

**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**

July 13, 2021

**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, effective pay period 16, 2021.
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 Clerk of the Board, effective pay period 16, 2021.
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 Clerk of the Board, effective pay period 16, 2021.
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 Clerk of the Board, effective pay period 16, 2021.

(Presenter: Leonard X. Hernandez, Chief Executive Officer, 387-5418)

**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  
July 13, 2021**

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) since 17 of their positions are covered by the Non-Represented Employee Compensation Plan.

Fiscal Year	Estimated Costs		
	Special Districts	SBCFPD	CONFIRE
2021-22	\$159,930	\$9,618	\$60,414
2022-23	\$328,660	\$18,428	\$122,765
Ongoing Annual Amount (2023-24 and thereafter)	\$347,763	\$19,397	\$129,807

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.

Appropriation for these costs will be included in a future quarterly budget report, if needed, and future recommended annual budgets.

**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:

- Provides a 2.5% across-the-board wage increase effective July 31, 2021 and a 3% across-the-board wage increase effective July 30, 2022, subject to certain requirements.
- Establishes new salary ranges for classifications impacted by California’s minimum wage increases during the term of the MOU.
- Increases the Medical Premium Subsidy for all coverage levels effective July 17, 2021, and July 16, 2022.
- Consistent with other agreements reached with represented bargaining units, provides an increase to the County contribution to the retirement medical trust.
- Establishes a \$10 Flexible Spending Account match for employees who select the County-sponsored Blue Shield Access + HMO Plan or Kaiser Choice HMO Plan, consistent with other agreements reached with represented bargaining units.
- Provides the Director of Human Resources the authority, with the approval of the County’s Chief Executive Officer, to provide employees covered by the plan up to 40 hours of COVID Leave consistent with the represented bargaining units.

**Non-Represented Employee Compensation Plan  
July 13, 2021**

The proposed amendments to the Plan will become effective pay period 16, 2021 should the Board approve this item.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Richard Luczak, Deputy County Counsel, 387-5455) on June 9, 2021; Human Resources (Diane Rundles, Human Resources Director, 387-5570) on June 9, 2021; Finance (Tom Forster, Administrative Analyst, 387-4635) on June 28, 2021; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on June 28, 2021.

**Non-Represented Employee Compensation Plan  
July 13, 2021**

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

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY  \_\_\_\_\_  
DATED: July 13, 2021



cc: File - Administrative Office Employee Compensation Plan  
w/attach  
CCM 07/19/2021