



Southern Marin Fire Protection District

28 Liberty Ship Way, Suite 2800
Sausalito, California 94965

Phone: 415 388-8182
Fax: 415 388-8181

PERSONNEL COMMITTEE MEETING

Thursday, October 8th, 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 Tubbs, 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 September 10, 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 Staff Report - Worker's Comp Update

There are currently three personnel members out on 4850 (Worker's Compensation).

5.b Staff Report - October Monthly Hiring Update

Posting for the Finance Assistant position closed on October 6, 2020. Ms. Schiffmann, the Finance Manager, reviews candidates as their resumes come in. There were ten viable candidates that were requested to complete a MS Excel test, and six of those candidates have completed and returned the test, which is due by Friday. We have not yet determined if any of these candidates are worth hiring. Recruiting for this position is in progress.

As of today, there are no current Firefighter vacancies, but that will change in the near future. The

promotion of Matt Bouchard of SMFD, to fill the MVFD Battalion Chief position, has led to an open Captain's position within SMFD. Steve Morlock of MVFD was promoted to that Captain's spot. The promotion of Steve Morlock led to a downstream effect. The main resulting issues are shift bidding and overtime rules, which are not the same between SMFD and MVFD, and which have to be resolved anyway, as part of the Shared Services agreement project.

The senior team and Ms. Andre, the HR manager, are meeting to set strategies for Firefighter/Paramedic position hiring. The Fire Academy is starting at the end of March. We will soon be advertising and inviting firefighters and firefighter/paramedics to test.

With promotion of Steve Morlock, we have an open MVFD Engineer position, for which we will have a test.

There will also be a Battalion Chief opening when Chief Scott Barnes retires at the end of this year. There will be a Battalion Chief's test, date TBD, somewhere between the 2nd week of December and the end of January. There are other retirements being forecast. They are not certain, but there is enough information so that the District can do some forecasting and planning.

Ret. Chief Willis mentioned that he has an informal monthly lunch gathering with other retired Fire Chiefs. He has learned that Mike Martinez might be retiring, but he is already working as a sales rep for Pierce Manufacturing, a fire apparatus manufacturer. Chief Tubbs stated that Captain Martinez shared with him that, tentatively, he might be retiring at the end of the year. Captain Martinez did inform the District about his engagement with Pierce and Chief Tubbs has made it clear to Captain Martinez that he can't be a sales representative for Pierce with the District.

Director Perazzo inquired how many persons were in the firefighter academy, and the answer was that and we are forecasting five, maybe more. Staff informed the background investigator to be prepared for eight to ten candidates in January. The start date for the academy is March 29th, 2021.

There was a series of flu shots administered via a Kaiser drop-in clinic to SMFD and MVFD personnel on 10/07/20, and additional flu shots will be given at 28 LSW tomorrow morning, 10/09/20.

5.c Staff Report - Information Technology Coordinator

Chief Tubbs gave this report. We had identified the need for the IT Coordinator Position at the Board retreat, and, subsequently, the Board approved hiring one. This hire will be budget-neutral, due to savings in other areas, involving some coast shifts within SMFD and the Shared Services agreement with Mill Valley. The Staff is currently working on the job description for the IT Coordinator Position and will bring before the Personnel Committee prior to commencing recruitment.

6. Adjournment.

Motion to Adjourn:

M/S: Perazzo/Willis

Ayes: Willis, Perazzo

Noes: none

Adjourned at 07:43 AM