



Southern Marin Fire Protection District Personnel Committee Meeting Agenda

28 Liberty Ship Way, Ste 2800 Sausalito, CA 94965

**Thursday, September 10, 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 - August 13th, 2020

Approve Minutes.

[Minutes - Personnel Committee - August 13-2020 - final.docx](#)

5. Reports and Information

5.a Hiring Update

Receive oral report

5.b Worker's Comp Update

Receive oral report.

5.c IT Position Update

Receive oral report.

6. **Action Items**

6.a Defensible Space Inspectors Staff Report

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.

[Staff Report - EDP Committee D-Space Inspectors 9-1-20.doc](#)

7. CLOSED SESSION:

7.a Public Employee Appointment – Update on investigations

Government Code Section §54957(b)

Title of Position to be Filled: Communications Coordinator

8. **Adjournment**

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

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, September 10, 2020

AGENDA TITLE: Personnel Committee Meeting Minutes - August 13th, 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 - August 13-2020 - final.docx](#)

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, August 13, 2020

7:30 am

Meeting Minutes

1. Call to Order

Director Willis called the meeting to order at 7:31 AM.

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

Staff Present: Attending in person: Fire Chief Tubbs, Chief Peterson, HR Manager Liza Andre. 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

5.a Approval of Meeting Minutes from July 9, 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 FASIS E-Brief from Sedgwick

This is a document included in today's meeting packet from our vendor Fire Agencies Self Insurance System (FASIS). Chief Tubbs directed the meeting attendees this document, which included the entirety of the update on this agenda item. Director Perazzo commented that this information would also pertain to item 5.c Worker's Comp Update, since they are our WC vendor.

5.b Hiring Update

Chief Peterson mentioned that we are in the final stages of hiring for the Communications Coordinator position. Background check is completed for the current candidate. We have a

verbal green light from the background investigator. The written report may be available as soon as this Friday, or Monday/Tuesday next week, at the latest. Ms. Andre has scheduled the candidate for a drug test on Monday. The senior team has discussed the appropriate attire for this position, and came to a conclusion that this staff member would wear a uniform, black with white buttons, same as the rest of the senior staff. The badge would be silver, not gold. The decision about the uniform was partially made based on McKenna Ramiro's experience with the public – she reported that much greater respect to her position was given, while in uniform. Liza will discuss the start date (hopefully ASAP) with the candidate next week, once the drug test is passed, and official offer can be made.

Ms. Andre added a note that the Captains' test is coming up on Monday and Tuesday next week, August 17th and 18th. There will likely be several openings for a Captain's position during the two-year lifetime of the list resulting from the upcoming test.

5.c Worker's Comp Update

Ms. Andre reported that we have 3 people currently out on Workers Comp. We also expect a Battalion Chief to go out on Worker's Comp for probably 6-8 weeks, starting on September 10th. Chief Peterson added that, since there is potential of the leave extending much longer than 8 weeks, the senior staff are looking at a possibility of temporarily moving someone into the Battalion Chief position as a "long-term fill". There will then be the corresponding trickle down of other positions. This would be done instead of rotating overtime.

Also, chief Peterson added that a Battalion Chief, Scott Barnes, announced his retirement, effective December 31st, 2020. Possibly, the personnel member, or members, who are doing a "long-term fill" of the Battalion Chief position that is temporarily available due to the Worker's Comp leave, could be considered for the position that becomes open when Chief Scott Barnes retires.

5.d IT Position Update

Chief Peterson reported that, during the recent Board Retreat, Chief Tubbs identified, through gap analysis, a need for someone to handle the District's IT matters. The Board was favorable towards creating this position. Currently, these duties, among many others, are handled in part by one of our Battalion Chiefs, Matt Barnes. Our senior team is working on relieving our Battalion Chiefs of extra administrative responsibilities, so that they can focus on their core responsibilities. For example, as of August 1st, Chief Peterson took on all the logistical matters previously handled by Chief Pasquale. Also, in joining Prevention department staff of SMFD and Mill Valley, the Fire Marshal was able to take over some of the things Chief Scott Barnes was responsible for.

