



## **Southern Marin Fire Protection District Personnel Committee Meeting Agenda**

28 Liberty Ship Way, Ste 2800 Sausalito, CA 94965

**Thursday, July 9, 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.

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

## 1. **Electronic Participation**

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 for May 27, 2020 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/92426047897>

Or Join by Phone:

\*67 +1 669 900 6833

Enter meeting ID: 924 2604 7897

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

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](mailto: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.”

## 2. **Call to Order**

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

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

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*The Board welcomes public comments on all agenda items.*

4. **Agenda Adjustments**

5. Approval of Minutes

- 5.a Meeting Minutes from June 11, 2020 Personnel Committee Meeting  
Approve Meeting Minutes  
[Minutes - June Personnel Committee - final.docx](#)

6. Action Items

- 6.a Pay Step Increase for Fire Marshall Fred Hilliard  
Approve increase.

[Hilliard 2020 PERSONNEL STATUS CHANGE FORM.pdf](#)

7. Reports and Information

- 7.a Hiring Update  
Receive Verbal Report
- 7.b Worker's Compensation Update  
Receive Verbal Report

8. **CLOSED SESSION:**

1) Update on Battalion Chief Negotiations

– Government Code Section §54957.6  
Representative Employee: Battalion Chief  
Employee Organization: Southern Marin Chief Officers Association and the Southern Marin Firefighters Association

2) Update on investigations.

9. **Adjournment**

**Posting Statement**

A copy of this agenda was posted at the Southern Marin Fire Protection District's Administrative Office, 28 Liberty Ship Way, Suite 2800, Sausalito, Ca 94965. Pursuant to CA Government Code §54957.5, disclosable public records and writings related to an agenda item distributed to all or a majority of the Board of Directors including such records and writing distributed less than 72 hours prior to this meeting are available for public inspection at the Southern Marin Fire Protection District's Office, 28 Liberty Ship Way, Suite 2800, Sausalito, Ca 94965.

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

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**MEETING DATE:** Thursday, July 9, 2020

**AGENDA TITLE:** Meeting Minutes from June 11, 2020 Personnel Committee Meeting

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** Approve Meeting Minutes

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

### ATTACHMENTS

[Minutes - June Personnel Committee - final.docx](#)

PREPARED BY: Mariya Weinberg

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief

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# Southern Marin Fire Protection District

28 Liberty Ship Way, Suite 2800  
Sausalito, California 94965

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

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## PERSONNEL COMMITTEE MEETING

Thursday, June 11, 2020  
7:30 am  
Meeting Minutes

**Called to Order:** 07:29 AM

**In Attendance:** Director Stephen Willis (by Zoom Meeting), Director Tom Perazzo, Chief Tom Welch, 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:**

- **May 14, 2020- Approved**
  - M/s:** Perazzo/Willis
  - Ayes:** Perazzo, Willis
  - Noes:** None.
  - Abstain:** None.

**Reports and Information:**

### 1. Hiring Update:

- a) Ms. Andre provided an update on the Communications Coordinator position. The offer has been made and accepted, and now we are going through the background check process. The time line on that is indeterminate. A start date of July 15<sup>th</sup> has been discussed between Chief Tubbs and the candidate, but that is predicated on the successful completion of the background check.

Director Perazzo asked Ms. Andre about the Captain's test. Ms. Andre confirmed that it should be on track, and that a phone meeting about this happened earlier this week. The date is tentatively mid to late August. We are working on the details since it is our first joint test, with SFMD and MVFD together.

### 2. Workers Comp Update:

Ms. Andre reported that there are total of four employees out on W/C, noting that the

modified work program is not currently being offered, due to the COVID-19 situation. Ms. Andre indicated that out of these four, one employee might be cleared as soon as today, pending a lab result.

**Closed Session:**

Staff and Board members entered closed session at 07:32 am  
Staff and Board members came out of closed session at 07:41 am  
No action taken.

**Open Session:** Back in Session at 07:42 AM

**Adjourn:** 07:42 AM



# STAFF REPORT

## SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Thursday, July 9, 2020

**AGENDA TITLE:** Pay Step Increase for Fire Marshall Fred Hilliard

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** Approve increase.

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

### ATTACHMENTS

[Hilliard 2020 PERSONNEL STATUS CHANGE FORM.pdf](#)

PREPARED BY: Mariya Weinberg

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief

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Southern Marin Fire Protection District

EFFECTIVE DATE
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**PERSONNEL STATUS CHANGE**

EMPLOYEE (LAST)		(FIRST)	(MIDDLE)	DATE	
STATUS	POSITION CLASSIFICATION	PROBATIONARY, PERMENANT OR TEMPORARY	SALARY OR WAGE		
			STEP	SALARY	HRLY WAGE
<b>PRESENT</b>					
<b>PROPOSED</b>					

**RECOMMENDED PERSONNEL ACTION**

- APPOINTMENT     
  PROMOTION     
  MERIT INCREASE     
  PERM STATUS
- RESIGNATION     
  DEMOTION     
  DISMISSAL     
  STEP INCREASE
- OTHER     
 EXPLAIN

AUTHORIZATION	SIGNATURE	DATE
RECOMMENDED BY SUPERVISOR		
APPROVED BY HR	<i>[Signature]</i>	
APPROVED BY DEPUTY FIRE CHIEF	<i>[Signature]</i>	
FOR TERMINATING EMPLOYEES ONLY		
DURATION OF EMPLOYMENT	FROM _____ TO _____	WOULD YOU RECOMMEND FOR REHIRE? YES <input type="checkbox"/> NO <input type="checkbox"/>
ADDITIONAL COMMENT BY DEPARTMENT HEAD		





# STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Thursday, July 9, 2020

**AGENDA TITLE:** Hiring Update

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** Receive Verbal Report

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

**ATTACHMENTS**

N/A PREPARED BY: Mariya Weinberg

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



# STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Thursday, July 9, 2020

**AGENDA TITLE:** Worker's Compensation Update

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** Receive Verbal Report

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

**ATTACHMENTS**

N/A PREPARED BY: Mariya Weinberg

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief