



# Southern Marin Fire Protection District

## Personnel Committee

Steven Willis, Chair

Kurt Chun

Alternate: Tom Perazzo

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

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## 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

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

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

None - no public was present at this time.

Labor Association President Ben Powers joined later on during the meeting, at 7:35 am.

### 3. Agenda Adjustments

No agenda adjustments.

### 4. Approval of Minutes

#### 4.a Approval of Meeting Minutes from January 14, 2020 Personnel Committee Meeting.

Motion to Approve minutes.

**M/S: Willis/Chun**

**Ayes: Willis/Chun**

**Noes: none**

### 5. Reports and Information:

#### 5.a Staff Report - Worker's Comp

This information is as stated in the report included in the meeting packet. There are three personnel out on worker's comp 4850, long term. We also have two personnel out on worker's comp, with an undetermined time line. So, we have a total of five personnel members out.

Director Chun asked if, with these people out, we have adequate coverage of their responsibility areas, and if we are incurring extra overtime. Chief Tubbs mentioned that the Board packet this month will include Finance Manager's report, which will include overtime. That report will show that our agency overtime is below what was expected for the current time frame. Out-of-County numbers appear very high, as we are still waiting for reimbursements. However, we are well under-budget for our Agency generated overtime.

## **5.b Staff Report - Hiring Update**

The information is as presented in the Staff Report included in the meeting packet. We are going through the background process with sixteen candidates. Our efforts to expand our ALS capability are highlighted in the Staff Report. We have made an offer for the IT position. The first candidate had backed out of the process, the second candidate had accepted, and is moving on into background.

Jason Golden was selected for the Battalion Chief promotion. The Badge Pinning ceremony will be at the upcoming Board of Directors meeting, but he already received his badge, informally, this week. Captain's promotional interviews took place the day before yesterday, and the selection announcement is going to be made today.

We are still looking for the replacement Measure U Oversight Committee member. There are some specific individuals we are reaching out to, to see if we can get some interest. Per our legal counsel, the Committee can continue to perform all of its functions fully, with the four members that the Committee currently has, but we will continue to look for that fifth member.

Director Chun asked about the Measure U committee metrics. Do we have something to show how effectively we are meeting our goals? Particularly, the metrics regarding recruiting and retaining paramedics, and maintaining emergency response times. Chief Tubbs mentioned that there is going to be a Measure U Oversight Committee meeting at the end of this month, during which we would be covering audit report, as well as the metrics development. Chief Tubbs specifically highlighted existence of the report measuring recruitment and retention of qualified paramedics. He also said we'd been working with a vendor to produce reports on the other metrics outlined in Measure U Ordinance. The report will be ready at the Measure U Oversight Committee meeting at the end of the month, and will be also shared with the Board after Measure U Oversight Committee reviews it. In sharing with the Board, everything will also be shared with the public, as per our normal process.

Director Willis asked Labor Association President Ben Powers, who had joined the zoom meeting, if he had anything to share with us. Pres. Powers said he had an Association meeting tomorrow morning (2/12/21), and he wanted to be up to date on any personnel related issues. Chief Tubbs said he will send the link to the meeting packet location to Pres. Powers

Concluded Public Session at 7:38 am

## **6. Action Items – none.**

## **7. CLOSED SESSION**

### **Entered into Closed Session at 7:39 AM**

- Performance Evaluation - Fire Chief. GC 54957(b)  
Outcome: Direction given to Staff.

### **Out of Closed Session 8:08 AM**

## **8. Adjournment.**

### **Adjourned at 08:08 AM**