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# MENLO PARK FIRE PROTECTION DISTRICT

## STAFF REPORT

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**To: Board of Directors**  
**From: Administrative Services**

**Meeting Date: 8/6/08**  
**Prepared by: Maribeth Linhart**  
**Approved by: Michele Braucht**

**Item: APPROVE RESOLUTION IMPLEMENTING THE CPI ADJUSTMENT EFFECTIVE JULY 9, 2008 FOR THE FIRE CHIEF AND UNREPRESENTED EMPLOYEES**

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### **STAFF RECOMMENDATION**

1. That the Board of Directors accept the report as submitted.
2. That the Board of Directors approve the Resolution implementing the CPI adjustment effective July 9, 2008 for the Fire Chief and the Unrepresented Employees.

### **BACKGROUND**

The Board of Directors approved Resolution No. 1193 for the Unrepresented Employees and 1194 for the Fire Chief setting a total compensation package effective January 9, 2008 at the January 15, 2008 Board meeting. Included with that agreement was an adjustment of the total compensation packages effective July 9, 2008 determined by the April, 2007 to April, 2008 Consumer Price index for San Francisco/Oakland/San Jose for the Urban Wage Earners (CPI/W) rounded to the nearest \$1.00. The CPI (W) for April to April was 3.2%. This increase was applied to the total compensation of the Fire Chief and the classifications included in the unrepresented group.

### **DISCUSSION**

The attachments include the Unrepresented Support Staff Salary Schedule (Attachment A), and the Fire Chief and Unrepresented – Management Base Salary Range Table (Attachment B).

### **FISCAL IMPACT**

The increases in total compensation for the unrepresented group have been budgeted and are fully funded.

- Attachments: (A) Resolution Implementing the Consumer Price Index Adjustment Effective July 9, 2008 for the Fire Chief and Unrepresented Employees.  
(B) Unrepresented Support Staff Salary Schedule  
(C) Fire Chief and Unrepresented Management Staff Salary Schedule

**Resolution No. 1234-2008**

**RESOLUTION OF THE DISTRICT BOARD OF  
MENLO PARK FIRE PROTECTION DISTRICT  
IMPLEMENTING THE CONSUMER PRICE INDEX ADJUSTMENT EFFECTIVE  
JULY 9, 2008 FOR THE FIRE CHIEF AND UNREPRESENTED EMPLOYEES**

**WHEREAS**, the Board of Directors approved a total compensation package for the unrepresented group effective January 9, 2008 that included an adjustment of the total compensation package effective July 9, 2008 commensurate with the April, 2007 to April, 2008 Consumer Price Index of the San Francisco/Oakland/San Jose for the Urban Wage Earners (W); and

**WHEREAS**, the April to April Consumer Price Index of the San Francisco/Oakland/San Jose for Urban Wage Earners (W) was 3.2 percent; and

**WHEREAS**, the updated salary schedules for the Unrepresented Support Staff and Unrepresented Management Staff and Fire Chief have been prepared applying the 3.2 percent to total compensation;

**NOW, THEREFORE, BE IT HEREBY RESOLVED** the Board of Directors approve the implementation of the Consumer Price Index adjustment for the Fire Chief and Unrepresented Employees, effective July 9, 2008.

**I HEREBY CERTIFY** that the foregoing resolution was passed and adopted by the Board of Directors of the Menlo Park Fire Protection District at its regular meeting held on the 6th day of August 2008 by the following vote:


AYES: Spencer, Ianson, Brown, Carpenter, Ohtaki

NOES:

ABSENT:

ABSTAIN:

ATTESTED:

