

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of June 14, 2023

TO: Ross Valley Fire Board

FROM: Dan Mahoney, Interim Deputy Chief

SUBJECT: Approve Annual Review of Resolution for Unrepresented Staff: Resolution 23-09  
Administrative Assistant Compensation Package.

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**RECOMMENDATION**

That the Board approves the annual review of the resolution for Unrepresented Staff: Resolution 23-09 Administrative Assistant, Compensation Package to reflect the FY2023-24, and FY2024-25 Cost of Living Adjustment (COLA) increase.

**BACKGROUND & DISCUSSION:**

Historically the unrepresented positions in Ross Valley Fire have received the same COLAs as the represented employees and the 4% and 3% COLA match both associations' COLA. Therefore, the revised resolution 23-09 amends the Administrative Assistant salary to include an annual 4% salary increase for FY2023-24, and an annual 3% salary increase for FY2024-25 per the Cost-of-Living Adjustment (COLA). In addition to the annual COLA salary increase, the revised resolution updates the authority's monthly cafeteria plan contribution to reflect the 2023 PERS Kaiser Bay Area Plan rate of \$2,375.72.

**FISCAL IMPACT:**

The proposed COLA for the Administrative Assistant was included in the proposed 2023-24 budget reviewed in May 2023. The combined fiscal impact for FY23-24 and FY24-25 is a total of \$7,446.

**Encl.:** Resolution 23-09 Administrative Assistant – **Attachment #1**