



Menlo Park Fire Protection District

170 Middlefield Road • Menlo Park, CA 94025 • Tel: 650-688-8400 • Fax: 650-323-9129

Website: www.menlofire.org • Email: mpfd@menlofire.org

HUMAN RESOURCES COMMITTEE MEETING

June 4, 2019 at 2:00 PM
170 Middlefield Road, Menlo Park
Conference Room 1st Floor

Director Jones ~ Director McLaughlin

MINUTES

ROLL CALL

PRESENT: Director Jones and Director McLaughlin

ABSENT: None

STAFF PRESENT: Fire Chief Harold Schapelhouman, Human Resources Manager Brenna Rowe, and Clerk of the Board Michelle Kneier

CALL TO ORDER

Director Jones called the meeting to order at 2:04 p.m.

PUBLIC COMMENT #1

There were none.

REGULAR AGENDA

1. Review and Accept the Minutes of the May 7, 2019, Human Resources Committee Meeting

Motion: Upon motion by Director McLaughlin, seconded by Director Jones, the Committee approved the minutes of the May 7, 2019, meeting. (Vote: 2-0-0)

2. Discuss the Master Pay Schedule for All District Employees – Information Report Only

Human Resources Manager Brenna Rowe provided an overview of the master pay schedule and answered questions from the Committee.

3. Consider and Discuss Establishing a Policy on Board Interactions and Rules of Engagement

The Committee discussed establishing an Ad-Hoc Committee to address Fire Board goals and priorities, and recommended an item be placed on the June Board meeting agenda for discussion and consideration.

Director Jones provided a proposed work plan for Board and staff interactions and rules of engagement and the Committee recommended it be forwarded to the Board for consideration at the June Board meeting.

The Committee will continue to consider alternative language for conflicting information in the Board Policy and Procedures Manual and will return with suggestions at the next Committee meeting.

PUBLIC COMMENT #2

There were none.

ADJOURNMENT

Motion: Upon motion by Director McLaughlin, seconded by Director Jones, the Human Resources Committee adjourned at 3:08 p.m. (Vote: 2-0-0)



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HUMAN RESOURCES COMMITTEE MEETING

May 7, 2019 at 3:00 PM
170 Middlefield Road, Menlo Park
Conference Room 1st Floor

Director Jones ~ Director McLaughlin

MINUTES

ROLL CALL

PRESENT: Director Jones and Director McLaughlin

ABSENT: None

STAFF PRESENT: Fire Chief Harold Schapelhouman, Human Resources Manager Brenna Rowe, and Clerk of the Board Michelle Kneier

CALL TO ORDER

Director Jones called the meeting to order at 3:06 p.m.

PUBLIC COMMENT #1

There were none.

REGULAR AGENDA

1. Review and Accept the Minutes of the April 2, 2019, Human Resources Committee Meeting

Motion: Upon motion by Director McLaughlin, seconded by Director Jones, the Committee approved the minutes of the April 2, 2019, meeting. (Vote: 2-0-0)

2. Consider and Discuss Establishing a Policy on Board Interactions and Rules of Engagement

Discussion ensued. The Committee will consider alternative language and return with suggestions at the next Committee meeting.

PUBLIC COMMENT #2

There were none.

ADJOURNMENT

Motion: Upon motion by Director McLaughlin, seconded by Director Jones, the Human Resources Committee adjourned at 4:01 p.m. (Vote: 2-0-0)

DRAFT

MENLO PARK FIRE PROTECTION DISTRICT

STAFF REPORT

TO: HR Committee
FROM: Human Resources

MEETING DATE: June 4, 2019
PREPARED BY: Brenna Rowe, HR Manager
APPROVED BY: Chief Schapelhouman

**ITEM: DISCUSS THE MASTER PAY SCHEDULE FOR ALL DISTRICT
EMPLOYEES - INFORMATION REPORT ONLY**

RECOMMENDATION

It is recommended that the Human Resources Committee accept the report as presented.

