



Southern Marin Fire Protection District

Board of Directors

President, Ashley Raveche, Vice-President, Pete Fleming, Secretary, Clifford Waldeck
Kurt Chun, Cristine DeBerry, Cathryn Hilliard, Thomas Perazzo

STAFF REPORT – Annual Board Compensation

Date

January 24, 2024

Topic

Annual Board Compensation Report - 2023

Background

On April 28, 2020, the Southern Marin Fire Protection District received a Grand Jury Report that concludes that Marin Government Agencies have not fully complied with State regulations related to web site transparency. This is a follow-up report to the March 2016 Grand Jury Report, titled, “Web Transparency Report Card.” Though the District complied with the first report, the Grand Jury found additional needs specifically related to transparency of both employee wages and benefits, and a focus on elected officials wages and benefits.

The Grand Jury further found that the Southern Marin Fire District has not previously posted to the website, a compiled and published report of the Board of Directors total annual compensation. The Grand Jury further recommends that this report be posted to the District’s Board of Directors page.

Summary

The District has implemented the required changes and prepared a response for the Grand Jury, as required by law. The Fire District will also begin publishing annually, the Board compensation information to the District’s website. The Marin Municipal Water District was cited as an example of a report that fully meets the Grand Jury’s expectations, which is the format adopted by staff for the Board to adopt.

Findings

The following table represents the summary of the Southern Marin Fire District's Board of Directors Annual Compensation for 2023.

Board of Directors Expenses 2023	Kurt Chun	Christine DeBerry	Peter Fleming	Cathryn Hilliard	Thomas Perazzo	Ashley Raveche	Clifford Waldeck	Stephen Willis
<i>Type of Activity or Benefit:</i>								
Regular Board Meetings	900	1000	1000	1100	1100	900	400	500
Board Committees & Other Special Meetings	200	200	300	3200	2700	100	100	200
Conferences, Training & Memberships	0	0	0	0	450	450	0	0
Medical/Dental Benefits	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	\$ 1,100	\$ 1,200	\$ 1,300	\$ 4,300	\$ 4,250	\$ 1,450	\$ 500	\$ 700

Recommendation(s)

The Fire Chief recommends that the Board of Directors receives the report and directs the Fire Chief to post the report on the District's website on the Board of Directors page.

Attachments:

1. Policy 1215 – Web Transparency
2. Policy 1216 - Compensation of Elected or Appointed Officials.

WEB TRANSPARENCY - COMPENSATION

1215.1 PURPOSE

To establish the Southern Marin Fire Protection District's policy for ensuring compliance with California Government Code Regulations related to Website Transparency Requirements for Government Agencies and Compensation.

California Government Code §53908 requires that government agencies that have websites, "shall post, in a conspicuous location on its internet web site, information on the annual compensation of its elected officials, officers, and employees that is submitted to the controller."

California Government Code §53892 requires that government agencies submit to the State Controller, "The annual compensation of a local agency's elected officials, officers, and employees in accordance with reporting instructions developed by the Controller pursuant to §53891 in consultation with affected local agencies."

1215.2 POLICY

The California Government Code Requires the posting of District Compensation Information to the District's website. The District's website will post the compensation information from the Controller's Government Compensation in California Internet Web site ("Public Pay Link"), to the District's website, and the information shall be posted/updated annually. There shall be a link to the employee's compensation, and a separate link to the Board of Directors Compensation. These links shall be available from the District's Home page in less than three clicks and five minutes. The District shall also post an Annual Staff Report reflecting the total compensation provided to Board Directors for the previous fiscal year.

1215.3 PROCEDURE

The Finance Manager shall produce, at the completion of each fiscal year, the following reports to the District's website in compliance with California Government Code §53908 and §53892:

- (a) Board of Directors Annual Compensation Report
- (b) Employees Annual Compensation Report

Additionally, the Fire Chief shall cause a Staff Report on the annual compensation of Board Directors to be produced for the Board of Directors, at a public monthly meeting. This report shall be posted to the District website following the public meeting.

COMPENSATION OF ELECTED OR APPOINTED OFFICIALS

1216.1 PURPOSE

The purpose of this document is to establish a consistent policy for compensating District elected or appointed officials for attending Board meetings, committee meetings and other official business.

For purposes of this policy, elected or appointed officials shall mean those persons elected or appointed to fill a position on the District's Board of Directors, and committee members or others designated to represent the District at an approved function.

1216.2 POLICY

The Southern Marin Fire Protection District is subject to various provisions of state law concerning compensation of its Board of Directors for attending meetings of the Board and serving as a representative of the District at other business functions. Assembly Bill 1234, which became effective on January 1, 2006, instituted in part the following sections of the Government Code:

§53232.1(a) When compensation is otherwise authorized by statute, a local agency may pay compensation to members of a legislative body for attendance at the following occurrences:

- (a) A meeting of the legislative body.
- (b) A meeting of an advisory body.
- (c) A conference or organized educational activity conducted in compliance with subdivision (c) of §54952.2, including, but not limited to, ethics training required by Article 2.4 (commencing with §53234).

§53232.1(b) A local agency may pay compensation for attendance at occurrences not specified in subdivision (a) only if the governing body has adopted, in a public meeting, a written policy specifying other types of occasions that constitute the performance of official duties for which a member of the legislative body may receive payment.

The Southern Marin Fire Protection District's Board Policy Manual include the following sections that relate to compensation for Board members:

Each director shall receive as compensation a maximum of one hundred dollars per meeting for attendance at meetings of the board, or for service rendered as a member of the board by request of the board. No director may receive compensation of more than four hundred dollars compensation per month.

The Southern Marin Fire Protection District authorizes payment to any Board member at the established compensation rate for attending Board meetings and the following SMFD committee meetings:

District Personnel Committee

Southern Marin Fire District

Fire Policies

COMPENSATION OF ELECTED OR APPOINTED OFFICIALS

District Finance Committee

District Emergency & Disaster Preparedness Committee

District Building Committee (Ad Hoc)

Shared Services (Ad Hoc)

In addition, the Southern Marin Fire Protection District authorizes payment of the meeting compensation rate to the Board members designated as principal liaison, or alternate to the principal, if the principal does not attend, for attendance at the following meetings or other District business as authorized by the Board President:

Marin Emergency Radio Authority (MERA)

Marin Wildfire Protection Authority (MWPA)

Southern Marin Emergency Medical Paramedic System (SMEMPS)

SMFD and City of Mill Valley Joint Shared Services Committee

1216.3 AUTHORIZATION AND APPROVAL OF COMPENSATION

To ensure proper accounting of expenses, Directors will notify the Clerk of the Board on a monthly basis concerning the meetings that they attended during that month. The Clerk of the Board will compile the compensation report and verify its accuracy with each of the Board members.

The Fire Chief shall review and approve the compensation requests submitted by the elected or appointed officials.