



Southern Marin Fire Protection District

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PERSONNEL COMMITTEE MEETING

Thursday, May 14, 2020
7:30 am
Meeting Minutes

Called to Order: 07:45 AM

In Attendance: Fire Chief Chris Tubbs, Deputy Fire Chief Ted Peterson, Director Stephen Willis (by phone), Director Tom Perazzo, Human Resources Manager Liza Andre, and Clerk of the Board Mariya Weinberg.

Absent: Director Dan St. John.

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

Agenda Adjustments: None.

Approval of the Minutes:

- **April 9, 2020- Approved**
 - M/s: Tubbs/Perazzo
 - Ayes: Willis, Perazzo.
 - Noes: None.
 - Abstain: None.

Reports and Information:

1. Hiring Update:

- a) Ms. Andre introduced Mariya Weinberg as the new Administrative Aid and Clerk of the Board.
- b) Ms. Andre provided an update on the new Communications Coordinator position. Applications closed yesterday 5/13/20 at 5 PM. 17 applications were received, and Ms. Andre and Chief Tubbs will review them, and then proceed to interviews.

2. Workers Comp Update:

Ms. Andre reported that there are total of four employees out, of which three are out on Worker's Comp and one is using sick time pay.

3. Captain's Promotional Testing:

Deputy Chief Peterson reported that Ms. Andre has sent a draft to Battalion Chief Matt Barnes in the beginning of this week. As soon as Chief Barnes send this out a testing date can be set. The date would be no sooner than August 19th, as a 90 day notice needs to be provided, so the date is currently TBD. We may need to have two separate dates, depending on the number of applicants. Ms. Andre is investigating a possibility of using the Baptist Church as the testing site. In general, testing site availability may be affected by the COVID-19 situation.

Closed Session: Into Closed Session at 7:50 AM.

Open Session: Back in Session at 8:16 AM.

Nothing to announce, no action taken.

Adjourn: 8:16 AM.