BACKGROUND

The District is required by Public Employees' Retirement Law (PERL) Government Code (GC) section 20636 (d) and California Code of Regulation (CCR) 570.5 to make our pay schedule publicly available. CCR 570.5 further clarifies that this requirement is met when the document "has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws." Approving the master pay schedule is a formality that is necessary any time there is an update to the District's classification titles or pay rates. Previously the District kept individual pay schedules by group or bargaining unit. Starting January 2019, based on a training provided by CalPERS, staff has maintained a single "master" pay schedule that included every title and pay rate for positions at the District. That document is included as Attachment 1.

DISCUSSION

This report to the HR committee is for informational purposes and to address any questions that could arise based on this procedural action presented to the full Board of Directors in June. Approval of the master pay schedule is procedural in nature and does not allow the District to renegotiate compensation with the represented units.

At the January 15, 2019 board meeting, the Board approved the prior master salary schedule. Based on the pay changes effective July 1, 2019 for the IAFF, Chief Officers, and Management & Confidential groups, the Board will need to approve a revised master salary schedule at the June 2019 Board Meeting. The attached master pay schedule incorporates those compensation changes.

The master pay schedule is inclusive of all classifications at the District including any classifications that are currently vacant. The master pay schedule is not replacement for the position control document included in the budget, nor is it a replacement of pay tables in adopted MOUs or Compensation Plans. If there is a discrepancy between any MOU or Comp Plan and the master pay schedule, the schedule will be updated to reflect the pay rates documented in the MOU or Comp Plan.

ATTACHMENT

A. Master Pay Schedule

Menlo Park Fire Protection District Salary Schedule
Revised: 7/1/2019
For Board Approval at June 2019 Meeting

