



Southern Marin Fire Protection District

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PERSONNEL COMMITTEE MEETING

Thursday, February 13, 2020

7:30 am

Meeting Minutes

Called to Order: 07:31

In Attendance: Deputy Fire Chief Ted Peterson, Human Resource Manager Liza Andre, Director Tom Perazzo, Director St. John (by phone), and Clerk of Board Shyida Jones.

Absent: Director Stephen Willis.

Open Time for Public Expression: None - No public present.

Agenda Adjustments: None.

Approval of the Minutes:

➤ **January 9, 2020**

There was a quorum; due to the attendance at the January meeting, the minutes stand as presented unapproved without changes.

1. **Workers Comp Update:**

- Human Resource Manager Liza Andre reported that there are 2 employees out on Worker's Comp and 2 employees on modified duty.

2. **Hiring Update:** No hiring plan at this time.

3. **Captain's Promotional:**

- Deputy Chief Tubbs reported that the Captain's promotional interview for the Battalion Chief's position is scheduled for later today. The announcement will be made once a candidate has been selected which will create a vacancy in the Captain's position. Southern Marin Fire District's current Captain's promotional list expires in March 2020, and Mill Valley Fire Department also has a test forthcoming. Initially there was disagreement between both labor groups regarding how the position should be filled under the Shared Services Agreement; as a result, Chief Tubbs asked both labor presidents to work together to devise a proposed amicable solution. Chief Tubbs shared that both the City of Mill Valley and Southern Marin Fire District agree, as this matter is built into the Shared Services agreement, that whomever is determined to be the best candidate for the position from either agency, should receive the promotion. Chief Tubbs anticipates that a solution will most likely be reached that would allow the top 3 candidates from both agencies to be interviewed for the position, from which an

appointment can be made. We are awaiting review of the proposed solution to determine the next steps.

New Business

1. Policy 1032: Light Duty Assignment

- Chief Peterson provided a recap regarding a question that has periodically arisen about the possible need to ratify Policy 1032. The concern for the agency from a risk management perspective, is the labor group's impression that if an employee is on light duty for 12 months or longer, that this proves the agency has provided reasonable accommodation; as if the employee were to become permanent stationary and unable to perform full time duties as a firefighter, the agency would have to offer them a full time position whether or not we have a vacancy to fill. Chief Peterson reported that our legal team found in their initial glance at the policy that this is not the case, that there are case laws that do not support the claim, and that this impression is clearly not stated in our current policy. The legal team will further review Policy 1032 as it stands and get back to us if there are concerns to consider regarding what appears to be a nonissue.

2. Communications Coordinator

- Chief Peterson recapped the findings yielded in the gap analysis presented to the Board of Directors at the Annual Board Planning Retreat in January 2020, regarding the need to fill a full-time position focused on Communications for the agency. Chief Tubbs added that staff is seeking the committee's approval of the job description, as under the direction of the Board, staff have created and funded the position within the existing budget at a net zero increase; staff's recommendation for funding will be presented to the Finance Committee at the upcoming Finance Committee meeting. The committee directed staff to forward the draft job description to the committee for their review and advisement, after which staff will present the job description to the Board for final approval of the role at the next board meeting.

Closed Session: Into Close Session at 07:45 am

Open Session: Back in Session at 08:15 am

No action taken.

Adjourn: 08:16 am