



Southern Marin Fire Protection District Personnel Committee Meeting Agenda

28 Liberty Ship Way, Ste 2800 Sausalito, CA 94965

**Thursday, November 12, 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)

–
The Board welcomes public comments on all agenda items.

3. **Agenda Adjustments**

4. Approval of Minutes

4.a Personnel Committee Meeting Minutes - October 8th, 2020

Approve Minutes

[Minutes - Personnel Committee - Oct-08-2020-final.pdf](#)

5. Reports and Information

5.a Monthly Workers Comp Report

Receive and File Report

[Staff Report - November Monthly Workers Comp Update.doc](#)

5.b Hiring Update

Receive and file Report

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

[IT Manager Job Description - 2020 final.pdf](#)

[2020 SMFD BC announcement.pdf](#)

[2020 MVFD BC job announcement.pdf](#)

[2020 SMFD EMT-PM job announcement.pdf](#)

[2020 MVFD EMT Job Announcement.pdf](#)

6. **CLOSED SESSION: NONE**

7. **Adjournment**

Posting Statement

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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

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

hours prior to the meeting will enable the District to make reasonable accommodations.

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STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, November 12, 2020

AGENDA TITLE: Personnel Committee Meeting Minutes - October 8th, 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 - Oct-08-2020-final.pdf](#)

PREPARED BY: Mariya Weinberg

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



Southern Marin Fire Protection District

28 Liberty Ship Way, Suite 2800
Sausalito, California 94965

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

PERSONNEL COMMITTEE MEETING

Thursday, October 8th, 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 Tubbs, 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 September 10, 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 Staff Report - Worker's Comp Update

There are currently three personnel members out on 4850 (Worker's Compensation).

5.b Staff Report - October Monthly Hiring Update

Posting for the Finance Assistant position closed on October 6, 2020. Ms. Schiffmann, the Finance Manager, reviews candidates as their resumes come in. There were ten viable candidates that were requested to complete a MS Excel test, and six of those candidates have completed and returned the test, which is due by Friday. We have not yet determined if any of these candidates are worth hiring. Recruiting for this position is in progress.

As of today, there are no current Firefighter vacancies, but that will change in the near future. The

promotion of Matt Bouchard of SMFD, to fill the MVFD Battalion Chief position, has led to an open Captain's position within SMFD. Steve Morlock of MVFD was promoted to that Captain's spot. The promotion of Steve Morlock led to a downstream effect. The main resulting issues are shift bidding and overtime rules, which are not the same between SMFD and MVFD, and which have to be resolved anyway, as part of the Shared Services agreement project.

The senior team and Ms. Andre, the HR manager, are meeting to set strategies for Firefighter/Paramedic position hiring. The Fire Academy is starting at the end of March. We will soon be advertising and inviting firefighters and firefighter/paramedics to test.

With promotion of Steve Morlock, we have an open MVFD Engineer position, for which we will have a test.

There will also be a Battalion Chief opening when Chief Scott Barnes retires at the end of this year. There will be a Battalion Chief's test, date TBD, somewhere between the 2nd week of December and the end of January. There are other retirements being forecast. They are not certain, but there is enough information so that the District can do some forecasting and planning.

Ret. Chief Willis mentioned that he has an informal monthly lunch gathering with other retired Fire Chiefs. He has learned that Mike Martinez might be retiring, but he is already working as a sales rep for Pierce Manufacturing, a fire apparatus manufacturer. Chief Tubbs stated that Captain Martinez shared with him that, tentatively, he might be retiring at the end of the year. Captain Martinez did inform the District about his engagement with Pierce and Chief Tubbs has made it clear to Captain Martinez that he can't be a sales representative for Pierce with the District.

Director Perazzo inquired how many persons were in the firefighter academy, and the answer was that and we are forecasting five, maybe more. Staff informed the background investigator to be prepared for eight to ten candidates in January. The start date for the academy is March 29th, 2021.

