



Southern Marin Fire Protection District Personnel Committee Meeting Agenda

28 Liberty Ship Way, Ste 2800 Sausalito, CA 94965

**Thursday, March 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.

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 Minutes of the February 11, 2021 Personnel Committee Meeting

Approve Minutes

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

5. Reports and Information

5.a Staff Report - Workers' Compensation Update

Receive Report

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

5.b Staff Report - Hiring Update

Receive Report.

[Staff Report - Personnel Committee Hiring March 2021.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.

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STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, March 11, 2021

AGENDA TITLE: Minutes of the February 11, 2021 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

[FEB 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, February 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

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



STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, March 11, 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 March 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

March 11, 2021

Topic

Workers’ Compensation

Summary

Three members are out on long term 4850 Workers’ Comp, (Pasquale, Moran and McHugh) and there are three (Missio, Moore, Schonig) with undetermined timelines, for a total of SIX members out.

Recommendation(s)

Receive report



STAFF REPORT

SOUTHERN MARIN FIRE PROTECTION DISTRICT

MEETING DATE: Thursday, March 11, 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 March 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

March 11, 2021

Topic

Hiring and Promotional Testing Update

Summary

1. SMFD plans to offer positions to 5 medics and 2 EMTs, once all items from background investigation have cleared (first day will be 3/22/21)
2. MVFD will offer positions to 1 medic and 2 EMTs, once all items from background investigation have cleared (first day will be 3/22/21)
3. IT Coordinator: Russell Jaycox offered position, first day will be 3/22/21
4. Battalion Chief promotion created openings at the Captain level:
 - a. Rule of 3 for Captains:
 - i. Zach Sweeney appointed to Captain
 - ii. Ben Powers moved to A-1 effective 2/23/21 for long term fill position for Captain McHugh
 - iii. Pete Gundolff will move to A-4 effective 3/8/21 for shift long term fill for Captain Moore
5. Measure U committee member: Received one application (Ted Barone). Mr. Barone was unanimously appointed to the Measure U Oversight Committee by a special Board meeting held on 3/4/21.

Recommendation(s)

Receive report