



**Sonoma County Fire District Board of Directors  
Special Board Meeting Agenda  
Wednesday July 1, 2026, at 12:00 pm  
1 East Cotati Ave  
Cotati, CA 94931**

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*The Board meeting agenda and all supporting documents are available for public review at 8200 Old Redwood Highway, Windsor, CA, 24 hours in advance of a scheduled board meeting. Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet, and not otherwise exempt from disclosure, will be made available for public inspection at the District Office at 8200 Old Redwood Hwy, Windsor, during normal business hours and on the website at [www.sonomacountyfd.org](http://www.sonomacountyfd.org). Copies of supplemental materials distributed at the Board meeting will be available for public inspection at the meeting location.*

*In accordance with the Americans with Disabilities Act, anyone needing special assistance to participate in this meeting should contact District Executive Assistant Kathy Washington at the District Office at 707-838-1170. Notification 48-hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.*

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

President Klick

Vice President Briare

Director So

Secretary/Treasurer Weaver

Director Hamann

Director Treanor

Director Tognozzi

**OPEN TIME FOR PUBLIC EXPRESSION**

(Three-minute time limit)

This is an opportunity for any member of the public to briefly address the District Board on any matter that does not appear on this agenda. Items that appear to warrant a lengthier presentation or Board consideration may be placed on the agenda for discussion at a future meeting.

**AGENDA ADJUSTMENTS**

*An opportunity for the Board President to approve adjustments to the current agenda.*

**PRESENTATION**

**SONOMA COUNTY PROFESSIONAL FIREFIGHTERS' ASSOCIATION PRESIDENT'S REPORT**

*An opportunity for the President of the Sonoma County Professional Firefighters Association to address the Board on matters of the Association.*

**PROFESSIONAL FIRE CHIEFS' ASSOCIATION PRESIDENT'S REPORT**

*An opportunity for the President of the Professional Fire Chiefs' Association to address the Board on matters of the Association.*

**DIRECTOR REPORTS**

*An opportunity for Directors to report on their individual activities related to District business.*

**FIRE CHIEF'S REPORT**



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Chief Busch will report on District administration and operations.

**CONSENT CALENDAR ITEMS**

These items can be acted on in one consolidated motion or may be removed from the Consent Calendar and separately considered at the request of any Director.

1. Approve revised Organizational chart.
2. Approve new Job Description for Fire Mechanic.
3. Approve updated Administrative/Miscellaneous Policy.

**ACTION ITEMS**

1. **RESOLUTION 2026-09: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY FIRE DISTRICT APPROVING THE REORGANIZATION OF THE DISTRICT TO ANNEX THE TERRITORY AND SERVICES OF THE RANCHO ADOBE FIRE PROTECTION DISTRICT AND CERTAIN TERRITORY OF COUNTY SERVICE AREA NO. 40; AND DELEGATING AUTHORITY TO THE BOARD PRESIDENT AND FIRE CHIEF TO EXECUTE NECESSARY DOCUMENTS AND TAKE NECESSARY ACTIONS TO COMPLETE THE REORGANIZATION**

The Board will consider approval to adopt Resolution 2026-09 which implements a variety of administrative, financial, and governance executory actions to complete the Sonoma County LAFCO-approved consolidation of the territory and services of the Rancho Adobe Fire Protection District and certain territory of County Service Area No. 40 into the District.

2. **RESOLUTION 2026-10: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY FIRE DISTRICT APPROVING THE PAYMENT OF THE STIPEND BUYOUT OF POST-RETIREMENT MEDICAL BENEFITS FOR FORMER RANCHO ADOBE FIRE PROTECTION RETIREE AND FORMER DISTRICT DIRECTOR PETE ALBINI**

The Board will consider approval to adopt Resolution 2026-10, for a similar post-retirement medical benefits buyout offered and completed with two other Rancho Adobe Fire Protection District retirees.

3. **APPROVAL OF PRIORITY PURCHASES EXCEEDING \$50,000 FOR FY 2026-2027**  
*The Board will consider approving the identified priority purchases exceeding \$50,000, as included in the Fiscal Year 2026-2027 preliminary budget and authorize the Fire Chief to proceed with procurement in accordance with the District's procurement policies.*

4. **RESOLUTION 2026-11 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY FIRE DISTRICT ADOPTING THE WAGES AND BENEFITS DESCRIBED IN THE AGREEMENT BETWEEN THE SONOMA COUNTY FIRE DISTRICT AND THE DIVISION AND BATTALION CHIEFS**

*The Board will consider adopting Resolution 2026-11, which adopts and approves the wages, benefits, and working conditions outlined in the Administrative Agreement, which has a one-year term.*



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5. **HUMAN RESOURCE MANAGER EMPLOYMENT CONTRACT**

*The Board will consider approving the employment contract for Kristina Holloway as Human Resource Manager, effective July 1, 2026, and has a 3-year term.*

**COMMUNICATIONS**

**CLOSED SESSION**

1. Conference with Real Property Negotiator (Government Code Section 54956.8)  
Property: 16290 5<sup>th</sup> street, Guerneville, CA 95446  
Agency Negotiator: Chief Busch  
Under Negotiation: Price and terms of payment under negotiation

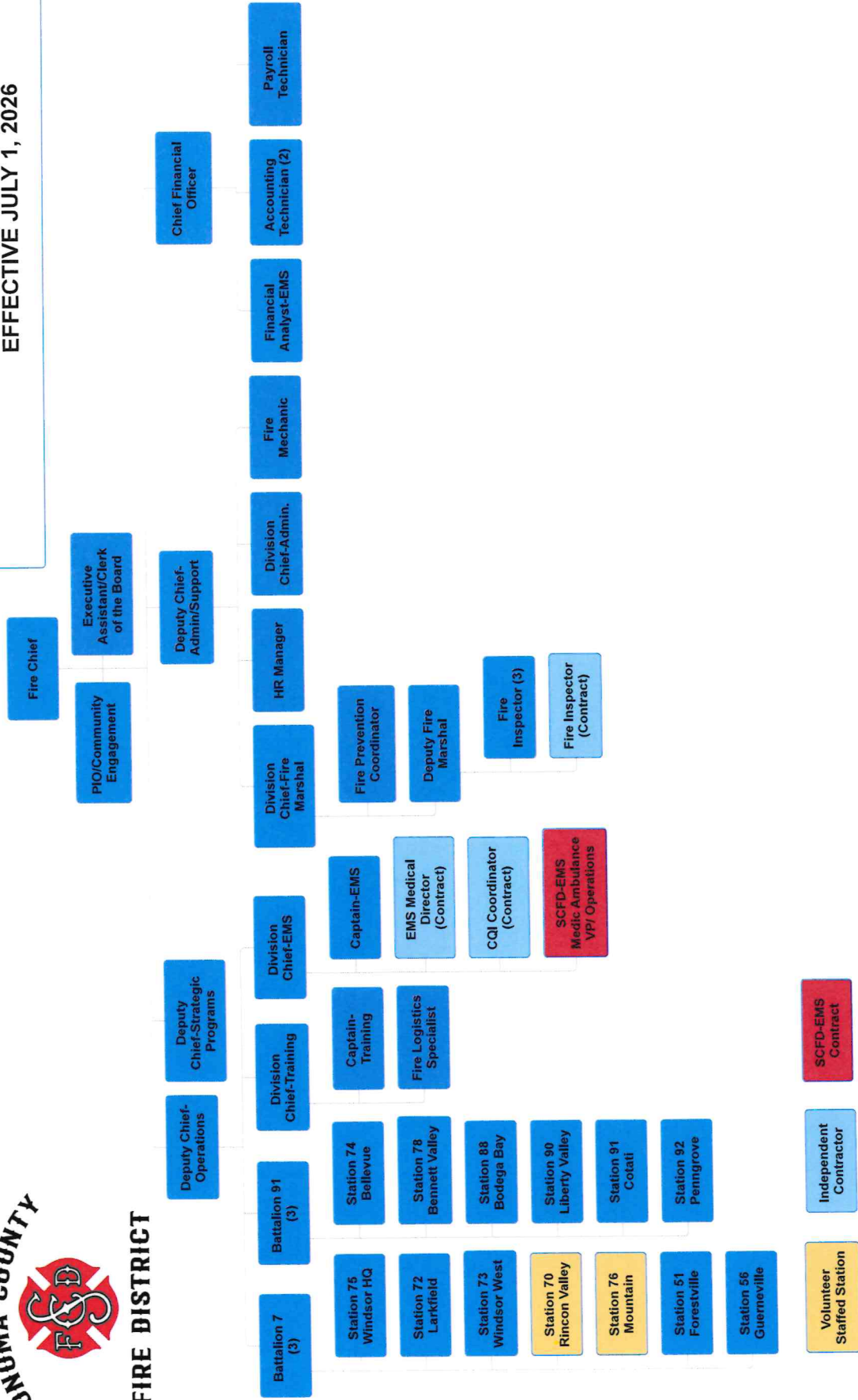
**REPORT OUT ON CLOSED SESSION**

**ADJOURNMENT**



# SONOMA COUNTY FIRE DISTRICT

## SONOMA COUNTY FIRE DISTRICT EFFECTIVE JULY 1, 2026



## Job Description

### Fire Mechanic Sonoma County Fire District

**Class Title:** Fire Mechanic  
**Status:** FLSA Non-exempt Non-safety  
**Hours:** Fulltime  
**Supervised by:** Deputy Chief of Support  
**Number of Positions:** 1  
**Probation:** At-Will

**Definition:**

Under broad supervision of the Deputy Chief of Support or his/her designee, the Fire Mechanic performs various skilled duties by performing minor and major repairs and maintaining all fire apparatus, including utility, individual staff vehicles, and departmental equipment. This also includes but is not limited to, a complete range of preventative maintenance, and diagnosis of diesel and gasoline-powered vehicles and equipment, with the ability to adjust as required.

**Supervision Received and Exercised:**

Receives supervision and direction from the Deputy Chief of Support or his/her designee.

**Class Characteristics:**

This is a non-safety position.

**Essential Duties and Responsibilities:**

- **INSPECTS:** All department vehicles to ensure they meet proper safety protocols and are in standard working order.
- **SERVICE AND MAINTAIN:** All District vehicles including but not limited to, fire engines, ambulances, utility trucks, trailers, aerial ladder truck, and passenger vehicles to ensure proper working order all while providing for the safety of the employee. Perform regular servicing and preventative maintenance on all District vehicles and apparatus performing tune-ups, lube, oil, filter, and chassis lubrication. The Fire Mechanic will also diagnose, service, maintain, and repair such things as; fire pumps, relief valves, and other control or plumbing equipment (proper certification required).
- **INSPECT, DIAGNOSE, AND REPAIR:** All District vehicles including but not limited to, fire engines, ambulances, aerial ladder truck, passenger vehicles, utility trucks, trailers, power train components, transmissions, transfer cases, differentials, hydraulic and pneumatic brake systems with any related components, steering and suspension systems with any related components, and electrical circuits.
- **INSPECT, DIAGNOSE, REPAIR, AND INSTALL:** Complex electrical systems, installation of emergency lighting, sirens, and communication equipment.
- **OPERATE:** All shop equipment and machine tools safely and efficiently
- Responds to the scene of an Incident in the fire mechanic vehicle as requested by the Incident Commander while on and off duty for vehicle and equipment problems and incident support in non-IDLH environments

## Job Description

### Fire Mechanic Sonoma County Fire District

#### Related Functions

- Performs routine shop maintenance and clean-up and dispose of hazardous materials according to established procedures.
- Keep records of work assignments for bookkeeping and tracking purposes.
- High potential for required response to emergency breakdowns to make temporary and/or permanent repairs in the field.
- Ability to perform welding and fabricating work when applicable

#### Essential Duties and Responsibility During a Declared Emergency (shift in priorities during an emergency):

- May be assigned to perform activities in an emergency operations center during an emergency.

#### Qualifications:

##### Knowledge of:

- Heavy duty vehicles, trucks, and fire apparatus equipment.
- Diagnostic, overhaul, and repair techniques for heavy gasoline and diesel-powered equipment, fire equipment and related components such as fire pump transmissions, valves, aerial ladders, foam systems, etc.
- Principles and practices of repair, overhaul, servicing and preventive maintenance of heavy and light gasoline and diesel-powered equipment.
- Applicable local, state, federal rules, regulations, and laws; CAL/OSHA requirements, and other relevant codes and regulations.
- Techniques, methods, materials, tools, and equipment used in the overhaul, servicing, and preventive maintenance of heavy and light vehicles and gasoline and diesel-powered equipment.
- Safe work methods and safety practices pertaining to the work.
- Operation and maintenance of a wide variety of equipment, hand, shop, and power tools used in the work, including stick, MIG and TIG welding equipment.
- Record keeping principles and procedures.
- Shop arithmetic.
- Computer applications related to work, including inventory control and fleet record keeping.
- Communication techniques for providing a high level of customer service to internal and external personnel.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

##### Ability to:

- Physical ability to carry objects weighing up to 75 lbs.
- Understand and effectively carry out oral and written instructions.
- Communicate effectively in writing, and orally with others to assimilate, understand, and convey information, and in a manner consistent with job functions.
- Ability to work well with others.
- Ability to operate assigned equipment.

## Job Description

### Fire Mechanic Sonoma County Fire District

- Perform assignments, safely maintain equipment, understand and carry out safety policies, rules, and regulations, and properly use safety equipment at ALL times.
- Establish and maintain effective working relationships with all of those contacted in the course of work.
- Must be willing to work inside and outside the shop (conditions taken into consideration) and may be exposed to normal shop environment noise, chemicals, dust, etc. Proper PPE will be provided and must be used in accordance with District policies.
- Ability to represent the District in a professional manner when in a public setting and take a proactive approach to problem-solving.
- Recognize and diagnose fire apparatus and other heavy equipment.
- Repair and overhaul heavy gasoline and diesel-powered equipment and related fire components.
- Read and comprehend schematics, fabricate special bodies, parts, and essentials as necessary.
- Identify and implement effective courses of action to complete assigned work.
- Make extensive repairs of motors, transmissions, differentials, chassis parts, and electrical, fuel, ignition, cooling, steering, hydraulic and air systems, including proper testing and adjustments.
- Operate a wide variety of hand and power tools in a skillful manner, including cutoff tools, drills, grinders, MIG/TIG welders, and stick welders.
- Conduct safety inspections and establish safe procedures.
- Estimate needed materials and labor and secure sufficient quantities.
- Inspect the work of others and maintain established quality control standards.
- Work effectively without immediate supervision.
- Read, interpret, and understand manuals, specifications, and drawings.
- Practice safe work habits.
- Maintain clear and accurate records.
- Make accurate arithmetic calculations.
- Independently organize work, set priorities, meet critical time deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.
- Drive and Operate fire district apparatus

#### Experience, Education and Certification:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying, such as the following:

- High school diploma or GED required.
- ASE Certified Master Automobile Technician
- Emergency Vehicle Technician I certification required, or must be obtained within one year of hire.

## **Job Description**

### **Fire Mechanic Sonoma County Fire District**

- Valid California Commercial Driver's License, Class A, B or C with a Fire Endorsement required by hire date.
- Desirable Qualifications and Certification:
  - ASE Master Medium-Heavy Truck Technician
  - Emergency Vehicle Technician II and/or Emergency Vehicle Technician III

#### **Physical Demands:**

- While performing the duties of this job, the employee is:
- frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- regularly required to stand, walk, sit, or reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl.
- required to perform moderate to heavy physical labor for extended periods of time. The employee must occasionally lift and/or move up to 150 pounds. The employee must be physically fit to load and unload vehicles.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must have the ability to drive vehicles, operate a personal computer, read small print on documents and maps, detect subtle shades of color, hear and speak well enough to communicate over the telephone, radio, and in person.

