

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: September 9, 2015

To: Board of Directors

From: Mark E. Mills, Fire Chief

Subject: Employee Compensation Packages and Memoranda of Understanding

RECOMMENDATION:

1. Approval of the July 1, 2015 – June 30, 2016 Memorandum of Understanding (MOU) between the Ross Valley Fire Department and the International Association of Firefighters Local 1775.
2. Approval of the July 1, 2015 – June 30, 2016 Memorandum of Understanding (MOU) between the Ross Valley Fire Department and the Ross Valley Fire Chief Officers Association.
3. Approval of the July 1 2015 – June 30, 2016 Administrative Assistant Compensation Resolution 15-07.
4. Approval of the July 1 2015 – June 30, 2016 Fire Inspector Compensation Resolution 15-08.

BACKGROUND:

The Executive Officer, Garrett Toy and the Town Manager of San Anselmo, Debbie Stutsman, with the Fire Chief serving as a technical advisor, have been meeting with the representatives of the Ross Valley Firefighter's Association and the Ross Valley Fire Chief Officer's Association to reach agreement for new Memoranda of Understanding (MOU).

DISCUSSION:

The attached MOUs include the following changes to the current MOUs which expired on June 30, 2015:

ENGINEERS AND CAPTAINS AGREEMENT

Terms:

- One year contract, 7/1/15 to 6/30/16 (see "Section 20. TERM- a." of MOU)

AGENDA ITEM # 2F
Date 9/9/15

- Agreed to continue discussions regarding changes and reordering of the Memoranda of Understanding after the contract is finalized (Section 20. TERM- a).

Salary:

- Salary increases, effective 1/1/2016, as follows (Section 2. SALARIES- a):

Engineers	3.28%
Captains	4.66%

Paramedic Program:

- Revised language to phase out the use of Captains as paramedics (Section 10. PARAMEDIC PROGRAM- b).

Uniform, Education Cost and Housing Allowances:

- Revised language to change the boundaries for qualification for the housing allowance (Section 9. UNIFORM, EDUCATION COST AND HOUSING ALLOWANCES- c. & d. and added Exhibit K- Drive Time Map)

Working Hours and Overtime:

- Provided language to compensate employees for court appearances a minimum of 4 hours of overtime for attendance outside the regular tour of duty (Section 3. WORKING HOURS AND OVERTIME- g.).

Special Leave:

- Provided language to outline the provision of Family Medical Leave/California Family Rights Act, per state and federal law (Section 7. SPECIAL LEAVE- d.).

BATTALION CHIEFS AGREEMENT

Terms:

- One year contract, 7/1/15 to 6/30/16 (see "Section 25. Duration of Agreement and paragraph 4 of introduction" of the MOU)

Salary:

- Salary increases, effective 1/1/2016, as follows (Section 3. Salary and Wage Plan for Battalion Chiefs):

Battalion Chiefs	4.5%
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Administrative Leave:

- Provided for one additional Administrative day (Section 7. Administrative Leave)

Educational Incentive:

- Revised language to reflect 1% of monthly salary per month incentive will be awarded to employees with a Fire Chief *designation* as opposed to a *certificate* from the State Board of Fire Services (Section 16. Educational Incentive- b.).

Although not a MOU revision, the BC's agreed that the compensation for acting fire chief could be addressed as policy issue.

ADMINISTRATIVE ASSISTANT'S AGREEMENT**Terms:**

- The Fire Board will review the Administrative Assistant's compensation annually. The term of this agreement shall be July 1, 2015 through June 30, 2016.

Salary:

- A salary increase of 11.5% is recommended in order to bring the position's salary in line with the average salary of fire service, administrative assistants in Marin County.

Retirement:

- The position will be required to pay the complete employee portion of the retirement contribution, which is a 3% increase in the employee's share.

FIRE INSPECTOR AGREEMENT**Terms:**

- The Fire Board will review the Fire Inspector compensation annually. The term of this agreement shall be July 1, 2015 through June 30, 2016.

Salary:

- A salary increase of 13% is recommended in order to bring the position's salary in line with the average salary of fire inspectors within the surrounding jurisdictions.

Retirement:

- The position will be required to pay the complete employee portion of the retirement contribution, which is a 3% increase in the employee's share.

FISCAL IMPACT:

The total fiscal impact for the 2015/2016 budget is:

Position	Percentage Raise	Total for 6 months
Engineers – 15 positions	3.28%	\$23,816
Captains – 12 positions	4.66%	\$32,325
Battalion Chiefs – 3 positions	4.50%	\$10,467
Administrative Assistant	11.5%	(12 Months) \$10,126
Fire Inspector – 2 positions	13%	(12 months) \$21,424
TOTAL 2016		\$98,158

Attachment: Firefighter MOU 2015/16 with exhibits
Battalion Chief MOU 2015/16 with exhibits
Administrative Assistant Resolution 2015
Fire Inspector Resolution 2015

** In an effort to reduce the paper used for the packet, the red-lined version of both of the MOUs are available on our website with the other board packet items.