



Coastside Fire Protection District STAFF REPORT

TO: Honorable Board of Directors **FROM:** Paul Cole, Assistant Chief
SUBJECT: Schedule A Fiscal Sheet FY17/18 **DATE:** August 23, 2017

Staff Recommendation

1. The Board of Directors accepts this report as presented.
2. The Board of Directors review and approve the fiscal sheet for FY17/18

Background

In July 2017, the “final” staff benefit rate matrix for FY 2017-18 was published. The matrix sets both the staff benefit rate percentages, and administrative charge included in all contract costs. This information, along with employee salaries, establishes the fiscal elements for all Schedule “A” contract Fiscal Sheets.

The FY17/18 final rates amount to a 2.21% increase to the staff benefit rates from the previous year, and a .79% decrease to the administrative charge from the previous year (attachment #1).

Discussion

Based upon the FY17/18 final staff benefit rates, the current fiscal sheet contract costs will increase by approximately \$449,244 from FY16/17 (attachment #2).

In 2014, the District Board formally established their 2014 Strategic Plan. Initiative # 10 set a goal to “Adopt Salary and Budget Guideline not to Exceed 75% of Budgeted Revenue.” The FY17/18 fiscal sheet contract costs amount to a 67.1% of total budgeted revenues, and 72.2% of projected property tax revenue.

In effort to provide the Coastside Fire Protection District with a more comprehensive level of service, CAL FIRE is requesting the board approve the funding of a shared cost position for an Administrative Officer II (AO II). This position would be a member of the management system that currently administers and supports the fire districts cooperative fire protection agreement contract with CAL FIRE.

CAL FIRE has experienced periods where the position of Division Chief - Administration has remained vacant for long periods of time. The Division Chief -Administration is responsible for all aspects of fiscal and personnel management including the hiring of personnel. Though this is a CAL FIRE issue, it has a direct effect on the administration of the cooperative agreement. Creating an AO II position will provide for a long-term solution and assist in bridging the periods when the Division Chief position is vacant. The AO II position, unlike the Division Chief position, is a non-safety position and will not see the turnover rate that a safety position would.

To prepare for the continued and future management of the cooperative agreement, the AO II would assist in the preparation of fiscal sheets, annual budgets, CAL FIRE contracts, as well as assist with any grant management needs. The AO II would also assist with the supervision and training of administrative support staff.

The shared funding would be between the following agencies, Coastside Fire Protection District, Santa Cruz County and San Mateo County. The district's portion of the shared funding would be a graduated cost over a four-year period to meet the desired 20/40/40 percent cost share for the position. The first year would be \$10,000, equivalent to seven percent of the position. Year two would increase to \$20,000 equivalent to 13 percent of the position and year three would increase to \$30,000.00, which is equivalent to 17.5 percent of the position. In year four, the cost would increase to reach the 20 percent split of the funding. Based on our estimation we do not anticipate the 20 percent split to exceed \$35,000 in the fourth year.

PCA 17750

THIS IS SCHEDULE A - 4142 OF THE COOPERATIVE AGREEMENT, DATED JULY 1, 2017
BETWEEN STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION AND
COASTSIDE FIRE PROTECTION DISTRICT, A LOCAL AGENCY

INDEX 1700

PERSONNEL SERVICES

No.	Classification	Mos.	MONTHLY SALARY RATES					ANNUAL SALARY & BENEFITS		STAFF BENEFIT & RATES				TOTALS
			Salary	Educational Incentive	Longevity	Medic Retention	Monthly *EDWC	Annual Salary	Salary Benefit Rate (POF) 85.28%	Annual Medic Retention	Medic Benefit Rate (POF) 44.05%	Annual *EDWC	EDWC Benefit Rate (POF) 46.64%	Annual Total TOTALS
Line Personnel			(5th step)											
Coastside "Red Circled"														
1	Captain	12	\$5,956	\$75	\$353	\$0	\$2,882	\$76,608	\$65,331			\$37,466	\$17,474	\$196,879
CsiFIRE "5th Step"														
3	FAE Pmedic	12	\$4,779	\$75	\$143	\$500	\$2,641	\$179,908	\$153,426	\$18,000	\$7,929	\$102,999	\$48,039	\$510,301
8	Engineer	12	\$4,465	\$75	\$134	\$0	\$2,470	\$448,704	\$382,655	\$0	\$0	\$256,880	\$119,809	\$1,208,048
3	Captain	12	\$5,034	\$75	\$151	\$0	\$2,780	\$189,362	\$161,488	\$0	\$0	\$108,408	\$50,561	\$509,819
3	FC Pmedic	12	\$5,387	\$75	\$162	\$500	\$2,973	\$202,480	\$172,675	\$18,000	\$7,929	\$115,929	\$54,069	\$571,082
9	FAE Pmedic	12	\$4,779	\$75	\$143	\$500	\$2,641	\$539,725	\$460,277	\$54,000	\$23,787	\$308,997	\$144,116	\$1,530,902
Number of line employees 27												Subtotal	\$4,527,031	\$4,527,031
Number of Paramedics 15														

