



## Southern Marin Fire Protection District Personnel Committee Meeting Agenda

28 Liberty Ship Way, Ste 2800 Sausalito, CA 94965

**Thursday, May 14, 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. **Call to Order**
2. **Open Time for Public Expression** (limited to 3 minutes per person)

ATTENTION:

\*\*\*PUBLIC ACCESS AVAILABLE VIA TELECONFERENCE ONLY\*\*\* Public Access  
Conference Call Phone Number:

(US) +1 669 900 6833 ID: 924 2604 7897

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

### 3. **Agenda Adjustments**

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

4. **Approval of Minutes**
  - 4.a April 14, 2020 Meeting Minutes  
[April 9, 2020 Minutes - Personnel Committee.doc](#)
5. **Action Items**
6. **Reports and Information**
  - 6.a Hiring Update  
Receive Report
  - 6.b Worker's Compensation Update  
Receive Report
  - 6.c Communications Coordinator Update  
Receive Report

Closed Session

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CONFERENCE WITH FIRE CHIEF

Government Code Section 54957 - Public Employee Investigation Update

7. **Adjournment**

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**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.

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# STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Thursday, May 14, 2020

**AGENDA TITLE:** April 14, 2020 Meeting Minutes

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** N/A

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

**ATTACHMENTS**

[April 9, 2020 Minutes - Personnel Committee.doc](#)

PREPARED BY: Chris Tubbs

REVIEWED BY: Chris Tubbs

SUBMITTED BY: Christian Tubbs, Fire Chief



# Southern Marin Fire Protection District

28 Liberty Ship Way, STE 2800  
Sausalito, CA 94965

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## PERSONNEL COMMITTEE MEETING

**Tuesday, April 9, 2020 7:30 am**

**Directors: Dan St. John, Stephen Willis, and Alternate: Tom Perazzo**

### Meeting Minutes

**Call to Order: 0730**

**In attendance:** Directors St. John, Willis & Perazzo, and Chiefs Tubbs, Peterson, HR Manager Andre

**Absent:** None

**Open Time for Public Expression:**

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

No Public present or call ins.

**Agenda Adjustments:**

No agenda adjustments.

**Approval of the Minutes:**

March 12, 2020

M/s Willis/St. John Ayes-2/ Noes-0

**Staff Reports:**

1. **Workers Comp Update.** HR Manager Andre updated the Board that we currently have four members out on workers comp.
2. **Hiring Update.** Chiefs Tubbs & Peterson informed the Committee that the recruitment will begin in the next two weeks – COVID19 has delayed the recruitment process as we establish new procedures for conducting interviews remotely.
3. **Captain's Promotional Update:** Chiefs Tubbs and Peterson provided an update of the Captain's promotional process; there is a vacancy on the SMFD side as a result of BC Bouchard's recent

promotion. Both the MVFD and SMFD Labor Groups asked the Fire Chief to pause the promotional process as the assessment center will involve both agencies and there is cross training that is needed to ensure all candidates have an equal opportunity. The SMFD Firefighters MOU requires we provide a 90-day notification of the exam. We anticipate that the prospective candidates will have time to ensure they are qualified to work in all fire stations/Zones and that the exam will occur this fall.

**Closed Session:** Discussion of Battalion Chiefs Negotiations.

**Out of Closed Session: 0829**

**Direction from Closed Session:** Staff given direction.

**Adjournment: 0830**



# STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Thursday, May 14, 2020

**AGENDA TITLE:** Hiring Update

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** Receive Report

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## **SUMMARY**

Verbal Update from Deputy Fire Chief of Personnel & Admin, and HR Manager

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

## **ATTACHMENTS**

N/A PREPARED BY: Chris Tubbs

REVIEWED BY: Chris Tubbs

SUBMITTED BY: Christian Tubbs, Fire Chief



# STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Thursday, May 14, 2020

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

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** Receive Report

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## SUMMARY

Receive Verbal Report from HR Manager

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

## ATTACHMENTS

N/A PREPARED BY: Chris Tubbs

REVIEWED BY: Chris Tubbs

SUBMITTED BY: Christian Tubbs, Fire Chief



# STAFF REPORT

## SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Thursday, May 14, 2020

**AGENDA TITLE:** Communications Coordinator Update

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** Receive Report

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### **SUMMARY**

Receive Verbal Report from Fire Chief

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

### **ATTACHMENTS**

N/A PREPARED BY: Chris Tubbs

REVIEWED BY: Chris Tubbs

SUBMITTED BY: Christian Tubbs, Fire Chief