

CENTRAL MARIN FIRE COUNCIL

APPROVED SPECIAL MEETING MINUTES

HELD AT
THE CENTRAL MARIN POLICE AUTHORITY BUILDING / COMMUNITY ROOM
250 DOHERTY DRIVE
LARKSPUR, CA 94939
ON
THURSDAY, FEBRUARY 28, 2019
AT 6:30 P.M.

or upon conclusion of the CMPA Police Council meeting, whichever is later

ROLL CALL

The Special Meeting of the Fire Council of the Central Marin Fire Authority was called to order at 7:28 p.m.

COUNCIL MEMBERS PRESENT:

Catherine Way, Chair, City of Larkspur
Bob Ravasio, Vice Chair, Town of Corte Madera
Sloan Bailey, Council Member, Town of Corte Madera
Larry Chu, Council Member, City of Larkspur

COUNCIL MEMBERS ABSENT:

None

STAFF PRESENT:

Todd Cusimano, Corte Madera Town Manager
Dan Schwarz, Larkspur City Manager
Scott Shurtz, Fire Chief
Nick Gabbard, Larkspur Fire Representative
Tom Timmer, Corte Madera Fire Representative
Tom Bertrand, Authority Counsel
Rebecca Vaughn, Authority Clerk

STAFF ABSENT:

None

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

OPEN TIME FOR PUBLIC EXPRESSION

Chair Way asked if any members of the public would like to address the Council, and there were no speakers.

PRESENTATIONS

A. Badge Pinning and Oath of Office Ceremony for Don Stasiowski, who will be sworn in as Deputy Fire Chief

Chief Shurtz welcomed those in attendance for the badge pinning for Chief Stasiowski. Chief Shurtz and finally acknowledge all of the work and effort that he has put in long before he was made a Deputy Chief. He then briefly highlighted Chief Stasiowski's career, summarizing that he started with the Central Marin Fire Department in 1988 and worked his way up through the ranks, until 2016 when he was appointed as a Battalion Chief, in one of the first significant steps in the Department's consolidation efforts. He stated that, early on in the planning for the consolidation, he had mentioned to both of the managers that it was going to be important to involve Don if the consolidation was going to happen. To illustrate the type of leader he is, Chief Shurtz explained that last year, the Marin County Fire Chief's Association recognized Don with the Tom Forster Perpetual Leadership award at its annual planning retreat and installation dinner. This honor is presented to one fire service professional who demonstrates outstanding leadership that extends beyond the recipient's home agency and it celebrates the ideals of cooperation and collective good.

Chief Shurtz then read several excerpts from the nomination letter for that award:

- "Chief Stasiowski sets the standard for professionalism and fairness and maintains high expectations of those he supervises".
- "He is an outstanding role model and has become a valuable and available resource to other firefighters throughout the region, for mentoring and career guidance".
- "He is universally respected as an extremely competent leader, who seeks effective solutions to every challenge, always with an eye toward fairness, equity, and the overall health of the organization."
- "Chief Stasiowski is known throughout the region for his technical knowledge, his commitment to training, and his tireless work ethic. However, one attribute that sets Don apart is his remarkable set of ethics. Most who pursue this line of work share a solid set of ethics and are drawn to the service-oriented nature of the profession, with a desire to do what's best for the community they serve. But few stand out as a genuine example of the standard we would all like to achieve. Chief Stasiowski set that standard, while inspiring others through his own actions and values, which is the most effective and lasting type of leadership."

Chief Shurtz concluded by reiterating that the Department is lucky to have Don as its Deputy Fire Chief. He then called upon Deputy Chief Stasiowski to say a few words and introduce his guests.

Deputy Chief Stasiowski thanked everyone and acknowledged the following guests in attendance: his father Lloyd, his mother, Barb, his wife, Stacy, and two of his three children, Shelby and Sam. He also acknowledged his oldest daughter who could not attend as she was doing her clinical for her nursing program.