Command & Control

1	Batt. Chief (Red Circle)	12	\$7,723	\$75	\$447		\$3,876	\$98,940	\$84,376	\$0	\$0	\$50,388	\$23,501	\$257,205
1	Batt. Chief (Red Circle)	12	\$7,000	\$75	\$447		\$3,417	\$90,264	\$76,977	\$0	\$0	\$44,421	\$20,718	\$232,380
0.5	Fire Marshal Battalion Chief (5th Step)	12	\$6,062	\$75	\$182		\$3,340	\$37,914	\$32,333	\$0	\$0	\$21,711	\$10,126	\$102,084
1	Training Officer (5th Step)	12	\$5,034	\$75	\$151		\$2,780	\$63,121	\$53,830	\$0	\$0	\$36,136	\$16,854	\$169,941
1	Division Chief (Red Circle)	12	\$12,015			Mo. R&R \$87	Mo. EDP \$1,851	\$167,432	\$142,786			Ann. Extended Duty Pay \$15,599	\$7,275	\$333,092
Number of Command Employees 4.5												Subtotal	\$1,094,702	\$1,094,702

Coastside "Red Circle" Adjustments

Red Circle Diff.												Subtotal	\$0	\$0
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No.	Classification	Mos.	MONTHLY SALARY RATES					ANNUAL SALARY & BENEFITS		STAFF BENEFIT & RATES				TOTALS
			Salary	Fire Differential				Annual Salary	Salary Benefit Rate (Misc.) 75.58%	Tool Allowance	Benefit rate 0%			Annual Totals
Support Personnel			(5th step)											
Coastside "Red Circle"														
1	Admin. Assistant	12	\$4,478					\$53,736	\$40,614					\$94,350
Top Step														
0.07	Admin. Officer II	12	\$6,431					\$5,085	\$3,843					\$8,928
0.5	Admin. Secretary	12	\$4,731					\$28,386	\$21,454					\$49,840
0.38	Clerical Personnel (Trng)	12	\$3,473					\$15,838	\$11,970					\$27,808
Number of support Employees 1.95												Subtotal	\$180,926	\$180,926

	Annual Salary	Unplanned OI Benefit Rate 7.85% (Misc.) 1.45% (Safety)	Annual Totals	
Unplanned Overtime		1.45%		
Unplanned Overtime (35 emp * \$10,000.00 ea)	\$350,000	\$5,075		
Subtotal			\$355,075	\$355,075
Subtotal Personnel Services			\$6,157,734	\$6,157,734

OPERATING EXPENSES

	Uniform \$2130/yr	Uniform Benefit Rate (POF) 1.45%	Total
Uniform 31.5 Line Employees	\$67,095	\$973	\$68,068
Travel			\$17,250

Subtotal Operating Expenses	\$85,318	\$85,318
Personnel Services and Operating Expenses	\$6,243,052	\$6,243,052
Administrative Charge 12.01%	\$749,791	\$749,791
17/18 Total Schedule A PCA 17750	\$6,992,843	\$6,992,843
	Diff 17/18-16/17	\$449,244

STAFF BENEFIT RATE MATRIX FY 2017-2018					
STAFF BENEFIT RATES	MISC	SAFETY	FY 17/18 POF	FY 16/17 POF	Difference
Retirement	28.90%	21.40%	42.60%	42.05%	0.55%
Employee Leave Buyout	1.09%	1.09%	1.09%	1.01%	0.08%
Health/Dental/Vision (HDV)	30.10%	30.10%	28.82%	29.33%	(-0.51%)
Social Security Insurance (SSI)	6.20%	n/a	n/a	0.00%	0.00%
Medicare Tax	1.45%	1.45%	1.45%	1.45%	0.00%
Life Insurance	0.00%	0.00%	0.00%	0.01%	(-0.01%)
Survivor's Benefits	0.00%	0.13%	0.13%	0.14%	(-0.01%)
Prefunding Of Post Employment Benefits	0.00%	1.30%	1.50%	n/a	1.50%
SUBTOTAL			75.59%	73.99%	1.60%
Workers' Compensation	9.69%	9.69%	9.69%	9.08%	0.61%
TOTAL			85.28%	83.07%	2.21%

UNEMPLOYMENT INSURANCE FF1 ONLY	MISC	SAFETY	FY 17/18 POF	FY 16/17 POF	Difference
Unemployment Insurance	0.00%	0.00%	8.23%	8.85%	(-0.62%)

ADMINISTRATIVE CHARGE	MISC	SAFETY	FY 17/18 POF	FY 16/17 POF	Difference
Statewide Pro Rata	5.66%	5.66%	4.72%	5.65%	0.93%
Cal Fire Indirect	6.93%	6.93%	7.29%	7.14%	0.15%
TOTAL			12.01%	12.80%	(-0.79%)

STAFF BENEFIT RATES	MISC	SAFETY	FY 17/18 POF	FY 16/17 POF	Difference
Unplanned Overtime**	7.65%	1.45%	1.45%	1.45%	0.00%
EDWC Overtime***	0.00%	0.00%	46.64%	44.51%	2.13%
Uniform Allowance*	0.00%	0.00%	1.45%	43.50%	(-42.05%)
Paramedic Retention****	0.00%	0.00%	44.05%	43.50%	0.55%
Emergency Response Bonus*****	0.00%	0.00%	44.06%	43.50%	0.56%
Arduous Duty Assignment**	7.65%	0.00%	1.45%	1.45%	0.00%

* Medicare

** Social Security and Medicare

*** Retirement, Employee Leave Buyout, Medicare, and Prefunding of Post Employment Benefits

**** Retirement and Medicare