

RESOLUTION NO. 2020/02

A RESOLUTION OF THE CENTRAL MARIN FIRE AUTHORITY COUNCIL, DEFINING THE MANAGEMENT UNIT OF EMPLOYEES AND ESTABLISHING SALARIES AND BENEFITS FOR MEMBERS OF THE UNIT

WHEREAS, the Central Marin Fire Authority adopts an annual budget that authorizes the Executive Manager to employ management employees; and

WHEREAS, management employees are unrepresented who serve at will to the Executive Manager or his designee; and

WHEREAS, the Central Marin Fire Authority Council desires to establish salaries and benefits for management employees; and

WHEREAS, the attached “Exhibit A” provides a listing of job classifications to be included in the Management Unit; and

WHEREAS, the attached “Exhibit B” provides an outline of salaries and benefits for the Management Unit; and

WHEREAS, the attached “Exhibit C” provides a job description for the position of Hazard Mitigation Specialist.

NOW THEREFORE, BE IT RESOLVED that the Central Marin Fire Authority adopts Resolution No. 2020/02 establishing the definition of the management unit as described in Exhibit A and establishing salaries and benefits for the members of the unit as outlined in Exhibit B.

BE IT FURTHER RESOLVED that the Central Marin Fire Authority Council authorizes the Executive Manager to implement the provisions of Exhibit B with the discretion afforded therein and consistent with the budget adopted annually by the Fire Council.

BE IT FURTHER RESOLVED that the Central Marin Fire Authority Council authorizes the Executive Manager, at the time of recruitment for a management position authorized by the budget, to offer a competitive package of salary and benefits.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly passed and adopted by the Council of the Central Marin Fire Authority at a Regular Meeting thereof this 14th day of May, 2020 by the following vote, to wit:

AYES: Councilmember:
NOES: Councilmember:
ABSENT: Councilmember:

Catherine Way, Council Chair
Central Marin Fire Authority

ATTEST:

Rebecca Vaughn, Authority Clerk
Central Marin Fire Authority

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EXHIBIT A

CLASSIFICATIONS WITHIN THE MANAGEMENT UNIT

The Central Marin Fire Authority Management Unit (“Management Unit”) is defined to include the following classifications:

Fire Chief

Deputy Fire Chief

Fire Marshal (Vacant as of July 1, 2020)

Hazard Mitigation Specialist

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EXHIBIT B

**CENTRAL MARIN FIRE AUTHORITY
OUTLINE OF FIRE MANAGEMENT UNIT SALARIES AND BENEFITS**

1. CONDITIONS OF EMPLOYMENT

a) At-Will Status

Managers are unrepresented employees that serve at-will to the Executive Manager. The Executive Manager shall supervise the Fire Chief, who is responsible for the supervision of all other chief officers. Consistent with the provisions of this outline and the annually adopted budget, the Executive Manager shall assign salary and benefits to managers.

b) Terms of Employment

Managers shall receive a letter of employment from the Executive Manager that shall review terms of employment.

c) Comportment Consistent with the Policies, Practices, and Expectations of the Fire Department

Managers are expected to comport themselves consistent with the policies, practices, and expectations of the Fire Department. Such comportment includes refraining from the use of tobacco products while on duty.

2. SALARY

The Central Marin Fire Authority recognizes the value of attracting and retaining qualified managers and is committed to providing a fair and competitive salary to management employees.

a) Annual Adoption of Salary Table

The Central Marin Fire Authority, as part of its annual review and adoption of a budget, shall review and adopt salaries for managers.

b) Salary Adjustments

- i) No later than the last working day of May, the Executive Manager shall inform each manager if the proposed budget will include a recommendation for a salary adjustment for that manager. Recommendations for salary adjustments will be based on an assessment that shall include, but not be limited to, consideration of the following criteria:
 - performance reviews
 - market competitiveness
 - internal equity and compaction
 - the financial condition of Central Marin Fire Authority and member agencies

c) Performance Reviews and Performance Pay

The Executive Manager or his or her designee shall conduct a regular performance review of each manager. Market Competitiveness Review

The Executive Manager shall provide the Management Unit with the methodology by which managers may conduct a market competitiveness review.