#### **Work Environment:**

- While performing the duties of this job, the employee may occasionally be required to walk over rough terrain, climb hills, open and close heavy gates, and work outdoors for long periods of time in various weather conditions, which may include occasional exposure to wet, humid, hot, and inclement weather conditions.
- May work near moving mechanical parts, in confined spaces, around crowds, with loud noises, and with limited visibility.

# Administrative / Miscellaneous Staff Policy



## COMPENSATION & BENEFITS

Effective July 1, 2026 - June 30, 2027

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## INTRODUCTION

This document reflects the salary, benefits, and working conditions for the full-time non-safety, miscellaneous positions unless otherwise covered under individual employment agreements. Miscellaneous positions include:

- Executive Assistant / Clerk of the Board (1)
- Financial Analyst - EMS (1)
- Accounting Technician (1)
- Payroll Technician (1)
- Prevention Coordinator (1)
- Community Engagement Coordinator / Public Information Officer (PIO) (1)
- Fire Logistics Specialist (1)
- Fire Mechanic (1)

## EFFECTIVE DATE

July 1, 2026. This version of the Administrative / Miscellaneous Staff Compensation & Benefits policy supersedes all prior versions adopted by the District.

## DEFINITIONS

- A. **“Administrative Management”** - shall mean a non-supervisory position that performs advanced administrative, analytical, and professional duties in support of departmental programs and organizational objectives. Employees in this classification exercise a high level of independent judgment, manage complex projects or functional areas, and provide expert recommendations to management.
- B. **“Anniversary Date”** – shall mean the first day of the month an employee starts employment with the District
- C. **“Board”** – shall mean the Board of Directors of the Sonoma County Fire District
- D. **“Chief”** – shall mean the Fire Chief of the Sonoma County Fire District
- E. **“Comp Time Off (CTO)”** – shall mean paid time off given to employees instead of overtime pay for extra hours worked.
- F. **“District”** – shall mean the Sonoma County Fire District
- G. **“Employee(s)”** – shall mean all Miscellaneous and Support employees who are covered by this policy
- H. **“Exempt”** – shall mean an employee who is not entitled to overtime pay, rest break/overtime rules, or minimum wage protections, because their job duties and salary meet specific legal criteria

- I. **“Non-exempt”** – shall mean an employee who is entitled to overtime pay, minimum wage, meal/rest breaks, and other wage-and-hour protections under the Fair Labor Standards Act (FLSA) and California state law
- J. **“Retirement”** – shall mean an action by which an employee has terminated their employment with the District and retiring through the Public Employees Retirement System
- K. **“Salary Exempt”** – shall mean an exempt employee who is paid a fixed salary and is exempt from overtime
- L. **“Salary Non-Exempt”** – shall mean a non-exempt employee that is paid a fixed salary but is entitled to overtime pay for hours worked beyond the 40 hour workweek

**EMPLOYMENT STATUS, WORK PERIOD, SALARIES, OTHER COMPENSATIONS**

***Work Period and Employment Status***

<b>Position</b>	<b>Typical Work Week</b>	<b>Work Status</b>
<b>Administrative Management Positions:</b>		
<b>Executive Assistant / Clerk of the Board</b>	40/Week	Salary / Exempt
<b>Financial Analyst - EMS</b>	40/Week	Salary / Exempt
<b>All Additional Positions:</b>		
<b>Accounting Technician</b>	40/Week	Salary / Non-Exempt
<b>Payroll Technician</b>	40/Week	Salary / Non-Exempt
<b>Prevention Coordinator</b>	40/Week	Salary / Non-Exempt
<b>Community Engagement Coordinator / PIO</b>	40/Week	Salary / Non-Exempt
<b>Fire Logistics Specialist</b>	40/Week	Salary / Non-Exempt
<b>Fire Mechanic</b>	40/Week	Salary / Non-Exempt

***At-Will, Non-Permanent/Career Status***

The employee classifications covered by this policy are designated as at-will and non-permanent/career positions. Employees in these classifications may be terminated by the District at any time, with or without cause, and with or without prior notice. These employees are

expressly excluded from all constitutional and statutory protections afforded to permanent public-sector employees under California law, including any rights to pre- or post-disciplinary appeal procedures. If any District rule, policy, or procedure conflicts with this provision, the language in the applicable classification's job description shall govern.

This provision does not apply to any District employees who were hired prior to November 1, 2025, provided that such employees were permanent/career employees of the District by or before this date, based upon the terms of the job description for their classification at their time of hire or their employment offer letter.

### **Work Periods**

Employees covered by this Policy may request one of the following regular work schedules, subject to business needs and approval by their supervisor:

1. A five-day, eight-hour (5/8) work schedule
2. A four-day, ten-hour (4/10) work schedule
3. A nine-day, eighty-hour (9/80) work schedule

Employees may request flexible start and end times within their selected schedule with supervisor approval. Employees may also elect either a thirty-minute (1/2-hour) or sixty-minute (1-hour) unpaid lunch period. In addition, non-exempt employees are entitled to two paid fifteen-minute rest breaks each workday, which should be scheduled to meet business needs.

All schedule selections, changes to schedules, and flex-time arrangements require prior approval from the employee's supervisor and must support the operational and service needs of the District.

### **Salaries**

Salaries are set forth in the salary schedule attached to this document as Appendix A.

### **Overtime Pay / CTO**

Miscellaneous non-exempt employees shall receive time and one-half (1.5) for all overtime worked. This includes overtime for District related events as approved by the employee's supervisor. Overtime is based on the employees' base hourly rate per FLSA.

In lieu of receiving overtime pay, a non-exempt employee may request to accrue compensatory time off (comp time) at the applicable overtime rate (for example, one and one-half hours of comp time for each hour of overtime worked).

All comp time must be approved in advance by the employee's supervisor and must comply with FLSA requirements and District policy. Comp time balances may not exceed a maximum of 120

hours. Once an employee reaches the maximum accrual limit, any additional overtime worked shall be paid in cash at the appropriate overtime rate.

Employees may request to use accrued comp time, subject to supervisory approval and operational needs. Supervisors may also direct employees to use comp time to manage accrual levels when necessary.

Upon separation from the District, any unused compensatory time shall be paid out at the higher of:

1. the employee's final regular rate of pay, or
2. the employee's average regular rate of pay over the last three (3) years of employment, consistent with applicable law.

Exempt employees are not eligible for overtime compensation as work performed in excess of forty (40) hours in a workweek does not result in overtime pay. However, when an exempt employee's job duties require them to work more than forty (40) hours in a workweek, the employee may request reasonable flex time. Flex time must be requested in advance and must be approved by the employee's supervisor. Approval of flex time is at the discretion of the supervisor and shall be based on business needs.

Overtime will only be approved for work that is not currently compensated by any other compensatory tool.

### **Emergency Call Back/ Mandated Staffing Periods / Recall Pay**

The District may recall personnel after-normal business hours due to significant emergency incidents (fire, rescues, disasters) and to provide additional staffing during periods of elevated community risk. Staff who have been recalled shall be paid overtime for any hours worked beyond normal hours. Recalls of personnel will be determined by the Fire Chief.

### **Deferred Compensation**

The District will contribute a dollar for dollar match of up to **\$200 per month** toward each employee's contribution to the PERS 457 plan. Administrative Management employees shall receive an enhanced District match of up to **\$300 per month**.

### **RETIREMENT**

Retirement benefits for all employees covered by this Policy shall be provided in accordance with the current California Public Employees' Retirement System (CalPERS) contract.

Classic miscellaneous employees (hired before January 1, 2013) with 2.7% @55 plan, formula. Classic employees shall pay the amount set annually by PERS.

Miscellaneous PEPRAs employees (hired after January 1, 2013) with 2% @ 62 plan formula. PEPRAs employees will pay up to 50% of the normal cost, as set annually by PERS, contribution of applicable salary.

Pursuant to government code section 20965, the employee may elect to convert unused sick leave to CalPERS service credit.

## **PAID TIME OFF**

### **Sick Leave**

Miscellaneous Employees shall accrue sick leave according to the following schedule:

Years of Service	Hours Accrued Per Month
0 – 15 (0 – 180 months)	10
16 + (181 + months)	16

The District will pay the employee thirty percent (30%) of all unused sick leave accrued by the employee at the time of separation based on the employee's hourly rate of pay inclusive of applicable incentives. Not applicable if service credit option for retirement is chosen with CalPERS.

### **Bereavement Leave**

Miscellaneous Employees shall be allowed up to 40 hours of time off with pay in the event of a death in the immediate family, which shall include the employees' existing spouse or registered domestic partner, child, step or foster child, mother, father, mother-in-law, father-in-law, brother, sister, grandparents, stepparents, foster parents, or any close relative residing in the employee's household.

In the event of a death of an employee's family who is not specifically listed above, the employee is granted one day off with pay.

The District may, at its discretion, approve a request for additional time off as bereavement leave where out-of-state travel is required or when an employee's emotional condition so warrants. Any such requests, if granted, shall be deducted from the employee's accrued sick or vacation leave, as appropriate.

**Vacation**

<b>Years of Service</b>	<b>Hours Accrued Annually</b>
0 – 3 (0 – 36 months)	80
4 - 7 (37 - 84 months)	120
8 – 11 (85 – 132 months)	160
12 – 15 (133 – 180 months)	200
16 + (181+ months)	240

**Maximum Allowable Accumulated Vacation**

Vacation balance maximum shall be two (2) years of accrual.

Should an employee reach the maximum vacation accrual the District shall pay hours in excess to the employee at their regular rate of pay.

Employees on extended "sick or injury" leave or vacation that has been canceled by the District, shall have vacation time in excess of the maximum allowed carried forward by written request approved by the Fire Chief.

Upon termination of employment or retirement, employees will be paid for their accrued but unused vacation leave hours.

The District agrees to revisit this section of the Policy upon receipt of the District's 2027 health insurance rates.

**Holidays**

The District recognizes the following holidays. If the holiday falls on a weekend day, the following Monday may be taken off. Holidays do not transfer year to year and have no cash value.

New Year's Day	Martin Luther King Jr. Day
Presidents Day	Memorial Day
Juneteenth	Independence Day
Labor Day	Veterans Day
Thanksgiving Day	Friday after Thanksgiving Day
Christmas Eve	Christmas Day
Floating Holiday (1)	

Employees are granted one Floating Holiday each calendar year. A Floating Holiday is equal to the number of hours in the employee's regularly scheduled workday. For example, employees on a 5/8 schedule receive eight (8) hours of Floating Holiday leave; employees on a 4/10 schedule receive ten (10) hours; and employees on a 9/80 schedule receive the number of hours they are normally scheduled to work on a given workday.

Floating Holidays may be taken in increments of one (1) hour or more and must be used within the calendar year. Scheduling and use of the Floating Holidays are subject to supervisory approval and operational needs.

### **Alternative Leave**

Alternative Leave is to recognize the unique responsibilities of the Administrative Management positions. These positions may occasionally require work beyond a standard workweek, and exempt employees are not eligible for overtime compensation under applicable wage-and-hour laws. Alternative Leave provides a mechanism to support work-life balance for exempt administrative staff whose job duties may necessitate extended work periods.

Alternative Leave is available only to employees classified as Administrative Management employees. Because the other positions covered under this policy receive direct monetary compensation for additional hours worked, the Alternative Leave program is not applicable to those positions.

Administrative Management employees shall receive sixty (60) hours of Alternative leave per calendar year. Alternative leave hours do not transfer year to year and do not hold cash value.

### **Jury Duty**

In the event of a jury summons, no deduction will be made from the salary of any employee while serving on jury duty. Employees are to return to work immediately following a release from jury duty if jury duty concludes during a work period.

### **Catastrophic Leave**

Employees that suffer a catastrophic illness or injury to themselves or an immediate family member shall be eligible to receive leave from another employee to cover any loss of income for the employee's absence from their regular schedule. The employee must have exhausted both their own vacation and sick leave banks. The qualifying event will be defined by the FMLA Regulatory Guidelines; except the requirement for minimum service time may be waived.

## **BENEFITS**

### **Health Insurance**

All eligible employees and their eligible dependents may participate in the District provided group health insurance plans, in accordance with the terms, conditions, and eligibility requirements established by the District and the plan providers.

For purposes of plan eligibility, "eligible dependents" include an employee's spouse or registered domestic partner, as well as other dependents as defined by the plan. A domestic partner is defined as an individual who meets the criteria set forth under applicable California law, including registration of the domestic partnership with the California Secretary of State or meeting all statutory requirements for a qualifying domestic partnership. Eligibility of domestic partners and their dependents is subject to the rules and documentation requirements of the plan providers and applicable laws. Dependent eligibility requirements apply to all health insurance plans offered by the District.

### **Medical Insurance**

Regardless of the medical plan chosen by the individual employee, the District shall pay the actual premium charged by the approved health care provider for providing coverage to the employees and their dependents under the terms of the plan up to the following monthly maximum amounts:

Employee with no dependents	\$1,188/month
Employee with 1 dependent	\$1,976/month
Employee with 2 or more dependents	\$2,445/month

The employee may choose any plan made available to the District. The employee shall be responsible for paying the difference between the amounts listed in the item above and the actual cost of the plan selected. Any difference shall be deducted monthly from the employee's pay.

The District offers an I.R.S. Section 125 Plan for the portion of the premiums for medical benefits that are the responsibility of the employee to pay.

For individual employees who waive medical coverage provided by the District, the District shall pay a medical stipend of \$500 per month in-lieu of coverage. That employee will then be entirely responsible for their own medical insurance. Employees who elect this option must provide annual proof of alternative medical insurance coverage to the District.

The District agrees to revisit this section of the Policy upon receipt of the District's 2027 medical insurance rates. We will meet to discuss any necessary adjustments to the maximum employer contribution levels.

### **Dental Insurance**

The District shall pay up to \$155 of the actual premium charged by the approved dental insurance provider for providing coverage to the employees and their dependents under the terms of the plan.

The difference will be deducted from the employee's pay each month.

### **Vision Insurance**

The District shall pay up to \$9.00 of the actual premium charged by the approved vision insurance provider for providing coverage to the employees and their dependents under the terms of the plan.

The difference will be deducted from the employee's pay each month.

### **Life Insurance**

The District shall provide all eligible employees with District-paid basic life insurance and accidental death and dismemberment (AD&D) coverage in the amount of twenty-five thousand dollars (\$25,000). In addition to the District-paid benefit, employees may elect to purchase supplemental life insurance and supplemental AD&D coverage for themselves, as well as optional life and AD&D coverage for an eligible spouse or registered domestic partner and eligible dependent children. All supplemental coverage is voluntary, employee-paid, and subject to the terms, conditions, and eligibility requirements of the District's insurance provider.

### **Long Term Disability Insurance (LTD)**

All eligible employees participate in the District-provided group LTD plan, in accordance with the terms, conditions, and eligibility requirements established by the District and the LTD plan provider.

The District shall pay 100% of the actual premium charged under the terms of the program.

### **CSFA Membership**

The District will pay 100% of CSFA dues for all employees.

### **Employee Assistance Program (EAP)**

The District shall provide an Employee Assistance Program (EAP) at no cost to employees covered by this Policy. The EAP will offer confidential counseling and support services for

personal, family, and work-related concerns, consistent with the terms and resources of the District's EAP provider.

