



## **STAFF REPORT**

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~REVISED~

**TO: Chair and Board Members                      MEETING DATE: July 16, 2021**

**FROM: Nicole Valentine, Treasurer**

**SUBJECT: Consideration of Changes to Unrepresented Employee Compensation**

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### **RECOMMENDATION**

It is recommended that the Board: 1) Adopt the attached Resolution, increasing compensation for the unrepresented Management employees. 2) Adopt the attached Resolution, increasing compensation for the unrepresented part-time Office Assistant II position and the part-time Reserve Firefighter position. 3) Appropriate an additional \$15,000 from fund balance to reflect the 3% increase and uniform pay.

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### **BACKGROUND**

Management compensation changes have historically occurred in July each year, however the last increase to the Management and Office Assistant II position was in September 2018. In addition, compensation for the Reserve Firefighter position was last modified in June of 2018. None of the affected employees are represented by a formal labor group or union.

At this time, the following changes to unrepresented employee compensation are recommended for approval:

- Salary adjustments of 3.0% to all management and part-time classifications is recommended in recognition of inflationary and "cost of living" factors in FY 2021-22.
- Increase the Authority's contribution toward the purchase of health, dental, and vision insurance consistent with the Local 4403 adjustment in December 2021.
- A one-time annual lump sum payment of \$1500.00 to the Fire Chief and each Battalion Chief for uniform purchases in lieu of administrative staff administering the uniform program to be paid on July 30, 2021.
- Chief Lieberman to receive a COLA pursuant to Section 4 A of his employment contract which is consistent with the Resolution of the Board establishing wages and benefits for other management employees.

It is recommended that the Authority's contribution toward the purchase of health, dental and vision insurance be adjusted in December 2021, consistent with the increase that will be implemented for Local 4403.

### **FISCAL IMPACT**

The proposed increases will cost approximately \$15,000 for FY 2021-22.

**ALTERNATIVES**

The following alternatives are provided for the Board's consideration:

1. Approve the proposed increases to unrepresented employees compensation;
2. Do not approve the proposed increases to unrepresented employee compensation;
3. Provide further direction to staff.

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**ATTACHMENTS**

Resolution Establishing Wages and Benefits for Management Employees for Fiscal Year 2021-22  
Resolution Amending the Salary Range for the Office Assistant II Position and Reserve Firefighter Position

**PREPARED BY**

N. Valentine, Treasurer

## RESOLUTION NO. 2021-07

### A RESOLUTION OF THE BOARD OF THE FIVE CITIES FIRE AUTHORITY ESTABLISHING WAGES AND BENEFITS FOR MANAGEMENT EMPLOYEES FOR FY 2021-22

**WHEREAS**, the Board of the Five Cities Fire Authority (“Authority”) has established a system of classification for all positions within the FCFA service with descriptive occupational titles used to identify and distinguish positions from one another based on job duties, essential functions, knowledge, skills, abilities and minimum requirements; and

**WHEREAS**, the Board has established a system of compensation for the classification titles listed herein, based on resolutions and agreements as approved and adopted by the Board; and

**WHEREAS**, the Board deems it in the best interest of the Authority that compensation for management employees be adjusted as hereinafter provided.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of the Five Cities Fire Authority that:

#### **SECTION 1. AFFECTED EMPLOYEES**

The wages and benefits set forth herein are to be provided to all management employees and this Resolution supersedes Resolution No. 2018-01.

#### **SECTION 2. WAGES**

The salary ranges for all affected job classes shall be as set forth on Exhibit A, which is attached hereto and by this reference made a part hereof.

#### **SECTION 3. DEFERRED COMPENSATION**

The Authority shall contribute \$600 per year to management employees and \$1,200 for the Fire Chief to a defined contribution supplemental retirement plan established in accordance with sections 401 (a) and 501 (a) of the Internal Revenue Code of 1986 and California Government Code sections 53215-53224.