3. BENEFITS

a) Mobile Technology Expense Allowance

Fire Management Unit members are expected to own and maintain a mobile phone device sufficient to be in contact with City employees while outside of the office. Fire Management Unit members shall receive a monthly mobile technology allowance of \$150 to assist with the cost of such a device and the associated service plan.

b) Conformity with International Association of Fire Fighters, Local 1775 MOU

The following benefits shall be provided to managers in the manner described in the International Association of Fire Fighters, Local 1775 Memorandum of Understanding:

Uniform Allowance

Retirement Health Savings Account (as described in the Retirement Section of the MOU)

c) Deferred Compensation

457 Plan: The Central Marin Fire Authority currently contracts with ICMA Retirement Corporation and CalPERS 457 plans. Employees may defer up to the IRS established limits each year through payroll deduction.

There is a mandatory 1% of salary contribution and a 1% of salary employer match to the employee's choice of the two plans.

d) Automobile Expense Allowance

For those managers whose duties require the use of a personal automobile to carry out their duties and assignments, the Executive Manager may authorize a monthly allowance of up to \$350. A manager who does not receive an automobile allowance may request reimbursement for mileage at the current Internal Revenue Service (IRS) Standard Rate.

e) Health and Welfare – Active Employees

Central Marin Fire Authority will provide group medical, dental and life insurance to active employees as described in the International Association of Fire Fighters, Local 1775 Memorandum of Understanding.

f) Retiree Medical

Central Marin Fire Authority will provide retiree medical benefits to eligible employees

as described in the International Association of Fire Fighters, Local 1775 Memorandum of Understanding.

4. LEAVE

a) Holidays

Central Marin Fire Authority will provide the following fixed paid holidays each year:

New Year's Day
Martin Luther King, Jr.'s Birthday
Presidents' Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Day

b) Personal Leave

At the beginning of the fiscal year, managers shall be credited personal leave as described herein. Personal leave is paid time off and any outstanding balance of personal leave shall expire on the last day of the fiscal year.

- i) Fire Management Unit employees shall receive four (4) days of personal leave in lieu of floating holidays.
- ii) *Annual Allocation:* In addition to the personal leave described in Paragraph 4(b)(i), Fire Management Unit employees shall be credited with five (5) days of personal leave each year. The allocation shall be prorated for any employee who begins work after the beginning of the fiscal year.

c) Vacation Leave

- i) *Rate of Accrual:* Managers shall accrue vacation leave in a manner consistent with the methodology described in the International Association of Fire Fighters, Local 1775 Memorandum of Understanding.

d) Sick Leave

Full time, regular employees, including probationary employees, shall accrue sick leave at the rate of eight (8) hours per month for employees regularly assigned a 40 hour work week. Sick leave accruals are prorated for employees regularly assigned to less than a 40 hour work week. Employees may use accumulated sick leave for any reason allowed under state and federal law including illness, injury, pregnancy, diagnosis, care, treatment or dental appointments. With appropriate certification, sick leave may also be used for issues related to domestic violence or stalking. Sick leave may also be used to care for a parent, child, spouse, registered domestic partner, parent-in-law, sibling, grandchild or grandparent as provided for in AB1825. Unused sick leave may be accumulated without limit.

e) Jury Duty

If called for jury duty in a Superior or Federal Court, an employee will remain in his/her regular pay status while serving as a juror or while awaiting jury service and return to the Central Marin Fire Authority all fees received (other than mileage allowances). The employee shall furnish upon completion of jury duty a certificate which shall indicate the days attended and fees received.

f) Military Leave

The Central Marin Fire Authority grants military leave and related benefits maintenance, job seniority and retention rights to all employees for service in a uniformed service in accordance with state and federal law. The employee must notify his/her supervisor of upcoming military duty as soon as he/she becomes aware of his/her obligation.

g) Sick Leave on Vacation

If an employee becomes ill or injured while on vacation, he/she is entitled to take sick leave in lieu of vacation. Use of sick leave while on vacation will be approved for the same reasons that would have justified sick leave had the employee been at work, including notification to immediate supervisor on the date of illness or injury and verification by a doctor's certificate.

h) Emergency Leave

Upon request of the employee, up to six (6) days of paid sick leave per year may be used for illness of the employee's spouse, children, parents, brother, sister or persons of a familial relationship residing in the household. Additional unpaid family medical leave may be available as provided by law.