## **OTHER PROVISIONS**

### **Management Rights**

The District, on its own behalf and on the behalf of the taxpayers of the District, hereby retains and reserves the right, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in by the laws and the Constitution of the State of California and the United States including but without limiting the generality of the foregoing the right.

### **Uniforms/ Apparel**

The District will provide apparel or uniforms to employees based on the needs of their position. Positions that **require a uniform** will receive **additional uniform items** as outlined and approved by a Program Manager per District Uniform Policy. All items are issued initially and replaced as needed.

Office Staff - Business Casual (No Required Uniform)

- One polo shirt
- One pullover sweater or similar item

Positions Requiring Uniforms or Additional Apparel

The following positions will receive one (1) polo shirt and three (3) full sets of uniforms in addition to the items listed below:

- Fire Logistics Specialist: work shirts and black boots.
- Community Engagement Coordinator/PIO: one Class A uniform and boots.
- Fire Mechanic: Coveralls, work shirts and work boots

Employees are responsible for laundering and maintaining their uniforms. District laundry facilities and supplies are available for use. The District will continue to provide laundry service for the Mechanic for shop towels and coveralls.

All issued items remain District property and must be returned when replaced, upon retirement, or upon separation from employment.

### **Training, Continuing Education and Tuitions**

Miscellaneous Employees are eligible for education up to a maximum of \$1,000 each Fiscal Year for work related education for courses or conferences approved for by the employee's direct supervisor and the Division Chief of Training.

### **District Owned Vehicles**

The District may provide staff with an assigned District owned or leased and maintained vehicle to use while conducting District business. See Use of District Vehicle Policy for restrictions. The District shall reimburse the employee for any use of his/her personal vehicle when used for District business.

Reimbursement shall be for mileage only at the current IRS mileage rate.

### **Fitness Equipment**

Employees may use District fitness equipment and physical fitness areas on their own personal time. Such use is voluntary and must not interfere with the employee's work duties or operational needs. Employees are expected to use all equipment safely and in accordance with posted guidelines and District policies.

**Appendix A**  
**Salary schedule**

<b>July 1, 2026</b>	<b>Monthly</b>			<b>Annually</b>		
<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Financial Analyst - EMS	\$11,012.82	\$11,563.40	\$12,141.55	\$132,153.89	\$138,760.78	\$145,698.60
Executive Assistant/ Clerk of the Board	\$8,039.36	\$8,441.28	\$8,863.33	\$96,472.34	\$101,295.37	\$106,359.98
Accounting Technician	\$7,804.55	\$8,194.71	\$8,604.41	\$93,654.66	\$98,336.47	\$103,252.97
Payroll Technician	\$7,804.55	\$8,194.71	\$8,604.41	\$93,654.66	\$98,336.47	\$103,252.97
Prevention Coordinator	\$7,804.55	\$8,194.71	\$8,604.41	\$93,654.66	\$98,336.47	\$103,252.97
Community Engagement Coordinator/PIO	\$7,804.55	\$8,194.71	\$8,604.41	\$93,654.66	\$98,336.47	\$103,252.97
Fire Logistics Specialist	\$5,763.27	\$6,051.45	\$6,353.98	\$69,159.25	\$72,617.45	\$76,247.76
Fire Mechanic	\$9,951.03	\$10,359.21	\$10,782.71	\$119,412.30	\$124,310.55	\$129,392.55

<b>Prior to November 1, 2025 Job Classifications and Pay Schedules</b>			
<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Executive Assistant	\$125,860.85	\$132,153.12	\$138,760.57



**Sonoma County Fire District  
Board of Directors  
Staff Report**

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**Date:** 7/1/2026

**Topic:** Approval of Administrative Miscellaneous Staff Policy and Compensation Adjustments for Fiscal Year 2026/2027

**Recommendation:**

Approve the updated Administrative Miscellaneous Staff Policy effective July 1, 2026, including the addition of the Fire Mechanic classification, the removal of the Human Resources Manager classification, updated salary ranges, revised dental benefit contributions, revised training and education allowance, and other administrative revisions contained within the policy.

**Financial Impact:**

The proposed Administrative Miscellaneous Staff Policy includes a five percent (5%) salary increase to the Administrative salary ranges, increase of \$400 for training and education allowance for Administrative employees effective July 1, 2026. The policy also increases the District contribution toward the dental buy-up plan to a maximum of \$155 per month. This change will allow the District to fully cover the cost of the current dental buy-up plan for eligible employees. Funding for these adjustments has been included in the Fiscal Year 2026/2027 adopted budget.

The addition of the Fire Mechanic classification to the Administrative Miscellaneous Staff Policy does not create a new position but incorporates an existing position transferred to the Sonoma County Fire District through the Rancho Adobe Fire Protection District annexation. Associated salary and benefit costs have been budgeted as part of the annexation transition.

Other revisions contained within the policy are administrative and do not result in additional costs to the District.

**Background:**

The current Administrative Miscellaneous Staff Policy expires on June 30, 2026. Staff has completed a review of the policy to ensure it remains current, accurately reflects the District's organizational structure, and continues to support the recruitment and retention of qualified employees.

The proposed policy includes a five percent (5%) adjustment to the Administrative salary schedules, a \$400 increase to training and education allowance and an increase to the District contribution for the dental buy-up plan to a maximum of \$155 per month, allowing



**Sonoma County Fire District  
Board of Directors  
Staff Report**

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the District to fully fund the current employee dental buy-up option for Administrative employees effective July 1, 2026.

In addition, the policy has been updated to include the Fire Mechanic classification. As part of the Rancho Adobe Fire Protection District annexation, the Fire Mechanic position will transition to Sonoma County Fire District and will become part of the Administrative Miscellaneous Staff Policy. Inclusion within the policy establishes compensation, benefits, work schedules, and other employment provisions applicable to the classification.

The proposed policy also removes the Human Resources Manager classification which is now put into its own policy.

Staff also met with Administrative employees to review and discuss additional revisions to the policy. Several clarifying updates were identified and incorporated into the document. These changes improve policy administration and consistency but do not result in additional costs to the District.

The updated Administrative Miscellaneous Staff Policy will replace the current policy expiration and will remain in effect until amended or superseded by action of the Board of Directors.

**Attachments:**

1. Administrative Miscellaneous Staff Policy – Effective July 1, 2026

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMOA COUNTY FIRE DISTRICT APPROVING THE REORGANIZATION OF THE DISTRICT TO ANNEX THE TERRITORY AND SERVICES OF THE RANCHO ADOBE FIRE PROTECTION DISTRICT AND CERTAIN TERRITORY OF COUNTY SERVICE AREA NO. 40; AND DELEGATING AUTHORITY TO THE BOARD PRESIDENT AND FIRE CHIEF TO EXECUTE NECESSARY DOCUMENTS AND TAKE NECESSARY ACTIONS TO COMPLETE THE REORGANIZATION**

**WHEREAS**, pursuant to California Government Code section 56853, the Board of Directors of Sonoma County Fire Protection District (“District”), the Board of Directors of the Rancho Adobe Fire Protection District (“RAFPD”), and the Board of Supervisors of the County of Sonoma (“BOS”) jointly requested and initiated proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, commencing with section 56000 of the California Government Code (“Cortese-Knox-Hertzberg Act”), with the Local Agency Formation Commission of the County of Sonoma (“Sonoma LAFCO”) for the reorganization of the District consisting of the dissolution of RAFPD and annexation of the former territory and services of RAFPD into the District, and the detachment of certain County Service Area No. 40 (CSA-40”) Incident Response Plan (“IRP”) areas and annexation of these former CSA-40 areas into the District (the “District reorganization”); and

**WHEREAS**, on January 10, 2022, the District and the BOS executed a Property Tax Allocation Agreement to detach IRP areas 51, 56, and non-Geysers 61 from CSA-40 and annex these detached IRP areas into the District; and

**WHEREAS**, effective August 20, 2025, the District and RAFPD adopted a Concurrent Resolution, District Resolution 2025-14 and RAFPD Resolution R-3 2025/2026 (collectively the “Concurrent Resolution”) jointly requesting Sonoma LAFCO conduct proceedings to approve the District reorganization; and

**WHEREAS**, on December 18, 2025, pursuant to the Concurrent Resolution, the District submitted its petition for the District reorganization, designated Sonoma LAFCO Application 2026-01, to Sonoma LAFCO; and

**WHEREAS**, on March 4, 2026, pursuant to California Government Code section 56150 et seq., after a noticed public hearing, Sonoma LAFCO adopted Sonoma LAFCO Resolution 2807, approving the District petition for the District reorganization; and

**WHEREAS**, on May 6, 2026, pursuant to California Government Code section 57075, after a noticed public hearing, Sonoma LAFCO adopted Sonoma LAFCO Resolution 2809, finding insufficient protest, confirming, and ordering, without an election, the District reorganization; and

**WHEREAS**, on June 30, 2026, pursuant to California Government Code section 57202, Sonoma LAFCO recorded a Certificate of Completion with the Sonoma County Recorder, document number 2026032963, which officially established the effective date of the District reorganization; and

**WHEREAS**, at its meeting on July 1, 2026, the Board of Directors of the reorganized Sonoma County Fire District identified the need to take several executory steps to implement the District reorganization as set forth in the District petition and authorized in Sonoma LAFCO Resolutions 2807 and 2809.

**NOW, THEREFORE, BE IT RESOLVED**, that, effective July 1, 2026, the Board of Directors of the Sonoma County Fire District approves and adopts Sonoma LAFCO Resolutions 2807 and 2809; authorizing the District reorganization concerning the annexation of the former RAFFD and detached former CSA-40 IRP areas, including all provisions set forth in the District petition for reorganization filed with Sonoma LAFCO as Sonoma LAFCO Application 2026-01.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Sonoma County Fire District approves and adopts a Fiscal Year 2026/2027 District appropriations limit of \$75,000,000.00, as set forth in the District petition for reorganization and authorized in Sonoma LAFCO Resolutions 2807 and 2809.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Sonoma County Fire District approves and directs that commencing in Fiscal Year 2026/2027, the legacy RAFFD special tax rate shall continue to be overlaid over the former RAFFD territory and the legacy District special tax rate shall be overlaid over the former CSA-40 IRP areas, as set forth in the District petition for reorganization and authorized in Sonoma LAFCO Resolutions 2807 and 2809.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Sonoma County Fire District approves and directs that until a updated Impact Fee nexus study is conducted, the legacy RAFFD Fire Impact Fees shall continue to apply over the former RAFFD territory and the legacy District Fire Impact Fee shall apply over the former CSA-40 IRP areas, as set forth in the District petition for reorganization and authorized in Sonoma LAFCO Resolutions 2807 and 2809.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Sonoma County Fire District approves and directs that the current District EMS and Prevention Fees for Service shall apply across the entirety of the reorganized District, as set forth in the District petition for reorganization and authorized in Sonoma LAFCO Resolutions 2807 and 2809.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Sonoma County Fire District approves and directs that the current District Memorandum of Understanding with International Association of Firefighters Local 1401 Sonoma County Professional Firefighter Association (“SCPFFA”) will be the governing labor agreement document for covered employees and will define salary and benefits for the reorganized District; as agreed by SCPFFA

leadership, set forth in the District petition for reorganization, and authorized in Sonoma LAFCO Resolutions 2807 and 2809.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Sonoma County Fire District approves and directs that the current District Memorandum of Understanding with International Association of Firefighters Professional Fire Chiefs’ Association (“PFCA”) will be the governing labor agreement document for covered employees and will define salary and benefits for the reorganized District; as agreed by PFCA leadership, set forth in the District petition for reorganization, and authorized in Sonoma LAFCO Resolutions 2807 and 2809.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Sonoma County Fire District approves and directs that the final payroll for former RAFFPD personnel for the pay period ending June 30, 2026, shall be processed and paid on July 15, 2026, using funds specifically identified by the former RAFFPD Board of Directors, including, but not limited to, the Fire Chief Employment Agreement approved by the former RAFFPD Board of Directors on January 21, 2026; as set forth in the District petition for reorganization and authorized in Sonoma LAFCO Resolutions 2807 and 2809.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Sonoma County Fire District delegates authority to the President of the Board of Directors and the District Fire Chief to execute necessary documents and related agreements to transfer assets and liabilities, and take such other actions necessary to complete the District reorganization, as set forth in the District petition for reorganization and as authorized in Sonoma LAFCO Resolutions 2807 and 2809.

Passed, approved and adopted at a regular meeting of the Board of Directors of the Sonoma County Fire District by the following votes. Passed and adopted this July 1, 2026.

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Directors

CERTIFICATION:

\_\_\_\_\_  
Clerk of the Board of Directors

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY FIRE DISTRICT APPROVING, IN PROPOSED FORM, AN INDIVIDUAL WAIVER AND RELEASE FOR STIPEND BUY-OUT AGREEMENT WITH PETER ALBINI IN CONNECTION WITH TERMINATION OF THE RANCHO ADOBE FIRE PROTECTION DISTRICT'S POST-RETIREMENT MEDICAL REIMBURSEMENT BENEFIT AND AUTHORIZING DISTRICT STAFF TO PRESENT THE AGREEMENT TO MR. ALBINI FOR HIS CONSIDERATION AND ACCEPTANCE**

**WHEREAS**, on November 20, 2002, the Board of Directors of the Rancho Adobe Fire Protection District ("RAFD") adopted Resolution R-6 2002/2003, which authorized a post-retirement medical reimbursement benefit for employees retiring under CalPERS from RAFD after completing 20 or more years of full-time service. Resolution R-6 provided medical premium reimbursements of up to \$300/month for employee-only coverage until the eligible retiree attains age 65 (the "Benefit"); and

**WHEREAS**, pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Gov. Code § 56000 et seq.), the Sonoma County Local Agency Formation Commission ("LAFCO") approved the consolidation of RAFD into the Sonoma County Fire District ("District"), with said consolidation taking effect July 1, 2026; and

**WHEREAS**, July 1, 2026 is the first operating day of the District as the consolidated successor agency to RAFD, and the Board of Directors of the District (the "Board") is convening today for the first time as the governing body of the newly consolidated organization; and

**WHEREAS**, on May 20, 2026, RAFD passed Resolution R-8 2025/2026, thereby revoking the Benefit for all existing employees who were not yet eligible to receive and would not otherwise become eligible by June 30, 2026; and

**WHEREAS**, on June 17, 2026, RAFD passed Resolution R-9 2025/2026, ratifying individual Waiver and Release for Stipend Buy-Out Agreements with Michael Weihman and Andrew Taylor, resolving those retirees' Benefit obligations through negotiated lump-sum buy-outs and associated waivers and releases; and

**WHEREAS**, Peter Albini is a former RAFD employee and present retiree who is entitled to receive the Benefit pursuant to RAFD Resolution R-6 2002/2003; and

**WHEREAS**, District staff, in coordination with legal counsel, has prepared a proposed individual Waiver and Release for Stipend Buy-Out Agreement (the "Agreement") for Mr. Albini on terms consistent with those provided to Weihman and Taylor, providing for a lump-sum Stipend Buy-Out payment of Twenty-Eight Thousand Eight Hundred Dollars (\$28,800.00), representing fair and adequate consideration in the form of the undiscounted value of Mr. Albini's anticipated remaining post-retirement stipend payments from July 1, 2026 through the date he becomes eligible for Medicare, in exchange for a full waiver and

release of claims related to his RAFD employment, retirement entitlements, post-retirement benefit, and the consolidation; and

**WHEREAS**, given that July 1, 2026 is the first operating day of the newly consolidated District and the Board is convening for the first time today, the Board has not had a prior opportunity as the governing body of the District to consider the Agreement, and District staff has not yet presented or transmitted the Agreement to Mr. Albini; and

**WHEREAS**, the Board finds that approving the Agreement in proposed form and authorizing staff to present it to Mr. Albini for his consideration and voluntary acceptance promotes administrative simplicity, fiscal clarity, and an orderly transition by resolving the outstanding Benefit obligation associated with Mr. Albini through a negotiated lump-sum buy-out and related waiver and release; and

**WHEREAS**, the Board desires to approve the Agreement in proposed form and authorize the Fire Chief and appropriate District staff to present the Agreement to Mr. Albini following this meeting, and to execute and administer the Agreement if and when Mr. Albini accepts its terms.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Sonoma County Fire District hereby finds, determines, declares, and resolves as follows:

1. The above recitals are true and correct and are incorporated herein by this reference.
2. The Board hereby approves the Waiver and Release for Stipend Buy-Out Agreement between the District and Peter Albini, in the form attached hereto as Exhibit A (the "Agreement"), including the Stipend Buy-Out payment in the amount of \$28,800.00, subject to the terms and conditions set forth therein.
3. The Board authorizes and directs the Fire Chief and appropriate District staff to present the Agreement to Mr. Albini following this meeting, and to afford Mr. Albini a reasonable opportunity to consider and voluntarily accept the Agreement in accordance with its terms, including the twenty-one (21) day consideration period and seven (7) day revocation period required under the federal Older Workers Benefit Protection Act ("OWBPA"), as set forth in the Agreement. No District officer, employee, or agent shall present the Agreement to Mr. Albini prior to the conclusion of this meeting.
4. The Board authorizes the Board President, Fire Chief, or their designee to directly or through legal counsel make non-substantive corrections or revisions to this Agreement for clarity and to execute the Agreement on behalf of the District, and to take all actions necessary or appropriate to implement and administer the Agreement according to its terms if and when Mr. Albini accepts the Agreement.
5. If Mr. Albini does not accept the Agreement within a reasonable period following its presentation, the Fire Chief is authorized to report back to the Board for further direction.