Chief Shurtz called upon Shelby Stasiowski to come to the front to assist with the badge pinning, after which he read the following Oath of Office for Deputy Chief Stasiowski to repeat:

I, Donald Stasiowski Do solemnly swear that I will support the constitution of the United States of America, obey the laws and ordinances of the Town of Corte Madera and the City of Larkspur familiarize myself and be obedient to the rules and regulations of the Central Marin Fire Department and faithfully serve the City of Larkspur and the Town of Corte Madera in the discharge of my duties as Deputy Fire Chief to the best of my knowledge and ability so help me, God.

Following the Oath of Office, Chair Way called for Reports and Comments.

REPORTS AND COMMENTS

A. COUNCIL MEMBERS

No reports

B. MANAGEMENT COMMITTEE

Manager Cusimano provided the following reports:

1. Receipt of LAFCO Exemption: He reported that, thanks to the work of Larkspur City Manager Dan Schwartz, the Fire Authority was able to receive the exemption from LAFCO, and staff has received the written notice that the Fire Authority will be exempt from their process, which is a big milestone for the Authority and the consolidation.
2. Membership in Bay Cities Risk Pool: He also reported that the Fire Authority has finally received certification and full membership within the Bay Cities risk pool, as of February 1.

C. CHIEF'S COMMENTS

Chief Shurtz briefly summarized that back in November, the Fire Council discussed and approved the Shared Services, or the concept of the Shared Services Agreement with Kentfield. That has been implemented, it is working very well, and staff is happy with how that is going. Cross-training is already being done to prepare for the opportunity for line staff to work shifts in both departments, the Fire Marshal and the Battalion Chief. Routine sharing is going very well. He further highlighted the fact that through that set of efficiencies and others that staff has been working on, CMFA will be going out for recruitment and hiring four firefighter-paramedics with the goal of staffing up the current two-person engine company to an industry-standard three-person company. He is happy to be able to do that without adding to the budget.

Following the reports, Chair Way moved to the Consent Calendar.

CONSENT CALENDAR

Chair Way called for request for any items to be removed from the Consent Calendar for discussion. Seeing none, she called for motions.

- A. Adopt Resolution No. 2019/01 Establishing Meeting Dates And Times For The Central Marin Fire Council for 2019
Recommendation: that Council adopt the Resolution as presented
- B. Adopt Resolution No. 2019/02 Approving the Job Description for Each Employee Classification Within the Central Marin Fire Authority
Recommendation: that Council adopt the Resolution as presented
- C. Adopt Resolution No. 2019/03 Authorizing the Town of Corte Madera to Deposit Warrants and Payroll Checks Made Payable to Central Marin Fire Authority and to Provide Payroll and Accounts Payable Services on Behalf of Central Marin Fire Authority Through the Town of Corte Madera's Bank Accounts
Recommendation: that Council adopt the Resolution as presented
- D. Approve Minutes of November 1, 2018 Fire Council Meeting

There was a motion and a second (Bailey/Ravasio) to approve all items on the Consent Calendar. The motion was approved unanimously.

BUSINESS ITEMS

- A. **Consideration and Possible Action to Approve Resolution No. 2019/04, California Public Employee Retirement System (CalPERS) Resolution of Intention to Approve a Contract with CalPERS for Pension Benefits**
Recommendation: that Council discuss and adopt the Resolution as presented

Manager Cusimano reported that this item is to approve a Resolution of Intention to approve the CalPERS contract. This is what staff has been waiting for. Attached are the actuarial reports that are the financial documents that Council must review to understand the impacts of approving this contract. At this meeting, there are a few action times requested. Staff is asking Council to adopt the attached Resolution No. 2019/04, the intention to approve the contract between the Board Administration of CalPERS, and the Central Marin Fire Authority. After the Resolution of Intention is approved staff will come back to Council within 20 days, no earlier than March 20th, in order to approve the contract. Staff is recommending that Council set the date on this agenda item for March 20 or 21. Staff would like to have this approved very soon, so Council will need to hold another special meeting.

