

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of: March 11, 2015

To: Board of Directors

From: Mark E. Mills, Fire Chief *MEM*

Subject: Resolution 15 - 4 Establishing the Compensation Package for the Fire Inspector Position

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**RECOMMENDATION:**

That the Board approves Resolution 15 - 4 establishing the compensation package for the Fire Inspector position.

**DISCUSSION:**

On February 11, 2015, the Board approved the creation of a non-safety Fire Inspector position. At that time, staff was directed to appoint full time status to the existing part-time inspector.

Resolution 15-4 establishes the compensation package for the Fire Inspector position. The salary range was established by comparing similar positions within the County. The benefits included in the resolution are consistent with other Department positions.

The salary range and benefits are as follows:

Step A	Step B	Step C	Step D	Step E
6,199	6,509	6,835	7,177	7,535

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 Fire Inspectors compensation in July of this year and annually there after.

**Retirement:** The employee is considered, per CalPERS definition, as a "New Member" and therefore is subject to all provisions of the Public Employees' Pension Reform Act, PEPRA. The employee shall pay the entire employee contribution rate.

**AGENDA ITEM #** 2 F  
**Date** 3/11/15

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

**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:** A uniform allowance of \$60 per month.

**Cafeteria Plan:** The employee opted out due to existing health care coverage.

Staff is recommending that the salary schedule be reviewed in conjunction with other non-represented employees.

#### **FISCAL IMPACT:**

The annual salary and benefit fiscal impact for the Fire Inspector position is \$87,382.02.

# ROSS VALLEY FIRE DEPARTMENT

## RESOLUTION 15-04

### A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT REVISING RESOLUTION 14-08 ESTABLISHING THE COMPENSATION PACKAGE FOR THE FIRE INSPECTOR

**WHEREAS,** Ross Valley Fire Department Resolution 14-08 established the salary, benefits and working conditions for the Fire Inspector position; and

**WHEREAS,** Resolution 14-08 calls for the Fire Board to review the Fire Inspector's salary and benefits annually; and

**NOW THEREFORE BE IT RESOLVED,** that the Ross Valley Fire Department adopts the following terms and conditions for the Fire Inspector effective July 1, 2014:

Fire Inspector	Step A	Step B	Step C	Step D	Step E
	6,199	6,509	6,835	7,177	7,535

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 Fire Inspector's compensation annually.

**Health Insurance after Retirement:** The Authority agrees to maintain health insurance coverage and to pay the amount required by P.E.R.S. toward the premium cost thereof, provided the retiree remits to the Authority any further payment due, secures Medicare coverage when eligible, and subject to the following:

For retirees who meet the eligibility requirements for retiree healthcare insurance, the Authority's monthly contribution for the retiree and the retiree's eligible dependents shall be One Hundred and Nineteen dollars (\$119) per month and shall adjust in accordance with the Minimum Employer Contribution (MEC) established by the Public Employees Medical and Hospital Care Act (PEMHCA), and in addition;

Additionally, recognizing the Fire Inspector was hired prior to April 1, 2013, upon retirement, and upon meeting the eligibility requirements for retiree healthcare insurance, the retiree will be reimbursed for healthcare premium costs by the Authority as follows:

Retiree reimbursement will be based on the current Authority share, as determined by CalPERS, as of January 1, 2013, less the amount already paid, Minimum Employer Contribution (MEC) established by PEMHCA, and will increase by a maximum of \$100 per month, annually until such time the Authority's contributions for retirees is the same as active members (as established in the

Cafeteria Plan section). The maximum \$100 per month, annual increase includes increases to the PEMHCA minimum. Retiree health plan options where the Authority's contribution is the same as active members, the \$100 per month annual increase maximum does not apply.

Medicare eligible retirees must apply for and receive Medicare benefit to be eligible for full reimbursement.

**Retirement:** PERS Section 21354.5, 2.7 @55 for Miscellaneous "Classic" Members  
Authority pays 3% of the 8% employee contribution  
Employee pays 5% of the 8% employee contribution  
"New Members" as defined by CalPERS, shall be subject to all provisions of the Public Employees' Pension Reform Act, PEPRRA.

<b>Vacation Leave Schedule:</b>	1-3 years	11 days
	4-7 years	15 days
	8-12 years	18 days
	13-15 years	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:** A uniform allowance of \$60 per month.

**Education Incentive:** 2% of base salary for California Fire Service Training and Education System- Fire Prevention Specialist Certification

**Plan Health Insurance:** The Authority's monthly contribution for employee and the employee's eligible dependents shall be One Hundred and Nineteen dollars (\$119) per month and shall adjust in accordance with the Minimum Employer Contribution (MEC) established by the Public Employees Medical and Hospital Care Act (PEMHCA).

**Cafeteria Plan:** The Authority's monthly contribution to 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 \$1931.07, less the Minimum Employer Contribution (MEC) established by the PEMHCA. Cafeteria benefits may be used for health insurance, dental insurance, life insurance, disability insurance, and cash back to the employee. The cash back, however, cannot exceed \$320 per month. Employee may opt out of health insurance coverage if they have existing health coverage.

I do hereby certify that the above Resolution 15-04 is a true and correct copy as passed by the Ross Valley Fire Board on March 11, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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John Reed, President

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JoAnne Lewis, Administrative Assistant