



CENTRAL MARIN FIRE COUNCIL



SPECIAL MEETING
TO BE HELD
ON
FRIDAY, MAY 29, 2020
AT 9:00 A.M.

VIA VIDEOCONFERENCE ONLY

Due to Coronavirus (COVID-19), the May 29, 2020, Special Fire Council meeting will occur via videoconference only. All Council members will be participating in the meeting remotely, and residents are urged to follow the orders issued by the Marin County Public Health Officer and Governor and participate in the meeting remotely as well. As allowed under the Governor's Executive Order N-29-20 (March 17, 2020), during the duration of the COVID emergency the Central Marin Fire Authority will no longer offer an in-person meeting location for the public to attend.

Members of the public may watch the meeting remotely by registering at the following link:

<https://tinyurl.com/yck8mz6a> Or call in via 1 (415) 930-5321 with Access Code: 924-596-852. If you choose to call in, you will not have an audio PIN, so press # when prompted. You will be in listen-only mode and won't be able to make public comment verbally. You may submit public comment remotely by:

1. Emailing publiccomment@tcmmail.org prior to 8:00 A.M. on the day of the meeting. Comments received prior to 8:00 A.M. on the day of the meeting will be distributed to the entire Fire Council and made available in the online agenda packet.
2. Emailing publiccomment@tcmmail.org during the meeting. Please make sure you indicate the item number to which your comment is related, or whether it is for the General Public Comment period at the beginning of the meeting. Your comment will be read verbatim, however words including profanity, obscenity, and discriminatory language will not be read into the record in order to avoid disruption of the meeting. Your comment is subject to the same 3-minute limit as in-person spoken comments.
3. Registering for the meeting at the link above and selecting the "Raise Hand" icon during the meeting to provide public comment verbally when recognized by the Clerk at the appointed time.

Anyone with a disability needing further assistance with public comment should contact the Clerk by 4:00pm the day before the meeting to make alternative arrangements at rvaughn@tcmmail.org or 415-927-5085.

AGENDA

- I. **ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **OPEN TIME FOR PUBLIC EXPRESSION**

Please Note: Please confine your comments during this portion of the agenda to matters not already on this agenda. The public will be given an opportunity to speak on each agenda item at the time it is called.

- IV. **PRESENTATIONS** - None

V. REPORTS AND COMMENTS

- A. COUNCIL MEMBERS
- B. MANAGEMENT COMMITTEE
- C. CHIEF'S COMMENTS

VI. CONSENT CALENDAR - None

VII. BUSINESS ITEMS

- A. Consideration and Possible Action to Adopt Resolution No. 2020/04 Indicating Intention to Grant Another Designated Period For Two Additional Years Service Credit for Fire Chief (As introduced at the May 14, 2020 regular Fire Council meeting, this is a two-meeting process per CalPERS requirements)
Recommendation: that Council discuss and adopt the resolution, which was presented for first review at the May 14, 2020 Regular Fire Council meeting.
- B. Consideration and Possible Action to Adopt Resolution No. 2020/05 Approving the Publicly Available Pay Schedule for 2020-21 as Required by CalPERS
Recommendation: that Council discuss and adopt the resolution

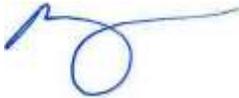
VIII. ADJOURNMENT

The next regular meeting of the Central Marin Fire Council scheduled for Thursday, August 13, 2020

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Central Marin Fire Authority at (415) 927-5085. Notification at least 48 hours prior to the meeting will enable the Authority to make reasonable accommodations to help ensure accessibility to this meeting.

Any writings or documents provided to a majority of the Central Marin Fire Council regarding any item on this Agenda are available during normal business hours, for public inspection at Corte Madera Town Hall, 300 Tamalpais Drive, Corte Madera, CA. Any reports that are provided after the posting of this Agenda and prior to the meeting will be made available at this same location simultaneously as it is provided to the Fire Council.

I certify that this agenda was posted on or before May 22, 2020, in full public view and access at least 72 hours prior to the Fire Council meeting time in accordance with the Brown Act.

A handwritten signature in blue ink, appearing to read 'Rebecca Vaughn', with a stylized flourish at the end.

Rebecca Vaughn, Authority Clerk
Central Marin Fire Authority



**CENTRAL MARIN FIRE COUNCIL
STAFF REPORT**

REPORT DATE: May 18, 2020
MEETING DATE: May 29, 2020

TO: Central Marin Fire Authority Council
FROM: Daria Carrillo, Finance Director *DBC*
SUBJECT: Fire Council of the Central Marin Fire Authority Resolution to Grant Another Designated Period for Two Years Additional Service Credit for Fire Chief



RECOMMENDED ACTION:

That Fire Council approve the attached Resolution of the Central Marin Fire Authority to grant another designated period for two years additional service credit for the Fire Chief.

