



Southern Marin Fire Protection District

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PERSONNEL COMMITTEE MEETING

Thursday, November 12th, 2020
7:30 am
Meeting Minutes

1. Call to Order

Director Willis called the meeting to order at 7:32 AM.

Committee Members Present: *Attending in person:* Director Perazzo. *Attending via Zoom meeting:* Director Willis.

Staff Present: *Attending in person:* Chief Peterson, HR Manager Liza Andre, Clerk of the Board Mariya Weinberg. *Attending via Zoom meeting:* Chief Welch.

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

None - no public was present.

3. Agenda Adjustments

No agenda adjustments.

4. Approval of Minutes

4.a Approval of Meeting Minutes from October 8, 2020 Personnel Committee Meeting.

Motion to Approve minutes with no changes.

M/S: Perazzo/Willis

Ayes: Willis, Perazzo

Noes: none

5. Reports and Information

5.a Worker's Comp Update

There are currently three personnel members out on 4850 (Worker's Compensation), same as was reported last month. There are currently no projected ETAs for return to duty, all are long term.

5.b Monthly Hiring Update.

Please see Staff Report included in the packet. There has been a lot of activity in this area. A conditional job offer was made to the Finance Assistant candidate. So far, there is a "thumbs up" from the background investigator, and we have moved on to LiveScan and the drug test requirement. We hope to have results by the middle of next week, so we can officially offer the position, and the candidate should be able to start right away.

There is an open posting for the IT manager position. So far, fewer than ten candidates have applied. The position application period is going to be open until November 30th.

Chief Scott Barnes is putting together an assessment center for the open Engineer position in Mill Valley. Chief's interviews for that promotion are slated for the week of December 7th. We have established an announcement for the Battalion Chief's assessment center, which will generate a one-year list. We are also jointly recruiting for the Firefighter/EMT and Medic positions for both SMFD and MVFD. The first 75 Firefighter/EMT applications have been accepted for review, and we have reached out saturation point for applications to the FF/EMT positions. We have received under 15 application for the Medic positions, and have room for accepting more. The Medic position is usually a lot harder to find candidates for. The planned start date for the Firefighter Academy is March 2021. Application period for both positions will officially close by the end of November. Battalion Chief Matt Barnes, with the help of Acting Battalion Chief Dean Riddle, will be setting up the interview process.

Director Willis asked about any updates on the past meeting discussions about possible personnel retirement plans. Ms. Andre said that, since the past meeting, she has reached out to anyone who, to our knowledge, has been considering retirement, asking if they have any questions, etc. Some have not responded so far. Ms. Andre did hear back from one possible retiree, who has mentioned December, but has not notified SMFD officially. Also, another possible retiree said that his retirement date might be in March 2021, also not officially. One person that we thought was considering retirement said he had no current plans to retire. Chief Peterson said our upcoming hiring will be on the "heavy" side, taking into account the likely retirements. This will help avoiding overtime and "mandatories" during the next fire season. We have support from the Associations on this strategy. We don't know what the hire numbers will be for sure. We will have at least two hires on the SMFD side. We are also opening these positions up for lateral moves. MVFD Firefighter/EMTs or Medics may wish to move to the SMFD side, which then would create openings on the MVFD side.

Chief Willis asked what would be the benefit of a MVFD employee coming over to the SMFD side. The response from Chief Welch was that we are heading towards merged SMFD/MVFD anyway. For now, the benefits would include an opportunity to train "out of grade" for an Engineer. This would not be out of grade for SMFD, but would be for MVFD. Also, it may involve a pay increase. Some MVFD personnel have already had the opportunity to take additional courses, such as boat or dive classes. MVFD personnel are excited about these additional opportunities, which also include working in new zones and on new equipment.

6. Adjournment.

Motion to Adjourn:

M/S: Perazzo/Willis

Ayes: Willis, Perazzo

Noes: none

Adjourned at 07:38 AM