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


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 #36
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 SCHEDULE

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

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

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