6. If Mr. Albini does not sign the Agreement within 90 days of presentation thereof, then the District's offer shall be considered null and void.

PASSED AND ADOPTED by the Board of Directors of the Sonoma County Fire District on this \_\_\_ day of \_\_\_\_\_, 2026, by the following vote:

President Klick \_\_\_\_\_ Vice President Briare \_\_\_\_\_ Director Treanor \_\_\_\_\_

Director Hamann \_\_\_\_\_ Director So \_\_\_\_\_ Director Tognozzi \_\_\_\_\_

Secretary Weaver \_\_\_\_\_

AYES: \_\_\_ NOES: \_\_\_ ABSENT/NOT VOTING: \_\_\_

**WHEREUPON** the President declared the foregoing resolution adopted and **SO ORDERED**.

By: \_\_\_\_\_

President of the Board

ATTEST

By: \_\_\_\_\_

Kathy Washington, Clerk of the Board

Exhibit A: Waiver and Release for Stipend Buy-Out Agreement — Peter Albini



Sonoma County Fire District Board of Directors  
Staff Report

Date: July 1, 2026

**Topic: Resolution 2026-10 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY FIRE DISTRICT APPROVING, IN PROPOSED FORM, AN INDIVIDUAL WAIVER AND RELEASE FOR STIPEND BUY-OUT AGREEMENT WITH PETE ALBINI AND AUTHORIZING DISTRICT STAFF TO PRESENT THE AGREEMENT TO MR. ALBINI FOR HIS CONSIDERATION AND ACCEPTANCE**

**Recommendation:** The Board of Directors discuss and consider adoption of Resolution 2026/2027 R-[#], approving in proposed form the Waiver and Release for Stipend Buy-Out Agreement between the District and Pete Albin in connection with the termination of the Rancho Adobe Fire Protection District's ("RAFD") post-retirement medical reimbursement benefit, and authorizing District staff to present the Agreement to Mr. Albin following this meeting for his consideration and voluntary acceptance.

**Financial Impact:** Adoption of Resolution 2026-10 and subsequent acceptance by Mr. Albin would result in a one-time Stipend Buy-Out payment of \$28,800.00, representing fair and adequate consideration, in the form of the undiscounted value of Mr. Albin's anticipated remaining post-retirement stipend payments from July 1, 2026 through the date he becomes eligible for Medicare. This amount is consistent with the undiscounted rate applied to the previously ratified Agreements between RAFD and Michael Weihman (\$10,800.00) and Andrew Taylor (\$32,400.00), respectively. Payment will only be issued following Mr. Albin's voluntary acceptance of the Agreement and expiration of all applicable review and revocation periods.

**Background:** On November 20, 2002, the RAFD adopted Resolution R-6 2002/2003, which authorized a post-retirement medical reimbursement benefit for eligible RAFD employees who retired under CalPERS after completing 20 or more years of full-time service. The benefit provided medical premium reimbursements of up to \$300 per month for employee-only coverage until the eligible retiree reaches age 65 (the "Benefit"). RAFD and the Sonoma County Fire District ("District") have consolidated pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Gov. Code § 56000 et seq.), with that consolidation taking effect July 1, 2026. RAFD previously took two Board actions with respect to the Benefit. First, on May 20, 2026, RAFD passed Resolution R-8 2025/2026, which revoked the Benefit for all current RAFD employee who had not yet and otherwise would not satisfy the eligibility conditions required to receive the Benefit by June 30, 2026. Second, on June 17, 2026, RAFD passed Resolution R-9 2025/2026 to resolve the outstanding obligations associated with the Benefit for existing retirees / Benefit recipients Michael Weihman and Andrew Taylor, RAFD ratified individual Waiver and Release for Stipend Buy-Out Agreements. Those Agreements provided Weihman and Taylor with fair and adequate consideration in the form of a lump-sum payment representing the undiscounted value of their anticipated remaining post-retirement stipend payments in exchange for a waiver and release



## Sonoma County Fire District Board of Directors Staff Report

of claims related to their employment, retirement entitlements, post-retirement benefit, and the consolidation.

Pete Albini is a former RAFFD employee, now former member of the RAFFD Board of Directors, and present RAFFD retiree who is entitled to receive the Benefit pursuant to Resolution R-6. Because of his board membership, Mr. Albini had a direct financial conflict of interest with respect to any RAFFD Board action on his own Benefit buy-out. Accordingly, the RAFFD Board of Directors did not take action on Mr. Albini's Agreement prior to consolidation. Instead, that matter was deliberately deferred to the District as the successor agency, so that a Board with no conflict of interest could consider and act on the Agreement.

District staff, in coordination with legal counsel, has prepared a proposed individual Waiver and Release for Stipend Buy-Out Agreement (the "Agreement") for Mr. Albini on terms consistent with those provided to the other RAFFD retirees. A copy of the proposed Agreement is attached.

**Procedural Note.** July 1, 2026 is the first operating day of the newly consolidated District, and today's meeting is the first meeting of the Board of Directors of the District as the governing body of the consolidated organization. As noted above, the Agreement was deliberately deferred from RAFFD to the District specifically to ensure that it would be considered by a Board free of the conflict of interest that existed at RAFFD.

If the Board approves the Resolution, District staff will approach Mr. Albini following the meeting to present the Agreement for his consideration and voluntary acceptance. Under the terms of the Agreement and applicable law, Mr. Albini will have twenty-one (21) days to consider the Agreement and seven (7) days to revoke after signing. Payment will be issued only after Mr. Albini voluntarily accepts the Agreement and all applicable periods have elapsed. If Mr. Albini does not sign the Agreement within 90 days of presentation thereof, then the District's offer shall be considered null and void.

### **Options:**

1. Approve the Resolution, authorizing staff to present the Agreement to Mr. Albini for his consideration and acceptance following this meeting.
2. Do not approve the Resolution.

### **Approved By:**

Ron Busch  
Fire Chief

### **Attachments:**

1. Resolution 2026-10
2. Waiver and Release for Stipend Buy-Out Agreement — Peter Albini (proposed form)

## WAIVER AND RELEASE FOR STIPEND BUY-OUT AGREEMENT

- 1. Parties.** This Waiver and Release for Stipend Buy-Out Agreement (hereinafter referred to as the "Agreement") is made and entered into by and between former employee and present retiree of the District PETER ALBINI (hereinafter referred to as "Retiree") and the SONOMA COUNTY FIRE DISTRICT (hereinafter referred to as "the District" or "the Employer"), collectively referred to throughout this agreement as "the Parties" (and each separately as a "Party").
- 2. Impact of Consolidation & Purpose of Agreement.** The purpose of this Agreement is to memorialize the terms and conditions related to the Rancho Adobe Fire Protection District's post-retirement benefit subject to Resolution R-6 2002/2003 issued on November 20, 2002. Resolution R-6 provided employees retiring with 20 years of service stipends of \$300/month, paid quarterly, to be used towards retirement healthcare until the age of 65. The District and Retiree both understand that the Sonoma Local Agency Formation Commission ("LAFCO") has approved consolidation of the Rancho Adobe Fire Protection District with the Sonoma County Fire District, and that said consolidation took effect on July 1, 2026. As a result of the consolidation, the District is the successor in interest for Rancho Adobe Fire Protection District and has assumed all of Rancho Adobe Fire Protection District's assets and liabilities. As such, the District is authorized to negotiate and obtain release of claims from former employees of the Rancho Adobe Fire Protection District that may be asserted on or after the date of consolidation, i.e., July 1, 2026. As a result, the District and Retiree agree that it is in the best interest of all Parties that District issue Retiree a lump sum payment of the Retiree's anticipated remaining post-retirement stipend payments between July 1, 2026 and the date upon which the Retiree becomes eligible for Medicare (the "Stipend Buy-Out") in exchange for a waiver and release of any and all claims, known or unknown, related to Retiree's former employment with RAFD and the consolidation between RAFD and the District.
- 3. No Admissions.** This Agreement constitutes the good faith resolution of potential disputed claims and does not concede either Party's liability. It is understood and agreed that this Agreement is not an admission by the District or any of its board members, other appointed directors, officers, employees, agents or representatives. It is understood and agreed that the District specifically denies liability and that this Agreement is not and shall not in any way be construed as an admission by the District or any of their present or former directors, officers, employees, agents, staff, representatives, servants, attorneys, affiliates, predecessors, successors, assigns, insurers, reinsurers, that they have engaged in, or are now engaging in, any unlawful conduct or violated any federal, state, or local law or regulation. The Parties agree that it is their intention that neither this Agreement nor any terms hereof shall be admissible in any other or future proceedings against the District or the Rancho Adobe Fire Protection District or any of their respective present or former officials, directors, officers, employees, agents, staff, representatives, servants, attorneys, affiliates, predecessors, successors, assigns, insurers, reinsurers, except a proceeding to enforce this Agreement. The sole purpose of this Agreement is to resolve any claims and any and all issues relating to Retiree's former employment relationship with Rancho Adobe Fire Protection District and Retiree's post-retirement benefit, and to avoid the burden, expense, delay and uncertainties of litigation. Neither Retiree nor the District purports to have prevailed with regard to any and all claims or issues relating to Retiree's employment.

## WAIVER AND RELEASE FOR STIPEND BUY-OUT

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4. **Consideration.** In exchange for the releases and agreements that Retiree is making in this Agreement, the District shall provide the following forms of fair and adequate consideration.

4.1. Stipend-Buy Out.

- 4.1.1. The District shall pay the Stipend Buy-Out for the Retiree based upon the undiscounted rate for all anticipated stipend payments between July 1, 2026 and the date upon which the Retiree becomes eligible for Medicare; in the case of Retiree, that amount is Twenty-Eight Thousand, Eight-Hundred Dollars and Zero Cents (\$28,800.00). The Parties understand that the District is opting to pay the undiscounted rate to Retiree in lieu of the present-value discounted rate of 4.0%, which would be Twenty-One Thousand Forty-Three Dollars and Eighty-Eight Cents (\$21,043.88). The Parties understand and agree that, in calculating the Stipend Buy-Out at an undiscounted rate, Retiree shall receive fair and adequate consideration in the form of a) receipt of the stipend payments all at once and in a lump sum amount, without having to wait the time between incremental payments Retiree otherwise would have been subjected to; and b) the District is foregoing a discounted rate calculation of 4.0% on the present value of the payments.
- 4.1.2. Retiree shall receive the Stipend Buy-Out within thirty (30) calendar days of both Parties' signing this Agreement ("Execution Date").
- 4.1.3. The District makes no representation about the tax consequences of this Agreement for Retiree. Any dispute regarding the tax consequences of this Agreement shall not affect the validity of this Agreement. Retiree agrees he has had an opportunity to discuss the potential tax consequences of this Agreement with legal counsel and a tax professional and agrees to indemnify and hold the District and the Rancho Adobe Fire Protection District harmless from any and all costs and assessments (including, but not limited to, delinquent taxes and penalties) levied against Retiree in connection with the tax consequences of this Agreement.
- 4.1.4. The District shall hand-deliver or deliver by first class mail or overnight carrier (e.g., FedEx, UPS, DHL) the Stipend Buy-Out payment to the Retiree's last known mailing address on file with Rancho Adobe Fire Protection District within thirty (30) calendar days of the Execution Date. Delivery shall be considered complete at the time of mailing, deposit with an overnight carrier, or hand delivery.
5. **Waiver and Release by Retiree.** In further exchange for the consideration and compromises set forth in this Agreement, except as set forth herein, Retiree, on behalf of himself, his heirs, estate, executors, administrators, successors and assigns, irrevocably and unconditionally releases, acquits and forever discharges the District, and its affiliates,

## WAIVER AND RELEASE FOR STIPEND BUY-OUT

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partners, joint venturers, successors and assigns (including, but not limited to, the Rancho Adobe Fire Protection District and its affiliates, partners, joint venturers, successors and assigns, and its elected officials, officers, employees, volunteers, interns, attorneys, agents and insurers, and all persons acting by, through, under or in concert with any of them, individually and jointly) and its elected officials, officers, employees, volunteers, interns, attorneys, agents and insurers, and all persons acting by, through, under or in concert with any of them, individually and jointly (“Released Parties”) from all charges, complaints, promises, agreements, controversies, suits, rights, demands, costs, losses, debts, actions, causes of action, claims, judgments, obligations, damages, liabilities and expenses, including any claims for attorneys’ fees and costs, of any kind or character whatsoever, known and unknown, suspected, unsuspected, anticipated and unanticipated arising from the Retiree’s retirement and post-retirement medical stipend payments from Rancho Adobe Fire Protection District and the merger with, consolidation into, or replacement of the Rancho Adobe Fire Protection District by the Sonoma County Fire District (“Claim” or “Claims”), which Retiree now has, owns or holds, or claims to have, own or hold, against each or any of the Released Parties upon execution of this Agreement:

