



Agenda

**San Mateo Consolidated Fire Department
Board of Directors
Regular Meeting
Monday, December 4, 2023 – 4:00 P.M.**

Consistent with Government Code Section 54953, this meeting will be conducted both in person and also via Zoom Teleconferencing to promote public participation at public meetings while maintaining compliance with local, state, and federal guidelines and social distancing recommendations for the containment of the coronavirus. Department officials and members of the public are invited to attend and give public comment either in person or via teleconference. Comments may also be submitted prior to the meeting by email to: nmorales@smcfire.org

To Attend in-person – Foster City EOC, 1040 East Hillsdale Blvd., Foster City, CA 94404

To Observe and Participate via Video Teleconference –

Register in advance for this Zoom webinar:

https://us06web.zoom.us/webinar/register/WN_H97wZFQKTXKpgJxJIN1wWA

1. OPENING

- 1.1 Call to Order & Determination of a Quorum
- 1.2 Pledge of Allegiance
- 1.3 Roll Call

2. AGENDA CHANGES

The Chair/Board Member may change the order of the Agenda or request discussion of a Consent Item. A member of the public may request discussion of a Consent Item by emailing the Board Clerk Nicole Morales at nmorales@smcfire.org prior to Public Comment.

3. PUBLIC COMMENT

Public Comment is limited to 15 minutes, with a maximum of three (3) minutes per speaker. If you wish to address the hearing body, please notify the Department as soon as practical by emailing the Board Clerk of the Fire Board at nmorales@smcfire.org. If you are addressing the Board of Directors on a non-agenda item, the Board of Directors may, but is not required to, briefly respond to statements made or questions posed as allowed by the Brown Act (GC 54954.2). The Board of Directors may refer items to staff for attention, or have a matter placed on a future Board of Directors Meeting, for more comprehensive action or report.

4. CONSENT

- [4.1](#) Approval of Fire Board Meeting Minutes from October 11, 2023.

5. NEW BUSINESS

- [5.1](#) Adopt a resolution to revise the salary range for the Executive Command Staff positions, approve a supplemental budget appropriation, and implement automatic salary adjustments required to maintain defined compaction percentages.

6. REPORTS AND ANNOUNCEMENTS

6.1 Board Members and Department Management Staff will have an opportunity to make announcements.

7. ADJOURNMENT

I, Nicole Morales, Board Clerk of the San Mateo Consolidated Fire Department, hereby declare that the foregoing Agenda was posted in compliance with the Brown Act prior to the meeting date.

In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting, please contact the Fire Board Clerk at (650) 522-7900 no less than 72 hours prior to the meeting. Notification in advance of the meeting will enable the Fire Department to make reasonable arrangements to ensure accessibility to this meeting.

Copies of documents distributed at the meeting are available in alternative formats upon request. Any writing or documents provided to a majority of the Board regarding any item on this Agenda will be made available for public inspection at the Department Fire Administration Office located at 1040 E. Hillsdale Blvd., Foster City, CA 94404, during normal business hours. In addition, most documents will be posted on the Department's website at <https://www.smcfire.org/meeting-dates-agendas-minutes/>



Meeting Minutes
San Mateo Consolidated Fire Department
Board of Directors Regular Meeting
Wednesday, October 11, 2023 – 4:00 P.M.
Hybrid Remote Teleconference Meeting
Foster City EOC

1. OPENING

The meeting was called to order at 4:01 pm by Board Chair Mates

- 1.3. Call to Order & Determination of a Quorum
- 1.4. Pledge of Allegiance
- 1.5. Roll Call

Board Members Present: Froomin, Mates, Newsom

Board Members Absent: None

2. AGENDA CHANGES

Board Chair Mates made a motion to move Agenda Item No. 6.1 “Rules of Conduct for Public Participation” before Item No. 4 “Presentations”. Board Member Froomin seconded the motion. The Board Secretary took a roll call vote, and the agenda change was approved 3-0.

3. PUBLIC COMMENT

None

4. PRESENTATIONS

Item 4.1 Standards of Cover Update by Deputy Fire Chief Robert Marshall

Deputy Fire Chief Marshall provided a PowerPoint presentation with updates to the findings, observations, and recommendations originally shared at the January 25th Board meeting.

