



Southern Marin Fire Protection District

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PERSONNEL COMMITTEE MEETING Thursday, September 10, 2020 7:30 am Meeting Minutes

1. Call to Order

Director Willis called the meeting to order at 7:30 AM.

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

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

Others: SMFD Engineer Ben Powers joined at 7:33 am

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 August 13, 2020 Personnel Committee Meeting.

Motion to Approve minutes with no changes was passed.

M/S: Perazzo/Willis

Ayes: Perazzo, Willis

Noes: none

5. Reports and Information

5.a Hiring Update Receive

Chief Peterson gave this update. The Communications Coordinator has been hired and is in place as of last month. Next position to fill is the IT coordinator. We are drafting the position description, and will be putting that hiring process into motion. The Captains' promotional list has been created as a result of the Captains' test. The next step is "Chief's Rule of Three", and the Chiefs plan to select interview dates today. The top three candidates are Zack Sweeney, Steve Morlock, Ben Powers.

We are in process of development of a full-time Finance Assistant position. We have a half time employee presently. With the addition of the MWPA contract, which includes compensation to SMFD for providing financial services, we need to hire a full-time person. Our current part-time employee may or may not be interested in full time work. We are going out to the market for the full-time position, and plan to advertise it within a few weeks. In total, the finance department will have 2 full time positions, the Finance Manager (Ms. Schiffmann) and the full time assistant.

5.b Worker's Comp Update

HR Manager Liza Andre stated that four people are currently out on Worker's Comp. Of those four, one person is out just as of today, which was anticipated. Also, out of the four, one "long-time out sick" personnel member is pending Worker's Comp approval.

5.c IT Position Update

Chief Peterson reiterated that the IT position is in development, and it should become advertised before our next meeting. This will be a full-time position.

6. Action Items

6.a Defensible Space Inspectors Staff Report

Chief Hilliard presented this report. We will be hiring inspectors as part of the defensible space "bucket" funding that is coming in through Measure C/MWPA. We are one of the three agencies in the County that are hiring full time inspectors. Some agencies went with a pool of inspectors, which are seasonal and part time. This does not work with our model, since we believe it's most effective to have follow up inspections, with the same inspector who performed the original inspection. So, with the available funding of about \$430K, we are able to hire 2 inspectors, and then the residual funds will roll into our local mitigation budget for year one. In year two it may possible be able to hire a third inspector, since the initial start-up expenses of year will be expended. We recommend hiring two State-certified inspectors, each responsible for defensible space inspections in a specific area, for a 2-year term, with limited (almost no) benefits. The cost is \$104k per inspector, however, that those funds are recuperable from the MWPA budget. So, there will be no cost for the District. This is included in the Final Budget, which will be brought before the Board of Directors in the upcoming meeting.

Director Perazzo moved for the Committee to recommend to the Board of Directors the hiring of two Defensible Space Inspectors for the Fire District, with 2-year term contracts funded by the MWPA.

M/S: Perazzo/Willis

Ayes: Perazzo, Willis

Noes: none

Concluded Public Session at 7:40 AM

7. CLOSED SESSION:

7.a PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Entered Closed Session at 7:41 AM

Out of Closed Session at 07:56 AM

Outcome: Direction Given to Staff

8. Adjournment - Adjourned at 07:56 AM