There was a series of flu shots administered via a Kaiser drop-in clinic to SMFD and MVFD personnel on 10/07/20, and additional flu shots will be given at 28 LSW tomorrow morning, 10/09/20.

5.c Staff Report - Information Technology Coordinator

Chief Tubbs gave this report. We had identified the need for the IT Coordinator Position at the Board retreat, and, subsequently, the Board approved hiring one. This hire will be budget-neutral, due to savings in other areas, involving some coast shifts within SMFD and the Shared Services agreement with Mill Valley. The Staff is currently working on the job description for the IT Coordinator Position and will bring before the Personnel Committee prior to commencing recruitment.

6. Adjournment.

Motion to Adjourn:

M/S: Perazzo/Willis

Ayes: Willis, Perazzo

Noes: none

Adjourned at 07:43 AM



STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, November 12, 2020

AGENDA TITLE: Monthly Workers Comp Report

LEAD DIVISION: N/A

RECOMMENDED MOTION: Receive and File Report

SUMMARY N/A

BACKGROUND N/A

DISCUSSION/ANALYSIS N/A

FISCAL IMPACT N/A

ATTACHMENTS

[Staff Report - November Monthly Workers Comp Update.doc](#)

PREPARED BY: Chris Tubbs

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 Comp Update

Date

November 12, 2020

Topic

Monthly Workers Compensation Program Update

Summary

As of the drafting of this staff report, we currently have three employees out on 4850.

Recommendation(s)

Receive Report



STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, November 12, 2020

AGENDA TITLE: Hiring Update

LEAD DIVISION: N/A

RECOMMENDED MOTION: Receive and file Report

SUMMARY N/A

BACKGROUND N/A

DISCUSSION/ANALYSIS N/A

FISCAL IMPACT N/A

ATTACHMENTS

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

[IT Manager Job Description - 2020 final.pdf](#)

[2020 SMFD BC announcement.pdf](#)

[2020 MVFD BC job announcement.pdf](#)

[2020 SMFD EMT-PM job announcement.pdf](#)

[2020 MVFD EMT Job Announcement.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

November 7, 2020

Topic

Hiring and Promotional Testing Update

Background

Personnel openings are needed to be filled due to a recent termination, anticipated retirement, promotion, filling Fire District administrative needs, and the redeployment ambulance changes.

Summary

- The Fire District conducted interviews for the Finance Assistant position and selected a candidate, offering her the job conditional on background screening. She accepted and is in the process of the background investigation.
- The Fire District is currently advertising 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.
- The Fire District has posted the test announcement for Battalion Chief, so we can establish a 1-year list, in order to select a candidate to fill the position about to be vacated by Chief Scott Barnes, who will be retiring at the end of December 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.
- The Regional Fire Academy is set to begin the end of March 2021.

Recommendation(s)

Accept report



Southern Marin Fire Protection District

28 Liberty Ship Way, Ste 2800
Sausalito, CA 94965

Phone 415 388-8182 Fax 415 388-8181

INFORMATION TECHNOLOGY MANAGER

Under general direction, serves as the District's overall program manager of all IT needs.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

- Manage all hardware and software programs and subscriptions
- Manage District telecommunications
- Manage budget and strategy for all District IT needs

QUALIFICATIONS:

- Must be 18 years of age
- Possess a valid California (Class C) driver's license
- Proficient English usage, spelling, grammar and punctuation
- Modern office methods and practices
- Ability to develop and manage a trouble ticket system
- Ability to develop and manage a strategic plan
- Technologically proficient with both Apple and PC platforms and products
- Ability to manage telecommunication systems
- Ability to work in a team environment and support the District's mission
- Attention to detail and adherence to procedures
- Minimum high school diploma or equivalent and supplemented by specialized training
- Three years' IT experience

Hours/Pay:

40 hours per week, may need to work outside of normal business hours on occasion. Up to \$6,666/month, depending on experience plus full benefits (medical, dental, vision, retirement).

