


**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the Meeting of June 13, 2018

TO: Ross Valley Fire Department Board of Directors

FROM: JoAnne Lewis, Administrative Assistant 

SUBJECT: Publicly Available Pay Schedule

RECOMMENDATION

That the 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.

FISCAL IMPACT:

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

Attachment #1: Resolution No. 18-05, A Resolution Approving Salaries for all Ross Valley Fire Department employees for the 2018-2019 fiscal year.

AGENDA ITEM # 38

Date 6/13/18

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION NO. 18-05

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 Department 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 following Publicly Available Pay Schedule for the 2018-2019 fiscal year,

SALARY SCHEDULE - July 1, 2018 Monthly Salaries

Classification Title	Low	High
Administrative Assistant	6,091	7,451
Battalion Chief	11,759	13,066
Fire Captain	8,367	10,169
Fire Chief		15,970
Firefighter/Engineer	7,197	8,748
Fire Inspector	7,802	9,486

NOTES:

1. Fire Chief salary effective February 1, 2017

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Department on the 13th day of June 2018, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elizabeth Brekhus, President

ATTEST:

JoAnne Lewis, Administrative Assistant