Group	Classification	Effective Date	Type	Step 1 Minimum	Step 2	Step 3 Mid-Point	Step 4	Step 5 Maximum	Steps Range
IAFF	Firefighter	7/1/2019	56 hours Non-Exempt	\$ 33.06	\$ 34.71	\$ 36.44	\$ 38.27	\$ 40.18	Hourly
				\$ 4,010.70	\$ 4,211.23	\$ 4,421.79	\$ 4,642.88	\$ 4,875.03	Semi Monthly
				\$ 8,021.39	\$ 8,422.46	\$ 8,843.59	\$ 9,285.76	\$ 9,750.05	Monthly
				\$ 96,256.71	\$ 101,069.55	\$ 106,123.03	\$ 111,429.18	\$ 117,000.64	Annually
IAFF	Engineer	7/1/2019	56 hours Non-Exempt	\$ 42.35	\$ 44.47	\$ 46.69			Hourly
				\$ 5,138.47	\$ 5,395.39	\$ 5,665.16			Semi Monthly
				\$ 10,276.94	\$ 10,790.79	\$ 11,330.33			Monthly
				\$ 123,323.28	\$ 129,489.44	\$ 135,963.92			Annually
IAFF	Captain	7/1/2019	56 hours Non-Exempt	\$ 89.38	\$ 93.85	\$ 98.54			Hourly
				\$ 10,844.54	\$ 11,386.77	\$ 11,956.11			Semi Monthly
				\$ 11,896.84	\$ 12,491.68	\$ 13,116.27			Monthly
				\$ 142,762.11	\$ 149,900.22	\$ 157,395.23			Annually
IAFF	Fire Inspector I	7/1/2019	40 hours Non-Exempt	\$ 42.08	\$ 44.18	\$ 46.39	\$ 48.71	\$ 51.15	Hourly
				\$ 3,646.93	\$ 3,829.28	\$ 4,020.74	\$ 4,221.78	\$ 4,432.87	Semi Monthly
				\$ 7,293.87	\$ 7,658.56	\$ 8,041.49	\$ 8,443.56	\$ 8,865.74	Monthly
				\$ 87,526.40	\$ 91,902.72	\$ 96,497.86	\$ 101,322.75	\$ 106,388.89	Annually
IAFF	Fire Inspector II	7/1/2019	40 hours Non-Exempt	\$ 53.76	\$ 54.81	\$ 57.55			Hourly
				\$ 4,659.20	\$ 4,750.20	\$ 4,987.67			Semi Monthly
				\$ 9,318.40	\$ 9,500.40	\$ 9,975.33			Monthly
				\$ 111,820.80	\$ 114,004.80	\$ 119,704.00			Annually
IAFF	Deputy Fire Marshal	7/1/2019	40 hours Non-Exempt	\$ 63.87	\$ 65.11	\$ 68.36			Hourly
				\$ 5,535.40	\$ 5,642.87	\$ 5,924.53			Semi Monthly
				\$ 11,070.80	\$ 11,285.73	\$ 11,849.07			Monthly
				\$ 132,849.60	\$ 135,428.80	\$ 142,188.80			Annually
AFSCME	Administrative Analyst	1/9/2019	40 hours Non-Exempt	\$ 35.60	\$ 37.38	\$ 39.25	\$ 41.22	\$ 43.28	Hourly
				\$ 3,085.60	\$ 3,239.88	\$ 3,401.88	\$ 3,571.97	\$ 3,750.57	Semi Monthly
				\$ 6,171.21	\$ 6,479.77	\$ 6,803.76	\$ 7,143.94	\$ 7,501.14	Monthly
				\$ 74,054.49	\$ 77,757.22	\$ 81,645.08	\$ 85,727.33	\$ 90,013.70	Annually
AFSCME	Administrative Assistant	1/9/2019	40 hours Non-Exempt	\$ 29.22	\$ 30.68	\$ 32.21	\$ 33.82	\$ 35.51	Hourly
				\$ 2,532.08	\$ 2,658.69	\$ 2,791.62	\$ 2,931.20	\$ 3,077.76	Semi Monthly
				\$ 5,064.16	\$ 5,317.37	\$ 5,583.24	\$ 5,862.40	\$ 6,155.52	Monthly
				\$ 60,769.94	\$ 63,808.44	\$ 66,998.86	\$ 70,348.81	\$ 73,866.25	Annually
AFSCME	Administrative Specialist	1/9/2019	40 hours Non-Exempt	\$ 33.30	\$ 34.96	\$ 36.71	\$ 38.55	\$ 40.48	Hourly
