

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of: July 9, 2014

To: Board of Directors

From: Mark Mills, Fire Chief

Prepared by: JoAnne Lewis

Subject: Administrative Assistant and Fire Inspector Compensation Package

RECOMMENDATION:

That the Board adopt Resolution 14-07 a resolution of the Ross Valley Fire Department revising Resolution 13-11 establishing the compensation package for the Administrative Assistant. And adopt Resolution 14-08, a resolution of the Ross Valley Fire Department revising Resolution 13-12 establishing the compensation package for the Fire Inspector.

BACKGROUND:

Resolution 12-05 and 12-06, which were adopted in June 2012, set the current compensation package for the Administrative Assistant and Fire Inspector. The Resolution provides for an annual review of the Administrative Assistant's and the Fire Inspector's salary and benefits. Last December the salary was updated for both positions. There are no changes to current compensation packages, only an update to the language in the Resolutions.

DISCUSSION:

With the changes made to the PEMCHA Health Insurance for all employees, the Resolutions for the two Miscellaneous positions were not updated. In order to comply with the changes to Retiree Medical and employees hired after April 1, 2013, the changes below are required to be approved:

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 \$1931.07, 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 \$320 per month.

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 Administrative Assistant 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.

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 14-07

A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT REVISING RESOLUTION 13-11 ESTABLISHING THE COMPENSATION PACKAGE FOR THE ADMINISTRATIVE ASSISTANT

WHEREAS, Ross Valley Fire Department Resolution 13-11 established the salary, benefits, and working conditions for the Administrative Assistant; and

WHEREAS, Resolution 13-11 calls for the Fire Board to review the Administrative Assistant's salary and benefits annually; and

NOW THEREFORE BE IT RESOLVED, that the Ross Valley Department adopts the following terms and conditions for the Administrative Assistant effective January 1, 2014;

Administrative Assistant	Step A	Step B	Step C	Step D	Step E
	4,933	5,180	5,439	5,711	5,997

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), and in addition;

Additionally, recognizing the Administrative Assistant 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 Members
Authority pays 3% of the 8% employee contribution
Employee pays 5% of the 8% employee contribution

Vacation Leave Schedule:	1-3 years	11 days
	4-7 years	15 days
	8-12 years	18 days
	13-15 years	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.

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.

Education Incentive: 2.5% of base salary for California Fire Chiefs Association, Administrative Services Section - Professional Recognition Level 2 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 \$1931.07, 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 \$320 per month.

I do hereby certify that the above Resolution 14-07 is a true and correct copy as passed by the Ross Valley Fire Board on July 9, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Carla Small, President

JoAnne Lewis, Administrative Assistant

ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 14-08

A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT REVISING RESOLUTION 13-12 ESTABLISHING THE COMPENSATION PACKAGE FOR THE FIRE INSPECTOR

WHEREAS, Ross Valley Fire Department Resolution 13-12 established the salary, benefits and working conditions for the Fire Inspector position; and

WHEREAS, Resolution 13-12 calls for the Fire Board to review the Fire Inspector's salary and benefits annually; and

NOW THEREFORE BE IT RESOLVED, that the Ross Valley Fire Department adopts the following terms and conditions for the Fire Inspector effective July 1, 2014:

Fire Inspector	Step A	Step B	Step C	Step D	Step E
	6,199	6,509	6,835	7,177	7,535

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 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 Members
Authority pays 3% of the 8% employee contribution
Employee pays 5% of the 8% employee contribution

Vacation Leave Schedule:	1-3 years	11 days
	4-7 years	15 days
	8-12 years	18 days
	13-15 years	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.

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 \$1931.07, 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 \$320 per month

I do hereby certify that the above Resolution 14-08 is a true and correct copy as passed by the Ross Valley Fire Board on July 9, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Carla Small, President

JoAnne Lewis, Administrative Assistant