  
Deanna Riding, Clerk of the Board

  
Bart Spencer, Board President

UNREPRESENTED SUPPORT STAFF SALARY SCHEDULE

July 9, 2008 - July 8th, 2009

<b>Unrepresented Miscellaneous Line (Non-Management) Staff: Non-Exempt</b>					
<b><u>Admin Assistant</u></b>					
	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Step 4</u></b>	<b><u>Step 5</u></b>
Annual (Estimate)	\$ 45,576.51	\$ 47,975.28	\$ 50,500.29	\$ 53,158.20	\$ 55,956.00
Monthly (Estimate)	\$ 3,798.04	\$ 3,997.94	\$ 4,208.36	\$ 4,429.85	\$ 4,663.00
Monthly Range Spread \$		\$ 199.90	\$ 210.42	\$ 221.49	\$ 233.15
Monthly Range Spread %		5%	5%	5%	5%
Hourly Rate @ 2,080 Annual Hrs	\$ 21.91	\$ 23.07	\$ 24.28	\$ 25.56	\$ 26.90
Hourly Rate @ 2,912 Annual Hrs	\$ 15.65	\$ 16.48	\$ 17.34	\$ 18.25	\$ 19.22
<b><u>Accounting Technician</u></b>					
	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Step 4</u></b>	<b><u>Step 5</u></b>
Annual (Estimate)	\$ 47,951.61	\$ 50,475.38	\$ 53,131.98	\$ 55,928.40	\$ 58,872.00
Monthly (Estimate)	\$ 3,995.97	\$ 4,206.28	\$ 4,427.67	\$ 4,660.70	\$ 4,906.00
Monthly Range Spread \$		\$ 210.31	\$ 221.38	\$ 233.04	\$ 245.30
Monthly Range Spread %		5%	5%	5%	5%
Hourly Rate @ 2,080 Annual Hrs	\$ 23.05	\$ 24.27	\$ 25.54	\$ 26.89	\$ 28.30
Hourly Rate @ 2,912 Annual Hrs	\$ 16.47	\$ 17.33	\$ 18.25	\$ 19.21	\$ 20.22
<b><u>US&amp;R Grants Specialist</u></b>					
	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Step 4</u></b>	<b><u>Step 5</u></b>
Annual (Estimate)	\$ 57,852.75	\$ 60,897.63	\$ 64,102.77	\$ 67,476.60	\$ 71,028.00
Monthly (Estimate)	\$ 4,821.06	\$ 5,074.80	\$ 5,341.90	\$ 5,623.05	\$ 5,919.00
Monthly Range Spread \$		\$ 253.74	\$ 267.09	\$ 281.15	\$ 295.95
Monthly Range Spread %		5%	5%	5%	5%
Hourly Rate @ 2,080 Annual Hrs	\$ 27.81	\$ 29.28	\$ 30.82	\$ 32.44	\$ 34.15
Hourly Rate @ 2,912 Annual Hrs	\$ 19.87	\$ 20.91	\$ 22.01	\$ 23.17	\$ 24.39
<b><u>Emergency Services Specialist</u></b>					
	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Step 4</u></b>	<b><u>Step 5</u></b>
Annual (Estimate)	\$ 58,888.80	\$ 61,988.21	\$ 65,250.75	\$ 68,685.00	\$ 72,300.00
Monthly (Estimate)	\$ 4,907.40	\$ 5,165.68	\$ 5,437.56	\$ 5,723.75	\$ 6,025.00
Monthly Range Spread \$		\$ 258.28	\$ 271.88	\$ 286.19	\$ 301.25
Monthly Range Spread %		5%	5%	5%	5%
Hourly Rate @ 2,080 Annual Hrs	\$ 28.31	\$ 29.80	\$ 31.37	\$ 33.02	\$ 34.76
Hourly Rate @ 2,912 Annual Hrs	\$ 20.22	\$ 21.29	\$ 22.41	\$ 23.59	\$ 24.83
<b><u>Mechanic</u></b>					
	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Step 4</u></b>	<b><u>Step 5</u></b>
Annual (Estimate)	\$ 61,322.55	\$ 64,550.05	\$ 67,947.42	\$ 71,523.60	\$ 75,288.00
Monthly (Estimate)	\$ 5,110.21	\$ 5,379.17	\$ 5,662.29	\$ 5,960.30	\$ 6,274.00
Monthly Range Spread \$		\$ 268.96	\$ 283.11	\$ 298.02	\$ 313.70
Monthly Range Spread %		5%	5%	5%	5%
Hourly Rate @ 2,080 Annual Hrs	\$ 29.48	\$ 31.03	\$ 32.67	\$ 34.39	\$ 36.20
Hourly Rate @ 2,912 Annual Hrs	\$ 21.06	\$ 22.17	\$ 23.33	\$ 24.56	\$ 25.85
<b><u>Fire Prevention Coordinator</u></b>					
	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Step 4</u></b>	<b><u>Step 5</u></b>
Annual (Estimate)	\$ 58,966.99	\$ 62,070.52	\$ 65,337.39	\$ 68,776.20	\$ 72,396.00
Monthly (Estimate)	\$ 4,913.92	\$ 5,172.54	\$ 5,444.78	\$ 5,731.35	\$ 6,033.00
Monthly Range Spread \$		\$ 258.63	\$ 272.24	\$ 286.57	\$ 301.65
Monthly Range Spread %		5%	5%	5%	5%
Hourly Rate @ 2,080 Annual Hrs	\$ 28.35	\$ 29.84	\$ 31.41	\$ 33.07	\$ 34.81
Hourly Rate @ 2,912 Annual Hrs	\$ 20.25	\$ 21.32	\$ 22.44	\$ 23.62	\$ 24.86