Discussion ensued regarding a mutually agreeable date for both the Council and Staff and the group agreed upon a special meeting date and time of Friday, March 22, 2019 at 9:00am.

Manager Cusimano further explained that the second action item is to approve the Certification of Compliance with Government Code Section 7507. He noted that, on page two, there are seven things that Council would be certifying, and when it

processes tonight, that shows the Council's intent, then there is a 20-day waiting period and then the Council will approve the contract on March 22. During that 20-day period, the labor group will vote on the contract as well. Then everything will be certified on the 22nd then we would begin payroll with the Central Marin Fire Authority the following pay period when the contract becomes active.

Chair Way called for any questions from Council for staff, and then any questions from the public.

For the first part of this item, there was a motion and a second (Bailey/Ravasio) to adopt Resolution No. 2019/04 with intention to approve a contract with the Board of Administration of the California Public Employees Retirement System and the Central Marin Fire Authority. The motion was approved unanimously.

For the second part of this item, there was a motion and a second (Bailey/Ravasio) to approve the Certification of Compliance with Government Code 7507. The motion was approved unanimously.

B. Consideration and Possible Action to Adopt Resolution No. 2019/05 Approving the Memorandum of Understanding Between Central Marin Fire Authority and the International Firefighters Association, Local 1775

Recommendation: that Council discuss and adopt the Resolution as presented, approving the agreement, and authorizing Executive Manager to execute agreement

Manager Cusimano introduced Fiscal Officer Daria Carrillo, who has been involved with this process for the past year. He explained that this item, the MOU, is not new to this Council or the Larkspur or Corte Madera councils because those bodies have approved this MOU already, and have shared synthesis this past fiscal year, but again this is the MOU of the Authority, so staff is asking that Council consider approving it moving forward. He further explained that there are some major reforms within this MOU, and that goes to the best practices of lessons learned as compared to some of the issues the Council talked about with the Police Authority during the last meeting. Some of these reforms are the next evolution of decision-making, putting us in position to attack some of the unfunded liabilities moving forward. On the Corte Madera side, they reformed their retirement moving forward from 3% at 50 to the 3% at 55. On the Larkspur side, before the consolidation, firefighters could cash out up to 25% of their sick time at retirement. They can no longer do that. Medical has also been capped at 80% for all new hires, and as well as all employees now pay 6% of the employer's cost towards CalPERS. So there are some major reforms within this MOU, and he credited the labor group for problem solving, understanding the issue, and working on that.

He concluded by stating that Council is being asked to approve this MOU effective March 25 of this year.

Chair Way called for any questions from Council for staff, and then any questions from the public. Seeing none, she stated that she appreciated that management made this the second phase, considering what Council was looking at during the Police Council meeting earlier. Then she called for a motion.

There was a motion and a second (Bailey/Ravasio) to adopt Resolution No. 2019/05 approving the Memorandum of Understanding between Central Marin Fire Authority and the International Firefighters Association, Local 1775. The motion was approved unanimously.

C. Consideration and Possible Action to Adopt Resolution No. 2019/06 Approving the Memorandum of Understanding Between Central Marin Fire Authority and the International Firefighters Association, Local 1775, Battalion Chiefs Association

Recommendation: that Council discuss and adopt the Resolution as presented, approving the agreement, and authorizing Executive Manager to execute agreement

Manager Cusimano introduced the item and explained that it is the MOU for the Battalion Chief's Association. There are three Battalion Chiefs and staff is asking for consideration for approval as well. He reiterated that this MOU has been approved by the Corte Madera and Larkspur councils already, and it has already been reviewed by the Fire council months ago.

Chair Way called for any questions from Council for staff, and then any questions from the public. Seeing none, she called for a motion.

