



Southern Marin Fire Protection District

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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