



Southern Marin Fire Protection District Personnel Committee Meeting Agenda

28 Liberty Ship Way, Ste 2800 Sausalito, CA 94965

**Thursday, October 8, 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.

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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>

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*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 September 10, 2020 Personnel Committee Meeting Minutes

Approve Minutes

[Minutes - Personnel Committee - Sept-10-2020.pdf](#)

5. Reports and Information

5.a Staff Report - Worker's Comp Update

Receive Report

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

5.b Staff Report - October Monthly Hiring Update

Receive Report

[Staff Report - October Monthly Hiring Update.doc](#)

5.c Staff Report - Information Technology Coordinator

Receive Report

[Staff Report - Information Technology Coordinator.docx](#)

6. **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 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, October 8, 2020

AGENDA TITLE: September 10, 2020 Personnel Committee Meeting Minutes

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 - Sept-10-2020.pdf](#)

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

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PERSONNEL COMMITTEE MEETING Thursday, September 10, 2020 7:30 am Meeting Minutes

1. Call to Order

Director Willis called the meeting to order at 7:30 AM.

Committee Members Present: Attending in person: Director Perazzo. Attending via Zoom meeting: Director Willis.

Staff Present: Attending in person: Chief Peterson, Chief Welch, HR Manager Liza Andre, Clerk of the Board Mariya Weinberg. Attending via Zoom meeting: Chief Hillard

Others: SMFD Engineer Ben Powers joined at 7:33 am

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 August 13, 2020 Personnel Committee Meeting.

Motion to Approve minutes with no changes was passed.

M/S: Perazzo/Willis

Ayes: Perazzo, Willis

Noes: none

5. Reports and Information

5.a Hiring Update Receive

Chief Peterson gave this update. The Communications Coordinator has been hired and is in place as of last month. Next position to fill is the IT coordinator. We are drafting the position description, and will be putting that hiring process into motion. The Captains' promotional list has been created as a result of the Captains' test. The next step is "Chief's Rule of Three", and the Chiefs plan to select interview dates today. The top three candidates are Zack Sweeney, Steve Morlock, Ben Powers.

We are in process of development of a full-time Finance Assistant position. We have a half time employee presently. With the addition of the MWPA contract, which includes compensation to SMFD for providing financial services, we need to hire a full-time person. Our current part-time employee may or may not be interested in full time work. We are going out to the market for the full-time position, and plan to advertise it within a few weeks. In total, the finance department will have 2 full time positions, the Finance Manager (Ms. Schiffmann) and the full time assistant.

5.b Worker's Comp Update

HR Manager Liza Andre stated that four people are currently out on Worker's Comp. Of those four, one person is out just as of today, which was anticipated. Also, out of the four, one "long-time out sick" personnel member is pending Worker's Comp approval.

5.c IT Position Update

Chief Peterson reiterated that the IT position is in development, and it should become advertised before our next meeting. This will be a full-time position.

6. Action Items

6.a Defensible Space Inspectors Staff Report

Chief Hilliard presented this report. We will be hiring inspectors as part of the defensible space "bucket" funding that is coming in through Measure C/MWPA. We are one of the three agencies in the County that are hiring full time inspectors. Some agencies went with a pool of inspectors, which are seasonal and part time. This does not work with our model, since we believe it's most effective to have follow up inspections, with the same inspector who performed the original inspection. So, with the available funding of about \$430K, we are able to hire 2 inspectors, and then the residual funds will roll into our local mitigation budget for year one. In year two it may possible be able to hire a third inspector, since the initial start-up expenses of year will be expended. We recommend hiring two State-certified inspectors, each responsible for defensible space inspections in a specific area, for a 2-year term, with limited (almost no) benefits. The cost is \$104k per inspector, however, that those funds are recuperable from the MWPA budget. So, there will be no cost for the District. This is included in the Final Budget, which will be brought before the Board of Directors in the upcoming meeting.

Director Perazzo moved for the Committee to recommend to the Board of Directors the hiring of two Defensible Space Inspectors for the Fire District, with 2-year term contracts funded by the MWPA.

M/S: Perazzo/Willis

Ayes: Perazzo, Willis

Noes: none

Concluded Public Session at 7:40 AM

7. CLOSED SESSION:

7.a PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Entered Closed Session at 7:41 AM

Out of Closed Session at 07:56 AM

Outcome: Direction Given to Staff

8. Adjournment - Adjourned at 07:56 AM



STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, October 8, 2020

AGENDA TITLE: Staff Report - Worker's Comp 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 - October Monthly Workers Comp Update.doc](#)

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 Comp Update

Date

October 8, 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, October 8, 2020

AGENDA TITLE: Staff Report - October Monthly 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 - October Monthly Hiring Update.doc](#)

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 Update

Date

October 8, 2020

Topic

Monthly Hiring Update

Summary

We are currently recruiting for the position of finance assistant. Posting for this position closes on October 6, 2020.

We do not have any vacant firefighter positions at this time, though with the recent promotion of Steve Morlock to Captain, that will create a vacancy in the Mill Valley Fire Department. We are currently working through some labor issues to determine next steps.

Recommendation(s)

Receive Report



STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, October 8, 2020

AGENDA TITLE: Staff Report - Information Technology Coordinator

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 - Information Technology Coordinator.docx](#)

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 – Information Technology Coordinator

Date

October 1, 2020

Topic

Information Technology Coordinator- status update

Background

At the 2020 Board of Directors Planning Retreat staff identified the need for this position after performing a gap analysis of the Fire District administrative needs. Further staff identified the funding source keeping the additional FTE budget neutral. The Board approved moving forward with the FY 20/21 budget.

Summary

- Staff is creating the job description and advertising strategy and is ready to go out to the market to conduct a competitive process.

Recommendation(s)

Accept report