Must pass a background check which will include a drug test

Please fill out our **SMFD General Job Application** on our website (smfd.org/about/employment-opportunities) and submit along with your resume to Liza Andre, Human Resources Manager (landre@smfd.org).

Posting will close at 5pm on 11/30/20

SMFD BC JOB ANNOUNCEMENT:

The Southern Marin Fire District will be conducting a joint Assessment Center to establish a 1-year eligibility list for the rank of Battalion Chief on Friday, December 18, 2020.

If you would like to participate in the process the following materials will need to be submitted no later than Monday, December 14, 2020 by 1700 hrs:

1. One hard copy letter of intent to participate in the process addressed to both Fire Chief Tubbs and Deputy Chief Peterson
2. One hard copy current resume sent to Chief Peterson
3. Send electronic copies via email directly to Liza Andre of proof that you meet the minimum qualifications to participate (see below requirements)

The requirements to participate in the Battalion Chief Promotional Process are as follows:

1. Meet the requirements of all subordinate ranks
2. 8 Years' experience as a Professional Firefighter
3. 3 Years in Captain rank (time worked out of grade as captain will be accepted)
4. Associate Degree
5. Engine Boss Certification
6. Acting Battalion Chief Task Book (Joint Acting Battalion Chief Task Book Completed prior to August 2020 will be accepted)

Items 7-10 are required prior to appointment:

7. Possession of Chief Officer certification OR all coursework requisite of certification prior to testing
8. ICS 400
9. NWCG S-234 Firing Operations or equivalent
10. NWCG S-330 Strike Team Leader Engines Class Completion

Thank you,

The Mill Valley Fire Department

Invites Applications for the Position of

Battalion Chief

The Mill Valley Fire Department is seeking qualified applicants from within the organization to participate in the promotional process for the position of Battalion Chief. The Battalion Chief will, under general direction, assist in the planning and directing of activities of the Fire Department and perform assigned administrative and supervisory duties as well as other related work as required. For more information on the position of Battalion Chief please refer to the job description.

Minimum Qualifications

Qualified Candidates will meet all requirements of subordinate ranks; have 5 years experience with the department and at least 2 years as a Fire Captain. The candidate will also have an A.A. or A.S that qualifies for educational incentive as written in the MOU, or Chief Officer Certification. Possession of a California Driver's License and possession of Emergency Medical Technician 1 or Paramedic License is also required. Completion of the Joint Southern Marin Fire and Mill Valley Fire Department Acting Battalion Chief Task Book (task books completed prior to August 2020 will be accepted). At time of appointment candidates will need to have successfully completed:

- ICS 400
- NWCG S-234 Fire Operations or Equivalent
- NWCG S-330 Strike Team Leader Engine Class Completion

Application Process

Completion of an application via CalOpps: <https://www.calopps.org/mill-valley/job-20054966>, resume, and qualification documents are required. Please note **you must use the link provided above to access the recruitment/application page.**

Further, candidates will need to provide:

- One hard copy letter of intent to participate in the process addressed to both Fire Chief Tubbs and Deputy Chief Peterson.
- On hard copy current resume delivered to Chief Peterson.

All completed applications and associated documents must be **completed and uploaded by Monday December 14th by 1700.**

Selection Process

Qualified candidates will participate in a competitive assessment process to evaluate their potential for successful performance as a Battalion Chief. A multifaceted assessment process designed to determine the promotability of each candidate will include an evaluation of organizational, written and oral communication skills, an evaluation of organizational and operational knowledge, and an evaluation of interpersonal and operational skills. The assessment process will be conducted **December 18th, 2020** and subsequent Chief's interview will be scheduled at a later date.



BETTER TOGETHER



The Southern Marin Fire Protection District (SMFPD) invites you to apply for a rewarding and satisfying career in public service as a **Firefighter EMT** or a **Firefighter Paramedic**.