In the event of a death in an employee's immediate family, three (3) days of bereavement leave may be granted. For purposes of this Section, the immediate family shall consist of spouse, children, mother, father, brother, sister, aunt, uncle and grandparent of the employee or his/her spouse, or persons of a familial relationship residing in the household. Up to five (5) days of bereavement leave may be granted if the funeral is held outside of the State of California.

Bereavement leave applies only in instances in which the employee attends the funeral or is required to make funeral arrangements, but is not applicable for other purposes such as settling the estate of the deceased.

i) Leave at Childbirth/Adoption

Maternity Leave

An employee, who becomes disabled due to pregnancy and/or normal recovery from childbirth, shall be granted leave for the period of disability up to a maximum of sixteen weeks. During such leave, the employee must use her accumulated sick leave time. A doctor's certificate will be required for such leave. Time away from work will be granted in accordance with the provisions of the Family Medical Leave Act and/or California Pregnancy Disability Leave Act. An employee may request the use of other accrued leaves, such as vacation or comp time, in conjunction with such sick leave use, as herein provided. When other leave balances are exhausted, additional time away may be requested as leave of absence without pay.

Paternity Leave

A maximum of three (3) days leave with pay shall be granted to employees for the purpose of preparation for and care of the employee's new born or newly adopted child. This paternity leave shall be charged against the employee's accumulated sick leave. Such leave should be scheduled in advance when possible. Additional time off work will be granted in accordance with the Family Medical Leave Act and/or the California Family Rights Act, as applicable.

j) Family and Medical Leave Act

The parties acknowledge the applicability of the federal Family and Medical Leave Act and of the California Family Rights Act, and intend to comply with the provisions of these acts.

5. Administrative Leave

It is the desire of the Central Marin Fire Authority to recognize the many additional hours of service its Management employees provide through an Administrative Leave program.

- a) *Annual Allocation:*** At the beginning of the fiscal year, managers shall be credited with ten (10) days of annual administrative leave to be used to compensate for additional work performed outside the normal business day. (This allocation will be prorated for employment that begins after the start of the fiscal year.) Administrative leave may be taken as paid time off during the course of the fiscal year.
- b) *Expiration of Administrative Leave:*** Administrative leave must be used during the fiscal year granted. For those managers who do not meet the following criteria, upon the issuance of the first paycheck in June, :
 - i) remain employed in good standing with Central Marin Fire Authority; and
 - ii) have used at least 5 working days of vacation leave during the current fiscal year (prior to June 1).
- c) *Conversion to Personal Leave:*** No later than the last working day in May, managers who have met or will meet the criteria in Paragraph 5(b) may notify the Executive Manager of their desire to convert any amount of administrative leave to personal leave.
- d) *Direct Compensation for Administrative Leave:*** No later than the last working day in May, managers who met or will meet the criteria in Paragraph 5(b) may notify the Executive Manager of their desire to receive direct compensation for all or a portion of their administrative leave balances. Direct compensation shall be made on the first paycheck in June.
- e) *Deferred Compensation for Administrative Leave:*** Following the first paycheck in June, remaining administrative leave balances shall be converted to deferred compensation and deposited into a Retiree Health Savings (RHS) account, a 457 account, or some combination of the two accounts administered by ICMA-RC. The program will be set-up and maintained in accordance with the guidelines of ICMA-RC.

6. INVOLUNTARY SEPARATION AND SERVERANCE

In the event a Management employee is terminated or asked to resign by the Executive Manager during such time as the Management employee continues to be willing and able to perform his or her duties, the Central Marin Fire Authority shall pay the employee a lump sum cash payment equal to three (3) months' base salary. Receipt of this lump sum payment is contingent upon execution by the Executive Manager and the employee of a separation agreement and general release of a form approved by the Central Marin Fire Authority attorney. In the addition, the Central Marin Fire Authority shall extend to the employee the right to continue health insurance as may be required and pursuant to the terms and conditions of the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA).

