



Southern Marin Fire Protection District Personnel Committee Meeting Agenda

28 Liberty Ship Way, Ste 2800 Sausalito, CA 94965

**Thursday, December 10, 2020
7:30 am**

Right to be Heard: Members of the public have a right to address the Board directly on any item of interest to the public which is within the subject matter jurisdiction of the Board. The request to be heard should be made immediately before the Board's consideration of the item. No action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of 54954.2 of the Government Code and except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under section 54954.3 of the Government Code.

Accommodations: Any person with a disability covered under the Americans with Disabilities Act (ADA) may receive a copy of the agenda and a copy of all the documents constituting the agenda packet prepared by the local agency or other interested person for the meeting, upon request in an appropriate alternative format. Requests for mailed copies of agendas or agenda packets are valid for the calendar year in which requests are made and must be renewed annually after January 1. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services in order to participate in a public meeting. Please contact Southern Marin Fire Protection District at 415.388.8182 at least 5 working days prior to the meeting and provide information on the assistance required.

PUBLIC ADVISORY: THE BOARD OF DIRECTORS BOARD ROOM WILL NOT BE OPEN TO THE PUBLIC

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the Board of Directors Meeting will be conducted telephonically through Zoom. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID19 virus, the Board of Directors Board Room will not be open for the meeting. Board Directors and the public will be participating telephonically and will not be physically present in the Board Room.

If you would like to speak on an item on the agenda, you can access the meeting remotely: Join from a PC, Mac, iPad, or Android device. Although your image will not be shown on the video conference, you will be able to listen and view the meeting on Zoom.

Please use this URL <https://zoom.us/j/3435788058>

Or Join by Phone:

*67 +1 301 715 8592

Enter meeting ID: 343 578 8058

Note: Your phone number will appear on the screen unless you first dial *67 before dialing the numbers shown above.

Note: All Items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

If you want to comment during the Public Expression portion of the Agenda, you can use the “Raise Hand” function in Zoom or you can press *9 if you are calling in. The Clerk of the Board will select you from the meeting cue. Please be patient while waiting in the cue.

If you do not want to speak during the Public Expression portion of the Agenda, you are also encouraged to submit email correspondence to adminaide@smfd.org.

Email comments will be accepted up until 5:00 PM the day of the meeting and forwarded to the Board of Directors and placed in the District’s permanent records. If you submit an email comment, please note in the subject line, “Public Expression.”

1. **Call to Order**

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

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The Board welcomes public comments on all agenda items.

3. **Agenda Adjustments**

4. Approval of Minutes

4.a Minutes of the Personnel Committee meeting, November 12, 2020

Approve Minutes.

[Minutes - Personnel Committee Nov 12 2020 - final.pdf](#)

5. Reports and Information

5.a Staff Report - Worker's Comp

Receive Report

[Staff Report - Personnel Committee WC December 2020.pdf](#)

5.b Staff Report - Hiring Update

Receive report.

[Staff Report - Personnel Committee Hiring December 2020.pdf](#)

6. **Action Items - None.**

7. **CLOSED SESSION:**

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7.a CLOSED SESSION: Performance Evaluation - Fire Chief. GC 54957(b)

8. **Adjournment**

Posting Statement

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NOTICE In compliance with the Americans with Disabilities Act, any individuals requesting special accommodation to attend

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and/or participate in District Board meetings may contact the District Administrative Office at (415) 388-8182. Notification 48 hours prior to the meeting will enable the District to make reasonable accommodations.

Note: All Items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.



STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, December 10, 2020

AGENDA TITLE: Minutes of the Personnel Committee meeting, November 12, 2020

LEAD DIVISION: N/A

RECOMMENDED MOTION: Approve Minutes.

SUMMARY N/A

BACKGROUND N/A

DISCUSSION/ANALYSIS N/A

FISCAL IMPACT N/A

ATTACHMENTS

[Minutes - Personnel Committee Nov 12 2020 - final.pdf](#)

PREPARED BY: Mariya Weinberg

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



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



STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, December 10, 2020

AGENDA TITLE: Staff Report - Worker's Comp

LEAD DIVISION: N/A

RECOMMENDED MOTION: Receive Report

SUMMARY N/A

BACKGROUND N/A

DISCUSSION/ANALYSIS N/A

FISCAL IMPACT N/A

ATTACHMENTS

[Staff Report - Personnel Committee WC December 2020.pdf](#)

PREPARED BY: Mariya Weinberg

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



Southern Marin Fire Protection District

Personnel Committee

Stephen Willis, Chair

Thomas Perazzo

STAFF REPORT – Workers' Compensation

Date

December 3, 2020

Topic

Workers' Compensation

Summary

- As of December 3, 2020, we have the same three long term members out on 4850 time, no immediate changes anticipated.

Recommendation(s)

Accept report



STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, December 10, 2020

AGENDA TITLE: Staff Report - Hiring Update

LEAD DIVISION: N/A

RECOMMENDED MOTION: Receive report.

SUMMARY N/A

BACKGROUND N/A

DISCUSSION/ANALYSIS N/A

FISCAL IMPACT N/A

ATTACHMENTS

[Staff Report - Personnel Committee Hiring December 2020.pdf](#)

PREPARED BY: Mariya Weinberg

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



Southern Marin Fire Protection District

Personnel Committee

Stephen Willis, Chair

Thomas Perazzo

STAFF REPORT – Hiring and Promotional Test Update

Date

December 3, 2020

Topic

Hiring and Promotional Testing Update

Summary

- The full time Finance Assistant position candidate Lauren Wolfe's first day was 11/30/20.
- The Fire Chief and Deputy Fire Chief are reviewing applicants' resumes and applications for the I.T. manager position.
- An assessment center has been set to fill the position of Engineer at MVFD. This opening was caused by the Promotion of Captain Morlock. This will be run by BC Scott Barnes mid-December.
- The Battalion Chief assessment center will be run by BC Bouchard on December 18, 2020.
- The Fire District and the City Fire Department of Mill Valley are jointly recruiting for Firefighter/EMT and Firefighter/Paramedics. It is not yet known exactly how many new FF/EMT's and FF/Paramedics will be needed.
 - Interviews will be held on 12/15/20 and 12/16/20. To date, 57 EMTs and 15 medics are scheduled for interviews for a total of 72. Interview panels will be made up of members from both agencies.
- The Regional Fire Academy is set to begin the end of March 2021.

Recommendation(s)

Receive report