



Southern Marin Fire Protection District Personnel Committee Meeting Agenda

28 Liberty Ship Way, Ste 2800 Sausalito, CA 94965

**Thursday, January 14, 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 Meeting Minutes of December 10, 2020 Personnel Committee meeting.
Approve Minutes.
[Minutes - Personnel Committee Dec 10 2020 - final.pdf](#)
5. Reports and Information
 - 5.a Staff Report - Worker's Compensation Update
Receive Report
[Staff Report - Personnel Committee WC January 2021.pdf](#)
 - 5.b Staff Report - Hiring and Promotional Testing Update
Receive report
[Staff Report - Personnel Committee Hiring January 2021.pdf](#)
6. **Action Items - NONE**
7. **CLOSED SESSION**
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CLOSED SESSION: Performance Evaluation Fire Chief GC 54957(b)
8. **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

MEETING DATE: Thursday, January 14, 2021

AGENDA TITLE: Meeting Minutes of December 10, 2020 Personnel Committee meeting.

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 Dec 10 2020 - final.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

Tuesday, December 10, 2020–07:30 am–Headquarters

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:* HR Manager Liza Andre, Clerk of the Board Mariya Weinberg. *Attending via Zoom meeting:* Chief Peterson, 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

4.a Approval of Meeting Minutes from November 12, 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 Comp

The information is as presented in the Staff Report included in the meeting packet. There are currently three personnel members out on Worker's Compensation, same as was reported last month. There are currently no projected ETAs for return to duty, all are long term.

5.b Staff Report - Hiring Update

The information is as presented in the Staff Report. The full time Finance Assistant has started her position on November 30th. The Fire Chief, and the Deputy Fire Chief are reviewing the applications we received for the IT Manager position. The Mill Valley Engineer Assessment Center for is being ran

by Scott Barnes. The Battalion Chief Assessment Center on December 18th will be run by Battalion Chief Matt Bouchard. The Fire Fighter interviews are happening next week, on December 15th and 16th, and we have a total of 79 candidates (64 EMTs and 15 Medics) set up for interviews, as of this morning. It has not yet been determined many open position spots there will be.

Concluded Public Session at 7:34 am

6. Action Items – none.

7. CLOSED SESSION

Entered into Closed Session at 7:34 AM

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

Outcome: Direction given to Staff.

Out of Closed Session 7:47 AM

8. Adjournment.

Motion to Adjourn:

M/S: Perazzo/Willis

Ayes: Willis, Perazzo

Noes: none

Adjourned at 07:48 AM



STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, January 14, 2021

AGENDA TITLE: Staff Report - Worker's 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 January 2021.pdf](#)

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’ Compensation

Date

January 14, 2021

Topic

Workers’ Compensation

Summary

- As of January 4, 2021, we have three long term members out on 4850 time (no immediate changes anticipated) and one new claim that is expected to be short term for **FOUR total**.

Recommendation(s)

Receive report



STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, January 14, 2021

AGENDA TITLE: Staff Report - Hiring and Promotional Testing 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 January 2021.pdf](#)

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 and Promotional Test Update

Date

January 14, 2021

Topic

Hiring and Promotional Testing Update

Summary

- 20 Firefighter and Paramedic candidates were invited to Chiefs interviews to be held on 1/15/21 and 1/20/21. **18 confirmed scheduled.**
- Five IT Manager candidates invited to Chiefs interviews to be held on 1/21/21, FOUR have confirmed.

Recommendation(s)

Receive report