7. RETIREMENT

a) California Public Employees' Retirement System (CalPERS)

The Central Marin Fire Authority contracts with CalPERS for the provision of a retirement program for its safety employees. The Central Marin Fire Authority does not administer the retirement program and makes no representation of the specific parameters of the program beyond what is provided in the Central Marin Fire Authority's contract with CalPERS.

The program currently offered to classic safety employees is the "3%@55" program as described in the Memorandum of Understanding Between the Central Marin Fire Authority and the International Association of Firefighters Local 1775.

The program offered to PEPRA safety employees is the 2.7 "2.7% at 57" program as described in the Memorandum of Understanding Between the Central Marin Fire Authority and the International Association of Firefighters Local 1775.

Central Marin Fire Authority does not currently employ any miscellaneous classic CalPERS members in the management unit.

The program offered to miscellaneous PERPA members is the "2% at 62" program.

b) Employee PERS Cost Sharing

Employee cost sharing for safety members will be implemented as described in Memorandum of Understanding Between the Central Marin Fire Authority and the International Association of Firefighters Local 1775.

Employee cost sharing for miscellaneous members is in accordance with CalPERS PEPRA rules for miscellaneous PEPRA members. Central Marin Fire Authority does not currently employ any miscellaneous classic PERS members in the management unit.

c) Medicare

The Central Marin Fire Authority does not participate in Social Security for its full and part-time permanent employees. However, employees are subject to the Medicare portion of Social Security which mandates that the employee and the employer must

contribute 1.45% of the employee's salary up to a maximum dollar amount.

d) Retiree Medical

Retiree medical benefits will be provided to eligible employees who retire from Central Marin Authority in accordance with the Memorandum of Understanding Between the Central Marin Fire Authority and the International Association of Firefighters Local 1775.

RESOLUTION NO. 2020/05

**A RESOLUTION OF THE CENTRAL MARIN FIRE AUTHORITY COUNCIL
APPROVING A PUBLICLY AVAILABLE PAY SCHEDULE**

WHEREAS, the governing body of the Central Marin Fire Authority has the authority to implement Government Code Section 20636 (b) (1); and

WHEREAS, the governing body of the Central Marin Fire Authority has adopted salary schedules or approved contracts for all Fire Authority positions; and

WHEREAS, one of the requirements for Government Code Section 20636 (b) (1) is adoption by the governing body of the Central Marin Fire Authority of a Publicly Available Pay Schedule.

NOW, THEREFORE BE IT RESOLVED, that the Central Marin Fire Authority adopts the attached Publicly Available Pay Schedule for the 2020-2021 fiscal year.


IT IS HEREBY CERTIFIED that the foregoing Resolution was duly passed and adopted by the Council of the Central Marin Fire Authority at a Special Meeting thereof this 29th day of May, 2020 by the following vote, to wit:

AYES:	Councilmember: Beckman, Haroff, Ravasio, Way
NOES:	Councilmember: - None -
ABSENT:	Councilmember: - None -



Bob Ravasio, Council Chair
Central Marin Fire Authority

ATTEST:



Rebecca Vaughn, Authority Clerk
Central Marin Fire Authority

**CENTRAL MARIN FIRE AUTHORITY
SALARY SCHEDULE 2020-2021**

CLASSIFICATION TITLE	MONTHLY				
	Step 1	Step 2	Step 3	Step 4	Step 5
FIRE CHIEF					
	14,392	15,112	15,867	16,661	17,494
MANAGEMENT					
Deputy Fire Chief - no steps - position may be paid up to a maximum amount					15,904
Fire Marshal - no steps - position may be paid up to a maximum amount					13,829
Hazard Mitigation Specialist	11,376	11,945	12,542	13,168	13,829
FIRE PERSONNEL					
Fire Battalion Chief	11,376	11,945	12,542	13,168	13,829
Fire Captain	9,422	9,894	10,389	10,908	11,455
Fire Engineer	8,326	8,743	9,181	9,640	10,122
Firefighter/Paramedic	7,243	7,605	7,986	8,384	8,805
CONFIDENTIAL					
Administrative Assistant	5,995	6,294	6,609	6,939	7,286