- 5.1. This release of all known or unknown, suspected or unsuspected, anticipated and unanticipated Claims specifically includes, without limitation:
  - 5.1.1. Any Claims alleged or referred to, directly or indirectly, or in any way connected with, or arising out of, or which may hereafter be claimed to arise out of, the subject matters, facts, events, or occurrences alleged or referred to in this Agreement.
  - 5.1.2. Any claims or causes of action arising out of, in connection with or relating to Retiree’s former employment with Rancho Adobe Fire Protection District and the merger with, consolidation into, or replacement of the Rancho Adobe Fire Protection District by the Sonoma County Fire District, including, but not limited to, claims or causes of action based on: federal, state, or local employment discrimination, harassment, or retaliation statutes, laws, regulations or ordinances, based on any category protected by law, including without limitation age, sex, gender identity or expression, race, religion, national origin, marital status, sexual orientation, ancestry, parental status, or disability arising under Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. §§ 2000 *et seq.* (“Title VII”)), the Age Discrimination in Employment Act of 1967 (29 U.S.C. §§ 621 *et seq.* (“ADEA”)), the California Fair Employment and Housing Act (California Government Code §§ 12900 *et seq.*); the Federal Americans With Disabilities Act of 1990 (42 U.S.C. §§ 12101 *et seq.* (“ADA”)); the Federal Occupational Safety and Health Act of 1970 (29 U.S.C. §§ 651 *et seq.*); the California Occupational Safety and Health Act of 1973 (California Labor Code §§ 6300 *et seq.*); the Family Medical Leave Act (29 U.S. § 2601); the California Family Rights Act (Cal. Gov. Code § 12950 *et seq.*); the Fair Labor Standards Act (29 U.S.C. § 203); 42 U.S.C. Section 1981; the California Constitution; the California Labor Code (to the extent applicable to the District as a public agency) for compensation due subject to a bona fide dispute between the Parties; the Federal Equal Pay Act of 1963 (29

## WAIVER AND RELEASE FOR STIPEND BUY-OUT

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U.S.C. §§ 201 *et seq.* (“EPA”)); the Meyers-Milias-Brown Act (California Government Code §§ 3500 *et seq.*); any other federal, state or municipal constitution, statute, regulation, ordinance, resolution, and/or policy affecting or relating to the claims, rights, or benefits of the Retiree; or claims for attorneys’ fees and costs;

- 5.1.3. Any claim (i) sounding in tort, specifically including, but not limited to, any torts related to constructive and/or wrongful discharge in violation of public policy, defamation, invasion of privacy, intentional and negligent interference with contract and/or prospective economic advantage, fraud and any misrepresentation, and intentional and negligent infliction of emotional distress; (ii) any breach of contract of employment or collective bargaining agreement (expressed or implied) or any grievance initiated by an employee under a collective bargaining agreement; or (iii) any covenant of good faith and fair dealing (express or implied); or
- 5.1.4. Any administrative claim or charge that may be submitted to a local, state, or federal agency, including without limitation the California Civil Rights Department (formerly the Department of Fair Employment and Housing), the California Department of Labor Standards and Enforcement, the California Public Employment Relations Board, the U.S. Department of Labor, but excluding the U.S. Equal Employment Opportunity Commission (“EEOC”).
- 5.2. The Claims subject to release under this Agreement do not include any rights that cannot be waived as a matter of law; any rights or claims for indemnification the Retiree may have according to any written indemnification agreement with the Rancho Adobe Fire Protection District to which Retiree is a party or under applicable law; or any claims for breach of this Agreement.
- 5.3. Nothing in this Agreement shall affect the EEOC’s rights and responsibilities to enforce Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967 (“ADEA”), as amended, or any other applicable law, nor shall anything in this Agreement be construed as the basis for interfering with Retiree’s protected right to file a charge with, or participate in an investigation or proceeding conducted by the EEOC or any other federal, state, or local government entity that commences an investigation or issues a complaint on Retiree’s behalf. Retiree does, however, waive his right to recover any money damages in connection with any existing or subsequent administrative charge filed with the EEOC.
- 5.4. This release does not extend to Retiree’s rights as a class member in any class action, grievance, arbitration, or litigation, and shall not be deemed to preclude Retiree’s right to an award or recovery solely in his capacity as a class member.
6. **Waiver of Unknown Claims/Specific Waiver of Section 1542.** Retiree expressly waives and relinquishes all rights under Section 1542 of the California Civil Code

## WAIVER AND RELEASE FOR STIPEND BUY-OUT

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(“Section 1542”), understanding and acknowledging the significance of such specific waiver. Section 1542 reads:

A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY.

Retiree understands that Section 1542 gives Retiree the right not to release existing claims of which Retiree is not now aware, unless Retiree voluntarily chooses to waive that right. Even though Retiree is aware of this right, Retiree nevertheless hereby voluntarily waives the rights described in Section 1542 and elects to assume all risks for claims that now exist in Retiree’s favor, known or unknown, arising from the subject matter of this Agreement.

Accordingly, Retiree expressly acknowledges that this Agreement is intended to include in its effect, without limitation, all Claims that Retiree does not know or suspect to exist in Retiree’s favor as of the Execution Date, and that this Agreement extinguishes all such Claims.

7. **Compliance with Future Obligations.** This Agreement does not interfere with Retiree’s independent obligation to respond to court orders or subpoenas, cooperate with local, state, or federal law enforcement agencies in matters against the Released Parties, or otherwise provide disclosures required by law in any action against the Released Parties. If Retiree is named as a party defendant or identified as a witness concerning any civil lawsuit arising out of alleged acts/omissions committed during the course and scope of his employment or former service as a member of the Rancho Adobe Fire Protection District Board of Directors or with respect to the merger, consolidation, and/or replacement of Rancho Adobe Fire Protection District with or by the District, then Retiree hereby agrees that he will fully cooperate in all respects in the District’s or the Rancho Adobe Fire Protection District’s legal defense of any such civil actions, including without limitation communicating and/or meeting with and otherwise assisting the District’s or the Rancho Adobe Fire Protection District’s legal counsel and testifying at deposition or trial.
8. **No Admission of Liability.** This Agreement, and compliance with this Agreement, shall not be construed as an admission of any liability by any Party, or of any unlawful or wrongful acts by any Party, individually or collectively.
9. **No Assignment.** Retiree warrants that Retiree has not assigned, transferred, nor purported to assign or transfer, any claim Retiree may have against the District or the Rancho Adobe Fire Protection District, and that Retiree will not assign or transfer, nor purport to assign or transfer, any claims Retiree may have against the District or the Rancho Adobe Fire Protection District, and agrees that any such purported assignment or transfer is void and of no effect.

## WAIVER AND RELEASE FOR STIPEND BUY-OUT

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10. **ADEA/OWBPA Waiver.** This Agreement contains a waiver of age discrimination claims, and Retiree has carefully read and acknowledges the following:
  - 10.1. Retiree expressly acknowledges and agrees that, by entering into this Agreement, he is waiving and releasing any rights or claims that he may have against the District or the Rancho Adobe Fire Protection District and each and all of the Released Parties arising under the Age Discrimination in Employment Act of 1967 (hereinafter "ADEA"), as amended by the Older Workers Benefit Protection Act (hereinafter "OWBPA"), which may have arisen on or before the Execution Date, and that this waiver and release is knowing and voluntary.
  - 10.2. Retiree acknowledges that the District has advised Retiree to consult with an attorney prior to signing this Agreement.
  - 10.3. By signing this Agreement, Retiree hereby expressly acknowledges and agrees:
    - 10.3.1. that this Agreement specifically refers to and waives rights or claims arising under the ADEA/OWBPA;
    - 10.3.2. that this Agreement is written in a manner calculated to be understood by Retiree and that Retiree in fact understands the Agreement;
    - 10.3.3. that this Agreement applies only to claims arising up to and including the Execution Date;
    - 10.3.4. that in exchange for this Agreement, Retiree received value beyond that to which Retiree is already entitled;
    - 10.3.5. that the District has advised Retiree in writing to consult with an attorney before executing the Agreement; and
    - 10.3.6. that Retiree has been provided with an adequate period of time to review this Agreement.
  - 10.4. By virtue of receiving a copy of this Agreement, Retiree is hereby put on notice that he has twenty-one (21) days within which to consider this Agreement before signing.
  - 10.5. Retiree may revoke this Agreement for a period of seven (7) calendar days after executing the Agreement. Any such revocation must be communicated in writing to Fire Chief Ron Busch, at [rbusch@sonomacountyfd.org](mailto:rbusch@sonomacountyfd.org) within the seven (7) calendar day revocation period. This Agreement shall not become effective or enforceable until each respective revocation period has expired.
11. **Complete and Voluntary Agreement.** Retiree acknowledges that he has read and understands this Agreement; that he has had the opportunity to seek legal counsel of his choosing and to have the terms of the Agreement fully explained to Retiree; that Retiree is not executing this Agreement in reliance on any promises, representations or inducements

## WAIVER AND RELEASE FOR STIPEND BUY-OUT

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other than those contained herein; and that Retiree is executing this Agreement voluntarily, free of any duress or coercion. Retiree specifically understands that by entering into this Agreement Retiree is forever foreclosed from pursuing any of the claims waived herein.

- 11.1. Retiree acknowledges that he has at least five (5) business days to seek legal counsel of his choosing before signing this Agreement. This five (5) business day period runs concurrently with the twenty-one (21) day period referenced in Section 10.4 above. Retiree may waive the five (5) business day review period; if the Retiree chooses to do so, then he must communicate such express waiver to Fire Chief Ron Busch at [rbusch@sonomacountyfd.org](mailto:rbusch@sonomacountyfd.org) and provide written confirmation that he has made a knowing and voluntary decision to sign the Agreement prior to the expiration of the five (5) business day period.
12. **Savings Clause.** Should any of the provisions of this Agreement be determined to be invalid or unenforceable by a court or government agency of competent jurisdiction, it is agreed that such determination shall not affect the enforceability of the other provisions herein.
13. **Scope of Agreement.** This Agreement constitutes the entire understanding of the Parties on the subjects covered. Except as expressly provided here, this Agreement supersedes and renders null and void any and all prior agreements between or on behalf of Retiree and the District or the Rancho Adobe Fire Protection District.
14. **Governing Law and Forum Selection.** This Agreement will be deemed to have been entered into and will be construed and enforced under the laws of the State of California and all claims arising under this Agreement shall be litigated in the Superior Court of California, County of Sonoma.
15. **Attorneys' Fees and Costs.** Each Party shall bear its own attorneys' fees and costs arising from and/or in any way related to Retiree's employment with the Rancho Adobe Fire Protection District, Retiree's post-retirement benefit, the merger, consolidation, or replacement of the Rancho Adobe Fire Protection District with or by the District, or the negotiation and creation of this Agreement. Retiree expressly waives any and all rights and claims Retiree might otherwise have against the District or the Rancho Adobe Fire Protection District for reimbursement of attorneys' fees and costs associated with any legal representation.
16. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall, for all purposes, be deemed an original, and all such counterparts, taken together, shall constitute the same instrument.
17. **Electronic Signature.** This Agreement may be executed by either party electronically. Electronic execution shall have same force and effect as hard copy signatures.

**WAIVER AND RELEASE FOR STIPEND BUY-OUT**

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***PLEASE READ CAREFULLY. THIS AGREEMENT CONTAINS A FULL RELEASE OF  
LEGAL CLAIMS, BOTH KNOWN AND UNKNOWN, THROUGH THE EXECUTION  
DATE***

**SIGNATURE ACCEPTED AND AGREED:**

\_\_\_\_\_  
PETER ALBINI

\_\_\_\_\_  
Date

\_\_\_\_\_  
SONOMA COUNTY FIRE DISTRICT  
Ron Busch, Fire Chief

\_\_\_\_\_  
Date



Sonoma County Fire District Board of Directors  
Staff Report

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**Date:** July 1, 2026

**Topic:** Authorize Purchases

**Recommendation:**

Staff recommends that the Board authorize the purchases and/or contracts for the following items, not to exceed the budgeted amounts listed:

\$ 70,000	Communications Equipment (Portable and Mobile Radios)
\$ 71,820	Extrication Tools
\$ 70,000	ALS Equipment
\$ 373,390	Station Generators
\$ 115,000	Parking Lot Improvements
\$ 120,000	Office Remodel Project
\$2,400,000	Type 1 Engines (2 qty.)
\$ 456,435	Ambulance
\$ 200,000	Command/Utilities Vehicles

**Financial Impact:**

These projects are included in the SCFD General Fund, 2026-2027 Fiscal Year Board approved preliminary budget.

**Background:**

Purchases over \$50,000 require Board approval per the District's procurement policies. These projects have been identified as priorities through the budgeting process and are funded in the 2026-2027 fiscal year preliminary budget in the SCFD General Fund. If approved, staff will move forward with the purchases in accordance with the District's procurement policies.

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY FIRE DISTRICT RATIFYING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE SONOMA COUNTY FIRE DISTRICT AND THE PROFESSIONAL FIRE CHIEFS OF SONOMA COUNTY**

**WHEREAS, THE PROFESSIONAL FIRE CHIEFS OF SONOMA COUNTY** (“Association”) is the formally recognized employee organization of the Sonoma County **THE PROFESSIONAL FIRE CHIEFS OF SONOMA COUNTY** representation unit; and

**WHEREAS,** the Association members provide valuable all risk service to the Sonoma County Fire District; and

**WHEREAS,** the Sonoma County Fire District, via its representative, has negotiated with the Association regarding adjustments to the salary and benefits of Association members; and

**WHEREAS,** the Board of Directors finds that salary and benefits for the Association members, as described in the Memorandum of Understanding attached hereto as EXHIBIT A, are necessary to maintain a competitive salary and benefit plan and effectively retain District employees;

**NOW, THEREFORE, IT IS HERBY RESOLVED** as follows:

1. The President of the Board of Directors is authorized to execute the Memorandum of Understanding attached here to as EXHIBIT A and bind the District to the terms thereof.

**PASSED AND ADOPTED** by the Board of Directors of the Sonoma County Fire District, County of Sonoma, State of California, this 1<sup>st</sup> day of July, 2026, by the following vote:

President Klick \_\_\_\_\_, Vice President Briare\_\_\_\_; Director Treanor \_\_\_\_\_

Director Hamann \_\_\_\_\_; Director So \_\_\_\_\_; Director Tognazzi\_\_\_\_\_

Secretary Weaver \_\_\_\_\_

AYES: \_\_\_\_ NOES: \_\_\_\_ ABSENT/NOT VOTING: \_\_\_\_

**WHEREUPON,** the President declared the foregoing resolution adopted and **SO ORDERED.**

By: \_\_\_\_\_  
Steve Klick, President of the Board

By: \_\_\_\_\_  
Kathy Washington, Secretary of the Board

# **MEMORANDUM OF UNDERSTANDING**

between the  
**SONOMA COUNTY FIRE DISTRICT**  
and the  
**PROFESSIONAL FIRE CHIEFS OF SONOMA COUNTY**

July 1<sup>st</sup> 2026 through June 30<sup>th</sup> 2027

This Memorandum of Understanding (“MOU”) is made and entered into as of the 1st day of July, 2026, by and between the Sonoma County Fire District (hereinafter “District”) and the Professional Fire Chiefs of Sonoma County (hereinafter “PFCSC”).



## **SECTION 1 EMPLOYEE REPRESENTATION**

### **1.1 Purpose**

The purposes of this MOU are to promote an orderly and equitable policy for labor-management relations that is in alignment with the District's Visions, Mission, and Guiding Principles. Both parties recognize their mutual obligation to cooperate with each other to assure maximum service of the highest quality and efficiency to the citizens of the Sonoma County Fire District. The District and the Association agree not to discriminate for or against any employee regardless of membership in the Association or because of reasonable activities on behalf of the Association.