Board Chair Mates asked about the countywide dispatch center issues. Board Member Froomin asked if the inconsistencies would be addressed. Fire Chief Thrasher stated the Fire Chiefs and Police Chiefs held a joint meeting to discuss issues and analysis of call answering and processing times.

Discussion ensued regarding centralized location options within our jurisdiction for all administrative staff, OES, Prevention, Training, storage, and maintenance needs. Board Member Froomin stated that the Department’s needs can be expressed with the cities for potential shared locations.

Board Chair Mates asked if a part-time Plan Reviewer would be split with a full-time one. Deputy Chief Marshall stated hiring part-time now was based on specific structure needs in the cities. Fire Chief Thrasher noted that this division is based on generated revenue and will consider hiring full-time next year if funding is available.

Board Member Froomin asked about the Department’s specific plan for succession planning. Deputy Chief Marshall stated there are several ways which included continuing education process through all

levels of the organization, making sure we remain a destination fire department, the Explorer and Cadet programs, as well as Mission College prevention internship, which all help motivate current employees and attract new employees. Fire Chief Thrasher noted we are a task book driven organization and offer acting opportunities to help with succession. Interest and outcome in our promotional assessment centers indicate we are on the right path.

5. CONSENT

Board Chair Mates asked if there was any public comment on this item, which there was not. Board Member Newsom moved to approve the Consent calendar; Board Member Froomin seconded. The Board Secretary took a roll call vote, and the Consent calendar items were approved 3-0.

6. NEW BUSINESS

Item 6.1 Rules of Conduct for Public Participation.

Legal Counsel Schwarz provided a brief presentation of the staff report for approval. In an effort to allow members of the public, SMC Fire Staff, and the Fire Board to participate in public meetings in a safe, orderly, and productive manner, SMC Fire has prepared Rules of Conduct for public meetings for Board consideration.

Regarding the Rules of Conduct list, Board Chair Mates requested if language could be added to item number one requiring questions remain on topic specific to agenda items. Legal Counsel Schwarz can rephrase it for reasons related to the department jurisdiction. The goal is to allow the public to speak but if it's outside the scope, it can be redirected. Board Chair Mates asked if it could attach the Rules of Conduct to the agenda for January's meeting. Board Member Froomin recommended that the language added to item number one specify conduct when it's time for public comment versus public comment on an agenda item. Board Member Newsom agreed with the list of accommodation to be in place.

Board Chair Mates asked if there was any public comment on this item, which there were none. Board Member Froomin moved to adopt the resolution; Board Member Newsom seconded. The Board Secretary took a roll call vote, and the resolution was approved 3-0.

Item 6.2 Adopt a resolution to re-fund the Fire Marshal position.

Fire Chief Thrasher provided a brief presentation of the staff report for approval.

Board Chair Mates asked if there was any public comment on this item, which there were none. Board Member Froomin moved to adopt the resolution; Board Member Newsom seconded. The Board Secretary took a roll call vote, and the resolution was approved 3-0.

7. OLD BUSINESS

Item 7.1 Second introduction an ordinance adopting changes to Ordinance 2022-001 and the 2021 International Wildland Urban Interface Code and the 2022 California Fire Code with local amendments.

Fire Chief Thrasher provided a brief presentation of the staff report for approval. He noted this will go into effect on January 1, 2024.

Chair Mates asked if there was any public comment on this item, which there were none. Board Member Froomin moved to adopt the resolution and to move forward with a second reading; Board Chair Mates seconded. The Board Secretary took a roll call vote, and the resolution was approved 3-0.

Item 7.2 Adopt a resolution approving the revised salary schedules to reflect the hourly, monthly, and annual ranges for merit and per diem classifications within the San Mateo Consolidated Fire Department.

Fire Chief Thrasher provided a brief presentation of the staff report for approval.

Chair Mates asked if there was any public comment on this item, which there were none. Board Member Froomin moved to adopt the resolution and to move forward with a second reading; Board Member Newsom seconded. The Board Secretary took a roll call vote, and the resolution was approved 3-0.

8. REPORTS AND ANNOUNCEMENTS

Board Member Newsom asked if the Department is prepared for flooding this winter season. Fire Chief Thrasher stated we are ready as a rescue component and will mitigate any issues. Board Member Froomin asked if any lessons were learned or if any equipment needed to change based on last year. Fire Chief Thrasher said we had a couple out of the ordinary incidents, but it didn't require any change in equipment or training. Board Chair Mates stated the cities are also trying to make improvements where they can.