#### **SECTION 4. HEALTH PLAN BENEFITS**

##### **A. Cafeteria Plan**

1. The Authority shall contribute an equal amount towards the cost of medical coverage under the Public Employee's Medical and Hospital Care Act (PEMHCA) for both active employees and retirees. The

**D. Dental Insurance Plan**

The Authority shall provide a dental plan of the Authority's choice for management employees. The Authority shall contribute up to the full family premium. The Authority may select an alternate dental insurance plan provider during the term of this resolution providing that:

1. Any new plan maintains equivalent benefits to the employees; and
2. At least twenty-one (21) days advanced notice of plan changes are provided to affected employees.

**SECTION 5. LIFE INSURANCE PLAN**

- A. The Authority shall provide group term life insurance benefit plan for management employees, which shall provide for fifty thousand dollars (\$50,000) life and AD&D coverage for employees only during the term of their employment.
- B. The Authority shall make available additional voluntary life insurance coverage, at the employee's expense, as long as the minimum participation requirements of the insurance provider are met.

**SECTION 6. SHORT AND LONG-TERM DISABILITY**

The Authority shall provide a short and long-term disability plan for management employees during the term of their employment.

**SECTION 7. RETIREMENT**

**A. Retirement Defined**

Retirement is defined as the termination of employment at an age when the employee would qualify for an allowance under the Public Employees' Retirement System (PERS).

**B. PERS Retirement Contributions**

1. G.C. Section 21354.4. The CalPERS 2.5% at Age 55 Retirement Plan shall be provided for non-sworn employees hired prior to December 21, 2012. Non-sworn employees under this plan shall pay the full eight percent (8%) of the employee share of CalPERS.
2. G.C. Section 21354. The CalPERS 2.0% at Age 55 Retirement Plan shall be provided for non-sworn employees hired between December 21, 2012 and December 31, 2012, CalPERS "Classic" members hired on or after January 1, 2013, and those eligible for reciprocity hired on or after January 1, 2013. Non-sworn employees under this plan shall pay the full seven percent (7%) of the employee share of CalPERS.

12. Effective January 1, 2013, the Public Employees' Pension Reform Act of 2013 (PEPRA) shall apply to all sworn and non-sworn employees, as well as for employees transferring from other CalPERS or reciprocal agencies.

**C. Retiree Medical**

1. Employees who retire from Authority service shall be allowed to purchase medical insurance coverage through the Authority.
2. GC Section 22892. The Authority's contribution shall be an equal amount for both employees and annuitants, which shall be the minimum contribution amount established by CalPERS on an annual basis. The Authority's contribution shall be adjusted annually thereafter by the CalPERS Board to reflect any change in the medical care component of the Consumer Price Index, provided that the Authority is participating in the CalPERS Health Plan.
3. The Authority shall provide a supplemental contribution to employees that are: 1) employed on a full-time basis as of June 30, 2008 and who have been employed with the Authority on a full-time basis for five (5) years or more at the time of retirement; or 2) employed on a full-time basis after June 30, 2008 and who have been employed by the Authority on a full-time basis for ten (10) years or more at the time of retirement.

The supplemental contribution shall be equal to the difference between the minimum contribution amount established by CalPERS as set forth above in Section 4. A. 1. and the following amounts:

For single annuitant coverage:	\$175.10
For annuitant + 1 dependent:	\$302.85
For annuitant + 2 or more dependents:	\$376.79

**SECTION 8. ANNUAL LEAVE**

Regular, full-time management employees shall accrue annual leave with pay to be used as leave for vacation, illnesses, and other personal purposes. Management employees may accrue such paid leave as provided by this provision to be used in the future or may convert annual leave to salary compensation under the conditions contained in these regulations.

period shall be allowed to include previous vacation and sick leave use as annual leave for the purpose of this provision.

**D. Notification and Approval:**

Annual leave shall be scheduled in advance by the employee whenever possible, subject to the approval of the department director. It is the responsibility of the employee to provide the supervisor or Fire Chief with reasonable notice of an absence. The Fire Chief shall have the authority to approve or deny the use of annual leave for any period of absence. The scheduling of the use of annual leave shall be by the Fire Chief with due regard to the wishes of the employee and particular regard for the needs of the Authority. Employees who are off for extended periods due to illness or injury may be required to provide a physician's statement authorizing their return to work.