### **1.2 Recognition / Covered Classifications**

The District recognizes the PFCSC as the exclusive representative for employees of the District holding positions in classifications covered by this MOU. This Memorandum shall apply to all permanent employees working in classifications listed below and to any other classifications, which may be established within the scope of the duties now included within these classifications:

- Division Chief
- Battalion Chief

### **1.3 District Rules and Policies**

The rules, regulations, policies and procedures of the District, as they exist now or as amended, shall be applicable unless superseded by a provision of this MOU.

- Personal Rules and Regulations
- Employer-Employee Relations Rules and Regulations
- Fire District Standard Operating Procedures/Guidelines ("SOP" or "SOG")
- Fire District Special Notices ("SN's")

The District shall not change the rules, regulations, policies or procedures identified in this section without first providing the PFCSC with notice and an opportunity to meet and confer about matters within the scope of representation under the Meyers-Milias-Brown Act.

Firefighters Procedural Bill of Rights Act Bargaining unit employees shall be afforded all rights and privileges guaranteed by the Firefighters Procedural Bill of Rights Act. (Government Code section 3250 et seq.) The District may subject bargaining unit employees to punitive action (discipline) for just cause.

## **SECTION 2 DUES DEDUCTIONS**

Upon written notification from the PFCSC, the District shall deduct regular monthly membership dues from bargaining unit employees' paychecks. Amounts deducted and withheld by the District shall be transmitted promptly to the officer designated in writing

by the PFCSC as the person authorized to receive such funds at the address specified by the PFCSC.

Deductions may be revoked only pursuant to the terms of the member's written authorization. The District shall direct member requests to cancel or change deductions to the PFCSC and shall rely on information provided by the PFCSC regarding whether deductions for a member were properly canceled or changed. However, the parties agree that the District shall automatically cease deductions for any member who is no longer employed in a classification represented by the PFCSC.

The PFCSC shall defend, save, indemnify and hold harmless the District, and its officers, agents and employees from any and all liability and claims for damages from any cause whatsoever arising from or connected with and on account of dues deductions made by the PFCSC.

## **SECTION 3 WAGES & HOURS**

### **3.1 Definitions:**

- FLSA is defined as the Fair Labor Standards Act.
- Regular rate is an employee's regular hourly rate of pay as defined by the FLSA.

### **3.2 Salaries**

Effective July 1, 2025 the salaries of all employees covered in this Memorandum of Understanding shall be as stated in Appendix A. The basis of these computations shall be as follows:

3.2.1 Hourly rates for 40-hour employees shall be calculated by dividing an employee's annual salary by 2080.

3.2.2 Hourly rates for 56-hour employees shall be calculated by dividing an employee's annual salary by 2912.

### **3.3 FLSA Work Period and Overtime**

#### **3.3.1 Division Chiefs**

Division Chiefs typically work a 40-hour per week schedule comprised of four 10-hour days (Monday -Thursday). Variable start and end times for each workday may be approved by the Deputy Chief. Division Chiefs are overtime exempt management employees pursuant to the Fair Labor Standards Act.

Division Chiefs who are qualified to work Battalion Chief shifts shall receive additional compensation at their overtime rate for all shift hours worked in excess of their normally scheduled 40-hour work week. When assigned to cover the Battalion Chief shift, Division Chiefs will spend the night at one of the District's fire stations

Division Chiefs shall also receive additional compensation at their overtime rate when called back to work while off duty to attend meetings, training, workshops, emergency responses and other work-related activities.

The "additional compensation" paid pursuant to this section shall not alter the continuing status of Division Chiefs as overtime exempt employees under the FLSA as specified in 29 C.F.R. § 541.604. The parties further understand the additional compensation paid pursuant to this section does not qualify as reportable for purposes of CalPERS pension calculations.

### **3.3.2 Battalion Chief**

Battalion Chiefs work a schedule consisting of two consecutive 24-hour shifts/days (48 hours) on-duty followed by four (4) consecutive 24-hour days (96 hours) off-duty (i.e., 48/96 schedule). Shifts start and end at 0800 hours. Shift employees are regularly scheduled to work an average of 56-hours per week or 2,912 hours per year, including sleep and meal periods.

Battalion Chiefs are hourly employees subject to the overtime provisions of the Fair Labor Standards Act.

For the purposes of calculating District overtime, all hours worked more than the employee's regularly scheduled hours (e.g., hours in excess of 192 hours in a 24-day work cycle for shift personnel) shall be compensated at the rate of one and one-half (1.5) times the Regular Rate of Pay as set forth in 29 USC Section 207 and 29 C.F.R. Section 778.113. Vacation and sick leave shall not impact the calculations of hours worked.

The District has adopted an extended work period as authorized under Section 207(k) of the Fair Labor Standards Act. The District declares a 24-day work cycle with an FLSA threshold of 182 hours for shift personnel. Members will work 192 hours in the 24-day work cycle which results in 10 hours of overtime premiums for their regular work cycle. The formula to be used to account for this is  $10 \times (365/24)/24 = 6.32$  hours of one and one-half times the regular rate of pay per pay period. Hours worked more than 192 hours in the work period shall be paid overtime under the FLSA rate of one and one-half times (1.5) regular rate of pay inclusive of all applicable incentives.

### **3.3.3 CalPERS Reporting of FLSA Premium Pay**

In accordance with CalPERS Regulations, the District will report compensation paid for a shift employee's normal full-time work schedule, including FLSA premium pay. The FLSA states that premium pay must be paid on all hours worked above the normal work period up to the maximum hours designated for the FLSA work period adopted by the District.

### **3.4 Overtime Procedures**

Overtime shall be allocated and paid in accordance with existing District policy. Overtime for shift employees does not require prior approval.

Overtime may be worked by bargaining unit employees without prior approval if there is an urgent, unplanned, and high priority assignment or event. An email must be sent to the Deputy Fire Chief or the Fire Chief within twenty-four (24) hours of the occurrence to receive retroactive approval.

Battalion Chiefs assigned to the fifty-six (56)-hour shift schedule shall have the first right of refusal to fill any fifty-six (56) hour Battalion Chief overtime shift assignment. If no fifty-six (56) hour Battalion Chief accepts the overtime assignment, the overtime shall be offered to Division Chiefs.

If the open fifty-six (56) hour Battalion Chief shift cannot be filled through the voluntary backfill procedure, the District may fill the vacant shift as necessary in accordance with standard operating procedures (e.g., acting assignments and mandatory assignments). Division Chiefs cannot be mandated to fill open Battalion Chief shifts.

The District shall maintain a minimum staffing level of two (2) Battalion Chiefs on duty each day. Minimum staffing levels shall be 2 Battalion Chiefs on duty per day. If there is no coverage for the shift the Battalion Chief position shall be mandatory coverage Per Hire back policy

There shall be no limit on the combined number of regular and overtime shifts that bargaining unit employees may work on a voluntarily basis.

### **3.5 Emergency Call Back / Mandated Staffing / Employee Recall**

The District may recall off-duty bargaining unit employee due to significant emergency incidents (fire, rescues, disasters) and to provide additional on-duty staffing during periods of elevated community risk (storms, Red Flag Warnings). Bargaining unit employees shall be paid their overtime rate for any hours worked outside their normal schedule. This section shall be administered in alignment with the Emergency Staffing Plan.

### **3.6 “Duty Chief” Stipend**

Bargaining unit employees assigned to on-call status as the Duty Chief during hours outside their normal work schedule shall receive a \$150 stipend per day in addition to their normal pay.

The Duty Chief shall receive their overtime rate when responding to significant incidents or at the request of the on-duty Battalion Chief. Overtime will be rounded to the nearest hour with a two (2) hour minimum.

### **3.7 Out of County Mutual Aid Assignment**

Bargaining unit employees are permitted to respond to an Out of County Mutual Aid assignment. Approval from the Deputy Chief is required. Up to 2 Battalion Chiefs may be assigned to Out of County Mutual Aid at any one time without the requirement to secure backfill coverage. Any additional Battalion Chief Out of County Mutual aid assignment shall be required to secure coverage for a minimum of 16 days, and is subject to Deputy Chief approval.

Bargaining unit employees shall be compensated at their applicable overtime rate portal to portal, for all hours outside their normal work schedule.

### **3.8 Shift Trades**

Battalion Chiefs may request shift exchanges with other Battalion Chiefs at no disservice to the District. The parties to a shift trade shall be solely responsible for working or otherwise covering the traded shifts. The District is not responsible for ensuring trades are paid back; this responsibility solely rests upon the individuals who are engaging in this practice.

### **3.9 Out of Classification Stipend**

Bargaining unit employees assigned by the Fire Chief to work in an acting role in a higher-level classification shall receive a \$150 stipend per day in addition to their normal pay for every day assigned to work in the acting role.

### **3.10 Deferred Compensation**

The District will match each bargaining unit employee's voluntary contributions to the District sponsored 457 plan on a dollar-for-dollar basis to a maximum of \$150 per pay period.

## SECTION 4 GENERAL BENEFITS

### 4.1 Health Insurance

**4.1.1 Eligibility.** Bargaining unit employees shall become immediately eligible for medical, dental, and vision insurance on the first day of the month following their date of hire or promotion into the bargaining unit. An eligible employee and eligible dependent may be enrolled in a District sponsored medical plan either as an employee or as the dependent spouse/registered domestic partner or another eligible District employee, but not both. If an employee is also eligible to cover their dependent child, then the child will be allowed to enroll as a dependent on only one (1) employee plan (i.e., an employee and their dependent cannot be covered by more than one (1) District-offered health plan).

**4.1.2 Choice of Health Plans.** Bargaining unit employees shall have a choice of enrolling themselves and their eligible dependents in any of the District sponsored medical, dental, and vision plans. Each plan shall offer an Employee only, Employee plus one and Employee plus two or more dependents coverage. The employee may choose any plan made available by the District.

#### 4.1.3 District Contribution Towards the Cost of Medical Insurance Premiums

- a. Effective January 1, 2026, the District shall contribute the following:
  1. Up to \$1,188 per month toward the cost of the monthly premium for employee-only medical plan coverage.
  2. Up to \$1,976 per month toward the cost of the monthly premium for employee plus one (1) dependent medical plan coverage.
  3. Up to \$2,445 per month toward the cost of the monthly premium for employee plus two (2) or more dependents medical plan coverage.
- b. Medical insurance plan premiums that exceed the District's monthly contribution shall be paid by the employee through payroll deductions. The District shall maintain its IRS 125 Plan to allow for employee contributions to be made through payroll deductions on a pre-tax basis.

#### **4.1.4 Medical Opt Out**

Bargaining unit employees who opt out of District medical insurance will receive a monthly cash payment of \$500 (reportable as taxable income). Employees will make opt out elections through the IRC 125 Plan maintained by the District. To be eligible the employee must provide evidence on an annual basis of other medical insurance outside of the District that is minimum essential coverage as defined by the Affordable Care Act.

## **4.2 Dental and Vision Insurance**

### **4.2.1 Dental Insurance:**

Bargaining unit employees and their eligible dependents may participate in the District provided group dental plan, in accordance with the terms, conditions, and eligibility requirements established by the District and the dental plan provider.

The District shall pay up to \$155 of the actual premium charged by the approved dental insurance provider for providing coverage to the employees and their dependents under the terms of the plan.

Dental insurance premiums that exceed the District's monthly contribution shall be paid by the employee through payroll deductions. The District shall maintain its IRC 125 Plan to allow for employee contributions made through payroll deductions to be made on a pre-tax basis.

### **4.2.2 Vision Insurance:**

Bargaining unit employees and their eligible dependents may participate in the District provided group vision plan, in accordance with the terms, conditions, and eligibility requirements established by the District and the vision plan provider.

The District shall pay up to \$9.00 of the actual premium charged by the approved vision insurance provider for providing coverage to the employees and their dependents under the terms of the plan.

Vision insurance premiums that exceed the District's monthly contribution shall be paid by the employee through payroll deductions. The District shall maintain its IRC 125 Plan to allow for employee contributions made through payroll deductions to be made on a pre-tax basis.

## 4.3 Life, Disability, and CSFA

**4.3.1 Life insurance:** The District shall provide all bargaining unit employees with District paid basic life insurance and accidental death and dismemberment (AD&D) coverage in the amount of twenty-five thousand dollars (\$25,000). In addition to the District paid benefit, employees may elect to purchase supplemental life insurance and supplemental AD&D coverage for themselves, as well as optional life and AD&D coverage for an eligible spouse or registered domestic partner and eligible dependent children. All supplemental coverage is voluntary, employee paid, and subject to the terms, conditions, and eligibility requirements of the District's insurance provider.

**4.3.2 Long-term disability:** Bargaining unit employees participate in the District provided group LTD plan, in accordance with the terms, conditions, and eligibility requirements established by the District and the LTD plan provider.

The District shall pay 100% of the actual premium charged under the terms of the program.

**4.3.3 CSFA membership:** The District will pay 100% of CSFA dues for all bargaining unit employees.

## 4.4 Retirement (CalPERS)

### 4.4.1 Classic Members

Employees hired prior to December 31, 2012, and Employees hired on or after January 1, 2013 with pension reciprocity are provided the CalPERS 3% @ 55 local safety plan with the 12-month final compensation period. Classic employees shall pay the amount set annually by PERS.

The District's contract with CalPERS provides that retirement benefits shall be calculated using the employee's highest consecutive twelve (12) months of compensation earnable, as defined by CalPERS. The highest one-year period shall be determined by CalPERS at the time of retirement in accordance with applicable Government Code provisions and CalPERS regulations.

### 4.4.2 PEPRA Members

Employees hired on or after January 1, 2013, who are defined as "new" members by CalPERS are provided the CalPERS 2.7% @ 57 local safety plan. Employees who are new members are required to contribute at least 50% of the normal cost as a member contribution, as adjusted annually by CalPERS.

The District's contract with CalPERS provides that retirement benefits shall be calculated using the employee's highest average annual pensionable compensation over a consecutive thirty-six (36) month period, as defined by CalPERS. The thirty-six (36) month period shall

be determined by CalPERS at the time of retirement in accordance with applicable Government Code provisions and CalPERS regulations.

#### **4.4.3 Additional Retirement Benefits**

The District agrees to contact with CalPERS to provide bargaining unit employees with the following additional contracted-for optional CalPERS benefits:

- Section 20965, Credit for Unused Sick Leave (safety only)
- Section 21574, 1959 Survivors Benefit, Fourth Level
- Section 21548, Pre-retirement Option 2W Death Benefit

#### **4.4.4 Credit for Unused Sick Leave**

Upon retirement from the District, bargaining unit employees have the option to convert all of their accrued and unused sick leave to CalPERS service credit in accordance with Government Code section 20965. Notwithstanding anything in this agreement to the contrary, the terms and conditions of this benefit are governed by the laws and regulations governing CalPERS, including but not limited to the requirement that a member must retire within 120-days of separation from the District to be eligible for this benefit.

#### **4.4.5. Pre-tax Employee Contribution**

All contributions paid by employees towards the cost of CalPERS pension benefits will be deducted on a pre-tax basis to the extent permitted by law.

### **4.5 Retirement Medical**

Bargaining unit employees who participated in the International Association of Fire Fighters Medical Expense Reimbursement Plan ("IAFF MERP") prior to their promotion to Battalion Chief or Division Chief, and employees who subsequently promote into bargaining unit positions, shall continue their participation in the Retiree Medical Trust. Eligibility and participation requirements are administered by the Plan provider. It is the responsibility of each bargaining unit employee to complete all required enrollment documents, maintain current information, and comply with all Plan rules and deadlines in order to receive benefits.

The District shall deduct \$100.00 per pay period from each bargaining unit employee who is participating in the Retiree Medical Trust.

Bargaining unit employees (and eligible spouses) who previously worked for the Rincon Valley Fire District and were hired with the District prior to July 1, 2012, remain eligible for post-retirement medical insurance as set forth in Appendix B.

## 4.6 Paid Time Off

### 4.6.1 Sick Leave

Division Chiefs shall accumulate sick leave at the rate ten (10) hours per month up to and including the fifteenth (15th) year of service. The accrual rates shall increase to sixteen (16) hours per month beginning with the sixteenth (16th) year of service.

Shift Battalion Chiefs shall accumulate sick leave at the rate twelve (12) hours month up to and including the fifteenth (15th) year of service. The accrual rates shall increase to twenty-four (24) hours per month beginning with the sixteenth (16th) year of service.

The District may require a doctor's note in certain circumstances before paying sick leave when the District has information indicating that the employee is not requesting paid sick leave for a valid sick leave purpose.

Years of Service	Hours Accrued Per Month
0 – 15 (0 – 180 months)	10
16 + (181 + months)	16

#### 4.6.1.1 Sick Leave Payout to Survivors

Survivors of bargaining unit employees who die in the line of duty while employed by the District shall receive 30% accumulated and unused sick leave of the bargaining unit employee. Said sick leave shall be cashed out at the employee's regular rate at the time of death and paid to the employee's survivor(s). The payout of this benefit is taxable and accruals beyond the 30% are forfeited. Any payout of this benefit is taxable to the recipient. In addition, deceased employee's remaining accrued and unused sick leave balance (beyond the 30%) is forfeited.

#### 4.6.1.2 Sick Leave Buy Back

Employees who separate from the District shall have 30% of their accumulated and unused sick leave cashed out at the employee's regular rate at the time of separation. The amount of the cash out is taxable to the employee. Employee's remaining accrued and unused sick leave balance (beyond the 30% cashed out) is forfeited. Not applicable if service credit option for retirement is chosen with CalPERS.

#### 4.6.2 Bereavement Leave

Bargaining unit employees are allowed time off with pay in the event of a death in the immediate family as provided below. For purposes of this provision, "immediate family" of an employee means: biological, adopted or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis; a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; spouse; registered domestic partner; grandparent; grandchild; siblings; and any close relative residing in the employee's household.

Bargaining unit employees assigned to a 56-hour shift schedule shall receive two (2) shifts of paid bereavement leave for each death of the employee's immediate family member. In addition to the two four (2) shifts of paid bereavement leave, 56-hour shift employees may use an additional one (1) shift of leave for each instance of bereavement taken either as unpaid time or from the employee's accrued sick leave as requested by the employee. Bargaining unit employees assigned to a 40-hour work schedule shall receive four (4) days of paid bereavement leave for each death of the employee's immediate family member. In addition to the four (4) days of paid bereavement leave, 40-hour work schedule employees may use an additional one (1) day of leave for each instance of bereavement taken either as unpaid time or from the employee's accrued sick leave as requested by the employee.

Bereavement leave may be taken intermittently or consecutively but must be used within three (3) months of the death. Paid bereavement leave does not accrue, has no cash value and does not accumulate over time.

In the event of a death to a member of an employee's family who is not specifically listed above, the employee is granted one (1) shift or one (1) day off with pay.

All requests for bereavement leave shall be made in writing, specifying the time and date of the leave from duty.

#### 4.6.3 Vacation

Division Chiefs accrue vacation and shall use vacation in 8- or 10-hour blocks based on their work schedule Battalion Chiefs accrue vacation and shall use vacation in 24-hour blocks:

<b>56-hour per week employee</b>		
<b>MONTHS OF SERVICE</b>	<b>ACCRUED PER MONTH</b>	<b>ACCRUED PER YEAR</b>
0-71 months	12 hours	144 hours
72-119 months	18 hours	216 hours
120-191 months	22 hours	264 hours
192 months and greater	26 hours	312 hours

<b>40-hour per week employee</b>		
<b>Months of Service</b>	<b>ACCRUED PER MONTH</b>	<b>ACCRUED PER</b>
0 - 36 months	6.67 hours	80 hours
37 - 84 months	10 hours	120 hours
85 - 132 months	13.33 hours	160 hours
133 - 180 months	16.67 hours	200 hours
181+ months	20 hours	240 hours

Bargaining unit employees may accrue and maintain a maximum vacation leave balance equal to two (2) years' vacation accrual. Employees may take only that amount of vacation which has accrued at the time the vacation is taken.

Bargaining Unit employees who work a 56-hour work week and reach the maximum vacation accrual will cease to accrue additional vacation leave until they have used vacation and reduced their balance below the two-year maximum. Accruals will resume in the pay period following the reduction of the employee's vacation balance below the established maximum.

Bargaining Unit employees assigned to a 40-hour work week as of the effective date of this Agreement, who reach the maximum vacation accrual, shall be paid for hours accrued in excess of the maximum at their regular rate of pay on the employee's anniversary date. This grandfathered provision shall not apply to employees who transition to or are appointed to a 40-hour position after the effective date of this Agreement.

Bargaining unit employees on an extended work-related medical or injury leave and employees whose prescheduled vacation is cancelled based on work requirements, may request approval to carry-over vacation leave accrued more than the maximum. The request must be submitted in writing to the Fire Chief and approved in writing by the Fire Chief.

Upon separation from employment with the District, a bargaining unit employee's accrued and unused vacation balance will be cashed out at the employee's regular rate at the time of separation.

#### **4.6.4 Holidays**

The District recognizes the following holidays: New Year's Day; Martin Luther King Jr. Day; Presidents Day; Memorial Day; Juneteenth; Independence Day; Labor Day; Veterans Day; Thanksgiving Day; Friday after Thanksgiving Day; Christmas Eve; and Christmas Day.

Employees shall receive one (1) floating holiday per calendar year. The floating holiday must be used within the calendar year in which it is granted and does not carry over into the following calendar year.

Use of the floating holiday is subject to supervisory approval and operational needs.

Any unused floating holiday remaining upon separation from District employment is forfeited and shall not be cashed out upon separation.

Division Chiefs assigned to a 40-hour per week schedule shall be off work with pay on the above holidays. If a holiday falls on a weekend day, the previous Friday or following Monday can be taken off.

#### Fifty-six (56) hour shift schedules

Employees assigned to fifty-six (56) hour shift schedules, will have the floating holiday paid out in the month of October each calendar year.

Additionally, employees assigned to fifty-six (56) hour shift schedules shall receive holiday in lieu pay without regard to whether such employees actually work on the recognized holidays. This compensation shall be equal to 156 hours per year and paid separately at the employee's regular rate of pay. Holiday in lieu pay shall be prorated and paid in the pay period in which each recognized holiday occurs at the rate of twelve (12) hours per holiday.

Holiday in lieu pay will be reported as special compensation within the meaning of Section 20636 of the California Government Code and Section 571(a)(5) of the CalPERS regulations for Classic members and/or as pensionable compensation for PEPRA members pursuant to the California Government Code Section 7522.34 and the Section 571.1(a)(4) of the CalPERS regulations as amended.

#### **4.6.5 Alternative Leave**

Division Chiefs are granted sixty (60) hours of Alternative Leave per calendar year that may be taken in minimum increments of one (1) hour.

Shift Battalion Chiefs are granted twenty-four (24) hours of Alternative Leave per calendar year that must be taken twenty-four (24) hour block.

Alternative Leave may be used at the employee's discretion subject to District scheduling considerations. Unused Alternative Leave does not accumulate, may not be carried over from year to year and has no cash value. Alternative Leave is not pensionable.

#### **4.6.6 Jury Duty**

Bargaining unit employees who are summoned for jury service in state or federal court shall receive their regular pay for all time they are necessarily absent from work to satisfy their jury service. The District may require proof of the time spent in such jury service as a condition of receiving the time off with pay and any monies received by the employee for their jury service shall be remitted to the District. Bargaining unit employees who are released from jury service and are not required to return for additional jury service the following day shall report directly to work to complete the remainder of their shift or workday. Bargaining unit employees who are required to serve as jurors shall not have their regular starting and ending work times changed as a result of jury service.

## **4.7 Uniforms / Boot Allowance**

The District will provide uniforms and apparel consistent with the District's uniform policy, including initial issue and replacement as needed, subject to program manager approval.

The District will provide station and wildland boots. Replacement will be as needed with a maximum allowance of \$450 per year in accordance with the District's uniform policy.

Battalion and Division shall wear district approved safety boot.

Laundering and basic maintenance of uniforms is the responsibility of the employee.

District laundering facilities and laundry supplies shall be made available for laundering uniforms.

## **4.8 Other Provisions / Reimbursements**

### **4.8.1 Station Dues**

- Shift Battalion Chief: \$30.00 per month
- Division Chief: \$10.00 per month

### **4.8.2 Personal Exposure Reporting**

The District shall reimburse employees \$12 per person, per year, toward the Personal Exposure Reporting System. These reimbursements are taxable to the recipient employee.

### **4.8.3 Training, Continuing Education and Tuitions**

Battalion Chiefs and Division Chiefs are eligible for District paid education cost up to \$1,000 per fiscal year for continuing education. Employer paid training/education costs do not transfer year to year and have no cash value.

All continuing education expenses must receive prior written approval from the District. The District will pay approved registration and continuing education costs in advance of the employee's attendance. If the available training/education benefit available for a particular fiscal year is not used by the end of the fiscal year, it is forfeited.

Division Chiefs are granted up to five (5) consecutive days off and shift Battalion Chiefs are granted up to three (3) shifts off, for training leave per fiscal year for coursework that directly benefits their current position, subject to advance approval by the Deputy Chief. Training leave applies only for the fiscal year and does not carry over and is forfeited if not used in the fiscal year it is earned.

### **4.8.4 District Owned Vehicles / Mileage**

The District shall provide chief officers with an assigned District owned or leased and maintained vehicle to use while conducting District business, subject to District policy.

In the event that bargaining unit members use their personal vehicles for District business, the District shall reimburse mileage for use of a personal vehicle for District business at the current IRS rate.

## **SECTION 5 SENIORITY**

### **5.1 General Seniority**

General seniority is defined as the total length of continuous service with the District (date of full-time hire), including continuous service with a predecessor agency (date of full-time hire) that merged with or was annexed by the District. General seniority is used for vacation selections and layoffs.

### **5.2 Seniority**

Seniority is the total length of continuous service following promotion into the Chief Officer rank.

### **5.3 Continuity of Service**

Continuity of service will not be broken, and seniority will accrue where an employee:

- Is inducted, enlists, or is called to active duty in the Armed Forces of the United States or service in the Merchant Marines, under any Act of Congress which provides that the employee is entitled to re-employment rights.
- Is on duty with the National Guard.
- Is absent due to lay-off for a period of less than 2 years.
- Members will not continue to accrue seniority while on unpaid leave of absence.

### **5.4 Layoff**

In the event of personnel reduction, the employee with least seniority will be laid off first. If an eliminated position is re-established within 24 months from the date of layoff, the laid-off employee shall have a right to reinstatement with a pre-employment fit for duty exam pursuant to NFPA 1582 and compliance with required qualifications and certifications for the position.

## **SECTION 6 ASSIGNMENTS**

### **6.1 Battalion Chief Assignments**

Battalion Chiefs assigned to a Battalion at the time of implementation of this Agreement shall remain in their current Battalion assignment unless otherwise agreed to by the Battalion Chief.

The Fire Chief may temporarily assign or reassign a Battalion Chief to a different Battalion to meet the operational needs of the District, facilitate training and development

opportunities, or address vacancies. Such temporary assignments shall not normally exceed six (6) months.

Following any temporary assignment, the Battalion Chief shall return to their original Battalion assignment unless otherwise mutually agreed upon by the affected Battalion Chiefs assigned to that shift.

## **SECTION 7 GRIEVANCE PROCEDURES**

### **7.1 Definitions and General Provisions**

7.1.1 A grievance is a claimed violation, misinterpretation, inequitable application, or non-compliance with provision of the following :

7.1.2 Collective Bargaining Agreement;

7.1.3 Existing practices affecting the status or working conditions of District employees:

7.1.4 Complaints of harassment, discrimination, and retaliation based on protected class or activity shall be handled in accordance with District's Anti-Harassment Policy and shall not be subject to the grievance procedure. Complaints of harassment, discrimination and retaliation for Association activity shall be subject to a grievance.

### **7.2 Grievance Procedure - Step 1**

Deputy Fire Chief

7.2.1 Within thirty (30) calendar days of the event giving rise to a grievance, the grievant shall present the grievance to the Deputy Fire Chief for disposition.

7.2.2 The Deputy Fire Chief, or their designee, shall issue a written response within fourteen (14) calendar days. If the Deputy Fire Chief fails to issue a written response within fourteen (14) days, the grievant may proceed to Step 2.

### **7.3 Grievance Procedure - Step 2**

Fire Chief

7.3.1 If the grievant believes that the grievance has not been redressed in Step 1, he/she may appeal the decision in writing to the Fire Chief within fourteen (14) calendar days of receipt of the Step 1 decision.

7.3.2 Within twenty-one days (21) calendar days after a Step 2 grievance is filed, the Fire Chief shall investigate the grievance, confer with the grievant in an attempt to resolve the grievance and make a decision in writing.

7.3.3 Association grievances based on a claim of violation within its scope of representation shall be initiated at Step 2.

#### **7.4 Grievance Procedure - Step 3**

##### **Arbitration**

7.4.1 If the grievant believes that the grievance has not been adequately resolved at Step 2, the Association may file, in writing, within fourteen (14) calendar days of receipt of the Step 2 decision, a request to arbitrate the grievance.

7.4.2 The grievance will be determined by an arbitrator selected by mutual agreement between the District and the Association.

7.4.3 The decision of the arbitrator will be final and binding on all parties.

7.4.4 Both parties shall endeavor to submit the grievance to the arbitrator within sixty (60) calendar days after filing of the appeal to Step 3.

#### **7.5 Immediate Arbitration**

7.5.1 In cases of alleged irreparable injury, the Association (only) may invoke "immediate arbitration." The purpose of this provision is to have a determination by the arbitrator of the propriety or impropriety of the intended action before the action/omission occurs. The parties shall, by mutual agreement, or "striking", choose an arbitrator within five (5) workdays of the grievance reaching Step 2, or use the usual "striking" procedures and timelines if the action is stayed pending a decision.

7.5.2 There shall be an oral argument after the evidence is submitted. Post hearing briefs may be submitted by mutual agreement. Pre-hearing briefs may be submitted at the option of either party.

#### **7.6 General Conditions**

7.6.1 Any time limit may be extended by mutual agreement in writing.

7.6.2 An aggrieved employee may be represented by a representative of his/her choice and said representative is entitled to be present at all formal meetings, conference and hearings pertaining to the grievance.

## SECTION 8 PEACEFUL RESOLUTION OF DIFFERENCES

The Parties recognize the desirability of continuous and uninterrupted operation of the District during the term of this MOU and the avoidance of disputes which threaten to interfere with such operation.

PFCSC agrees that during the term of this MOU or even after contract expiration but where the parties continue to bargain regarding a successor MOU and the PFCSC has not declared impasse lawfully in accordance with the Meyers-Miliias-Brown Act (Gov. Code § 3500 et seq.), PFCSC will not cause or sanction strikes of any kind, including sympathy strikes.

The District agrees that it will not institute lockouts during the term of this MOU.

