

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of June 9, 2021

TO: Ross Valley Fire Board

FROM: Kevin Yeager, Deputy Director Fire

SUBJECT: Approve Annual Review of the Administrative Assistant and Fire Inspectors  
Salary and Benefit Package

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**RECOMMENDATION**

That the Board adopt Resolutions 21-06 and 21-07 that revise Resolution 20-05 for the Administrative Assistant and Resolution 19-09 for the Sr. Fire Inspector and Fire Inspector respectively. The revised resolutions, establish the salary and benefits package for the Administrative Assistant and Fire Inspectors for FY2021-22.

**BACKGROUND**

Resolution 20-05 and 19-09 adopted July 2020 and October 2019 respectively, set salary and benefits package for the Administrative Assistant, Sr. Fire Inspector, and Fire Inspector for FY2020-21. Additionally, the Resolutions call for an annual review of salary and benefits for both positions.

**DISCUSSION:**

Historically the unrepresented positions in Ross Valley Fire have received the same COLAs as the represented employees and this 3% COLA matches both associations' COLA. Therefore, the revised resolutions amend the Administrative Assistant, Sr. Fire Inspector and Fire Inspector salary to include an annual 3% salary increase per the Cost-of-Living Adjustment (COLA). In addition to the annual COLA salary increase, the revised resolutions update the authority's monthly cafeteria plan contribution to reflect the 2021 PERS Kaiser Bay Area Plan rate of \$2,115.46

**FISCAL IMPACT:**

The proposed COLAs for unrepresented employees was included in the proposed 2021-22 budget reviewed in May 2021. The annual fiscal impact for these items is \$33,374.04

**Attachments:** Resolution 21-06 Administrative Assistant – Attachment #1  
Resolution 21-07 Fire Inspector – Attachment #2

**ROSS VALLEY FIRE DEPARTMENT**

**RESOLUTION 21-06**

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT REVISING  
RESOLUTION 20-05 ESTABLISHING THE COMPENSATION  
PACKAGE FOR THE ADMINISTRATIVE ASSISTANT**

**WHEREAS**, Ross Valley Fire Department Resolution 20-05 established the salary, benefits, and working conditions for the Administrative Assistant; and

**WHEREAS**, Resolution 20-05 calls for the Fire Board to review the Administrative Assistant’s salary and benefits annually; and

**WHEREAS**, Resolution 21-06 amends the Administrative Assistant salary to include the annual 3% salary increase per the Cost-of-Living Adjustment (COLA); and

**NOW THEREFORE BE IT RESOLVED**, that the following are the salary and benefits for this position; and

**BE IT FURTHER RESOLVED** that Ross Valley Department adopts the following terms and conditions for the Administrative Assistant effective June 09, 2021;

<b>Administrative Assistant</b>	Step A	Step B	Step C	Step D	Step E
	5,279	5,573	5,869	6,164	6,458

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).

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

"New Members" as defined by CalPERS, shall be subject to all provisions of the Public Employees' Pension Reform Act, PEPRRA.

Effective July 1, 2019 there is a vacation cap equal to 300 hours; for those over the 300 cap in hours on July 1, 2019, the cap becomes effective when the vacation accrual drops below 300 hours or on June 30, 2022, whichever occurs first.

**Vacation Leave Schedule:**

Hired after July 1, 2019	1 to 36 Months	10 days
	36 to 144 Months	15 days
	145 to 240 Months	20 days
	Over 240 Months	24 days

**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.

**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 \$2,115.46, 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 \$270 per month.

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Department Board of Directors on the 9<sup>th</sup> day of June, 2021, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Ford Greene, President

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Mariana Gonzalez, Administrative Assistant

**ROSS VALLEY FIRE DEPARTMENT**

**RESOLUTION 21-07**

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT REVISING  
RESOLUTION 19-09 ESTABLISHING THE COMPENSATION PACKAGE FOR  
THE SENIOR FIRE INSPECTOR AND FIRE INSPECTOR**

**WHEREAS**, Ross Valley Fire Department Resolution 19-09 established the salary, benefits and working conditions for the Sr. Fire Inspector and Fire Inspector positions; and

**WHEREAS**, Resolution 19-09 calls for the Fire Board to review the Sr. Fire Inspector and Fire Inspector’s salary and benefits annually; and

**WHEREAS**, Resolution 21-07 amends the Sr. Fire Inspector and Fire Inspector salary to include the annual 3% salary increase per the Cost-of-Living Adjustment (COLA); and

**NOW THEREFORE BE IT RESOLVED**, that the Ross Valley Fire Department adopts the following terms and conditions for the Senior Fire Inspector and Fire Inspector effective June 9, 2021:

<b>Fire Inspector</b>	Step A	Step B	Step C
	8,277	8,693	9,129
July 1, 2021	8,525	8,954	9,403
July 1, 2022	8,781	9,223	9,685
<b>Senior Fire Inspector</b>	Step A	Step B	
	9,584	10,064	
July 1, 2021	9,872	10,366	
July 1, 2022	10,168	10,677	

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 Senior Fire Inspector and Fire Inspector’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 Fire Inspector 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 “Classic” Members  
Employee pays 8% of the 8% employee contribution  
“New Members” as defined by CalPERS, shall be subject to all provisions of the Public Employees’ Pension Reform Act, PEPRA.

<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.

Effective July 1, 2019, there is a vacation cap equal to 300 hours; for those over the 300 cap in hours on July 1, 2019, the cap becomes effective when the vacation accrual drops below 300 hours or on June 30, 2022, whichever occurs first.

<b>Vacation Leave Schedule:</b>		
Hired after July 1, 2019	1 to 36 Months	10 days
	36 to 144 Months	15 days

145 to 240 Months 20 days  
Over 240 Months 24 days

**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:** A uniform allowance of \$60 per month.

**Education Incentive:** 2% of base salary for California Fire Service Training and Education System – Fire Prevention Specialist 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 \$2,115.46, 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 \$270 per month. Employee may opt out of health insurance coverage if they have existing health coverage.

I hereby certify that the foregoing resolution was passed and adopted by the Ross Valley Fire Department Board of Directors on the 9<sup>th</sup> day of June, 2021, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Ford Greene, President

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Mariana Gonzalez, Administrative Assistant