Join a public safety Special District that prides itself on being an integral part of the community. We are dedicated to protecting and providing for life safety, environmental protection and property conservation through education, hazard reduction and emergency response. SMFPD has an ISO Class 1 rating. SMFPD is seeking candidates for an Eligibility List (to be considered for prospective open entry level and lateral firefighter EMT or firefighter paramedic positions).

To be considered for an **entry level** position, you must successfully pass the Firefighter Candidate Testing Center (FCTC) entry level firefighter written exam and be placed on the FCTC statewide list. The Southern Marin Fire Protection District has already received a current list of candidates from the Firefighter Candidate Testing Center and will notify candidates of their eligibility to apply for this position with the first-round interviews targeted for December 2020 and an anticipated hire date of March 2021. If you have previously taken the exam through FCTC and are active on their list, your results will be accepted, and you do not need to participate in another exam unless you'd like to improve your score.

To be considered for a **lateral position**, you must have proof of one-year paid experience (within the last year) in a position in addition to all qualifications listed below and a current CPAT by time of appointment.

If you meet the requirements below and are interested in applying, please visit our website (smfd.org/about/employment-opportunities) and fill out the 2020-2021 SMFD-MVFD FF PM Job Application and send this along with your resume to Liza Andre at landre@smfd.org by the closing date.

Applicants will be evaluated based on relevant training and experience. The process may include interviews and/or performance tests. Successful candidates will be placed on the eligibility list. A background investigation including LIVESCAN fingerprinting is required. All appointments are also subject to the successful completion of a pre-placement physical examination that includes a drug screen. Applicants will be required to submit verification of the legal right to

work in the United States. All employees are required by law to sign a loyalty oath to the United States and the State of California Constitution at time of hire.

Qualifications (please provide copies of all)

1. Must be a minimum 18 years of age at time of application
2. High school diploma or GED certificate
3. Must have a valid Class C driver's license at time of employment
4. State Firefighter I Certificate (Academy not sufficient)
5. Firefighter/EMT applicants must have current EMT certification
6. Firefighter/Paramedic applicants must have current California State Paramedic license and Marin County paramedic accreditation at time of employment; ACLS preferred
7. Current CPAT (within one year or time of appointment for lateral)

The Firefighter Paramedic Position

As a Firefighter or Paramedic for the Southern Marin Fire Protection District, you will embark on a physically challenging, exciting and rewarding career. We are seeking highly motivated individuals who are dedicated to community service, have an aptitude for the diverse work performed in the fire service, and who demonstrate the qualities expected of today's fire service professionals.

SALARY AND BENEFITS

Salary Ranges

Firefighter EMT: \$7094 - 9371/month

Firefighter Paramedic: \$7803 - 10,308/month

Salary negotiable for lateral transfers, depending on experience

Educational Incentives

Up to 10.5% of monthly salary based on education.

Longevity Pay

Up to 3.5%

Retirement System

Southern Marin participates in the Marin County Employees' Retirement System (MCERA)

Insurance

Comprehensive medical, dental, vision, life, LTD, and LTC insurance.

Leave

Vacation Leave ranges from 8 to 14 shifts per year based on years of service.

Sick Leave is 6 shifts per year.

Work Schedule: 48/96 schedule

Deferred Compensation Plan

The District participates in a 457 deferred compensation plan and contributes an amount equal to 5% of the employee's salary.

Applicants will be evaluated based on relevant training and experience. The process may include interviews and/or performance tests. Successful candidates will be placed on the eligibility list. A background investigation including LIVESCAN fingerprinting is required. All appointments are also subject to the successful completion of a pre-placement physical examination that includes a drug screen. Applicants will be required to submit verification of the legal right to work in the United States. All employees are required by law to sign a loyalty oath to the United States and the State of California Constitution at time of hire.