UNREPRESENTED SUPPORT STAFF SALARY SCHEDULE

July 9, 2008 - July 8th, 2009

<u>Emergency Services Coordinator</u>						
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	
Annual (Estimate)	\$ 64,440.48	\$ 67,832.08	\$ 71,402.19	\$ 75,160.20	\$ 79,116.00	
Monthly (Estimate)	\$ 5,370.04	\$ 5,652.67	\$ 5,950.18	\$ 6,263.35	\$ 6,593.00	
Monthly Range Spread \$		\$ 282.63	\$ 297.51	\$ 313.17	\$ 329.65	
Monthly Range Spread %		5%	5%	5%	5%	
Hourly Rate @ 2,080 Annual Hrs	\$ 30.98	\$ 32.61	\$ 34.33	\$ 36.13	\$ 38.04	
Hourly Rate @ 2,912 Annual Hrs	\$ 22.13	\$ 23.29	\$ 24.52	\$ 25.81	\$ 27.17	
<u>Accountant</u>						
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	
Annual (Estimate)	\$ 68,350.11	\$ 71,947.48	\$ 75,734.19	\$ 79,720.20	\$ 83,916.00	
Monthly (Estimate)	\$ 5,695.84	\$ 5,995.62	\$ 6,311.18	\$ 6,643.35	\$ 6,993.00	
Monthly Range Spread \$		\$ 299.78	\$ 315.56	\$ 332.17	\$ 349.65	
Monthly Range Spread %		5%	5%	5%	5%	
Hourly Rate @ 2,080 Annual Hrs	\$ 32.86	\$ 34.59	\$ 36.41	\$ 38.33	\$ 40.34	
Hourly Rate @ 2,912 Annual Hrs	\$ 23.47	\$ 24.71	\$ 26.01	\$ 27.38	\$ 28.82	
<u>HR Technician</u>						
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	
Annual (Estimate)	\$ 68,418.53	\$ 72,019.50	\$ 75,810.00	\$ 79,800.00	\$ 84,000.00	
Monthly (Estimate)	\$ 5,701.54	\$ 6,001.63	\$ 6,317.50	\$ 6,650.00	\$ 7,000.00	
Monthly Range Spread \$		\$ 300.08	\$ 315.88	\$ 332.50	\$ 350.00	
Monthly Range Spread %		5%	5%	5%	5%	
Hourly Rate @ 2,080 Annual Hrs	\$ 32.89	\$ 34.62	\$ 36.45	\$ 38.37	\$ 40.38	
Hourly Rate @ 2,912 Annual Hrs	\$ 23.50	\$ 24.73	\$ 26.03	\$ 27.40	\$ 28.85	
<u>HR Technician/Deputy Clerk</u>						
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	
Annual (Estimate)	\$ 71,067.20	\$ 74,807.68	\$ 78,711.93	\$ 82,889.40	\$ 87,252.00	
Monthly (Estimate)	\$ 5,922.27	\$ 6,233.97	\$ 6,562.08	\$ 6,907.45	\$ 7,271.00	
Monthly Range Spread \$		\$ 311.70	\$ 328.10	\$ 345.37	\$ 363.55	
Monthly Range Spread %		5%	5%	5%	5%	
Hourly Rate @ 2,080 Annual Hrs	\$ 34.17	\$ 35.97	\$ 37.86	\$ 39.85	\$ 41.93	
Hourly Rate @ 2,912 Annual Hrs	\$ 24.40	\$ 25.69	\$ 27.04	\$ 28.46	\$ 29.96	
<u>Fleet Supervisor</u>						
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	
Annual (Estimate)	\$ 78,446.73	\$ 82,575.50	\$ 86,921.58	\$ 91,496.40	\$ 96,312.00	
Monthly (Estimate)	\$ 6,537.23	\$ 6,881.29	\$ 7,243.47	\$ 7,621.70	\$ 8,026.00	
Monthly Range Spread \$		\$ 344.06	\$ 362.17	\$ 381.24	\$ 401.30	
Monthly Range Spread %		5%	5%	5%	5%	
Hourly Rate @ 2,080 Annual Hrs	\$ 37.71	\$ 39.70	\$ 41.79	\$ 43.99	\$ 46.30	
Hourly Rate @ 2,912 Annual Hrs	\$ 26.94	\$ 28.36	\$ 29.85	\$ 31.42	\$ 33.07	
<u>Senior Accountant</u>						
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	
Annual (Estimate)	\$ 76,081.40	\$ 80,085.68	\$ 84,300.72	\$ 88,737.60	\$ 93,408.00	
Monthly (Estimate)	\$ 6,340.12	\$ 6,673.81	\$ 7,025.06	\$ 7,394.80	\$ 7,784.00	
Monthly Range Spread \$		\$ 333.69	\$ 351.25	\$ 369.74	\$ 389.20	
Monthly Range Spread %		5%	5%	5%	5%	
Hourly Rate @ 2,080 Annual Hrs	\$ 36.58	\$ 38.50	\$ 40.53	\$ 42.66	\$ 44.91	
Hourly Rate @ 2,912 Annual Hrs	\$ 26.13	\$ 27.50	\$ 28.95	\$ 30.47	\$ 32.08	
<u>Clerk of the Board</u>						
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	
Annual (Estimate)	\$ 88,601.99	\$ 93,265.25	\$ 98,173.95	\$ 103,341.00	\$ 108,780.00	
Monthly (Estimate)	\$ 7,383.50	\$ 7,772.10	\$ 8,181.16	\$ 8,611.75	\$ 9,065.00	
Monthly Range Spread \$		\$ 388.61	\$ 409.06	\$ 430.59	\$ 453.25	
Monthly Range Spread %		5%	5%	5%	5%	
Hourly Rate @ 2,080 Annual Hrs	\$ 42.60	\$ 44.84	\$ 47.20	\$ 49.68	\$ 52.30	
Hourly Rate @ 2,912 Annual Hrs	\$ 30.43	\$ 32.03	\$ 33.71	\$ 35.49	\$ 37.36	

