ROSS VALLEY FIRE DEPARTMENT

RESOLUTION 12-05

A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT REVISING RESOLUTION 11-06 ESTABLISHING THE COMPENSATION PACKAGE FOR THE ADMINISTRATIVE ASSISTANT

WHEREAS, Ross Valley Fire Department Resolution 09-08 established the salary, benefits, and working conditions for the Administrative Assistant; and

WHEREAS, Resolution 11-06 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 July 1, 2012;

<table>
<thead>
<tr>
<th>Administrative Assistant</th>
<th>Step A</th>
<th>Step B</th>
<th>Step C</th>
<th>Step D</th>
<th>Step E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4,743</td>
<td>4,981</td>
<td>5,230</td>
<td>5,491</td>
<td>5,766</td>
</tr>
</tbody>
</table>

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.

Retirement: PERS Section 21354.5, 2.7 @55 for Miscellaneous Members
Authority pays 5% of the 8% employee contribution
Employee pays 3% of the 8% employee contribution

Vacation Leave Schedule:

<table>
<thead>
<tr>
<th>Years</th>
<th>Days</th>
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<tbody>
<tr>
<td>1-3 years</td>
<td>11</td>
</tr>
<tr>
<td>4-7 years</td>
<td>15</td>
</tr>
<tr>
<td>8-12 years</td>
<td>18</td>
</tr>
<tr>
<td>13-15 years</td>
<td>20</td>
</tr>
<tr>
<td>16+ years</td>
<td>25</td>
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</tbody>
</table>

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

Cafeteria Plan: The amount of 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 $1587.14. Any unused amount can be applied toward other benefits including dental, life, disability, and cash back to the employee. The cash back, however, can not exceed $320 per month.

I do hereby certify that the above Resolution 12-05 is a true and correct copy as passed by the Ross Valley Fire Board on June 13, 2012, by the following vote:

AYES: 8

NOES: 0

ABSENT: 0

ABSTAIN: 0

JoAnne Lewis, Administrative Assistant

Frank Berto, President