Board Member Newsom asked who was responsible for our social media updates and stated our Facebook presence is not updated often. Deputy Chief Marshall responded, stating we have a social media committee, and the group is in the process of updating our current policy regarding posting. He said Instagram is our main component at this time, but we will continue to look into other media sites. Board Chair Mates commented they will help increase awareness of our site of choice. Board Member Froomin commented that it's more about providing information as opposed to engaging in a conversation online. Deputy Chief Marshall shared that we target visual platforms such as Instagram and TikTok which are useful for education and training topics.

Board Chair Mates requested an informational agenda Consent item on social media updates in January.

The Board approved of the proposed dates of January 24, April 10, July 17, and October 9 for the four Regular 2024 Fire Board Meetings.

Deputy Fire Chief Marshall provided a Community Risk Reduction Division update:

- Emergency operations planning and flood preparations with the San Mateo Public Works Department.
- Foster City tabletop exercise recommended by Grand Jury coming soon.
- Wildland inspections are almost complete for year.
- Mandated inspection program almost complete for apartments and are on track to be 100% compliant. School inspections have been completed with emergency evacuation drills being addressed.
- Today's Ordinance approved new lock boxes and enforcement is effective in January. Education and instructions will begin now.

Deputy Fire Chief Turturici provided a PowerPoint presentation highlighting the Operational Division activities.

- On the topic of water rescues, Board Member Froomin asked if there are any grant opportunities or if the Coast Guard helps. Battalion Chief Blackman, who runs the water program, responded UASI grants have helped with training equipment for various programs. Board Member Froomin asked if the levee project issues have been resolved. Deputy Chief Marhsall stated it is

acceptable at this time.

- Board Member Froomin commented Firefighter Ramsey Memorial service was well-put together and very well done.
- Board Member Newsom asked about a recent hazmat call on highway 92 and finding the person responsible. Chief Turturici responded, stating that the County Environmental Health makes the decision. Deputy Chief Marhsall added that we get involved if it's a criminal act.

Fire Chief Thrasher provided a brief update:

- Wildland fires are averaging low this year probably due to hurricanes. We still have two resources deployed to fires in Northern California.
- Significant events shared:
 - 8/4/24 Disaster Preparedness Day
 - 8/10/24 Battalion Chief Assessment
 - 8/29/24 Annual Executive Command Staff Retreat
 - 9/10/24 Public Safety Memorial held at Cañada College this year.
 - 9/11/24 Annual Memorial at Fire Station 21; thank you to Captain Lutticken.
 - 9/23/24 CERT Skills Day at Fire Station 28; thank you to Emergency Services Specialist Firpo.
 - 9/26/24 Badge Pinning; thank you to Board Member Froomin providing the Oath.
 - 9/27/24 Foster City Civic Academy; thank you to Emergency Services Specialist Firpo.
 - 9/28, 9/29, 9/30/24 Listos Class; thank you to Emergency Services Manager Jim Yoke & Emergency Services Specialist Firpo helping to grow this Spanish-speaking program.
 - 10/4/24 San Mateo City Servies Academy at Fire Station 23; thank you to Emergency Services Specialist Firpo.
 - 10/7/24 Open House event at Fire Station 28; just under 1,000 attendees; thank you to Emergency Services Specialist Firpo.
 - 9/17/24 Girls Fire Camp at CSM; 32 participants of high school age.
- Special recognition to the Board for their first year of service.

On the topic of the Civic Academies, Board Member Froomin recommended that we build one curriculum for the two Cities. Chief Thrasher agreed and discussion has begun to make them align.

Board Member Newsom welcomed new Chief Administrative Officer Alex Khojikian to his first Board meeting.

9. ADJOURNMENT

The Board meeting was adjourned in Memory of Firefighter Mike Ramsey at 5:36 p.m.



