

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

Meeting Date: January 13, 2021

Subject/Title: Approve the Reclassification of the Business Services Manager Position to Chief Administrative Officer, Authorize the Payment of Overtime to the Fire Marshal, and Amend the ECCFPD Pay Schedule for Non-Represented Employees

Submitted by: Brian Helmick, Fire Chief

RECOMMENDATION FOR ACTION

Reclassify the Business Services Manager position to Chief Administrative Officer, authorize the payment of overtime to the Fire Marshal, and amend the East Contra Costa Fire Protection District (District) Salary Schedule for non-represented employees.

STRATEGIC INITIATIVE

East Contra Costa Fire Protection District Strategic Plan 2019-2023 and Implementation Action Plan (IAP):

- Goal C – Maintain a high-performing workforce
 - C3. Maximize employee retention by improving compensation and benefits as can be afforded by the District.

PREVIOUS ACTION

On April 9, 2018, the Board of Directors (Board) approved by Resolution 2018-09 the creation of and salary schedule for the Business Services Manager position.

On December 12, 2018, by Resolution 2018-45, the Board approved the creation of the Fire Marshal position and added it to the Salary Schedule for non-represented employees.

On June 10, 2020, by Resolution 2020-24, the Board approved the creation of the Staff Accountant position and added it to the Salary Schedule for non-represented employees.

SUBJECT BACKGROUND

The Fire Marshal, Business Services Manager (BSM), and Staff Accountant positions are the exempt, at-will, non-represented positions within the District. The written job descriptions and salaries for these positions have not been adjusted since their respective creation dates. In 2020, the District commissioned Regional Government Services (RGS) to conduct a salary survey of its non-represented positions.

Business Services Manager

In reviewing the BSM's job description and daily duties, RGS found that the day-to-day duties performed by the BSM were more expansive and higher-level than those in the position's job description, and that they are more consistent with those performed by a Chief Administrative Officer (CAO) or Chief Financial Officer in neighboring agencies. A public agency CAO typically

is responsible for the operation of personnel, payroll, fiscal and administrative functions, and performs duties including, but not limited to:

- Supervision of a wide range of administrative, budget and operational staff;
- Supervising employees engaged in payroll, personnel, administrative, and fiscal activities;
- Working with Senior Management on organizational, policy, and procedural issues;
- Coordinating hiring, promotions, transfers, disciplinary actions, and training; and
- Developing short term and long range strategic plans.

As a result of this analysis, RGS and the Fire Chief recommend the Board:

1. Reclassify the BSM position to CAO; and
2. Establish a CAO salary commensurate with the duties and responsibilities of the new role.

Fire Marshal

The Board authorized and approved the creation of the Deputy Fire Marshal position in August, 2019 by Resolution 2019-31. To date, however, the District has been unable to find a qualified applicant for the position and it remains vacant. As a result, the Fire Marshal is frequently required to work after hours, at night, and on weekends to perform inspections and investigations which would typically be delegated to a Deputy.

In consideration of the increased responsibilities of the Fire Marshal in the absence of a Deputy Fire Marshal or other designee, the Fire Chief recommends the Board authorize the Fire Marshal to be compensated for up to ten hours of overtime pay (at 1.5 times the hourly rate) per month for investigations and inspections conducted after regular business hours in the absence of a Deputy Fire Marshal or other available designee.

Salary Schedule

Finally, the Fire Chief recommends the Board amend the District's salary schedule for non-represented employees to reflect a cost of living adjustment (COLA) consistent with the annual pay increases for represented administrative employees. The proposed monthly salary rates for non-represented employees would increase by 3.5% in Year 1 (effective January 1, 2021); 3.25% in Year 2 (effective July 1, 2021); and 3.25% in Year 3 (effective July 1, 2022).

BUDGET IMPACT

The salary adjustments included in the proposed Resolution are consistent with the District's current fiscal year budget and 10-year budget plan. No budget amendments would be required.

