

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the Meeting of April 12, 2017

TO: Ross Valley Fire Department Board of Directors

FROM: Daria Carrillo, Finance & Admin Services Director

SUBJECT: Publicly Available Pay Schedule

RECOMMENDATION

That the Fire Department Board of Directors approve the attached resolution adopting a Publicly Available Pay Schedule in accordance with California Public Employees Retirement System (CalPERS) regulations.

BACKGROUND AND DISCUSSION

In 2011, Cal PERS adopted regulations setting forth the required elements necessary to meet the definition of a publicly available pay schedules. The required elements are as follows:

- (1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
- (2) Identifies the position title for every employee position;
- (3) Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
- (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
- (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
- (6) Indicates an effective date and date of any revisions;
- (7) Is retained by the employer and available for public inspection for not less than five years; and
- (8) Does not reference another document in lieu of disclosing the payrate.

Currently, the information contained in the attached salary schedule is available in the Memorandum of Understanding (MOU) between the Ross Valley Fire Department and the International Association of Firefighters Local 1775 as well as in the MOU between Ross Valley Fire Department and the Ross Valley Fire Chief Officers Association and in Resolutions 17-01. However, CalPERS regulations require that all of the information be included in one document.

AGENDA ITEM # 4F
Date 4/12/17

FISCAL IMPACT:

There is no fiscal impact associated with publishing the attached document on the Fire Department's website.

Respectfully submitted,

Daria Carrillo
Finance and Admin Services Director

Attachment #1: Resolution No. 17-03, A Resolution Approving Salaries for all Ross Valley Fire Department employees for the 2016-2017 fiscal year.

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION NO. 17-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROSS VALLEY FIRE DEPARTMENT APPROVING A PUBLICLY AVAILABLE PAY SCHEUDLE

WHEREAS, the governing body of the Ross Valley Fire Department has the authority to implement Government Code Section 20636 (b) (1);

WHEREAS, the governing body of the Ross Valley Fire Department has adopted salary schedules for all Town positions;

WHEREAS, one of the requirements for Government Code Section 20636 (b) (1) is the adoption by the governing body of the Ross Valley Fire Department of a Publicly Available Pay Schedule;

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Ross Valley Fire Department adopts the attached Publicly Available Pay Schedule for the 2016-2017 fiscal year,

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Department on the 12th day of April 2017, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom McInerney, President

ATTEST:

JoAnne Lewis, Administrative Assistant

ROSS VALLEY FIRE DEPARTMENT		
SALARY SCHEDULE - January 1, 2017		
Monthly Salaries		
Classification Title		
	Low	High
Administrative Assistant	5,687	6,956
Battalion Chief	10,872	12,081
Fire Captain	7,810	9,493
Fire Chief		15,970
Firefighter/Engineer	6,718	8,166
Fire Inspector	7,284	8,856
NOTES:		
1. Fire Chief is paid a flat rate, no salary schedule.		
2. Fire Chief's salary is effective February 24, 2016.		