STAFF REPORT

To: San Mateo Consolidated Fire Department Board of Directors

From: Alex Khojikian, Chief Administrative Officer

Meeting Date: December 4, 2023

Subject: Executive Command Staff Compaction

RECOMMENDATION

Adopt a resolution to approve the following:

- Approve an increase to the Fire Chief’s management incentive pay from 6% to 10%, and the Deputy Chief will receive 6% management incentive pay, effective December 10, 2023;
- Approve a supplemental budget appropriation of \$31,000 of available fund balance from the General Fund to increase the fiscal year 2023-24 operating budget;
- Approve a supplemental budget appropriation of \$6,750 of available fund balance from the Fire Protection & Life Safety Fund to increase the fiscal year 2023-24 operating budget;

BACKGROUND

At the July 12, 2023 Board meeting, the Board of Directors agreed to discuss compaction percentages and an automatic escalator to establish gaps at a future meeting. Additionally at the July 12, 2023, meeting, the Board approved 5% salary increases for the Fire Chief and Deputy Chief as a stop gap measure in response to Battalion Chief increases following approval of the Battalion Chief’s MOU on June 27, 2023.

In October 2023, staff completed a monthly base pay and total compensation salary survey comparing similar bay area Fire Departments. Based on the average compactions between the Chiefs and their subordinates, the differences are as follows:

	Average compaction based on monthly base pay only	Average compaction based on monthly total compensation
Fire Chief	14.24%	13.07%
Deputy Fire Chief	19.66%	15.02%

For succession planning and to encourage promotion, compaction for the positions of the Fire Chief and Deputy Chiefs should be in the 10 to 15% level. When considering total compensation, there is currently, 11.55% separation between the Fire Chief and Deputy Chief and 5.35% separation between the Deputy Chief and Administrative Battalion Chief. When considering salary and management incentives, there is currently 14.63% separation between the Fire Chief and Deputy Chief and 5.84% separation between Deputy Chief and Administrative Battalion Chiefs.

Amended

To maintain a separation of at least 10% between the Administrative Battalion Chief, the Deputy Fire Chief, and the Fire Chief positions, Option 1 would be that the Fire Chief's management incentive pay will increase by 4% and the Deputy Chief will receive 6% management incentive pay. Subsequent to that increase, the Fire Chief total compensation will be 9.7% above that of Deputy Chief and the Deputy Chief will be 10.7% above the Administrative Battalion Chief.

An alternative option (Option 2) would be to consider only salary and management pay, rather than total compensation, when trying to achieve at least a 10% separation between the positions. This could be achieved by providing the Deputy Chief with a 4% salary increase and the Fire Chief with no increase. Subsequent to that, the Fire Chief salary and management pay would be 7.8% above Deputy Chief and the Deputy Chief would be 8.9% above Administrative Battalion Chief. With this option, the Fire Chief classification would be 9% below median and the Deputy Chief would be 5.3% below median (total compensation).

FISCAL IMPACT

The total budget impact for Fiscal Year 2024 for the increases effective December 10, 2023 is \$31,000 for the General Fund and \$6,750 for the Fire Protection & Life Safety Fund. These salary increases will require supplemental budget appropriations of \$31,000 and \$6,750 to the General Fund and the Fire Protection & Life Safety Fund, respectively, to offset impacts for the 2023-24 budget.

ATTACHMENTS

- A. Resolution
- B. Executive Command Staff Compensation & Benefit Plan – revised
- C. Executive Command Staff Compensation Review PowerPoint Presentation, dated December 4, 2023

RESOLUTION NO. RES-2023-031

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MATEO
CONSOLIDATED FIRE DEPARTMENT TO REVISE THE SALARY RANGE FOR
THE EXECUTIVE COMMAND STAFF POSITIONS AND APPROVE A
SUPPLEMENTAL BUDGET APPROPRIATION**

WHEREAS, at the July 12, 2023 meeting, the Board approved 5% salary increases for the Fire Chief and Deputy Chief as a stop gap measure in response to Battalion Chief increases following approval of the Battalion Chief's MOU on June 27, 2023; and,

WHEREAS, in October 2023, staff completed a monthly base pay and total compensation salary survey comparing similar bay area Fire Departments.; and,

WHEREAS, for succession planning and to encourage promotion, compaction for the positions of the Fire Chief and Deputy Chiefs should be in the 10 to 15% level; and,

WHEREAS, when considering total compensation, there is currently 11.55% separation between the Fire Chief and Deputy Chief and 5.35% separation between the Deputy Chief and Administrative Battalion Chief; and,

WHEREAS, when considering salary and management incentives, there is currently 14.63% separation between the Fire Chief and Deputy Chief and 5.84% separation between Deputy Chief and Administrative Battalion Chiefs; and,

WHEREAS, the Fire Chief's management incentive pay will increase by 4% and the Deputy Chief will receive 6% management incentive pay; and,

WHEREAS, subsequent to that increase, the Fire Chief total compensation will be 9.7% above that of Deputy Chief and the Deputy Chief will be 10.7% above the Administrative Battalion Chief.

