim form via standard mail, please ensure it is postmarked within 24 hours of your notice and documented accordingly.
- 2) Immediately report the claim (including completion of the Form 5020 - Employer's Report of Occupational Injury or Illness) to Athens Administrators. California requires that this be done within five days. This requirement remains unchanged. You may report claims via email to Athens or electronically through Athens' [portal](#).
- 3) Ensure all information regarding the potential COVID-19 exposure is thoroughly documented for reference in the investigation. This information is crucial in determining compensability.

COVID-19 Support Line:

We continue to provide access to a COVID-19 care line to support your District's employees and volunteers who may have been exposed or are experiencing symptoms. The care line may be accessed by calling (877) 494-4300, selecting Option #3 and identifying as a member of FASIS. Please note that **utilization of the care line does not mean a claim is filed**. If benefits are sought by the employee or volunteer, please ensure the above reporting instructions are followed.

If you have any questions regarding the filing of COVID-19 claims, please contact Sarah Centeno, WC Program Manager at sarah.centeno@sedgwick.com or (916) 244-1142.

Contact Information

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Risk Control News

In response to the COVID-19 pandemic, Cal/OSHA has made two important recent changes :

COVID-19 Written IIPP Requirements

Cal/OSHA previously advised California employers to follow CDC guidelines on infection prevention measures. On May 14, 2020, Cal/OSHA revised the guidelines and outlined **mandatory** control measures California employers must implement and document within their written Injury & Illness Prevention Program (IIPP). This [link](#) outlines the requirements and Interim General Guidelines on Protecting Workers from COVID-19.

Staff has developed a sample COVID-19 IIPP Supplement. The supplement includes the infection prevention measures specifically outlined in the Cal/OSHA directive. Staff has also produced a 20-minute employee training webinar entitled "COVID-19: What Every Employee Needs to Know", which includes Cal/OSHA required COVID-19 training topics. The supplement and the recorded webinar are available on our [COVID-19 Resource page](#) and the Sedgwick Risk Control [website](#).

COVID-19 Related Reporting Requirements

In early June, Cal/OSHA significantly changed their position on COVID-19 related reportable injuries. The latest information regarding reporting requirements is available on the Cal/OSHA [website](#). Cal/OSHA also published a [Q&A document](#) addressing Executive Order N-62-20 pertaining to presumption of a work-related illness.

All Member Districts must outline control measures which are to be documented and implemented within their written IIPP. The Risk Control Service Team is available to help you update your IIPP. Please contact Bill Vannett at william.vannett@sedgwick.com or (916) 290-4630 for assistance.

For additional information regarding access to the Sedgwick Risk Control website and to begin the self-registration process, please reference this [job aid](#).

Important Dates

August 17, 2020
2nd Quarter Payroll
Reporting Deadline

November 5, 2020
9:30 a.m.
Board of Directors Meeting

Best wishes for a happy, safe and healthy Summer!



STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, August 13, 2020

AGENDA TITLE: Hiring Update

LEAD DIVISION: N/A

RECOMMENDED MOTION: Receive report.

SUMMARY N/A

BACKGROUND N/A

DISCUSSION/ANALYSIS N/A

FISCAL IMPACT N/A

ATTACHMENTS

N/A PREPARED BY: Mariya Weinberg

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, August 13, 2020

AGENDA TITLE: Worker's Comp Update

LEAD DIVISION: N/A

RECOMMENDED MOTION: Receive report.

SUMMARY N/A

BACKGROUND N/A

DISCUSSION/ANALYSIS N/A

FISCAL IMPACT N/A

ATTACHMENTS

N/A PREPARED BY: Mariya Weinberg

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, August 13, 2020

AGENDA TITLE: IT Position Update

LEAD DIVISION: N/A

RECOMMENDED MOTION: Receive report.

SUMMARY N/A

BACKGROUND N/A

DISCUSSION/ANALYSIS N/A

FISCAL IMPACT N/A

ATTACHMENTS

N/A PREPARED BY: Mariya Weinberg

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief