

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 25-11

A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT UPDATING AND AMENDING THE COMPENSATION PACKAGE FOR THE ADMINISTRATIVE ASSISTANT

WHEREAS, Ross Valley Fire Department Resolution 23-09 established the salary and benefits for the Administrative Assistant; and

WHEREAS, Resolution 23-09 calls for the Fire Board to review the Administrative Assistant's salary and benefits annually; and

WHEREAS, Resolution 23-09 updated and amended the Administrative Assistant compensation package; and

WHEREAS, Resolution 25-11 provides the annual review of and amends the Administrative Assistant salary to include the annual Cost-of-Living Adjustment salary increase; and

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

BE IT FURTHER RESOLVED that Ross Valley Department adopts the following terms and conditions for this classification effective July 1, 2025;

Effective July 1, 2025 - 4% COLA

Administrative Assistant I	Step A	Step B	Step C
	7,125	7,482	7,855
Administrative Assistant II	Step A	Step B	Step C
	7,482	7,855	8,248
Administrative Assistant III	Step A	Step B	Step C
	7,855	8,248	8,661

Effective July 1, 2026- 4% COLA

Administrative Assistant I	Step A	Step B	Step C
	7,410	7,781	8,169
Administrative Assistant II	Step A	Step B	Step C
	7,781	8,169	8,578
Administrative Assistant III	Step A	Step B	Step C

8,169	8,578	9,008
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Effective July 1, 2027 - 4% COLA

Administrative Assistant I	Step A	Step B	Step C
	7,706	8,092	8,496
Administrative Assistant II	Step A	Step B	Step C
	8,092	8,496	8,921
Administrative Assistant III	Step A	Step B	Step C
	8,496	8,921	9,368

Step placement and advancement shall be in accordance with the provisions of Section 11 of Authority's Civil Service Rules and Regulations.

Longevity Pay - Effective July 1, 2025 Longevity Pay will be part of the Employee's base pay. After six (6) years of completed full-time permanent service, employees will receive 2% additional base pay. After twelve (12) years of completed full-time permanent employees will receive 2% additional base pay (for a total of 4%).

Salary Adjustments: The Fire Board will review the Administrative Assistant's compensation annually. This Resolution is considered to be the annual review for FY 25/26, FY 26/27 & FY 27/28.

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 calculated 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 benefits to be eligible for full reimbursement.

Retirement Health Saving Plan (RHS)

On August 1, 2013, the Authority established a Retirement Health Savings plan (RHS) for all employees hired after March 31, 2013. An amount equal to four (4) percent of the "Step C" salary for the Engineer, as established in Section 3.1, Salaries. The four (4) percent contribution includes the recognition of the two (2) percent salary contribution. The employee may elect to contribute the

equivalent of 48 hours of vacation in addition to their 2.0% contribution, however the additional contribution will not be matched by the Authority.

Retirement: PERS Miscellaneous retirement; contribution and entry levels are set by RVFD agreement with CALPERS.

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

There is a vacation cap equal to 300 hours for all employees.

Holidays: 14 Days off per year: New Year’s Day; Martin Luther King, Jr. Day; Lincoln’s Birthday; Washington’s Birthday; Memorial Day; Juneteenth; 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.

Plan Health Insurance: The Authority’s monthly contribution for employee and the employee’s eligible dependents 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) 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 do hereby certify that the above Resolution 25-11 is a true and correct copy as passed by the Ross Valley Fire Board on July 9, 2025, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Steve Burdo, President

Attest:

Lauren Houde, Administrative Assistant