NOW, THEREFORE, the Board of Directors of the San Mateo Consolidated Fire Department resolves as follows:

1. Effective December 10, 2023, approve an increase to the Fire Chief's management incentive pay from 6% to 10%, and the Deputy Chief will receive 6% management incentive pay.
2. Approve a supplemental budget appropriation of \$31,000 of available fund balance from the General Fund to increase the fiscal year 2023-24 operating budget.
3. Approve a supplemental budget appropriation of \$6,750 of available fund balance from the Fire Protection & Life Safety Fund to increase the fiscal year 2023-24 operating budget.
4. Authorize revisions to the Executive Command Staff Compensation & Benefit Plan to reflect the addition of management incentive pay for the Deputy Fire Chief.

PASSED AND ADOPTED as a resolution of the Board of Directors of the San Mateo Consolidated Fire Department at the regular meeting held on the 4th day of December, 2023, by the following vote:

AYES: **Froomin, Mates, Newsom**

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

William D. Ross, General Counsel

**COMPENSATION AND BENEFITS PLAN
FOR
FIRE CHIEF,
DEPUTY FIRE CHIEFS,
and
BUSINESS MANAGER**

Effective April 12, 2023

**COMPENSATION AND BENEFITS PLAN
FOR
THE FIRE CHIEF, DEPUTY FIRE CHIEFS, AND BUSINESS MANAGER
APRIL 12, 2023**

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**COMPENSATION AND BENEFITS PLAN
FOR
THE FIRE CHIEF, DEPUTY FIRE CHIEFS, AND BUSINESS MANAGER**

The San Mateo Consolidated Fire Department (hereinafter called "Department") provides the following wages, hours, and other terms and conditions of employment to its Fire Chief, Deputy Fire Chiefs and Business Manager as described in this Compensation and Benefits Plan (hereinafter called the "Plan").

All positions are at-will employees as defined in the Department Personnel Rules & Regulations Section 6.04.

The Fire Chief and Deputy Fire Chiefs are considered safety positions and the Business Manager position is a non-safety position.

ARTICLE I WAGES & BENEFITS

Section 1 - Wages

A three-step salary range has been established for the Fire Chief and Deputy Fire Chief, and a 5-step salary range has been established for the Business Manager classification. The current salary ranges are based on a forty-hour work week and are listed on the San Mateo Consolidated Fire Department Merit Salary Schedule. Initial Fire Chief salary step is determined by the Fire Board. The Fire Chief determines initial salary step for the Deputy Fire Chiefs and Business Manager.

Salary increases for all positions covered in this plan will be at the discretion of the Fire Board.

Section 2 - Retirement

Retirement benefits shall be in accordance with the Battalion Chief MOU for the Fire Chief and Deputy Fire Chiefs, and the AFSCME MOU for the Business Manager.

Employee Retirement Contributions:

Retirement contributions shall be in accordance with the Battalion Chief MOU for the Fire Chief and Deputy Fire Chief and the AFSCME MOU for the Business Manager.

Section 3 - Probationary Period

The initial probationary period for new Employees shall be for a period of not less than twelve (12) months of actual service. Further provisions regarding probationary periods are found in the Department Personnel Rules and Regulations (hereinafter called "Department Personnel Rules").

Section 4 - Special Pay and Allowance

Uniform Allowance

The Fire Chief and Deputy Fire Chief shall receive a uniform allowance in accordance with the Battalion Chiefs MOU.

The Department has an interest in requiring all safety employees to have a ClassA uniform. The Department will provide all necessary adjustments and components of the Class A uniform for the Fire Chief and Deputy Fire Chiefs.

Standard Uniform

All Safety personnel will be required to wear a standard uniform. The Fire Chief and Deputy Fire Chief uniform will be in accordance with the Department SOPs and the Battalion Chiefs MOU.

Educational Incentive Pay

The Deputy Fire Chiefs shall receive Educational Incentive(s) in accordance with the Battalion Chiefs MOU and the Business Manager shall receive Educational Incentive(s) in accordance with the ASFCME MOU.

Management Incentive Pay

The Fire Chief and the Deputy Fire Chief may receive Management Incentive Pay at the direction of the Fire Board.

Cell Phone

The cost of a cell phone used for department business shall be at the discretion of the Fire Chief.

Section 5 - Department Provided Vehicles and Vehicle Allowances

Employees shall be provided a Department vehicle, as determined to be appropriate by the Fire Chief or Fire Board.

Employees using a department vehicle must sign a "Vehicle Use Declaration & Acknowledgement Form."

Section 6 - Leave Accruals

Employees shall accrue vacation leave, sick leave, and holiday leave on a pro-rata basis in proportion to regular hours on the payroll. Credit shall not be received for time off without pay. Vacation leave, sick leave, and holiday credits shall accrue from date of appointment.

The accrual rates for the Fire Chief and Deputy Fire Chiefs shall be in accordance with the Battalion Chiefs MOU.

The accrual rates for the Business Manager shall be in accordance with the AFSCME MOU.

Absences of less than four hours shall not be deducted from leave balances. Employees are expected to work a minimum of 40 hours per week, with schedules that may vary from day to day based on workplace needs.

Section 7 - Flexible Benefits Plan

Department contribution toward health coverage and provision for employees who opt out of coverage will be in accordance with the Battalion Chief MOU for the Fire Chief and Deputy Fire Chief and the AFSCME MOU for the Business Manager.

Section 8 – Dental/Vision Insurance

Dental Insurance

The Department shall provide coverage in accordance with the Battalion Chief MOU for the Fire Chief and Deputy Fire Chief and the AFSCME MOU for the Business Manager.

Vision Insurance

The Department shall provide coverage in accordance with the Battalion Chief MOU for the

Fire Chief and Deputy Fire Chief and the AFSCME MOU for the Business Manager.

Section 9 - Long Term Disability

The Department shall pay the full amount to provide Long Term Disability (LTD) insurance in accordance with AFSCME MOU for the Business Manager.

Section 10 - Life Insurance

The Department shall provide life insurance and accidental death and dismemberment insurance without regard to membership in any health plan, equal to coverage provided in the Battalion Chief MOU for the Fire Chief and Deputy Fire Chief and the AFSCME MOU for the Business Manager.

Section 11 - Deferred Compensation Plan

Employees are eligible to participate in the Department offered 457 deferred compensation plans. All contributions to deferred compensation plans and retirement health savings accounts are contingent upon compliance with state and federal rules and regulations.

Section 12 – Retiree Health Savings (RHS) Account

The Department shall provide benefit contributions in accordance with the Battalion Chiefs MOU for the Fire Chief and Deputy Fire Chief.

Separation Pays

Separation pay shall be contributed to this account in accordance with the Plan design. Any employee separating within the term of this contract will have all of his/her eligible accrued leave balances paid out into his/her RHS account. The administration costs of maintaining this RHS account will be borne by the Department.

Section 13 - Pay for Temporary Assignment

An Employee appointed to a higher paid classification on an acting basis shall be paid at the first step of the higher pay range or at the step which is not less than 5% more than his/her current pay, provided the duration of the assignment is for 30 days or more and for purposes other than vacation relief and all of the duties of the higher paid class are performed.

ARTICLE II HOLIDAYS

Section 1 - Official Department Holidays

The holidays to be observed shall be in accordance with the Battalion Chiefs and AFSCME MOUs.

ARTICLE III VACATION AND OTHER LEAVES

Section 1 - Vacation Leave

The Fire Chief and Deputy Fire Chiefs shall accrue and use Vacation Leave in accordance with the Battalion Chiefs MOU. The Business Manager shall accrue and use Vacation Leave in accordance with the AFSCME MOU.

Section 2 – Executive Leave

The Fire Chief and Deputy Fire Chiefs shall accrue and use Executive Leave in accordance with the Battalion Chiefs MOU. The Business Manager shall accrue and use Executive Leave in accordance with the AFSCME MOU.

Sell Back

Executive and Vacation Leave sell back for the Fire Chief and Deputy Fire Chiefs will be in accordance with the Battalion Chief MOU and the AFSCME MOU for the Business Manager.