That the Fire Council authorize the Authority Chair and/or Authority Clerk, as indicated on the attached documents, to sign the attached corresponding CalPERS required agreement documents.

BACKGROUND:

On May 14, 2020, the Fire Council received public notice of the prospective costs to offer a resolution to open a designated period to provide the California Public Employees' Retirement System (CalPERS) option benefit Section 20903, Two Years Additional Service Credit. This provision of the CalPERS contract provides two years additional service credit who retire during a designated period because of impending mandatory transfers, layoffs or demotions.

The proposed resolution grants another designated period for two years additional service credit and provides the benefits of the Optional Service Credit to the eligible Fire Chief member if he retires within the designated period, June 1 through October 1, 2020.

DISCUSSION:

At the time of enactment, the Fire Council designates the time period for which to provide the

benefit. It must certify the following in compliance with the following provisions of Government Code Section 20903:

- Because of an impending curtailment of, or change in the manner of performing service, the best interests of the agency will be served by granting such additional service credit.
- The added cost to the retirement fund for all eligible employees who retire during the designated window period will be included in the contracting agency's employer contribution rate for the fiscal year that begins two years after the end of the designated period.
- It has elected to become subject to Section 20903 because of mandatory transfers, demotions, and layoffs constituting at least 1 percent of the job classification, department or organizational unit, as designated by the governing body, resulting from the curtailment of, or change in the manner of performing services.
- Its intention at the time Section 20903 becomes effective is to keep all vacancies created by retirements in this section, or at least one vacancy in any department or other organizational unit, permanently unfilled, thereby resulting in an overall reduction of the work force of such department or organizational unit.

With Fire Council's approval, the Two Years Additional Service Credit will be offered to the Fire Chief with the designated retirement period of June 1, 2020 to October 1, 2020. To be eligible, the Fire Chief must have at least five years of service credit, be in employment status with the providing agency for at least one day during the designated period and retire during the designated period. The retirement date may not be the first day of the designated period. The member cannot receive credit under this section if the member receives unemployment insurance payments during the designated period. If the retired member subsequently reenters membership, the additional service credit will be forfeited.

The Fire Authority has previously complied with the required provisions of Government Code Section 7507 which requires the disclosure of the additional employer contributions and the funding of those employer contributions, at a public meeting at least two weeks prior to the enactment. This information was publicly provided at the May 14, 2020 Fire Council meeting.

FISCAL IMPACT:

The Fire Council must declare that the "additional employer contributions" the agency provides at its public meeting is an estimate of the present value of additional employer contributions which will be required in the future for providing the two years service credit to the Fire Chief. This calculation is as follows:

- Identify the individuals who meet the minimum eligibility for retirement and are employed in the designated classification, department or organizational unit.
- Determine the annual pay rate for each person."Payrate" indicates that amount of compensation a member is paid for a full unit of time.
- Determine the age for each person and locate the appropriate factor on the Cost Factor Chart. Multiply the annual pay rate by the cost factor to determine the estimated cost.

There are other calculations in the law which do not apply to Central Marin Fire Authority's contact.

Based on the calculations required by CalPERS listed above, the cost of the Two Additional Years Service Credit for the Fire Chief position is \$178,440. This added cost will be included in the contacting agency's annual valuation report for the fiscal year that begins two years after the designated period, in this case, the 2022-2023 fiscal year.

As discussed at the May 14, 2020 Fire Council meeting, if the Fire Council authorizes the Two Additional Years Service Credit for the Fire Chief position, the Fire Chief will retire and the Fire Marshal will assume the Fire Chief position. The savings due to the lower salary and associated benefits will be approximately \$75,052 per year. Additionally, not filling the Fire Marshal position will result in savings of \$190,582 in salaries and benefits. The retired Fire Chief will be entitled to retiree health benefits in the amount of approximately \$19,200 per year. The total savings, less the retiree health benefits expenditure, is approximately \$246,434 per year.

ENVIRONMENTAL IMPACT:

This activity is not defined as a project under CEQA (Section 15378 CEQA Guidelines).

OPTIONS:

1. Adopt the attached Resolution of the Central Marin Fire Authority to Grant Another Designated Period for Two Years Additional Service Credit for Fire Chief and authorize the Authority Chair and/or Authority Clerk, as indicated on the attached documents, to sign the attached corresponding CalPERS required agreement documents.
2. Provide other direction to staff.

ATTACHMENTS:

1. Resolution to Grant Another Designated Period for Two Years Additional Service Credit
2. Certification of Compliance With Government Code Section 20903
3. Certification of Compliance with Government Code Section 7507
4. Certification of Governing Body's Action

THIS ITEM HAS BEEN REVIEWED AND APPROVED BY THE EXECUTIVE MANAGER.

