

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: March 8, 2017

To: Board of Directors

From: RVFD Management Committee
Garrett Toy, Fairfax Town Manager (Executive Officer)
Dave Donery, 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 a resolution 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 and Fire Inspector
4. Authorize the Executive Officer to do everything necessary and appropriate to execute and implement the MOU including making minor revisions to the MOU as it pertains to the cash-in-lieu provision.

BACKGROUND:

The Executive Officer, Garrett Toy and Joe Chinn, the Town Manager of Ross, with the Fire Chief and Debbie Stutsman, retired 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).

DISCUSSION:

The changes to the current MOUs which expired on June 30, 2016 are described below. The proposed salary increases retroactive to January 1, 2017 will add approximately \$120,000 in salary and benefit costs to RVFD, which will require

AGENDA ITEM # 3, 4, 5
3/8/17

mid-year budget adjustment. The Board will be considering the Mid-year Budget Report and recommended adjustments later on this evening's agenda.

Legal counsel is still working on the structure of cash-in-lieu payments being allocated to deferred comp or retirement health accounts. The structure must comply with RVFD's IRS Section 125 cafeteria plan. As a result, the MOU's may need to be modified in the future regarding this structure. The Bargaining Groups prepared the attached letter confirming our mutual understanding that any revisions to the MOU would only apply to the cash-in-lieu provision as described below. We are recommending that the Board authorize the Executive Officer to make modifications, as needed, to the MOU as it pertains to the cash-in-lieu provision, including signing the attached letter.

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 and 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.



**INTERNATIONAL ASSOCIATION OF FIREFIGHTER'S, L1775
ROSS VALLEY FIREFIGHTER'S ASSOCIATION**

777 San Anselmo Ave, San Anselmo, CA 94960

Side Letter RE: "Cash In Lieu" Benefit

During the term of this MOU, both parties agree to meet and confer to discuss language changes to Section 8 Health Benefits, subsection b: Cafeteria Plan for the purpose of removing the "Cash in Lieu" payment from the regular rate of pay calculation. The payment would instead be made to either the employees deferred compensation account or Retirement Health Saving Plan whichever they choose.

No other section of the MOU will open for negotiation without mutual agreement of the Ross Valley Firefighter's Association and Ross Valley Fire Department.

This side letter will expire with the term of the 16-19 MOU.

RVFFA
Sid Jamotte

Ross Valley Fire Department
Garrett Toy

3/3/2017



INTERNATIONAL ASSOCIATION OF FIREFIGHTER'S, L1775
ROSS VALLEY CHIEF OFFICER'S ASSOCIATION

777 San Anselmo Ave, San Anselmo, CA 94960

Side Letter RE: "Cash In Lieu" Benefit

During the term of this MOU, both parties agree to meet and confer to discuss language changes to Section 13 Health Benefits, subsection c: Cafeteria Plan for the purpose of removing the "Cash in Lieu" payment from the regular rate of pay calculation. The payment would instead be made to either the employees deferred compensation account or Retirement Health Saving Plan whichever they choose.

No other section of the MOU will open for negotiation without mutual agreement of the Ross Valley Chief Officer's Association and Ross Valley Fire Department.

This side letter will expire with the term of the 16-19 MOU.

RVCOA
Tim Grasser

Ross Valley Fire Department
Garrett Toy

3/3/2017

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 17-01

A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT AMENDING THE SALARY SCHEDULES FOR THE ADMINISTRATIVE ASSISTANT and THE FIRE INSPECTOR

WHEREAS, Ross Valley Fire Department Resolution 15-07 and 15-08 established the salary, benefits, and working conditions for the Administrative Assistant and the Fire Inspector; and

WHEREAS, Resolution 15-07 and 15-08 call for the Fire Board to review the Administrative Assistant's and Fire Inspector'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 and Fire Inspector effective January 1, 2017;

Administrative Assistant	Step A 5,687	Step B 6,008	Step C 6,309	Step D 6,623	Step E 6,956
Effective July 1, 2017:	Step A 5,914	Step B 6,248	Step C 6,561	Step D 6,888	Step E 7,234
Effective July 1, 2018:	Step A 6,091	Step B 6,435	Step C 6,758	Step D 7,095	Step E 7,451
Fire Inspector	Step A 7,284	Step B 7,649	Step C 8,033	Step D 8,434	Step E 8,856
Effective July 1, 2017:	Step A 7,575	Step B 7,955	Step C 8,354	Step D 8,771	Step E 9,210
Effective July 1, 2018:	Step A 7,802	Step B 8,194	Step C 8,605	Step D 9,034	Step E 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 17-01 is a true and correct copy as passed by the Ross Valley Fire Board on March 8, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Thomas McInerney, President

JoAnne Lewis, Administrative Assistant