				\$ 2,885.98	\$ 3,030.28	\$ 3,181.80	\$ 3,340.89	\$ 3,507.93	Semi Monthly
				\$ 5,771.96	\$ 6,060.56	\$ 6,363.59	\$ 6,681.77	\$ 7,015.86	Monthly
				\$ 69,263.57	\$ 72,726.75	\$ 76,363.09	\$ 80,181.24	\$ 84,190.31	Annually
AFSCME	Emergency Services Specialist	1/9/2019	40 hours Non-Exempt	\$ 38.03	\$ 39.94	\$ 41.93	\$ 44.03	\$ 46.23	Hourly
				\$ 3,296.34	\$ 3,461.16	\$ 3,634.21	\$ 3,815.93	\$ 4,006.72	Semi Monthly
				\$ 6,592.68	\$ 6,922.31	\$ 7,268.43	\$ 7,631.85	\$ 8,013.44	Monthly
				\$ 79,112.15	\$ 83,067.76	\$ 87,221.15	\$ 91,582.20	\$ 96,161.31	Annually
AFSCME	Fire Prevention Coordinator	1/9/2019	40 hours Non-Exempt	\$ 38.63	\$ 40.56	\$ 42.59	\$ 44.72	\$ 46.95	Hourly
				\$ 3,347.74	\$ 3,515.13	\$ 3,690.88	\$ 3,875.43	\$ 4,069.20	Semi Monthly
				\$ 6,695.48	\$ 7,030.25	\$ 7,381.77	\$ 7,750.85	\$ 8,138.40	Monthly
				\$ 80,345.74	\$ 84,363.03	\$ 88,581.18	\$ 93,010.24	\$ 97,660.75	Annually
AFSCME	Fleet Supervisor	1/9/2019	40 hours Non-Exempt	\$ 50.25	\$ 52.76	\$ 55.40	\$ 58.17	\$ 61.07	Hourly
				\$ 4,354.67	\$ 4,572.41	\$ 4,801.03	\$ 5,041.08	\$ 5,293.13	Semi Monthly
				\$ 8,709.35	\$ 9,144.81	\$ 9,602.06	\$ 10,082.16	\$ 10,586.27	Monthly
				\$ 104,512.17	\$ 109,737.77	\$ 115,224.66	\$ 120,985.90	\$ 127,035.19	Annually
AFSCME	Logistics Specialist	1/9/2019	40 hours Non-Exempt	\$ 33.08	\$ 34.73	\$ 36.47	\$ 38.29	\$ 40.20	Hourly
				\$ 2,866.52	\$ 3,009.85	\$ 3,160.34	\$ 3,318.36	\$ 3,484.28	Semi Monthly
				\$ 5,733.04	\$ 6,019.70	\$ 6,320.68	\$ 6,636.71	\$ 6,968.55	Monthly
				\$ 68,796.52	\$ 72,236.35	\$ 75,848.17	\$ 79,640.57	\$ 83,622.60	Annually
AFSCME	Mechanic	1/9/2019	40 hours Non-Exempt	\$ 39.29	\$ 41.25	\$ 43.32	\$ 45.48	\$ 47.76	Hourly
				\$ 3,405.04	\$ 3,575.29	\$ 3,754.05	\$ 3,941.76	\$ 4,138.84	Semi Monthly
				\$ 6,810.08	\$ 7,150.58	\$ 7,508.11	\$ 7,883.51	\$ 8,277.69	Monthly
				\$ 81,720.90	\$ 85,806.95	\$ 90,097.30	\$ 94,602.16	\$ 99,332.27	Annually
AFSCME	Plans Examiner	1/9/2019	40 hours Non-Exempt	\$ 48.62	\$ 51.05	\$ 53.61	\$ 56.29	\$ 59.10	Hourly
				\$ 4,213.92	\$ 4,424.61	\$ 4,645.84	\$ 4,878.13	\$ 5,122.04	Semi Monthly
				\$ 8,427.83	\$ 8,849.22	\$ 9,291.68	\$ 9,756.27	\$ 10,244.08	Monthly
				\$ 101,133.97	\$ 106,190.67	\$ 111,500.21	\$ 117,075.22	\$ 122,928.98	Annually
AFSCME	Public Education Officer	1/9/2019	40 hours Non-Exempt	\$ 41.57	\$ 43.65	\$ 45.84	\$ 48.13	\$ 50.53	Hourly
				\$ 3,603.05	\$ 3,783.21	\$ 3,972.37	\$ 4,170.99	\$ 4,379.54	Semi Monthly
				\$ 7,206.11	\$ 7,566.41	\$ 7,944.74	\$ 8,341.97	\$ 8,759.07	Monthly
				\$ 86,473.31	\$ 90,796.98	\$ 95,336.83	\$ 100,103.67	\$ 105,108.85	Annually