RESOLUTION NO. 2020/04

**FIRE COUNCIL
of The
CENTRAL MARIN FIRE AUTHORITY
Resolution
To
Grant Another Designated Period
For
Two Years Additional Service Credit**

WHEREAS, the Fire Council of the Central Marin Fire Authority is a contracting Public Agency of the Public Employees' Retirement System; and

WHEREAS, said Public Agency desires to provide another designated period for Two Years Additional Service Credit, Section 20903, based on the contract amendment included in said contract which provided for Section 20903, Two Years Additional Service Credit, for eligible members;

NOW, THEREFORE, BE IT RESOLVED, that said Fire Council does seek to add another designated period, and does hereby authorize this Resolution, indicating a desire to add a designated period from June 1, 2020 through October 1, 2020 for eligible Fire Chief members in the Management Group.

Adopted and approved this 29th day of May, 2020.

FIRE COUNCIL
OF THE
CENTRAL MARIN FIRE AUTHORITY

BY _____
Authority Chair

Attest:

Clerk/Secretary



Certification of Compliance With Government Code Section 20903

In accordance with Government Code section 20903 and the contract between the Public Employees' Retirement System, the Fire Council of the Central Marin Fire Authority hereby certifies that:

1. Because of an impending curtailment of, or change in the manner of performing service, the best interests of the agency will be served by granting such additional service credit.
2. The added cost to the retirement fund for all eligible employees who retire during the designated window period will be included in the contracting agency's employer contribution rate for the fiscal year that begins two years after the end of the designated period.
3. It has elected to become subject to section 20903 because of impending mandatory transfers, demotions, and layoffs that constitute at least 1 percent of the job classification, department or organizational unit, as designated by the governing body, resulting from the curtailment of, or change in the manner of performing, its services.
4. Its intention at the time section 20903 becomes operative is to keep all vacancies created by retirements under this section or at least one vacancy in any position in any department or other organizational unit permanently unfilled thereby resulting in an overall reduction in the work force of such department or organizational unit.

THEREFORE, the Fire Council of the Central Marin Fire Authority hereby elects to provide the benefits of Government Code section 20903 to all eligible members who retire within the designated period June 1, 2020 through October 1, 2020.

FIRECOUNCIL
OF THE
CENTRAL MARIN FIRE AUTHORITY

BY _____
Authority Chair

Attest:

Clerk/Secretary

Date



California Public Employees' Retirement System
Financial Office | Pension Contracts and Prefunding Programs Division
P.O. Box 942703, Sacramento, CA 94229-2703
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

Certification of Compliance with Government Code Section 7507

I hereby certify that in accordance with Government Code section 7507, the future annual costs as determined by the California Public Employees' Retirement System for the increase or change in retirement benefit(s) have been made public at a public meeting of the Fire Council of the Central Marin Fire Authority on May 14, 2020 which is at least two weeks prior to the adoption of the Resolution. Adoption of the retirement benefit increase or change will not be placed on the consent calendar.

Clerk/Secretary

Title

Date _____



California Public Employees' Retirement System
Financial Office | Pension Contracts and Prefunding Programs Division
P.O. Box 942703, Sacramento, CA 94229-2703
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

Certification of Governing Body's Action

I hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the

Fire Council of the
(governing body)

Central Marin Fire Authority
(public agency)

On May 29, 2020.
(date)

Clerk/Secretary

Title



**CENTRAL MARIN FIRE COUNCIL
STAFF REPORT**

REPORT DATE: May 7, 2020
MEETING DATE: May 29, 2020

TO: Central Marin Fire Authority Council
FROM: Daria Carrillo, Finance Director *DBC*
SUBJECT: Publicly Available Pay Schedule as Required by CalPERS



RECOMMENDED ACTION:

That Council adopt the attached Resolution adopting a Publicly Available Pay Schedule for 2020-2021 as required by CalPERS.

BACKGROUND:

In 2011, CalPERS adopted regulations setting forth the required elements necessary to meet the definition of a publicly available pay schedule. The required elements are as follows:

- 1) Has been duly approved and adopted by the employer's governing body in accordance with the requirements of applicable 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 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

- 8) Does not reference another document in lieu of disclosing the payrate.

DISCUSSION

This version of the Publicly Available Pay Schedule is the same as the one approved for 2019-2020 with the following changes:

1. Steps have been added to the Fire Chief position. This salary had previously included only a maximum salary. The maximum salary has not changed.
2. A Hazard Mitigation Specialist position has been added as approved for the 2020-2021 budget.

FISCAL IMPACT:

There is no fiscal impact associated with approval of this report. All of the positions are included in the current year budget.

ENVIRONMENTAL IMPACT:

This activity is not defined as a project under CEQA (Section 15378 CEQA Guidelines).

OPTIONS:

1. Adopt Resolution as presented.
2. Adopt Resolution with modifications.
3. Take no action at this time and provide further direction to staff.

ATTACHMENTS:

1. Proposed Resolution No. 2020/05

THIS ITEM HAS BEEN REVIEWED AND APPROVED BY THE EXECUTIVE MANAGER.

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:
NOES:	Councilmember:
ABSENT:	Councilmember:

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