Section 3 – Recognition Leave

Performance Component

The Fire Chief and Deputy Fire Chiefs may receive Performance Component Leave in accordance with the Battalion Chief MOU and the AFSCME MOU for the Business Manager.

Section 4 - Discipline

Provisions regarding discipline and discharge are found in the Department Personnel Rules & Regulation.

Section 5 - Grievances

Provisions regarding Grievance Procedures are found in the Department Personnel Rules & Regulations

Section 6 - Duration

This Plan shall take effect on April 12, 2023.



Executive Command Staff Compaction Review

ALEX KHOJIKIAN
CHIEF ADMINISTRATIVE OFFICER

Background

- In July 2023 the Fire Board agreed to discuss compaction percentages between the Fire Chief, Deputy Chief and Administrative Battalion Chief and an automatic escalator to establish gaps at a future meeting.
- At that time, the Board approved a 5% salary increase for the Fire Chief and Deputy Chief as a stop gap measure in light of the Battalion Chief's MOU being approved in June 2023 and the compaction gaps shrinking. (The Battalion Chiefs had just received a \$2,500 equity adjustment, a 5% salary increase, and the Administrative Battalion Chiefs management pay increased from 6% to 10%.)
- For succession planning and to encourage promotion, a gap of no less than 10-15% between classifications is recommended.



Average compaction based on survey:

	Monthly salary and Management Pay only	Total compensation
Fire Chief	14.24%	13.07%
Deputy Chief	19.66%	15.02%

SMCFD's current compaction:

	Monthly salary and Management Pay only	Total compensation
Fire Chief	14.63%	11.55%
Deputy Chief	5.84%	5.35%

SMCFD's relationship to median:

	Monthly salary and Management Pay only	Total compensation
Fire Chief	-3.2%	-6.3%
Deputy Chief	-3.8%	-5.2%

Compaction Analysis - Total Compensation

Current Pay:

Classif	Top Step Base Salary (monthly)	Mgmt Incentive Pay (6% for Fire Chief and 10% for BC)	Medical	Vision	Dental	Life	Holiday Pay/Time	Education Incentive	Executive/ Mgmt Leave	Uniform	Employee Paid Employer's Pension Cost (5% Cost Sharing)	TOTAL	Compaction between ranks (\$)	Compaction between ranks (%)
Fire Chief	\$ 24,574	\$ 1,474	\$ 2,717	\$ 24	\$ 263	\$ 32	\$ -	\$ -	\$ 945	\$ 83	\$ (1,354)	28,758.94	2,978	11.55%
Deputy Chief	\$ 22,724	\$ -	\$ 2,717	\$ 24	\$ 263	\$ 32	\$ -	\$ 260	\$ 874	\$ 83	\$ (1,197)	25,780.48	1,308	5.35%
Battalion Chief	\$ 19,519	\$ 1,952	\$ 2,717	\$ 24	\$ 263	\$ 32	\$ -	\$ 260	\$ 751	\$ 83	\$ (1,128)	24,472.34		

Between Fire Chief and Deputy Chief
Between Deputy Chief and BC

Option # 1 - No change to base salary; increase Fire Chief's management incentive pay from 6% to 10%; and provide 6% management incentive to Deputy Fire Chief (New)

Classif	Top Step Base Salary (monthly)	Management Incentive Pay (10% for Fire Chief; 6% for Deputy Fire Chief; and 10% for BC)	Medical	Vision	Dental	Life	Holiday Pay/Time	Education Incentive	Executive/ Mgmt Leave	Uniform	Employee Paid Employer's Pension Cost (5% Cost Sharing)	TOTAL	Compaction between ranks (\$)	Compaction between ranks (%)
Fire Chief	\$ 24,574	\$ 2,457	\$ 2,717	\$ 24	\$ 263	\$ 32	\$ -	\$ -	\$ 945	\$ 83	\$ (1,403)	29,692.74	2,617	9.7%
Deputy Chief	\$ 22,724	\$ 1,363	\$ 2,717	\$ 24	\$ 263	\$ 32	\$ -	\$ 260	\$ 874	\$ 83	\$ (1,265)	27,075.76	2,603	10.6%
Battalion Chief	\$ 19,519	\$ 1,952	\$ 2,717	\$ 24	\$ 263	\$ 32	\$ -	\$ 260	\$ 751	\$ 83	\$ (1,128)	24,472.34		

Between Fire Chief and Deputy Chief
Between Deputy Chief and BC

Option # 2 - Propose to increase Deputy Fire Chief's salary by 4%, and Fire Chief with no increase.

