

**ROSS VALLEY FIRE DEPARTMENT  
STAFF REPORT**

For the meeting of: October 9, 2019

To: Board of Directors

From: Jason Weber, Fire Chief  
Kevin Yeager, Deputy Director Fire

Subject: A Resolution to amend the compensation package for the Fire Inspector and Reclassify the second position as Senior Fire Inspector

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**RECOMMENDATION:**

Adoption of Resolution 19-09; A Resolution to amend the compensation package for the Fire Inspector and reclassify the second position as Senior Fire Inspector.

**BACKGROUND:**

As the Board is aware, the Department has had a contract fire inspector on staff for the past two years to assist the Fire Inspector with the increase in plan reviews, inspections, meeting with residents, contractors, code enforcement and other inspector functions. The contract has expired and is currently on a month to month renewal.

The Board reinstated the second fire inspector position in the adoption of the FY 19/20 Budget. Staff will be recruiting and hiring a permanent, full time Fire Inspector to replace the contract inspector. Staff is recommending the reclassification of one of the positions to Senior Fire Inspector, based on market analysis.

**DISCUSSION:**

The resolution revises the salary schedule to separate the Senior Fire Inspector and the Fire Inspector salary ranges, in anticipation of hiring for the vacant Fire Inspector position.

**FISCAL IMPACT:**

No additional fiscal impact. Savings will be dependent upon where the incumbent is placed within the positions and salary range.

**Attachment:**

Fire Inspector Resolution 19-09

AGENDA ITEM # 8  
Date 10/9/19

**ROSS VALLEY FIRE DEPARTMENT**

**RESOLUTION 19-09**

**A RESOLUTION OF THE ROSS VALLEY FIRE DEPARTMENT REVISING  
RESOLUTION 19-09 ESTABLISHING THE COMPENSATION PACKAGE FOR  
THE SENIOR FIRE INSPECTOR AND FIRE INSPECTOR**

**WHEREAS**, Ross Valley Fire Department Resolution 19-07 established the salary, benefits and working conditions for the Fire Inspector position; and

**WHEREAS**, Resolution 19-07 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 Senior Fire Inspector and Fire Inspector effective October 9, 2019:

<b>Fire Inspector</b>	Step A	Step B	Step C
	8,036	8,440	8,863
July 1, 2020	8,277	8,693	9,129
July 1, 2021	8,525	8,954	9,403
<b>Senior Fire Inspector</b>	Step A	Step B	
	9,305	9,771	
July 1, 2020	9584	10064	
July 1, 2021	9872	10366	

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 Senior Fire Inspector and 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 "Classic" Members  
Employee pays 8% of the 8% employee contribution  
"New Members" as defined by CalPERS, shall be subject to all provisions of the Public Employees' Pension Reform Act, PEPRRA.

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

Effective July 1, 2019, there is a vacation cap equal to 300 hours; for those over the 300 cap in hours on July 1, 2019, the cap becomes effective when the vacation accrual drops below 300 hours or on June 30, 2022, whichever occurs first.

**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

**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 \$270 per month. Employee may opt out of health insurance coverage if they have existing health coverage.

I do hereby certify that the above Resolution 19-09 is a true and correct copy as passed by the Ross Valley Fire Board on October 9<sup>th</sup>, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Peter Lacques, President

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JoAnne Lewis, Administrative Assistant