Chief Peterson pointed out that the IT position was purposely left out of the Preliminary Budget for FY 20/21, so that we could keep to a target of 5% or less of a budget increase. However, as we are moving towards the Final Budget, we have made an agreement with Mill Valley for an admin position. Mill Valley is now paying for the FTE up front (the SMFD Admin Aide role). So now those funds are freed to go towards the IT position, coupled with an amendment to the MOU that will be discussed at a special Board meeting tonight, which will decrease the expenditures for overtime by around \$36,000. So, combining these two items, we could fill the position in a budget-neutral manner. The IT position would be further discussed in the Finance Committee. Chief Peterson asked if the Personnel Committee is still favorable towards moving forward with

the full time IT position. Chief Tubbs is also in discussions with allied agencies, so see if there might have an IT need that we could fill, and thereby offset some of the position costs.

If there is approval for this position, the next step would be for the senior team and Battalion Chief Matt Barnes to inventory the needs of the District, and then come up with a job description, and work with HR to put it out to the job market. Chief Peterson said this appears to be the last significant hole on the admin team that we need to fill.

Director Willis made supporting comments for this position. Director Perazzo reminded the team of Chief Hilliard's task of setting up phone systems, when we moved to the 28 Liberty Ship space, and that it would have been nice to have someone to assist.

Chief Tubbs commented that Chief Tubbs and Chief Matt Barnes recently worked with the City of Mill Valley as part of the IT needs assessment team. It seems that the City of Mill Valley IT system is due for a major overhaul. They do have a contract with Marin IT, but that is for a limited set of items. Al Piambo, the Mill Valley City manager, and Chief Tubbs have been talking about a possibility of a shared IT person, where Mill Valley can provide some reimbursement, depending on the scope of work needed, and availability of the IT person.

Chief Tubbs clarified for Director Willis that no action is required today, that this is an informational update, but that we are also looking for a green light to continue to proceed along the same path towards creating and staffing this position, or for some other direction. Both Director and Willis and Director Perazzo spoke in favor of proceeding with the IT position. Director Perazzo highlighted the pluses of the IT person being internal, as opposed to an outside company.

Chief Tubbs mentioned that we've been having issues with Station 4 AT&T phone system, which had pulled Chief Hilliard away from his core duties. Director Perazzo brought up the internet provider Monkeybrains.net, that integrates with satellite phones and VOIP. Chief Tubbs informed the committee that we are looking at satellite phone options already, since we have had issues with telephone connectivity in our vehicles. So, we are looking at this type of provider for Station 4 as well.

Director Willis asked about Director St. John's status. Chief Tubbs said that both he and President Hilliard have gotten a written communication from Director St. John about his resignation. Chief Tubbs's understanding is that President Hilliard has been out looking for someone to run for Director St. John's position. Our existing Directors, whose terms are coming up, President Hilliard, Director DeBerry and Director Willis, have all filed to run for their positions again. Chief Tubbs pointed out that if the elected positions run with no opposition, it would save the District about \$60,000. Also, the candidates get their filing fees back. Director Willis mentioned that he had reached out to some people and they are not interested. Ms. Andre informed the committee that she spoke with President Hilliard, who has at least one strong candidate for a Director position. That candidate was not able to get her filing in by the 5 pm yesterday deadline, but Ms. Andre and President Hilliard spoke with the County Elections office on what we could do to still pursue that candidate.

Director Willis asked if Director St. John's resignation would extend the deadline for a new

candidate to file to run? Ms. Andre did not believe so. However, the County is supposed to confirm to us today if anyone has filed. If no one filed, then SMFD Board can send Letters of Recommendation to the Board of Supervisors/County Elections Office to appoint a qualified person. Dan Miller from the County will let us know, and then Ms. Andre will speak with President Hillard to let her know if the candidate can continue to apply, despite the missed deadline. Chief Welch did make a call to that candidate yesterday, and that person was out of town, and unable to follow through with filing election paperwork, but very interested in this position. They didn't actually speak on the phone, but Chief Welch has a text from the candidate, that he will forward to the committee members. Per Chief Tubbs, once we receive clarity from the County today, we can email the committee about the next steps moving forward.