Attachments: Resolution

**EAST CONTRA COSTA FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
STATE OF CALIFORNIA**

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RESOLUTION NO. 2021-

RECLASSIFYING THE BUSINESS SERVICES MANAGER POSITION TO CHIEF ADMINISTRATIVE OFFICER, AUTHORIZING THE PAYMENT OF OVERTIME TO THE FIRE MARSHAL, AND AMENDING THE PAY SCHEDULE FOR NON-REPRESENTED EMPLOYEES

WHEREAS, the East Contra Costa Fire Protection District (District) positions of Fire Marshal, Business Services Manager, and Staff Accountant are exempt, at-will, non-represented positions; and

WHEREAS, the District established a Pay Schedule ("ECCFPD Pay Schedule") as part of the Salary Resolution adopted on February 5, 2018 as Resolution 2018-04, and amended on November 3, 2018 by Resolution 2018-44 and June 10, 2020 by Resolution 2020-24; and

WHEREAS, non-represented employees subject to the ECCFPD Pay Schedule have not received a cost of living adjustment (COLA) since their positions were created; and

WHEREAS, the Business Services Manager position has expanded in scope, responsibility, and administrative functions since its inception in 2018; and

WHEREAS, an independent salary survey by Regional Government Services (RGS) recommended, and the Fire Chief concurs, that the Business Services Manager position be reclassified to a Chief Administrative Officer position; and

WHEREAS, the Fire Marshal has been solely responsible for after-hours and weekend fire investigations and inspections in the absence of a Deputy Fire Marshal or other designee since 2018; and

WHEREAS, the Chief recommends that the Fire Marshal should be compensated for performing these additional duties until the District is able to hire a qualified applicant to fill the vacant Deputy Fire Marshal position; and

WHEREAS, Resolution 2020-24 vested the Fire Chief with the authority to adjust employee pay rates within the District Pay Schedule.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the East Contra Costa Fire Protection District hereby authorizes a change in classification and job title for the Business Services Manager to become the Chief Administrative Officer.

BE IT FURTHER RESOLVED that the Board of Directors authorizes the Fire Marshal to be compensated for up to ten hours of overtime pay (at 1.5 times the hourly pay rate) per month for investigations and inspections conducted outside of regular business hours in the absence of a Deputy Fire Marshal or other available designee.

BE IT FURTHER RESOLVED that the Board of Directors hereby authorizes a cost of living adjustment (COLA) increase to non-represented employees to reflect a salary increase of 3.5% in Year 1 (effective January 1, 2021); 3.25 % in Year 2 (effective July 1, 2021); and 3.25% in Year 3 (effective July 1, 2022) as illustrated in the tables below:

Salary Table, effective the first full pay period after **January 1, 2021**:

January 2021 Salary Rates	Step 1	Step 2	Step 3	Step 4	Step 5
Staff Accountant	\$7,012	\$7,363	\$7,731	\$8,117	\$8,523
Fire Marshal	\$11,365	\$11,933	\$12,530	\$13,157	\$13,814
Chief Administrative Officer	\$10,229	\$10,740	\$11,277	\$11,841	\$12,433

Salary Table, effective the first full pay period after **July 1, 2021**:

July 2021 Salary Rates	Step 1	Step 2	Step 3	Step 4	Step 5
Staff Accountant	\$7,240	\$7,602	\$7,982	\$8,381	\$8,800
Fire Marshal	\$11,735	\$12,321	\$12,937	\$13,584	\$14,263
Chief Administrative Officer	\$10,561	\$11,089	\$11,644	\$12,226	\$12,837

Salary Table, effective the first full pay period after **July 1, 2022**:

July 2022 Salary Rates	Step 1	Step 2	Step 3	Step 4	Step 5
Staff Accountant	\$7,475	\$7,849	\$8,242	\$8,654	\$9,086
Fire Marshal	\$12,116	\$12,722	\$13,358	\$14,026	\$14,727
Chief Administrative Officer	\$10,904	\$11,450	\$12,022	\$12,623	\$13,254

BE IT FURTHER RESOLVED that the Board of Directors reserves the right to alter the benefits defined herein.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the East Contra Costa Fire Protection District at a regular meeting held on the 13th day of January, 2021 by the following roll call vote:

AYES:
 NOES:
 ABSENT:
 ABSTAIN:

 Brian J. Oftedal
 President, Board of Directors

ATTEST:

 Regina Rubier
 Clerk of the Board