



Southern Marin Fire Protection District Personnel Committee Meeting Agenda

28 Liberty Ship Way, Ste 2800 Sausalito, CA 94965

**Thursday, June 11, 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.

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.

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**

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

The Board welcomes public comments on all agenda items.

4. **Agenda Adjustments**
5. Approval of Minutes
 - 5.a Meeting Minutes - May Personnel Committee Minutes
[Minutes - May Personnel Committee - final.docx](#)
6. **Finance Report**
7. **Action Items**
8. Reports and Information
 - 8.a Hiring Update
Receive Verbal Report
 - 8.b Worker's Compensation Update
Receive Verbal Report.
9. CLOSED SESSION:
– Government Code Section §54957.6
Representative Employee: Battalion Chief
Employee Organization: Southern Marin Chief Officers Association and the Southern Marin Firefighters Association
10. **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.



STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, June 11, 2020

AGENDA TITLE: Meeting Minutes - May Personnel Committee Minutes

LEAD DIVISION: N/A

RECOMMENDED MOTION: N/A

SUMMARY N/A

BACKGROUND N/A

DISCUSSION/ANALYSIS N/A

FISCAL IMPACT N/A

ATTACHMENTS

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

PREPARED BY: Mariya Weinberg

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



Southern Marin Fire Protection District

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Sausalito, California 94965

Phone: 415 388-8182
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PERSONNEL COMMITTEE MEETING

Thursday, May 14, 2020
7:30 am
Meeting Minutes

Called to Order: 07:45 AM

In Attendance: Fire Chief Chris Tubbs, Deputy Fire Chief Ted Peterson, Director Stephen Willis (by phone), Director Tom Perazzo, 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:

- **April 9, 2020- Approved**
 - M/s:** Tubbs/Perazzo
 - Ayes:** Willis, Perazzo.
 - Noes:** None.
 - Abstain:** None.

Reports and Information:

1. Hiring Update:

- a) Ms. Andre introduced Mariya Weinberg as the new Administrative Aid and Clerk of the Board.
- b) Ms. Andre provided an update on the new Communications Coordinator position. Applications closed yesterday 5/13/20 at 5 PM. 17 applications were received, and Ms. Andre and Chief Tubbs will review them, and then proceed to interviews.

2. Workers Comp Update:

Ms. Andre reported that there are total of four employees out, of which three are out on Worker's Comp and one is using sick time pay.

3. Captain's Promotional Testing:

Deputy Chief Peterson reported that Ms. Andre has sent a draft to Battalion Chief Matt Barnes in the beginning of this week. As soon as Chief Barnes send this out a testing date can be set. The date would be no sooner than August 19th, as a 90 day notice needs to be provided, so the date is currently TBD. We may need to have two separate dates, depending on the number of applicants. Ms. Andre is investigating a possibility of using the Baptist Church as the testing site. In general, testing site availability may be affected by the COVID-19 situation.

Closed Session: Into Closed Session at 7:50 AM.

Open Session: Back in Session at 8:16 AM.

Nothing to announce, no action taken.

Adjourn: 8:16 AM.



STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, June 11, 2020

AGENDA TITLE: Hiring Update

LEAD DIVISION: N/A

RECOMMENDED MOTION: Receive Verbal Report

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

MEETING DATE: Thursday, June 11, 2020

AGENDA TITLE: Worker's Compensation Update

LEAD DIVISION: N/A

RECOMMENDED MOTION: Receive Verbal Report.

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