

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: February 8, 2017

To: Board of Directors

From: RVFD Management Committee
Garrett Toy, Fairfax Town Manager (Executive Officer)
Debbie Stutsman, San Anselmo Town Manager
Joe Chinn, Ross Town Manager

Subject: Approval of Memoranda of Understanding with the International Association of Firefighters Local 1775 and the Ross Valley Fire Chief Officers Association and adoption of resolutions for amendments to the salary schedule for the Administrative Assistant and Fire Inspector classifications

RECOMMENDATION:

1. Approval of the July 1, 2016 – June 30, 2019 Memorandum of Understanding (MOU) between the Ross Valley Fire Department and the International Association of Firefighters Local 1775
2. Approval of the July 1, 2016 – June 30, 2019 Memorandum of Understanding (MOU) between the Ross Valley Fire Department and the Ross Valley Fire Chief Officers Association
3. Approval of a resolution to amend the salary schedule for the Administrative Assistant
4. Approval of a resolution to amend the salary schedule for the Fire Inspector
5. Authorize the Executive Officer to do everything necessary and appropriate to execute and implement the MOU's and resolutions for the administrative assistant and fire inspector classifications.

BACKGROUND:

The Executive Officer, Garrett Toy and Joe Chinn, the Town Manager of Ross, with the Fire Chief and Debbie Stutsman, Town Manager of San Anselmo, serving as technical advisors, 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).

AGENDA ITEM # 4, 5, 6, 7
Date 2/8/17

DISCUSSION:

The attached MOUs include the following changes to the current MOUs which expired on June 30, 2016:

FIREFIGHTERS LOCAL 1775 MOU

The following summarizes the key amendments to the MOU:

Terms:

Three year contract, 7/1/16 to 6/30/19

Salary:

Salary increases as follows:

Effective 1/1/2017 (Section 2. SALARIES):

| | |
|-----------|----|
| Engineers | 4% |
| Captains | 4% |

Effective 7/1/2017

| | |
|-----------|----|
| Engineers | 4% |
| Captains | 4% |

Effective 7/1/2018

| | |
|-----------|----|
| Engineers | 3% |
| Captains | 3% |

Education Incentive Policy- Reduced the required continued education and training for the second level incentive from 20 hours to 15 hours. Added language to clarify eligible classes and training that qualify toward continued education.

Cash-in-lieu medical payments- Cash-in-lieu payments will be deposited into an employee's deferred compensation or retirement health savings account.

Overtime FLSA language- Added language regarding the current practice of calculating overtime.

General Revisions- Made minor revisions to the MOU for better clarity or to update lists. These revisions do not impact RVFD financially or operationally.

BATTALION CHIEFS (BC's) AGREEMENT

The following summarizes the key amendments to the BC's MOU:

Terms:

Three year contract, 7/1/16 to 6/30/19

Salary:

Salary increases as follows:

Effective 1/1/2017 (Section 2. SALARIES):

Battalion Chiefs 4%

Effective 7/1/2017

Battalion Chiefs 4%

Effective 7/1/2018

Battalion Chiefs 4%

Education Incentive Policy- Same revisions as firefighters

Cash-in-lieu medical payments- Same revisions as firefighters

Overtime FLSA language- Same revisions as firefighters

In-District Living Allowance- Revised section to match the existing language in the firefighters MOU. The impact is that one BC will now qualify for the \$200/month allowance whereby before he only qualified for the \$100/month allowance.

Comp time reduction- Revised section to reduce the BC comp time cap from 240hr to 120hr

Acting Fire Chief- Added language to reflect the current practice that a BC assigned to work as the acting Fire Chief will receive additional compensation at a rate equal to 15% above step C in the Battalion Chief's salary schedule for all hours in an acting status.

Acting BC language: Added language to clarify who may act as Battalion Chief and include a provision to allow BC's the first right of refusal for overtime.

General Revisions- Made minor revisions to the MOU for better clarity or to update lists. These revisions do not impact RVFD financially or operationally.