*All payrates based on adopted MOUs and Compensation Plans. MOUs or Comp Plan rates will supersede any discrepancies in this document

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For Board Approval at June 2019 Meeting

AFSCME	Risk Reduction Officer I (Flex)	1/9/2019	40 hours Non-Exempt	\$ 37.79	\$ 39.68	\$ 41.66	\$ 43.75	\$ 45.94	Hourly
				\$ 3,275.21	\$ 3,438.97	\$ 3,610.92	\$ 3,791.47	\$ 3,981.04	Semi Monthly
				\$ 6,550.42	\$ 6,877.95	\$ 7,221.84	\$ 7,582.93	\$ 7,962.08	Monthly
				\$ 78,605.09	\$ 82,535.35	\$ 86,662.11	\$ 90,995.22	\$ 95,544.98	Annually
AFSCME	Risk Reduction Officer II (Flex)	1/9/2019	40 hours Non-Exempt	\$ 41.57	\$ 43.65	\$ 45.84	\$ 48.13	\$ 50.53	Hourly
				\$ 3,603.05	\$ 3,783.21	\$ 3,972.37	\$ 4,170.99	\$ 4,379.54	Semi Monthly
				\$ 7,206.11	\$ 7,566.41	\$ 7,944.74	\$ 8,341.97	\$ 8,759.07	Monthly
				\$ 86,473.31	\$ 90,796.98	\$ 95,336.83	\$ 100,103.67	\$ 105,108.85	Annually
AFSCME	Risk Reduction Officer III (Flex)	1/9/2019	40 hours Non-Exempt	\$ 45.73	\$ 48.01	\$ 50.41	\$ 52.93	\$ 55.58	Hourly
				\$ 3,963.01	\$ 4,161.16	\$ 4,369.21	\$ 4,587.68	\$ 4,817.06	Semi Monthly
				\$ 7,926.01	\$ 8,322.31	\$ 8,738.43	\$ 9,175.35	\$ 9,634.12	Monthly
				\$ 95,112.16	\$ 99,867.77	\$ 104,861.16	\$ 110,104.21	\$ 115,609.42	Annually
AFSCME	Senior Management Analyst	1/9/2019	40 hours Non-Exempt	\$ 52.45	\$ 55.07	\$ 57.82	\$ 60.71	\$ 63.75	Hourly
				\$ 4,545.35	\$ 4,772.61	\$ 5,011.24	\$ 5,261.81	\$ 5,524.90	Semi Monthly
				\$ 9,090.69	\$ 9,545.23	\$ 10,022.49	\$ 10,523.61	\$ 11,049.80	Monthly
				\$ 109,088.33	\$ 114,542.74	\$ 120,269.88	\$ 126,283.37	\$ 132,597.54	Annually
Mgmt. & Conf.	Administrative Services Manager	7/1/2019	Exempt	\$ 58.77		\$ 73.47		\$ 88.16	Hourly
				\$ 5,093.66		\$ 6,367.07		\$ 7,640.49	Semi Monthly
				\$ 10,187.31		\$ 12,734.14		\$ 15,280.97	Monthly
				\$ 122,247.78		\$ 152,809.71		\$ 183,371.65	Annually
Mgmt. & Conf.	Clerk of the Board	7/1/2019	Exempt	\$ 42.90		\$ 53.62		\$ 64.35	Hourly
				\$ 3,717.76		\$ 4,647.20		\$ 5,576.64	Semi Monthly
				\$ 7,435.52		\$ 9,294.40		\$ 11,153.28	Monthly
				\$ 89,226.23		\$ 111,532.79		\$ 133,839.35	Annually
Mgmt. & Conf.	Disaster Response Manager	7/1/2019	Exempt	\$ 57.90		\$ 72.38		\$ 86.86	Hourly
				\$ 5,018.38		\$ 6,272.98		\$ 7,527.57	Semi Monthly
				\$ 10,036.76		\$ 12,545.95		\$ 15,055.14	Monthly
				\$ 120,441.16		\$ 150,551.44		\$ 180,661.73	Annually
Mgmt. & Conf.	EMS Manager	7/1/2019	Exempt	\$ 58.77		\$ 73.47		\$ 88.16	Hourly