Concluded Public Session at 7:57 AM

6. CLOSED SESSION:

Entered Closed Session at 7:58 AM

- 1) Employee Negotiations Update – BC Negotiations Update
– Government Code Section §54957.6 Agency Designated Representative: Chief Ted Peterson
Representative Employee: Battalion Chief Employee Organization: Southern Marin Chief Officers Association and the Southern Marin Firefighters Association
- 2) Employee Negotiations Update – Unrepresented Employee Resolution – Government Code Section §54957.6 Agency Designated Representative: Chief Ted Peterson Representative Employees: Human Resources Manager, and Finance Manager
- 3) Public Employee Appointment – Update on investigations – Government Code Section §54957(b) Title of Position to be Filled: Communications Coordinator

Out of Closed Session at 08:20 AM

Outcome: Direction Given to Staff

7. Adjournment

Adjourned at 08:20 AM



STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, September 10, 2020

AGENDA TITLE: Hiring Update

LEAD DIVISION: N/A

RECOMMENDED MOTION: Receive oral 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, September 10, 2020

AGENDA TITLE: Worker's Comp Update

LEAD DIVISION: N/A

RECOMMENDED MOTION: Receive oral 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, September 10, 2020

AGENDA TITLE: IT Position Update

LEAD DIVISION: N/A

RECOMMENDED MOTION: Receive oral 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, September 10, 2020

AGENDA TITLE: Defensible Space Inspectors Staff Report

LEAD DIVISION: N/A

RECOMMENDED MOTION: 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.

SUMMARY N/A

BACKGROUND N/A

DISCUSSION/ANALYSIS N/A

FISCAL IMPACT N/A

ATTACHMENTS

[Staff Report - EDP Committee D-Space Inspectors 9-1-20.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,

Alternate: TBD

STAFF REPORT – Defensible Space Inspectors

Date

09/08/20

Topic

Defensible Space Inspectors Update

Summary

Wildfire Mitigation Specialists (CWMS) contracted, trained, and equipped to perform Structural Ignitability and Defensible Space Evaluations; Parcel by parcel to provide quality evaluations of fire hazards on all parcel's areas in Mill Valley, Tiburon & Sausalito, (South Zone). CWMS hired under full time, limited term contracts to work year-round to assess and record existing conditions, writes prescriptions for each parcel, and provides written evaluations, and face to face education-based remedies to property owners. The Wildfire Mitigation Specialists will support homeowners to modify the existing built environment, and create good defensible spaces, reduce hazards, and create a more fire adaptive community. The results of these evaluations will provide parcel level data and hazard identification, thereby facilitating increasingly informed decisions about where best to apply home hardening incentives and vegetation management funding. Compliance can best be achieved by education and cooperative analysis of existing conditions. Compliance based approach uses evaluations, guidance, persuasion, incentives, and other cooperation tools to induce voluntary compliance. When voluntary compliance cannot be achieved, the fire district will follow our existing citation process to gain compliance.

Background

In March this year voters approved a new special tax (Measure C) that provides funding to reduce the risks from the threat of wildland fire throughout the County. One segment of the funding is dedicated to defensible space inspections and as a result, the fire district will hire 3 fire inspectors (2 for SMFD and 1 for MVFD) whose primary responsibilities will be focused on structural ignitability and defensible space evaluations and. These positions are funded from the MWPA D-Space Inspectors budget line and have been

budgeted in the SMFD 20/21 budget. These positions are 2-year term in order to evaluate the startup and progression of the MWPA.

Recommendation(s)

It is recommendation from staff to approve the hiring of two Defensible Space Inspectors for the fire district to be 2-year term contracts funded by the MWPA.

Respectfully,

Fred Hilliard

Fred Hilliard, Division Chief
Fire Marshal