Please visit www.smfd.org to learn more about Southern Marin Fire Protection District.

Incomplete applications will not be considered.

This posting will close at 5pm on 11/30/20



The City of Mill Valley welcomes applications for the position of **Firefighter**. The City seeks to establish a 1-year Eligibility List in anticipation of 1-4 openings in early 2021.

SALARY AND BENEFITS:

Firefighter: \$5,575 - \$7,471/ Month

The City of Mill Valley is pleased to offer a benefits package that includes health, dental, life, and long-term disability insurances, CalPERS retirement and generous leave.

ABOUT THE DEPARTMENT:

The Mill Valley Fire Department serves approximately 14,000 people with two fire stations, and responds to approximately 2,500 calls for service annually. The City of Mill Valley encompasses the hillsides and canyons of the southeast aspect of 2,571-foot Mount Tamalpais. In addition to firefighting and emergency medicine the Mill Valley Fire Department members specialize in a wide range of skills including fire investigations, technical rescue, working with CERT, CPR and first aid instruction.

ABOUT MILL VALLEY:

The City of Mill Valley is about 10 miles north of San Francisco and 40 miles from California’s famous wine country. Mill Valley is a town with a rich and eclectic cultural history and a lively and engaged citizenry. Mill Valley is primarily a suburban community, with distinctive residential neighborhoods representing the many eras of the town’s growth from a small mill town to the modern full-service city it is today.

With almost 150 full-time employees and an annual operating budget of \$41 million, Mill Valley is a full-service city that prides itself on efficient, effective and courteous service delivery with a commitment to operational excellence.

ABOUT THE POSITION:

The Mill Valley Fire Department is seeking highly energetic and motivated candidates for the position of **Firefighter**. Under supervision, a Firefighter safely trains for and responds to emergencies that include fires, medical aids, resuscitations, rescue and natural disasters and public service. Firefighters are expected to operate and maintain a variety of equipment and apparatus and to maintain fire stations and grounds. Firefighters will be assigned to fire prevention, public education and training programs and will be required to produce reports relating to the incidents, maintenance, training and prevention activities. They may be required to instruct other personnel on operation and maintenance of apparatus and equipment.



Minimum qualifications:

- **Have a valid Cal-JAC CPAT (within one year)**
- High School Diploma or equivalent
- Fifteen (15) college units in Fire Science (Fire Academy completion from an accredited college fulfills this requirement)
- CA Fire Marshal Firefighter 1 Certificate
- Current Cardio Pulmonary Resuscitation Card
- Current State of California Class “C” driver’s license
- Current EMT 1 License

SELECTION PROCESS:

The selection process shall consist of an application review, assessment center/interview panel, practical skills assessment and a Chief’s interview. The Southern Marin Fire Protection District has already received a current list of candidates from the Firefighter Candidate Testing Center and will notify candidates of their eligibility to apply for this position with the first-round interviews targeted for December 2020 and an anticipated hire date of March 2021.

APPLICATION INSTRUCTIONS:

1. To apply, please visit: smfd.org/about/employment-opportunities. Fill out the **2020-2021 SMFD-MVFD FF PM Job Application** and submit along with the following documents to Liza Andre, Human Resources Manager at landre@smfd.org.
2. Please provide a Cover Letter & Resume in addition to below:
 - a. CA Fire Marshal Firefighter 1 Certificate
 - b. EMT 1 License
 - c. CPR AED healthcare provider certification
 - d. Current CPAT (within one year or time of appointment for lateral hires)

Applicants advancing past the interview process are subject to a background check including, but not limited to, polygraph, Live Scan, psychological screening, medical evaluation and drug test.

FOR QUESTIONS PLEASE CONTACT:

Southern Marin Fire Human Resources Manager Liza Andre
landre@smfd.org
(415) 388-8182

Filing period closes **Monday, Nov. 30, 2020 at 5:00 P.M.**