



Southern Marin Fire Protection District Personnel Committee Meeting Agenda

28 Liberty Ship Way, Ste 2800 Sausalito, CA 94965

**Thursday, April 8, 2021
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 **Approval of March 11, 2021 Personnel Committee Minutes**
Approve Minutes
[MAR 11 2021 Personnel Committee Minutes.pdf](#)
5. **Reports and Information**
 - 5.a **Staff Report - Workers Compensation Update**
Receive Report
[Staff Report - Personnel Committee WC April 2021.pdf](#)
 - 5.b **Staff Report - Hiring Update**
Receive Report
[Staff Report - Personnel Committee Hiring April 2021.pdf](#)
 - 5.c **Staff Report - Peterson Compensation**
Receive Report
[April 2021 Staff Report Peteson Compensation.pdf](#)
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, April 8, 2021

AGENDA TITLE: Approval of March 11, 2021 Personnel Committee Minutes

LEAD DIVISION: N/A

RECOMMENDED MOTION: Approve Minutes

SUMMARY N/A

BACKGROUND N/A

DISCUSSION/ANALYSIS N/A

FISCAL IMPACT N/A

ATTACHMENTS

[MAR 11 2021 Personnel Committee Minutes.pdf](#)

PREPARED BY: Mariya Weinberg

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



Southern Marin Fire Protection District

Personnel Committee

Steven Willis, Chair

Kurt Chun

Alternate: Tom Perazzo

Thursday, March 11, 2021–07:30 am–Headquarters

Minutes

1. Call to Order

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

Committee Members Present: *Attending via Zoom meeting:* Director Willis, Director Chun
Alternate present (in person, attending in non-voting capacity): Director Perazzo

Staff Present: *Attending in person:* Fire Chief Chris Tubbs, Chief Peterson, HR Manager Liza Andre, Clerk of the Board Mariya Weinberg.

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

None - no public was present at this time.

3. Agenda Adjustments

No agenda adjustments.

4. Approval of Minutes

4.a Approval of Meeting Minutes from February 11, 2020 Personnel Committee Meeting.

Motion to Approve minutes.

M/S: Chun/Willis

Ayes: Willis, Chun

Noes: none

Absent: none

5. Reports and Information:

5.a Staff Report - Worker's Comp

The Committee has a report on Worker's Comp (WC) included in the meeting packet. However, the situation for long-terms WC has changed since that report was prepared. Ms. Andre informed the Committee that, as of last night, only two personnel are out with an undetermined time line. One person has just been returned to full duty. Three personnel members are still on short-term WC. Therefore, total of five personnel are out on WC.

Chief Tubbs added that we have been advised that Glockner IDR has been approved by MCERA. District will be receiving reimbursements for the costs incurred in relation to this issue.

5.b Staff Report - Hiring Update

Chief Peterson confirmed that the information in the report in the meeting packet is up to date. He thanked Ms. Andre and team for all their hard work associated with bringing on recent hires. We were able to hire five Paramedics and two EMTs for SMFD. Since we did a joint testing, interviewing and selection process with the City of Mill Valley, continuing our cooperative work efforts, we were able to land one Paramedic and two EMTs for MVFD. All ten will be in the regional Academy, that will begin on March 22, 2021. The timing was worked out so that the new hires could give proper two-week notices to their former employers. The Academy will last twelve weeks.

Chief Peterson also added that the promotion of Chief Golden has opened up “downstream” promotions. Therefore, Zack Sweeney was appointed Captain. There are also two long term vacancy fills for the two personnel members out on Worker’s Comp. Per our 30 days policy, we temporarily promoted Ben Powers to Captain on A Shift, as well as Pete Gundolf to Captain on A shift, based on the list generated from the last Captains test.

Also, the replacement member of the Measure U oversight Committee was appointed at the last (special) Board Meeting.

Our IT Coordinator Position candidate has accepted, and will start on March 22, 2021.

There was a lengthy discussion in response to a question by Director Chun, about a possibility of temporarily backfilling a Battalion Chief position to someone being out on Worker’s Comp. Chief Tubbs explained that the position will not be backfilled at this time.

6. Adjournment.

Adjourned at 07:42 AM



STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, April 8, 2021

AGENDA TITLE: Staff Report - Workers Compensation 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 - Personnel Committee WC April 2021.pdf](#)

PREPARED BY: Mariya Weinberg

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



Southern Marin Fire Protection District

Personnel Committee

Director Stephen Willis, Chair

Director Kurt Chun

Director Thomas Perazzo (alternate)

STAFF REPORT – Workers' Compensation

Date

April 8, 2021

Topic

Workers' Compensation

Summary

Two members are out on long term 4850 Workers' Comp.

Four members are out on 4850 with undetermined timelines.

One member just filed for an Industrial Disability Retirement with MCERA. This could take up to a year to finalize.

A total of **7** members out.

Recommendation(s)

Receive report



STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, April 8, 2021

AGENDA TITLE: Staff Report - 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 - Personnel Committee Hiring April 2021.pdf](#)

PREPARED BY: Mariya Weinberg

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



Southern Marin Fire Protection District

Personnel Committee

Director Stephen Willis, Chair

Director Kurt Chun

Director Thomas Perazzo (alternate)

STAFF REPORT – Hiring and Promotional Test Update

Date

April 8, 2021

Topic

Hiring and Promotional Testing Update

Summary

1. Posted Wildfire Mitigation Special position, this will remain open for 30 days (closes on 4/25/21).
2. On March 31st Chiefs Tubbs, Peterson and Welch visited the regional fire academy and found the new recruits in good spirits and proud to be selected to serve the SMFD communities. The fire academy instructors reported that all members of the regional fire academy were doing well and had no issues to report as of that day.

Recommendation(s)

Receive report



STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, April 8, 2021

AGENDA TITLE: Staff Report - Peterson Compensation

LEAD DIVISION: N/A

RECOMMENDED MOTION: Receive Report

SUMMARY N/A

BACKGROUND N/A

DISCUSSION/ANALYSIS N/A

FISCAL IMPACT N/A

ATTACHMENTS

[April 2021 Staff Report Peterson Compensation.pdf](#)

PREPARED BY: Mariya Weinberg

REVIEWED BY: N/A

SUBMITTED BY: Christian Tubbs, Fire Chief



Southern Marin Fire Protection District

Personnel Committee

Director Stephen Willis - Chair, Director Kurt Chun, Tom Perazzo - Alternate

STAFF REPORT

Date

April 8, 2021

Topic

Informational Update – Deputy Chief of Personnel and Admin Employment Agreement

Summary

The employment agreement for the Deputy Chief of Personnel and Administration, in Section XII states:

Performance Compensation may be awarded by the Fire Chief, based on an outstanding rating on the Deputy Fire Chief's annual performance evaluation. The performance compensation award can be up to the equivalent of one month's salary of the Deputy Fire Chief. The Personnel Committee shall be informed of the performance evaluation and compensation.

On March 18, 2021 received his annual performance evaluation and received an outstanding rating. Per this section, the Fire Chief is informing the Personnel Committee of the evaluation rating and the awarding of a performance compensation equivalent to one month's salary.

Recommendation(s) – See Attached Documentation

None