				\$ 5,093.66		\$ 6,367.07		\$ 7,640.49	Semi Monthly
				\$ 10,187.31		\$ 12,734.14		\$ 15,280.97	Monthly
				\$ 122,247.78		\$ 152,809.71		\$ 183,371.65	Annually
Mgmt. & Conf.	HR Manager	7/1/2019	Exempt	\$ 58.77		\$ 73.47		\$ 88.16	Hourly
				\$ 5,093.66		\$ 6,367.07		\$ 7,640.49	Semi Monthly
				\$ 10,187.31		\$ 12,734.14		\$ 15,280.97	Monthly
				\$ 122,247.78		\$ 152,809.71		\$ 183,371.65	Annually
Mgmt. & Conf.	IT Manager	7/1/2019	Exempt	\$ 58.77		\$ 73.47		\$ 88.16	Hourly
				\$ 5,093.66		\$ 6,367.07		\$ 7,640.49	Semi Monthly
				\$ 10,187.31		\$ 12,734.14		\$ 15,280.97	Monthly
				\$ 122,247.78		\$ 152,809.71		\$ 183,371.65	Annually
Mgmt. & Conf.	Senior Accountant	7/1/2019	Exempt	\$ 51.02		\$ 63.77		\$ 76.53	Hourly
				\$ 4,421.47		\$ 5,526.84		\$ 6,632.20	Semi Monthly
				\$ 8,842.94		\$ 11,053.67		\$ 13,264.41	Monthly
				\$ 106,115.26		\$ 132,644.07		\$ 159,172.88	Annually
Mgmt. & Conf.	Senior HR Analyst	7/1/2019	Exempt	\$ 42.88		\$ 53.61		\$ 64.33	Hourly
				\$ 3,716.66		\$ 4,645.82		\$ 5,574.98	Semi Monthly
				\$ 7,433.31		\$ 9,291.64		\$ 11,149.97	Monthly
				\$ 89,199.77		\$ 111,499.70		\$ 133,799.64	Annually
Mgmt. & Conf.	Senior Management Analyst	7/1/2019	Exempt	\$ 42.90		\$ 53.61		\$ 64.33	Hourly
				\$ 3,717.76		\$ 4,646.37		\$ 5,574.98	Semi Monthly
				\$ 7,435.52		\$ 9,292.74		\$ 11,149.97	Monthly
				\$ 89,226.23		\$ 111,512.93		\$ 133,799.64	Annually
Mgmt. & Conf.	Accounting Technician/ Payroll Technician	7/1/2019	40 hours Non-Exempt	\$ 28.96		\$ 36.21		\$ 43.45	Hourly
				\$ 2,510.28		\$ 3,137.85		\$ 3,765.43	Semi Monthly
				\$ 5,020.57		\$ 6,275.71		\$ 7,530.85	Monthly
				\$ 60,246.81		\$ 75,308.51		\$ 90,370.21	Annually
Mgmt. & Conf.	Administrative Specialist	7/1/2019	40 hours Non-Exempt	\$ 30.05		\$ 37.57		\$ 45.08	Hourly
				\$ 2,604.53		\$ 3,255.66		\$ 3,906.80	Semi Monthly
				\$ 5,209.06		\$ 6,511.33		\$ 7,813.60	Monthly
				\$ 62,508.77		\$ 78,135.96		\$ 93,763.15	Annually
Mgmt. & Conf.	IT Specialist	7/1/2019	40 hours Non-Exempt	\$ 45.14		\$ 56.43		\$ 67.72	Hourly
				\$ 3,912.54		\$ 4,890.68		\$ 5,868.81	Semi Monthly
				\$ 7,825.08		\$ 9,781.35		\$ 11,737.62	Monthly
				\$ 93,900.98		\$ 117,376.22		\$ 140,851.47	Annually
Mgmt. & Conf.	Senior IT Analyst	7/1/2019	40 hours Non-Exempt	\$ 51.02		\$ 63.77		\$ 76.53	Hourly
				\$ 4,421.47		\$ 5,526.84		\$ 6,632.20	Semi Monthly
				\$ 8,842.94		\$ 11,053.67		\$ 13,264.41	Monthly
				\$ 106,115.26		\$ 132,644.07		\$ 159,172.88	Annually