Reasonable absences of less than eight (8) hours shall not be debited against annual leave. Such absences should have the prior approval of the employee's supervisor and/or Fire Chief.

**E. Separation from Employment:**

Management employees who separate their employment from the Authority shall have all annual leave accumulations converted to salary compensation at the employee's current rate. Compensation shall be paid in one lump sum. Annual leave shall not be used to extend an employee's actual date of separation. When notice is given by an employee that he/she is terminating, the use of annual leave shall be suspended. The only exception to this provision is that with the approval of the employee's supervisor, the employee may be granted short-term leave (one (1) to three (3) days) to attend to personal business. However, such short-term leaves may not be conducted consecutively and with a frequency to create in effect, a long-term leave.

**F. Service Credit Conversion:**

1. Upon retirement an employee may have unused annual leave converted to Service Credit with the Public Employees' Retirement System (PERS).
2. Annual leave shall be converted to sick leave for PERS at the rate of one (1) hour of annual leave equals one (1) hour of sick leave.
3. When unused annual leave is converted to sick leave, for a service credit conversion, an employee may not receive additional cash compensation for the unused leave.

**SECTION 11. JURY DUTY**

Management employees shall be granted leave with full pay and no loss in benefits when called for jury duty if the employee remits jury fees received for such jury duty. The employee may retain all travel pay or subsistence pay granted by the court because of the employee's participation in jury duty. The employee shall be responsible for notifying his/her supervisor as soon as possible upon receiving notice to appear for jury duty, make every reasonable effort to keep his/her supervisor advised as to the anticipated length of service, and return to work immediately following the end of jury duty service.

**SECTION 12. BEREAVEMENT LEAVE**

Management employees are entitled to a paid bereavement leave of absence, not to exceed five (5) days (forty (40) hours), in the event of the death of a member of the employee's immediate family, to include an employee's or spouse's parents, spouse, children, brother, sister, stepchildren, grandparents, grandchildren, aunt, uncle, son-in-law, daughter-in-law, step relatives described above, or any other person residing in the same household, for the purpose of attending the funeral and making other arrangements at the time the loss occurs. As a condition of granting leave for bereavement purposes, the appointing authority may request verification of the loss. Such leave is independent of annual leave. In order to receive this benefit, domestic partners must be registered with the Secretary of State.

**SECTION 13. EMPLOYEE ASSISTANCE PLAN**

The Authority shall provide an Employee Assistance Plan for management employees and their dependents during the term of their employment.

**SECTION 14. EMPLOYEE UNIFORM AND EQUIPMENT ALLOWANCE**

The Authority shall provide a uniform and equipment allowance to sworn management employees, in the amount of \$1,500 per employee to be paid by July 30 per fiscal year. All uniforms will be compliant with NFPA Standard 1500 and as determined by the Fire Chief, and shall include necessary safety clothing and equipment.

**BE IT ALSO RESOLVED** that the Clerk to the Board shall certify the passage and adoption of this Resolution and enter it into the book of original Resolutions.

On motion by \_\_\_\_\_, seconded by \_\_\_\_\_, and on the following roll call vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

<p><b>FIVE CITIES FIRE AUTHORITY</b>  <b>SCHEDULE OF SALARY RANGES</b>  <b>MANAGEMENT</b>  <b>EFFECTIVE July 9, 2021</b></p>
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RANGE		LOW	MID	HIGH	POSITION
M-34	Biweekly	2,371	2,627	2,882	ADMIN ASST/CLERK TO THE BOARD
	Monthly	5,138	5,691	6,245	
	Annual	61,652	68,295	74,939	
	Biweekly	4,679	5,184	5,688	BATTALION CHIEF
M-58	Monthly	10,138	11,232	12,325	
	Annual	121,659	134,780	147,900	
	Biweekly	5,428	6,014	6,600	FIRE CHIEF
M-66	Monthly	11,761	13,031	14,301	
	Annual	141,126	156,366	171,606	