



# Southern Marin Fire Protection District

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## PERSONNEL COMMITTEE MEETING

Thursday, March 12, 2020

7:30 am

### Meeting Minutes

**Called to Order:** 07:31

**In Attendance:** Fire Chief Chris Tubbs, Deputy Fire Chief Ted Peterson, Director Stephen Willis, Director Tom Perazzo, Director St. John (by phone), and Clerk of the Board Shyida Jones.

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

**Agenda Adjustments:** None.

#### Approval of the Minutes:

➤ **February 12, 2020 - Approved**

M/s Perazzo/St. John

Abstain: Willis

#### 1. **Workers Comp Update:**

Deputy Peterson reported that there are 2 employees out on 48/50 time and 2 employees on modified duty.

#### 2. **Hiring Update:**

No firefighters are anticipated for this year. The Communications Coordinator position will be discussed later today on the agenda.

#### 3. **Captain's Promotional:**

Deputy Chief Peterson reported that with the promotion of Captain Bouchard to Battalion Chief, and as we have hired 1 recruit above last year for the academy, we have reached minimum staffing level. Both Mill Valley and SMFD labor groups have been in discussion to provide Chief Tubbs with a recommendation on how to best fill the Captain's position. Both executive boards have met twice, and it has been decided that SMFD will let their list expire on March 14<sup>th</sup> with no extension, and an announcement will be made that a joint test will be given for both agencies within 90 days. Both labor groups have been tasked with aligning the prerequisites to take the test, which will include orientations for SMFD special equipment such as the Fireboat, and ladder at Station 9; labor feels confident orientations can be completed within the 90 days. The timing of the test will be dependent upon BC Matt Barnes, Training Officer, and the regional academy.

**4. Communications Coordinator**

Chief Peterson reported that the adjustments to the job description that were provided to staff by the Committee at the last meeting have been made. Staff recommends approval of the changes so that the position can be brought before the Board of Directors at the next board meeting for final approval. If the position is approved by the Board, staff will then begin the hiring process.

A motion was entered to approve the changes made to the Communications Coordinator job description.

**M/s Perazzo/ St. John**

**Ayes: Willis, Perazzo, St. John**

**Noes: 0**

**Closed Session:** Into Close Session at 07:48 am

**Open Session:** Back in Session at 08:15 am

No action taken.

**Adjourn:** 08:15 am