

**ROSS VALLEY FIRE DEPARTMENT**

**RESOLUTION 15-07**

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT REVISING  
RESOLUTION 14-07 ESTABLISHING THE COMPENSATION  
PACKAGE FOR THE ADMINISTRATIVE ASSISTANT**

**WHEREAS**, Ross Valley Fire Department Resolution 14-07 established the salary, benefits, and working conditions for the Administrative Assistant; and

**WHEREAS**, Resolution 14-07 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, 2015;

<b>Administrative Assistant</b>	Step A	Step B	Step C	Step D	Step E
	5,468	5,777	6,066	6,369	6,688

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.

**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 Administrative Assistant 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

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**Date** 9/9/15

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 Members  
Employee pays 8% of the 8% employee contribution

<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

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

**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.

I do hereby certify that the above Resolution 15-07 is a true and correct copy as passed by the Ross Valley Fire Board on September 9, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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John Reed, President

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JoAnne Lewis, Administrative Assistant



**ROSS VALLEY FIRE DEPARTMENT**

**RESOLUTION 14-07**

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT REVISING  
RESOLUTION 13-11 ESTABLISHING THE COMPENSATION  
PACKAGE FOR THE ADMINISTRATIVE ASSISTANT**

**WHEREAS**, Ross Valley Fire Department Resolution 13-11 established the salary, benefits, and working conditions for the Administrative Assistant; and

**WHEREAS**, Resolution 13-11 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;

<b>Administrative Assistant</b>	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.

**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 Administrative Assistant 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 Members  
Authority pays 3% of the 8% employee contribution  
Employee pays 5% of the 8% employee contribution

<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:** 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

**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.


I do hereby certify that the above Resolution 14-07 is a true and correct copy as passed by the Ross Valley Fire Board on July 9, 2014, by the following vote:

AYES: 8

NOES: 0

ABSENT: 0

ABSTAIN: 0

  
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Carla Small, President

  
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JoAnne Lewis, Administrative Assistant