
MENLO PARK FIRE PROTECTION DISTRICT

STAFF REPORT

TO: Board of Directors
FROM: Human Resources

MEETING DATE: May 20, 2025
PREPARED BY: Kristin MacDonald
APPROVED BY: Francine Hunt

**ITEM: ADOPT A RESOLUTION APPROVING THE MASTER PAY SCHEDULE
FOR ALL DISTRICT EMPLOYEES**

RECOMMENDATION

It is recommended that the Board of Directors:

1. Accept the report as presented; and
2. Adopt a resolution approving the master pay schedule for all District employees.

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, even if those pay changes were previously approved by a separate Board action through approval of MOUs, compensation plans, and employment contracts. The Board previously approved a master pay schedule on February 18, 2025.

DISCUSSION

The new master pay schedule includes the following changes:

- Effective January 21, 2025 – the Board approved the creation of a new Fire Marshal classification. Additionally, the Board approved that the Division Chief/Fire Marshal classification become inactive upon retirement of the incumbent, and the organizational structure would include a Fire Marshal and a Division Chief as separate classifications and salary ranges.
- Effective March 18, 2025 – the Board approved the new classification of Project Manager.

The master pay schedule is inclusive of all classifications at the District as of May 20, 2025, including any classifications that are currently vacant. The master pay schedule is not a replacement for the position control document included in the budget, nor is it a replacement for pay tables in adopted MOUs. If there is a discrepancy between an MOU and the master pay schedule, the schedule will be updated to reflect the pay rates documented in the MOU. Approval of the master pay schedule is procedural in nature and does not allow the District to renegotiate compensation with the represented units.

ATTACHMENTS

- A. Master Pay Schedule
- B. Resolution