


**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: November 13, 2013

To: Board of Directors
From:  Roger Meagor, Fire Chief
Subject: Part Time Employee Compensation Schedule

RECOMMENDATION:

That the Board adopts Resolution 13 -10, a Resolution Revising Resolution 09-01 Establishing Salaries and Benefits for Part Time Employees.

BACKGROUND:

In January of 2009, the board passed a resolution setting the hourly rates and working conditions for part time employees. The resolution includes salary ranges for three positions, Administrative Aide, Special Project Aide, and Firefighter (Volunteer) –Out of County Response.

Historically, part time employees have been used to accomplish various jobs, hydrant painting, vacation coverage for the Administrative Assistant, and to assist with day to day activities in order for staff to work on large projects/assignments. Additionally volunteer firefighters have been utilized to staff an out of county engine in order to meet staffing requirements; in these cases the volunteer firefighter is made a temporary employee and is paid at the bottom step firefighter hourly rate.

DISCUSSION:

The salary ranges for part time employees has not been updated in almost five years. Additionally, with the expansion of the JPA to include the Town of Ross, the workload for both fire prevention and administration has increased. Currently a half time administrative assistant position, which was created in concert with the JPA expansion, is vacant. Since the expansion the Department has used a temporary administrative staffing firm to meet administration support needs.

The proposed salary resolution updates the salary ranges for each of the potions and adds a fire inspector position to address the need for part time fire inspector services. The salary ranges for the various positions are as follows:

Administrative Aide	\$15.00 – \$30.00
Special Project Aide	\$15.00 – \$30.00
Fire Inspector	\$30.00 – \$50.00
Firefighter (Volunteer) – Out of County Response	\$23.77

AGENDA ITEM # 6

Date 11/13/13

These part time positions are limited to individuals who are employed with the Department on an hourly basis for an annual average of less than twenty hours per week. These employees receive no department paid benefits; they are eligible for Social Security contributions, including FICA and Medicare as required by law, but are not eligible for membership in the Public Employees Retirement System.

FISCAL IMPACT:

The current fiscal year budget includes \$20,000 for temporary hires. Because fire inspection services are largely fee based, the additional cost for a part time fire inspector is offset by the collection of additional fees.

Attachment: Resolution13 -10, a Resolution Revising Resolution 09-01 Establishing Salaries and Benefits for Part Time Employees

Resolution 09-01, a Resolution Establishing Salaries and Benefits for Part Time Employees

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 13-10

A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT REVISING RESOLUTION 09-01 ESTABLISHING SALARIES AND BENEFITS FOR PART TIME EMPLOYEES

WHEREAS, the Ross Valley Fire Department employs individuals in a part time capacity to perform ongoing work functions; and

WHEREAS, the term "part time" for the purpose of this resolution identifies individuals who are employed with the Department on an hourly basis for an annual average of less than twenty hours per week; and

WHEREAS, the duties and responsibilities of part time employees are monitored by the Fire Chief and further, that compensation is based on specific hours worked as recorded by employees on semi-monthly timesheets and approved by the Fire Chief

NOW THEREFORE BE IT HEREBY RESOLVED, that the following hourly pay rates are set:

November 15, 2013

Administrative Aide	\$15.00 – \$30.00
Special Project Aide	\$15.00 – \$30.00
Fire Inspector	\$30.00 – \$50.00
Firefighter (Volunteer) – Out of County Response	\$23.77

BE IT FURTHER RESOLVED that:

- Initial placement on an hourly pay range as well as periodic increases within the range is made by recommendation of the Fire Chief and approved by the Executive Officer.
- Pursuant to federal law an employee who works four consecutive hours is entitled to one paid 15 minute break, an employee who works eight consecutive hours is entitled to a second paid 15 minute break, and an employee who works five or more consecutive hours is required to take an unpaid lunch break of at least 30 minutes in length;
- Positions in this classification are not eligible for paid holidays;
- Positions in this classification are not eligible for accrual of paid vacation or sick leave;

- Positions identified in this classification are not eligible for Department paid employee health insurance benefits including, but not limited to, medical, dental, vision, life and long term disability; and
- Positions in this classification are eligible for Social Security contributions including FICA and Medicare as required by law, but are not eligible for membership in the Public Employees Retirement System (PERS).

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Department Board of Directors on the 13th day of November, 2013, by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

Jeff Kroot, Board President

JoAnne Lewis, Administrative Assistant

RESOLUTION 09-01

A RESOLUTION OF THE ROSS VALLEY FIRE SERVICE ESTABLISHING SALARIES AND BENEFITS FOR PART TIME EMPLOYEES EFFECTIVE FEBRUARY 1, 2009

WHEREAS, the Ross Valley Fire Department employs individuals in a part time capacity to perform ongoing work functions; and

WHEREAS, the term "part time capacity" identifies individuals who are employed with the Department on an hourly basis for an annual average of less than twenty hours per week; and

WHEREAS, the duties and responsibilities of part time employees are monitored by the Fire Chief and further, that compensation is based on specific hours worked as recorded by employees on semi-monthly timesheets and approved by the Fire Chief

NOW THEREFORE BE IT HEREBY RESOLVED, that the following hourly pay rates are set:

February 1, 2009

Administrative Aide	\$10.00 – 15.00
Special Projects Aide	\$10.00 – 15.00
Firefighter (Volunteer) – Out of County Response	\$22.92

BE IT FURTHER RESOLVED that:

- Initial placement on an hourly pay range as well as periodic increases within the range is made at the discretion of the Fire Chief.
- Pursuant to federal law an employee who works four consecutive hours is entitled to one paid 15 minute break, an employee who works eight consecutive hours is entitled to a second paid 15 minute break, and an employee who works five or more consecutive hours is required to take an unpaid lunch break of at least 30 minutes in length;
- Positions in this classification are not eligible for paid holidays;
- Positions in this classification are not eligible for accrual of paid vacation or sick leave;

- Positions identified in this classification are not eligible for Department paid employee health insurance benefits including, but not limited to, medical, dental, vision, life and long term disability; and
- Positions in this classification are eligible for Social Security contributions including FICA and Medicare as required by law, but are not eligible for membership in the Public Employees Retirement System (PERS).

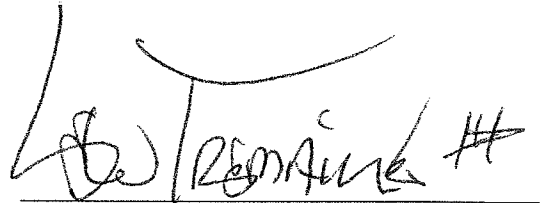
I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Department Board of Directors on the 8th day of January, 2009 by the following vote, to wit:


Ayes: 4

Noes: 0

Absent: 0

Abstain: 0


President, Ross Valley Fire Board


JoAnne Lewis, Administrative Assistant