


**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: December 11, 2013

To: Board of Directors
From:  Roger Meagor, Fire Chief
Subject: Administrative Assistant Compensation Package

RECOMMENDATION:

That the Board adopt Resolution 13-11 a resolution of the Ross Valley Fire Department revising Resolution 12-05 establishing the compensation package for the Administrative Assistant.

BACKGROUND:

Resolution 12-05, which was adopted in June 2012, set the current compensation package for the Administrative Assistant. The Resolution provides for an annual review of the Administrative Assistant's salary and benefits.

DISCUSSION:

The proposed changes to the Resolution which establishes the salary and benefits for the Administrative Assistant are as follows:

- **Salary:** 4% salary increase effective January 1, 2014.
- **CalPERS:** The Employee contribution to the CalPERS pension will increase by 2% of salary effective January 1, 2014, setting the employee contribution at 5% of salary.

FISCAL IMPACT:

In Fiscal Year 13/14 the impact of the changes is estimated at \$920, and in Fiscal Year 14/15 there is an additional \$920 impact.

Attachment: Resolution 13-11
Resolution 12-05

AGENDA ITEM # 5
Date 12/11/13

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 13-11

A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT REVISING RESOLUTION 12-05 ESTABLISHING THE COMPENSATION PACKAGE FOR THE ADMINISTRATIVE ASSISTANT

WHEREAS, Ross Valley Fire Department Resolution 12-05 established the salary, benefits, and working conditions for the Administrative Assistant; and

WHEREAS, Resolution 12-05 calls for the Fire Board to review the Administrative Assistant's salary and benefits annually; and

NOW THEREFORE BE IT RESOLVED, that the Ross Valley Department adopts the following terms and conditions for the Administrative Assistant effective January 1, 2014;

| | | | | | |
|---------------------------------|--------|--------|--------|--------|--------|
| Administrative Assistant | Step A | Step B | Step C | Step D | Step E |
| | 4,933 | 5,180 | 5,439 | 5,711 | 5,997 |

Step placement and advancement shall be in accordance with the provisions of Section 11 of Authority's Civil Service Rules and Regulations.

Salary Adjustments: The Fire Board will review the Administrative Assistant's compensation annually.

Retirement: PERS Section 21354.5, 2.7 @55 for Miscellaneous Members
Authority pays 3% of the 8% employee contribution
Employee pays 5% of the 8% employee contribution

| | | |
|---------------------------------|------------|---------|
| Vacation Leave Schedule: | 1-3 years | 11 days |
| | 4-7 years | 15 days |
| | 8-12 years | 18 days |
| | 13-15years | 20 days |
| | 16>years | 25 days |

Employee has the option to receive cash for vacation days, up to a maximum of five days (40 hours) cash payment, once during each fiscal year.

Holidays: 13 Days off per year: New Year's Day; Martin Luther King, Jr. Day; Lincoln's Birthday; Washington's Birthday; Memorial Day; Independence Day; Labor Day; Admission Day; Veterans' Day; Thanksgiving Day; Friday after Thanksgiving Day; December 24, 1/2 day; Christmas Day; December 31, 1/2 day. In addition to the above, any other single day appointed by the President of the United States or the Governor of California and observed by the Authority as a public fast, Thanksgiving or holiday.

Sick Leave: 12 days per year

Uniform: Uniform allowance of \$60 per month.

Live-in-District: Live-in-district pay of \$100 per pay period.

Education Incentive: 2.5% of base salary for California Fire Chiefs Association, Administrative Services Section - Professional Recognition Level 2 Certification

Cafeteria Plan: The amount of the cafeteria plan shall be an amount equal to the full family cost of Kaiser (PERS Kaiser Bay Area Plan) which at this time is \$1738.44. Any unused amount can be applied toward other benefits including dental, life, disability, and cash back to the employee. The cash back, however, can not exceed \$320 per month.

I do hereby certify that the above Resolution 13-11 is a true and correct copy as passed by the Ross Valley Fire Board on December 11, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Carla Small, Vice President

JoAnne Lewis, Administrative Assistant

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 12-05

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT REVISING
RESOLUTION 11-06 ESTABLISHING THE COMPENSATION PACKAGE
FOR THE ADMINISTRATIVE ASSISTANT**

WHEREAS, Ross Valley Fire Department Resolution 09-08 established the salary, benefits, and working conditions for the Administrative Assistant; and

WHEREAS, Resolution 11-06 calls for the Fire Board to review the Administrative Assistant's salary and benefits annually; and

NOW THEREFORE BE IT RESOLVED, that the Ross Valley Department adopts the following terms and conditions for the Administrative Assistant effective July 1, 2012;

| | | | | | |
|---------------------------------|--------|--------|--------|--------|--------|
| Administrative Assistant | Step A | Step B | Step C | Step D | Step E |
| | 4,743 | 4,981 | 5,230 | 5,491 | 5,766 |

Step placement and advancement shall be in accordance with the provisions of Section 11 of Authority's Civil Service Rules and Regulations.

Salary Adjustments: The Fire Board will review the Administrative Assistant's compensation annually.

Retirement: PERS Section 21354.5, 2.7 @55 for Miscellaneous Members
Authority pays 5% of the 8% employee contribution
Employee pays 3% of the 8% employee contribution

| | | |
|---------------------------------|------------|---------|
| Vacation Leave Schedule: | 1-3 years | 11 days |
| | 4-7 years | 15 days |
| | 8-12 years | 18 days |
| | 13-15years | 20 days |
| | 16>years | 25 days |

Employee has the option to receive cash for vacation days, up to a maximum of five days (40 hours) cash payment, once during each fiscal year.

Holidays: 13 Days off per year: New Year's Day; Martin Luther King, Jr. Day; Lincoln's Birthday; Washington's Birthday; Memorial Day; Independence Day; Labor Day; Admission Day; Veterans' Day; Thanksgiving Day; Friday after Thanksgiving Day; December 24, 1/2 day; Christmas Day; December 31, 1/2 day. In addition to the above, any other single day appointed by the President of the United States or the Governor of California and observed by the Authority as a public fast, Thanksgiving or holiday.

Sick Leave: 12 days per year

Uniform: Uniform allowance of \$60 per month.

Live-in-District: Live-in-district pay of \$100 per pay period.

Education Incentive: 2.5% of base salary for California Fire Chiefs Association, Administrative Services Section - Professional Recognition Level 2 Certification

Cafeteria Plan: The amount of the cafeteria plan shall be an amount equal to the full family cost of Kaiser (PERS Kaiser Bay Area Plan) which at this time is \$1587.14. Any unused amount can be applied toward other benefits including dental, life, disability, and cash back to the employee. The cash back, however, can not exceed \$320 per month.

I do hereby certify that the above Resolution 12-05 is a true and correct copy as passed by the Ross Valley Fire Board on June 13, 2012, by the following vote:

AYES: 8

NOES: 0

ABSENT: 0

ABSTAIN: 0

Frank Berto, President


JoAnne Lewis, Administrative Assistant