Classif	Top Step Base Salary (monthly) 4% increase for Deputy Chief	Mgmt Incentive Pay (6% for Fire Chief and 10% for BC)	Medical	Vision	Dental	Life	Holiday Pay/Time	Education Incentive	Executive/ Mgmt Leave	Uniform	Employee Paid Employer's Pension Cost (5% Cost Sharing)	TOTAL	Compaction between ranks (\$)	Compaction between ranks (%)
Fire Chief	\$ 24,574	\$ 1,474	\$ 2,717	\$ 24	\$ 263	\$ 32	\$ -	\$ -	\$ 945	\$ 83	\$ (1,354)	28,758.94	2,082	7.8%
Deputy Chief	\$ 23,633	\$ -	\$ 2,717	\$ 24	\$ 263	\$ 32	\$ -	\$ 260	\$ 909	\$ 83	\$ (1,244)	26,677.21	2,205	9.0%
Battalion Chief	\$ 19,519	\$ 1,952	\$ 2,717	\$ 24	\$ 263	\$ 32	\$ -	\$ 260	\$ 751	\$ 83	\$ (1,128)	24,472.34		

Between Fire Chief and Deputy Chief
Between Deputy Chief and BC

Compaction Analysis - Salary and Management Incentive Only

Current Pay:

Classif	Top Step Base Salary (monthly)	Mgmt Incentive Pay (6% for Fire Chief and 10% for BC)	TOTAL	Compaction between ranks (\$)	Compaction between ranks (%)
Fire Chief	24,574	1,474	26,048	3,324	14.63%
Deputy Chief	22,724	-	22,724	1,254	5.84%
Battalion Chief	19,519	1,952	21,470		

Between Fire Chief and Deputy Chief
Between Deputy Chief and BC

Option # 1 - No change to base salary; increase Fire Chief's management incentive pay from 6% to 10%; and provide 6% management incentive to Deputy Fire Chief (New)

Classif	Top Step Base Salary (monthly)	Management Incentive Pay (10% for Fire Chief; 6% for Deputy Fire Chief; and 10% for BC)	TOTAL	Compaction between ranks (\$)	Compaction between ranks (%)
Fire Chief	24,574	2,457	27,031	2,944	12.22%
Deputy Chief	22,724	1,363	24,088	2,617	12.19%
Battalion Chief	19,519	1,952	21,470		

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Option # 2 - Propose to increase Deputy Fire Chief's salary by 4%, and Fire Chief with no increase.

Classif	Top Step Base Salary (monthly) 4% increase for Deputy Chief	Mgmt Incentive Pay (6% for Fire Chief and 10% for BC)	TOTAL	Compaction between ranks (\$)	Compaction between ranks (%)
Fire Chief	24,574	1,474	26,048	2,415	10.22%
Deputy Chief	23,633	-	23,633	2,163	10.07%
Battalion Chief	19,519	1,952	21,470		

Between Fire Chief and Deputy Chief
Between Deputy Chief and BC

Option 1 Total Compensation			
	Management pay increase	Resulting compaction	Relationship to median (total compensation)
Fire Chief	4%	9.7%	-6%
Deputy Chief	6%	10.7%	-3.8%
Option 2 Total Compensation			
	Salary increase	Resulting compaction	Relationship to median (total compensation)
Fire Chief	(no increase)	7.8%	-9%
Deputy Chief	4%	8.9%	-5.3%

Automatic Escalators for Compaction

In addition to asking the Board for a decision regarding compaction at this time we are also looking for:

Direction regarding implementing automatic escalators to the Fire Chief and Deputy Chief when the Battalion Chiefs get their scheduled increases in July 2024 and July 2025 (\$2500 equity plus 5% salary increases) or if the Board would like to consider a salary recommendation to come back in June 2024 with a salary recommendation with the intention to keep a reasonable compaction between the ranks.



Q & A

Thank you

Alex Khojikian

Chief Administrative Officer