*All payrates based on adopted MOUs and Compensation Plans. MOUs or Comp Plan rates will supersede any discrepancies in this document

Menlo Park Fire Protection District Salary Schedule
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For Board Approval at June 2019 Meeting

Mgmt. & Conf.	Senior Management Analyst	7/1/2019	40 hours Non-Exempt	\$ 42.90	\$ 53.62	\$ 64.35	Hourly
				\$ 3,717.76	\$ 4,647.20	\$ 5,576.64	Semi Monthly
				\$ 7,435.52	\$ 9,294.40	\$ 11,153.28	Monthly
				\$ 89,226.23	\$ 111,532.79	\$ 133,839.35	Annually
Chief	Fire Chief	7/1/2019	Exempt	\$ 12,416.67		\$ 12,416.67	Semi Monthly
				\$ 24,833.33		\$ 24,833.33	Monthly
				\$ 298,000.00		\$ 298,000.00	Annually
Chief Officers	Deputy Chief	7/1/2019	Exempt	\$ 100.13	\$ 125.17	\$ 150.20	Hourly
				\$ 8,678.27	\$ 10,847.83	\$ 13,017.40	Semi Monthly
				\$ 17,356.53	\$ 21,695.67	\$ 26,034.80	Monthly
				\$ 208,278.39	\$ 260,347.99	\$ 312,417.59	Annually
Chief Officers	Division Chief/ Fire Marshal	7/1/2019	Exempt	\$ 90.15	\$ 112.68	\$ 135.22	Hourly
				\$ 7,812.77	\$ 9,765.96	\$ 11,719.16	Semi Monthly
				\$ 15,625.54	\$ 19,531.93	\$ 23,438.31	Monthly
				\$ 187,506.50	\$ 234,383.13	\$ 281,259.76	Annually
Chief Officers	Battalion Chief	7/1/2019	56 hours Exempt	\$ 57.97	\$ 72.46	\$ 86.95	Hourly
				\$ 7,033.17	\$ 8,791.46	\$ 10,549.76	Semi Monthly
				\$ 14,066.34	\$ 17,582.93	\$ 21,099.51	Monthly
				\$ 168,796.10	\$ 210,995.13	\$ 253,194.16	Annually
Limited	Public Service Assistant I/II/III	1/9/2019	40 hours Non-Exempt	\$ 11.00	\$ 47.00	\$ 83.00	Hourly
				\$ 953.33	\$ 4,073.33	\$ 7,193.33	Semi Monthly
				\$ 1,906.67	\$ 8,146.67	\$ 14,386.67	Monthly
				\$ 22,880.00	\$ 97,760.00	\$ 172,640.00	Annually
Limited	Intern	1/9/2019	>30 hours Non-Exempt	\$ 15.00	\$ 32.50	\$ 50.00	Hourly
				\$ 1,300.00	\$ 2,816.67	\$ 4,333.33	Semi Monthly
				\$ 2,600.00	\$ 5,633.33	\$ 8,666.67	Monthly
				\$ 31,200.00	\$ 67,600.00	\$ 104,000.00	Annually

MENLO PARK FIRE PROTECTION DISTRICT

STAFF REPORT

TO: Human Resources Committee

MEETING DATE: June 4, 2019

PREPARED BY: Michelle Kneier

ITEM: CONSIDER AND DISCUSS ESTABLISHING A POLICY ON BOARD INTERACTIONS AND RULES OF ENGAGEMENT

RECOMMENDATION

It is recommended that the Human Resources Committee:

1. Accept the report as presented; and
2. Discuss establishing a policy on Board interactions and rules of engagement.

BACKGROUND

On September 18, 2018, the Board approved a proposal from Citygate Associates to assist the Board with planning for improved functionality.

Following individual interviews with each Board member and two Special Board meetings facilitated by Stewart Gary, Mr. Gary submitted his final report which was presented to the Board at the March 19, 2019, Board meeting. The Board then tabled the item and referred it to the Human Resources Committee.

The Human Resources Committee has been discussing policy options to be forwarded to the Board for consideration.