ADMINISTRATIVE ASSISTANT AND FIRE INSPECTOR

The resolution revises the salary schedule to increase the Administrative Assistant and Fire Inspector salary ranges the same as the firefighters and to clarify that cash-in-lieu of medical payments will be deposited into the employee's deferred compensation or retirement health savings account.

FISCAL IMPACT

The total fiscal impact for the proposed MOU revisions including salary increases is estimated at \$119,454 in FY16-17, \$248,464 in FY17-18 and \$256,943 in FY 18-19.

| Position | Total for FY16-17 (6 months) |
|---|---------------------------------|
| Engineers and Captains – 27 positions (2 vacant) | \$98,524 |
| Battalion Chiefs – 3 positions | \$13,158 |
| Administrative Assistant | \$1,785 |
| Fire Inspector – 2 positions | \$5,987 |
| | |
| | |
| TOTAL 2016 | \$119,454 |

Attachment:

Firefighter MOU with exhibits
Battalion Chief MOU with exhibits
Administrative Assistant Resolution
Fire Inspector Resolution

** 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.

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 17-01

A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT AMENDING THE SALARY SCHEDULE FOR THE ADMINISTRATIVE ASSISTANT

WHEREAS, Ross Valley Fire Department Resolution 15-07 established the salary, benefits, and working conditions for the Administrative Assistant; and

WHEREAS, Resolution 15-07 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 salary schedule and amendment to the Cafeteria Plan for the Administrative Assistant effective January 1, 2017;

| | | | | | |
|---------------------------------|--------|--------|--------|--------|--------|
| Administrative Assistant | Step A | Step B | Step C | Step D | Step E |
| | 5,687 | 6,008 | 6,309 | 6,623 | 6,956 |
| Effective July 1, 2017: | Step A | Step B | Step C | Step D | Step E |
| | 5,914 | 6,248 | 6,561 | 6,888 | 7,234 |
| Effective January 1, 2018: | Step A | Step B | Step C | Step D | Step E |
| | 6,091 | 6,435 | 6,758 | 7,095 | 7,451 |

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

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) 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-in-lieu of medical payments to the employee. The cash-in-lieu payment, however, cannot exceed \$320 per month and shall be deposited into the employee’s deferred compensation or retirement health savings accounts.

I do hereby certify that the above Resolution 17-01 is a true and correct copy as passed by the Ross Valley Fire Board on February 8, 2017, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Thomas McInerney, President

JoAnne Lewis, Administrative Assistant

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 17-02

A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT AMENDING THE SALARY SCHEDULE FOR THE FIRE INSPECTOR

WHEREAS, Ross Valley Fire Department Resolution 15-08 established the salary, benefits and working conditions for the Fire Inspector position; and

WHEREAS, Resolution 15-08 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 Department adopts the following amendments to the salary schedule and cafeteria plan for the Fire Inspector:

Effective January 1, 2017:

| | | | | | |
|----------------|--------|--------|--------|--------|--------|
| Fire Inspector | Step A | Step B | Step C | Step D | Step E |
| | 7,284 | 7,649 | 8,033 | 8,434 | 8,856 |

| | | | | | |
|-------------------------|--------|--------|--------|--------|--------|
| Effective July 1, 2017: | Step A | Step B | Step C | Step D | Step E |
| | 7,575 | 7,955 | 8,354 | 8,771 | 9,210 |

| | | | | | |
|----------------------------|--------|--------|--------|--------|--------|
| Effective January 1, 2018: | Step A | Step B | Step C | Step D | Step E |
| | 7,802 | 8,194 | 8,605 | 9,034 | 9,486 |

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

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) 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-in-lieu of medical payments to the employee. The cash-in-lieu payment, however, cannot exceed \$320 per month and shall be deposited into the employee’s deferred compensation or retirement health savings accounts.

I do hereby certify that the above Resolution 17-02 is a true and correct copy as passed by the Ross Valley Fire Board on February 8, 2017, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Thomas McInerney, President

JoAnne Lewis, Administrative Assistant