

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF BOARD GOVERNED COUNTY SERVICE AREAS  
AND RECORD OF ACTION**

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS  
OF THE FOLLOWING:  
BIG BEAR VALLEY RECREATION AND PARK DISTRICT  
BLOOMINGTON RECREATION AND PARK DISTRICT  
SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT  
AND RECORD OF ACTION**

**May 24, 2022**

**FROM**

**LEONARD X. HERNANDEZ, Chief Executive Officer, County Administrative Office  
DAN MUNSEY, Fire Chief/Fire Warden, San Bernardino County Fire Protection District  
BRENDON BIGGS, Director, Department of Public Works – Special Districts**

**SUBJECT**

**Non-Represented Employee Compensation Plan**

**RECOMMENDATION(S)**

1. Acting as the governing body of the Board Governed County Service Areas, amend the Non-Represented Employee Compensation Plan, as on file with the Clerk of the Board of Supervisors, effective pay period 13, June 4, 2022.
2. Acting as the governing body of the San Bernardino County Fire Protection District, amend the Non-Represented Employee Compensation Plan, as on file with the Secretary of the Board of Directors, effective pay period 13, June 4, 2022.
3. Acting as the governing body of the Big Bear Valley Recreation and Park District, amend the Non-Represented Employee Compensation Plan, as on file with the Secretary of the Board of Directors, effective pay period 13, June 4, 2022.
4. Acting as the governing body of the Bloomington Recreation and Park District, amend the Non-Represented Employee Compensation Plan, as on file with the Secretary of the Board of Directors, effective pay period 13, June 4, 2022.

(Presenter: Leonard X. Hernandez, Chief Executive Officer, 387-4811)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Create, Maintain and Grow Jobs and Economic Value in the County.**

**Improve County Government Operations.**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**Ensure Development of a Well-Planned, Balanced, and Sustainable County.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost).

**Non-Represented Employee Compensation Plan**  
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Estimated costs from the amended Non-Represented Employee Compensation Plan for the Board Governed County Service Areas, Big Bear Valley Recreation and Park District, and Bloomington Recreation and Park District (collectively, Special Districts) and the San Bernardino County Fire Protection District (SBCFPD) are reflected in the following table. Also included in this table are costs for the Consolidated Fire Agencies of San Bernardino County (CONFIRE) positions covered by the Non-Represented Employee Compensation Plan.

Fiscal Year	Estimated Costs		
	Special Districts	SBCFPD	CONFIRE
2022-23	\$125,000	\$6,000	\$39,000
2023-24	\$328,000	\$16,000	\$116,000
2024-25	\$529,000	\$25,000	\$187,000
2025-26	\$680,000	\$32,000	\$240,000
Ongoing Annual Amount (2026-27 and thereafter)	\$682,000	\$32,000	\$240,000

CONFIRE is a Joint Powers Authority (JPA) with its own Board of Directors. The JPA was established in 1990 to provide communications, dispatch, computer information systems support (IS), and geographic information systems (GIS) to its member and contract agencies. As the largest member/contract agency of CONFIRE, SBCFPD will ultimately fund approximately 50% of CONFIRE's costs.

In addition to the ongoing costs above, the amended Non-Represented Employee Compensation Plan includes a one-time cost for COVID-19 premium bonus pay as estimated in the following table:

Special Districts	SBCFPD	CONFIRE
\$223,000	\$206,000	\$47,000

It is expected that this cost will be reimbursed by the County through an allocation of American Rescue Plan Act (ARPA) funding, contingent upon the cost being eligible under ARPA guidelines.

**BACKGROUND INFORMATION**

The Non-Represented Employee Compensation Plan (Plan) sets the terms, compensation, and other working conditions for non-represented employees in Special Districts, SBCFPD, and CONFIRE.

To ensure consistency with compensation and benefits recently provided to exempt employees and represented employees, it is proposed that the Plan be revised as follows:

- Effective July 30, 2022, provide all classifications in the Non-Represented Employee Compensation Plan with an additional 1% across the board salary increase.
- Provide all classifications in the Non-Represented Employee Compensation Plan a 3% across the board salary increase effective February 25, 2023, February 24, 2024, and February 22, 2025.
- Update classification and salary range structure to reflect changes approved in the County's 2021-22 First Quarter Budget Report.

**Non-Represented Employee Compensation Plan**  
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- Add a provision to request an adjustment to a salary step to maintain salary equity within the system to align with the majority of bargaining units.
- Update sections of the Medical and Dental Coverage provision to provide clarity for administration.
- Add June 19<sup>th</sup> (Juneteenth) as a Fixed Holiday and update the Maximum Holiday Leave Accrual Balance to reflect the addition of the new holiday.
- Update Medical Premium Subsidy (MPS) amounts.
- Update Recruitment Relocation Assistance.
- Rename Longevity Pay to Retention Pay.
- Provide the Director of Human Resources the authority, with the approval of the County's Chief Executive Officer, to provide Non-Represented Employee Compensation Plan employees COVID-19 Premium Pay consistent with COVID-19 premium pay provided to the majority of the bargaining units.

**PROCUREMENT**

Not Applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on May 12, 2022; Human Resources (Diane Rundles, Director, 387-5570 and Leonardo Gonzalez, Deputy Director/Labor Chief, 387-5568) on May 12, 2022; County Finance (Abigail Buecheler, Administrative Analyst, 387-4603) on May 16, 2022; County Finance (Tom Forster, Administrative Analyst, 387-4635) on May 16, 2022; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on May 16, 2022.

**Non-Represented Employee Compensation Plan  
May 24, 2022**

Record of Action of the Board of Supervisors  
Board Governed County Service Areas

Record of Action of the Board of Directors  
Big Bear Valley Recreation and Park District  
Bloomington Recreation and Park District  
San Bernardino County Fire Protection District

**APPROVED (CONSENT CALENDAR)**

Moved: Curt Hagman   Seconded: Janice Rutherford  
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY   
DATED: May 24, 2022



cc:     File - Administrative Office w/attach  
CCM   06/2/2022