There was a motion and a second (Bailey/Ravasio) to adopt Resolution No. 2019/06 approving the Memorandum of Understanding between Central Marin Fire Authority and the International Firefighters Association, Local 1775, Battalion Chiefs Association. The motion was approved unanimously.

D. Consideration and Possible Action to Adopt Resolution No. 2019/07 Defining the Fire Management Unit of Employees and Establishing Salaries and Benefits for Members of the Unit

Recommendation: that Council discuss and adopt the Resolution as presented

Regarding Item D, Chair Way pointed out to the group that there was a small typo in the resolution, where, in the body of the resolution, there was a reference to an incorrect resolution number, and asked that it be corrected.

Manager Cusimano explained that this item is the resolution defining the Fire Management unit of employees and establishing salaries and benefits for those members in that unit. He explained that this unit consists of the Fire Chief, the Deputy Fire Chief, and the Fire Marshal. He further stated that this agreement is consistent with Corte Madera and Larkspur, how those cities are currently operating and staff is asking to merge these salaries and benefits, and this unit, into the Fire Authority.

Regarding the typo, Chair Way explained that, on page 3, in the first “Now therefore be it resolved” section, the resolution is listed as 2019/05, and that should be 2019/07. It was brought to the attention of the Clerk and it will be corrected for the final copy.

Chair Way called for any questions from Council for staff, and then any questions from the public. Seeing none, she called for a motion.

There was a motion and a second (Bailey/Ravasio) to adopt Resolution No. 2019/07 as revised to correct the typo, defining the Fire Management Unit of employees and establishing salaries and benefits for members of the unit. The motion was approved unanimously.

E. Consideration and Possible Action to Adopt Resolution No. 2019/08 Establishing Salaries and Benefits for Administrative Assistant

Recommendation: that Council discuss and adopt the Resolution as presented

Manager Cusimano explained that this item is a Resolution establishing salaries and benefits for the Administrative Assistant, that's Meaghan, she's currently the Administrative Assistant for the Town of Corte Madera, staff is asking to move her into the Fire Authority. Within this resolution, her salary and benefits within the Miscellaneous Employees group in the Town of Corte Madera, are being carried over to the Fire Authority. This will probably be cleaned up during the next round of negotiations, but right now, all of her salary and benefits mirror what she currently has with the Town of Corte Madera. And staff is pointing to that MOU.

Chair Way explained that there is a similar typo in this resolution, as well. On page 3, in the first “Now therefore be it resolved” section, the resolution is listed as 2019/06, and that should be 2019/08. It was also brought to the attention of the Clerk and it will be corrected for the final copy.

Chair Way called for any questions from Council for staff, and then any questions from the public. Seeing none, she called for a motion.

There was a motion and a second (Bailey/Ravasio) to adopt Resolution No. 2019/08 as revised to correct the typo, establishing salaries and benefits for Administrative Assistant. The motion was approved unanimously.

F. Consideration and Possible Action to Adopt Resolution No. 2019/09 Approving a Publicly Available Pay Schedule as Required by CalPERS

Recommendation: that Council discuss and approve the Resolution as presented

Manager Cusimano introduced the item and explained that, as Council has approved all of the MOU's, approval of the Publicly Available Pay Schedule is required by CalPERS, This is updated every year, and outlines all of the salaries for the entire labor group of the new authority.

Chair Way called for any questions from Council for staff, and then any questions from the public. Seeing none, she called for a motion.

There was a motion and a second (Bailey/Ravasio) to adopt Resolution No. 2019/09 approving a Publicly Available Pay Schedule as required by CalPERS. The motion was approved unanimously.

ADJOURNMENT

There was a motion and a second (Bailey/Ravasio) to adjourn the meeting. The Council adjourned the meeting at 7:53 p.m. to the Special Meeting that has been scheduled for March 22, 2019 at 9:00a.m., with the next regular meeting scheduled for May 9, 2019.



Rebecca Vaughn, Authority Clerk
Central Marin Fire Council