UNREPRESENTED SUPPORT STAFF SALARY SCHEDULE

July 9, 2008 - July 8th, 2009

<b>Unrepresented Miscellaneous Mid-Level Management Staff: Exempt</b>						
<b><u>HR Manager</u></b>		<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Step 4</u></b>	<b><u>Step 5</u></b>
Annual (Estimate)	\$	94,290.50	\$ 99,253.16	\$ 104,477.01	\$ 109,975.80	\$ 115,764.00
Monthly (Estimate)	\$	7,857.54	\$ 8,271.10	\$ 8,706.42	\$ 9,164.65	\$ 9,647.00
Semi-Monthly (Estimate)	\$	3,928.77	\$ 4,135.55	\$ 4,353.21	\$ 4,582.33	\$ 4,823.50
Bi-Weekly (Estimate)	\$	3,626.56	\$ 3,817.43	\$ 4,018.35	\$ 4,229.84	\$ 4,452.46
Range Spread \$			\$ 413.55	\$ 435.32	\$ 458.23	\$ 482.35
Range Spread %			5%	5%	5%	5%
<b><u>IT Project Manager</u></b>		<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Step 4</u></b>	<b><u>Step 5</u></b>
Annual (Estimate)	\$	98,239.23	\$ 103,409.71	\$ 108,852.33	\$ 114,581.40	\$ 120,612.00
Monthly (Estimate)	\$	8,186.60	\$ 8,617.48	\$ 9,071.03	\$ 9,548.45	\$ 10,051.00
Semi-Monthly (Estimate)	\$	4,093.30	\$ 4,308.74	\$ 4,535.51	\$ 4,774.23	\$ 5,025.50
Bi-Weekly (Estimate)	\$	3,778.43	\$ 3,977.30	\$ 4,186.63	\$ 4,406.98	\$ 4,638.92
Range Spread \$			\$ 430.87	\$ 453.55	\$ 477.42	\$ 502.55
Range Spread %			5%	5%	5%	5%

## FOOTNOTES:

- (1) Temporary employees may be hired at Step 1; ineligible for benefits.
- (2) I.T. Intern temporary employee hourly range: \$15 - \$25 per hour; ineligible for benefits.
- (3) Hourly rate @ 2,080 Annual Hrs = 40 Hour Staff
- (4) Hourly rate @ 2,912 Annual Hrs = 56 Hour Staff

Unrepresented - Management  
Base Salary Range Table  
July 9, 2008 - July 8th, 2009

ATTACHMENT C

Classification	Bottom of Range	Top of Range
<i>Fire Chief</i>		
Annual		\$ 191,616.00
Monthly		\$15,968.00
Semi-Monthly		\$7,984.00
Bi-Weekly		\$7,369.85
<i>Battalion Chief</i>		
Annual	\$ 130,920.00	\$ 137,472.00
Monthly	\$ 10,910.00	\$ 11,456.00
Semi-Monthly		\$ 5,728.00
Bi-Weekly	\$ 5,035.38	\$ 5,287.38
Range Spread - Annual \$		\$ 6,552.00
Range Spread - Annual %		5.00%
<i>* Division Chief</i>		
Annual	\$ 152,388.00	\$ 160,008.00
Monthly	\$ 12,699.00	\$ 13,334.00
Semi-Monthly		\$ 6,667.00
Bi-Weekly	\$ 5,861.08	\$ 6,154.15
Range Spread - Annual \$		\$ 7,620.00
Range Spread - Annual %		5.00%
<i>Deputy Chief</i>		
Annual	\$ 169,380.00	\$ 177,852.00
Monthly	\$ 14,115.00	\$ 14,821.00
Semi-Monthly		\$ 7,410.50
Bi-Weekly	\$ 6,514.62	\$ 6,840.46
Range Spread - Annual \$		\$ 8,472.00
Range Spread - Annual %		5.00%

*\* Acts as Benchmark for Director of Administrative Services*