



## Southern Marin Fire Protection District Personnel Committee Meeting Agenda

28 Liberty Ship Way, Ste 2800 Sausalito, CA 94965

**Thursday, February 11, 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](mailto: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 Approval of January 14, 2021 Meeting Minutes

Approve Minutes

[Minutes - Personnel Committee Jan 14 2021.pdf](#)

5. Reports and Information

5.a Staff Report - Worker's Comp Update

Receive Report

[Staff Report - Personnel Committee WC February 2021.pdf](#)

5.b Staff Report - Hiring Update

Receive Report

[Staff Report - Personnel Committee Hiring February 2021.pdf](#)

6. **CLOSED SESSION**

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Performance Evaluation Fire Chief GC 54957(b)

7. **Adjournment**

**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.

*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

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**MEETING DATE:** Thursday, February 11, 2021

**AGENDA TITLE:** Approval of January 14, 2021 Meeting Minutes

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** Approve Minutes

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

### ATTACHMENTS

[Minutes - Personnel Committee Jan 14 2021.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  
Thomas Perazzo,  
Alternate: TBD

Thursday, January 14, 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 in person:* Director Perazzo. *Attending via Zoom meeting:* Director Willis.

**Staff Present:** *Attending in person:* Chief Tubbs, Chief Peterson, Clerk of the Board Mariya Weinberg. *Attending via Zoom meeting:* Chief Welch, HR Manager Liza Andre, Finance Manager Alyssa Schiffmann (for the Closed Session).

### 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 December 10, 2020 Personnel Committee Meeting.

*Motion to Approve minutes.*

**M/S: Perazzo/Willis**

**Ayes: Willis, Perazzo**

**Noes: none**

### 5. Reports and Information:

#### 5.a Staff Report - Worker's Compensation Update

Per Ms. Andre, there are currently three personnel members out on Worker's Comp. This is a change from the number in the report included in the written report, since the fourth personnel member just returned to full duty.

#### 5.b Staff Report - Hiring and Promotional Testing Update

The Firefighter/EMT and Paramedic interviews are being held on 1/15/21 and 1/20/21. Seventeen candidates are confirmed for the interviews, which is one less than in the written report.

Five IT manager candidates were invited to the Chief's interview on 1/21/21, and so far, four have confirmed.

Measure U posting for a replacement member for the Citizen’s Oversight Committee closes on 1/28/21 at 2 pm. So far, no candidates have applied. Chief Tubbs will reach out to existing Measure U Oversight committee members to ask them to do some outreach. We will send this in an email announcement.

The Battalion Chief assessment center was on 12/18/20. The next step will be “Rule of 3” Chiefs’ interview on 1/22/21, to select the final candidate.

**6. ACTION ITEMS – NONE**

**Concluded Public Session at 7:33 am**

**7. CLOSED SESSION**

**Entered into Closed Session at 7:34 AM**

- Performance Evaluation - Fire Chief. GC 54957(b)

Outcome: Direction given to Committee Members and Staff.

**Out of Closed Session 08:46 AM**

**8. Adjournment.**

Motion to Adjourn:

M/S: Perazzo/Willis

Ayes: Willis, Perazzo

Noes: none

**Adjourned at 08:47 AM**



# STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Thursday, February 11, 2021

**AGENDA TITLE:** Staff Report - Worker's Comp Update

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** Receive Report

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

**ATTACHMENTS**

[Staff Report - Personnel Committee WC February 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)

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## STAFF REPORT – Workers' Compensation

### Date

February 11, 2021

### Topic

Workers' Compensation

### Summary

Three members are out on long term 4850 Workers' Comp, and there are two new ones with undetermined timelines, for a total of FIVE members out.

### Recommendation(s)

Receive report



# STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

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**MEETING DATE:** Thursday, February 11, 2021

**AGENDA TITLE:** Staff Report - Hiring Update

**LEAD DIVISION:** N/A

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**RECOMMENDED MOTION:** Receive Report

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**SUMMARY** N/A

**BACKGROUND** N/A

**DISCUSSION/ANALYSIS** N/A

**FISCAL IMPACT** N/A

**ATTACHMENTS**

[Staff Report - Personnel Committee Hiring February 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)

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## STAFF REPORT – Hiring and Promotional Test Update

### Date

February 11, 2021

### Topic

Hiring and Promotional Testing Update

### Summary

1. 16 FF/PM candidates attended Chiefs interviews
  - a. Moved 8 paramedics and 5 EMTs on to background investigation
  - b. Academy start date is confirmed for March 22, 2021
2. IT Manager: first candidate backed out of process, contacted second candidate on 2/2/21 to move to background
3. Battalion Chief:
  - a. Jason Golden was selected for the promotion, and assigned to C Shift, effective 2/21/21
  - b. Rule of 3 for Captains – interviews for top three candidates (Powers, Sweeney and Gundolff) are set for 2/9/21
4. Measure U committee member: application period closed on 1/28/21. There were no applicants. HR Manager is waiting direction from the Fire Chief and Board on next steps

### Recommendation(s)

Receive report