## SECTION 9 SAVINGS CLAUSE

Should any provision of this MOU be rendered invalid, unlawful or unenforceable by operation of law or by any tribunal of competent jurisdiction, such provision shall be separable. Only the specific provision at issue shall become invalid and the remaining portions of this MOU shall not be affected. The Parties shall meet and confer in good faith, upon request, regarding a lawful replacement provision.

## SECTION 10 MANAGEMENT RIGHTS

The District, on its own behalf and on behalf of the taxpayers of the District, retains and is vested with, solely and exclusively, all rights of management which have not been expressly abridged by a specific provision of this MOU or by law, to manage the District, as such rights existed prior to the execution of this MOU. The District reserves unto itself, without limitation, all inherent powers, rights, authority, duties, responsibilities, functions and prerogatives of management conferred upon and vested in it by the laws and the Constitution of the State of California and under federal law, including but not limited to, the right:

- 10.1. to determine the District's mission and that of its constituent departments;
- 10.2. to exercise executive management and administrative control of the District, its properties and facilities, and the duties of its employees during hours of work;
- 10.3. to set standards and levels of service;
- 10.4. to determine the procedures and standards for hiring of employees;
- 10.5. to determine the procedures and standards for promotion of employees;
- 10.6. to direct employees and assign work on a day-to-day basis;
- 10.7. to establish and enforce uniform, dress, and grooming standards;
- 10.8. to determine the methods and means to relieve employees from duty when work is not available or for other lawful reasons;

- 10.9. to create efficiency in District operations;
- 10.10. to determine the methods and means to be used to achieve standards and levels of service;
- 10.11. to determine the number, skill types, and organization of the District's workforce;
- 10.12. to determine job classifications and descriptions;
- 10.13. to determine means and methods to finance District operations;
- 10.14. to determine facilities, technology, and equipment used by the District;
- 10.15. to contract for any service or work needed by the District;
- 10.16. to schedule employees and work;
- 10.17. to establish performance standards, evaluations, and improvement plans;
- 10.18. to discharge and discipline employees; and
- 10.19. to take all lawful necessary actions to fulfill its mission during an emergency.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the District, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms hereof, and by the laws and the Constitution of the State of California and under federal law.

The Employer shall notify the Association before implementing any management right or decision that impacts matters within the scope of representation for bargaining unit employees. The PFCSC shall have the right to meet and confer over such impacts in accordance with the Meyers-Milias-Brown Act (MMBA), Government Code section 3500 et seq.

## **SECTION 11 FULL UNDERSTANDING CLAUSE**

This MOU sets forth the full and entire understanding of the Parties regarding matters set forth herein and supersedes prior or existing agreements or understandings between the parties to the extent they are inconsistent with this MOU.

Except as specifically provided herein, it is agreed and understood that each party hereto waives its right and agrees that the other shall not be required to negotiate with respect to any matter covered in this MOU during the term of this MOU. However, in the event of fiscal or operational crisis that could result in layoff of personnel as determined by the District, and/or as a result of changes in statutory or decisional law, the District may implement a change only after exhausting all obligations of meet and confer to the extent required by law.

In cases of emergency, as determined by the District, when the District determines that an ordinance, rule, resolution, or regulation must be adopted immediately without prior notice

or meeting with PFCSC, the District shall provide reasonable notice and opportunity to meet and confer at the earliest practicable time following the adoption of the ordinance, rule, resolution, or regulation.

Nothing herein shall preclude or limit the District from making changes in matters not covered by this MOU but within the scope of representation. If the District intends to make such changes, it will give prior notice to PFCSC and an opportunity to meet and confer over said changes.

The waiver of a breach of a term or condition of this MOU by either party shall not constitute a precedent or waiver of the future enforcement of all or any terms and provisions herein.

Nothing in this section shall preclude the parties from jointly agreeing to meet and confer on any issue(s) within the scope of representation during the term of this MOU. Any modifications to this MOU must be in writing and signed by authorized representatives of both parties.

## **SECTION 12 TERM OF AGREEMENT**

This MOU is effective as of July 1, 2026 and shall remain in full force and effect through June 30, 2027 unless extended or modified by mutual written agreement.

PROFESSIONAL FIRE CHIEFS OF SONOMA COUNTY

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Title: \_\_\_\_\_

SONOMA COUNTY FIRE DISTRICT

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Title: \_\_\_\_\_

## Appendix A Salary Schedule

July 1, 2026	Monthly			Annually		
Classification	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
Division Chief	\$17,328.88	\$17,848.75	\$18,384.21	\$207,946.59	\$214,184.99	\$220,610.54
Battalion Chief	\$16,203.96	\$16,690.07	\$17,190.78	\$194,447.47	\$200,280.89	\$206,289.32

## Appendix B Rincon Valley Fire District Retiree Medical

Bargaining unit employees and their eligible spouses who previously worked for the Rincon Valley Fire District and were hired with the Sonoma County Fire District ("District") prior to July 1, 2012 remain eligible for the following retiree medical benefits:

The employee retires from the District with a minimum of eleven complete years of full-time permanent service with the District.

The qualified retired employee or the qualified retired employee's spouse is not otherwise eligible for the same level of medical coverage through another employer.

The qualified retired employee or the qualified spouse shall exercise due diligence in identifying coverage available through another employer.

If only one of the qualified retired employees or the qualified spouse are eligible for the same level of medical coverage through another employer, the remaining individual shall continue to be qualified under this section.

The qualified retired employee and the qualified retired employee's spouse participate in Medicare to the full extent allowed by law.

At the time that a qualified retired employee or qualified spouse reaches age 65 the District shall be furnished with a statement of earnings from Social Security.

If neither a qualified retired employee nor qualified spouse claims to be eligible for Medicare at age 65 a notarized statement to that effect shall be provided to the District.

The maximum contribution for the aggregate of the qualified retired employee and the qualified retired employee's spouse shall be \$1,261.15 per month for an employee retiring with twenty complete fulltime permanent years of service with the District (which includes any probationary time as a permanent full-time employee). Service with the District shall include any full-time permanent service with an agency absorbed by the District. The most restrictive maximum amount shall apply unless proof of eligibility for a less restrictive maximum amount is provided by the qualified retired employee or qualified spouse of the qualified retired employee.

For retired employees with more than eleven complete full-time permanent years of service and less than twenty complete full-time permanent years of service the District shall contribute the following maximum amounts (based on the employer contribution limits for active employees specified in section 5.1.13) for the aggregate of the retired employee and the retired employee's spouse.

Eleven complete years, but less than twelve: 10% of actual premium to a maximum of 10% of the applicable maximum amount.

Twelve complete years, but less than thirteen: 20% of actual premium to a maximum of 20% of the applicable maximum amount.

Thirteen complete years, but less than fourteen: 30% of actual premium to a maximum of 30% of the applicable maximum amount.

Fourteen complete years, but less than fifteen: 40% of actual premium to a maximum of 40% of the applicable maximum amount.

Fifteen complete years, but less than sixteen: 50% of actual premium to a maximum of 50% of the applicable maximum amount.

Sixteen complete years, but less than seventeen: 60% of actual premium to a maximum of 60% of the applicable maximum amount.

Seventeen complete years, but less than eighteen: 70% of actual premium to a maximum of 70% of the applicable maximum amount.

Eighteen complete years, but less than nineteen: 80% of actual premium to a maximum of 80% of the applicable maximum amount.

Nineteen complete years, but less than twenty: 90% of actual premium to a maximum of 90% of the applicable maximum amount.

The retired employee was a full-time permanent employee of the District on or after January 1, 2003.

“Retiree” or “Retired employee” means a person who is eligible to retire under P.E.R.S. rules at the time of separation from District service.

Eligible dependents of a qualified retired employee, other than a qualified spouse, may be covered at the expense of the retired employee.

The retired employee’s share, if any, shall be billed directly to the retiree by the District’s third-party administrator. Failure of the retired employee to pay the required share shall cause the coverage to be terminated.

The benefit to the qualified retired employee shall expire upon the death of the qualified retired employee and the benefit to the qualified spouse of the qualified retired employee shall expire upon the death of the qualified spouse of the qualified retired employee unless the medical benefit provided to active employees pursuant to this MOU are no longer available.

The benefit to the qualified spouse of the qualified retired employee shall only apply to a spouse that has been legally married pursuant to California law to the qualified retired employee for a minimum of one year prior to the date of retirement.

The spouse of a qualified retired employee shall cease to be a qualified spouse and shall no longer be eligible for any benefits under this section upon the termination of the marriage to the qualified retired employee for any reason other than death.

A qualified retired employee and/or the qualified spouse of a qualified retired employee that does not request the benefit at the time of the qualified employee’s retirement or who

terminates the coverage prior to death may reactivate the coverage during a month in each year designated by the District or upon a qualifying life event.

It is the intent of this section that the qualified retired employee and the qualified spouse of the qualified retired employee shall only be eligible for the plan that is offered through the District and that it shall not be construed to mean that the qualified retired employee and the qualified spouse of the qualified retired employee shall be eligible for any reimbursement or offset for selecting or participating in a different plan.

**EMPLOYMENT AGREEMENT BETWEEN  
THE SONOMA COUNTY FIRE DISTRICT**

**AND**

**HUMAN RESOURCES MANAGER, KRISTINA HOLLOWAY**

**ARTICLE 1 PREAMBLE**

This agreement is between the Sonoma County Fire District ("District") and District Human Resources Manager Kristina Holloway ("HR Manager").

The term of this agreement shall be for a three-year term commencing on July 1, 2026, and expiring on June 30, 2029. This agreement shall be automatically renewed each year, for successive one-year terms unless one party gives a written notice of non-renewal to the other party at least 60 days before the end of the then current term.

**ARTICLE 2 AT-WILL EMPLOYMENT PROVISION**

- Employment of the HR Manager at the District is offered on an "at will" basis within the meaning of California Labor Code §2922 and within the applicable provisions of California Government Code 3250-2362. This means that either the HR Manager or the District may end the relationship at any time with or without cause or notice.
- HR Manager is an "at will" FLSA exempt employee serving in a confidential executive management position reporting to the Deputy Chief of Administration and Support.
- HR Manager is employed as the HR Manager job description and organizational chart changes to be approved by the Board of Directors ("Board").

**ARTICLE 3 HOURS OF WORK**

- HR Manager shall work 40 hours per week.
- Work schedule may be one of the following, with flexible start and end times:
  - o A five-day, eight-hour (5/8) work schedule
  - o A four-day, ten-hour (4/10) work schedule
  - o A nine-day, eighty-hour (9/80) work schedule
- HR Manager may be subject to mandated emergency recall as directed by the Fire Chief.

**Holidays**

- District recognizes the following paid holidays:

New Year's Day	Martin Luther King Jr. Day
Presidents Day	Memorial Day
Juneteenth	Independence Day

Labor Day	Veterans Day
Thanksgiving Day	Friday after Thanksgiving Day
Christmas Eve	Christmas Day
Floating Holiday (1)	

- If the holiday falls on a weekend day, the following workday may be taken off.
- In addition, one floating holiday each calendar year to be used in that calendar year.

**ARTICLE 4 SALARY**

The HR Manager’s base annual salary at the beginning of the term of this agreement shall be \$144,258.85 to be paid monthly, in accordance with District payroll procedures.

**Salary Adjustments**

- The HR Manager will advance to Step 2 on the first day of the pay period following one year from their date of hire.
- The HR Manager will advance to Step 3 on the first day of the pay period following two years from their date of hire.

Effective July 1, 2026					
Annually			Monthly		
Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
\$144,259	\$151,851	\$159,844	\$12,021.57	\$12,654.29	\$13,320.30

- If there is a compensation review and an increase is made to the above salaries, the HR Manager’s salary will increase to the new associated salary at the HR Manager’s step placement.
- Thereafter, salary enhancements may be made annually.
  - o Requires approval of the Fire Chief and Board.
  - o Based upon an annual job performance report prepared by the Fire Chief and in consideration of:
    - Job performance.
    - Adherence to District's Vision, Mission, and Guiding Principles.
    - Review of current job requirements.
    - Cost of living impacts.
- Salary reductions may be made in the following situations:
  - o As a result of a disciplinary proceeding.
  - o As a result of the Board declaring a fiscal emergency.
  - o Salary reductions require a 60-day notice given to the employee prior to a salary reduction action.

**ARTICLE 5 PAID TIME OFF ("PTO")**

- The District shall provide the HR Manager with vacation leave according to the following schedule:

<b>Years of Service</b>	<b>Hours Accrued Annually</b>
0 – 3 (0 – 36 months)	80
4 - 7 (37 - 84 months)	120
8 – 11 (85 – 132 months)	160
12 – 15 (133 – 180 months)	200
16 + (181+ months)	240

- Vacation balance maximum shall be two (2) years of accrual.
- The District agrees to revisit the section on vacation leave upon receipt of the District's 2027 health insurance rates.

**Alternative Leave**

- The HR Manager shall receive sixty (60) hours of Alternative leave per calendar year. Alternative leave hours do not transfer year to year and do not hold cash value.

**Sick Leave**

- HR Manager shall accumulate sick leave at the rate according to the following schedule:

<b>Years of Service</b>	<b>Hours Accrued Per Month</b>
0 – 15 (0 – 180 months)	10
16 + (181 + months)	16

- If HR Manager is on extended "sick or injury" leave or vacation that has been canceled by the District, shall have vacation time in excess of the maximum allowed carried forward by written request approved by the Fire Chief.
- The District may require a doctor's note in certain circumstances before paying sick leave when the District has information indicating that the HR Manager is not requesting paid sick leave for a valid sick leave purpose.
- The District will pay the employee thirty percent (30%) of all unused sick leave accrued by the employee at the time of separation based on the employee's hourly rate of pay inclusive of applicable incentives. Not applicable if service credit option for retirement is chosen with CalPERS.

**Bereavement Leave**

- Forty (40) hours of time off with pay in the event of a death in the immediate family defined as: Spouse, child, step or foster child, mother, father, mother-in-law, father-in-law, brother, sister, grandparents, stepparents, foster parents, or any close relative residing in the HR Manager's household.
- In the event of a death of an employee's family who is not specifically listed above, the employee is granted one day off with pay.

**Jury Duty**

- In the event of a jury summons, no deduction will be made from the HR Manager's salary while serving on jury duty. The HR Manager is to return to work immediately following a release from jury duty if jury duty concludes during a work period.

**ARTICLE 6 EMERGENCY RECALL PAY**

- HR Manager may be subject to be recalled working at the direction of the Fire Chief for District emergencies.
- HR Manager shall be compensated for emergency recall hours at the regular hourly rate of pay unless the Board of Directors authorizes overtime pay.

**ARTICLE 7 OTHER EMPLOYMENT BENEFITS**

The District shall provide the following other employment benefits as part of this agreement:

**Deferred Compensation**

- District will contribute dollar for dollar to match the HR Manager's contribution to a PERS457 plan, provided the HR Manager contributes at least the equal amount per month.
  - o District will contribute a maximum of \$300 per month or \$150 per pay period.

**Retirement**

- HR Manager shall receive retirement benefits pursuant to the current retirement benefit plan between the District and the California Public Employees' Pension System ("CalPERS").
- HR Manager is considered a PEPPRA employee pursuant to CalPERS.
- HR Manager will receive 2%@62 retirement calculation formula.
- HR Manager will pay up to 50% of the normal cost, as set annually by CalPERS.
- Pursuant to government code section 20965, the HR Manager may elect to convert unused sick leave to CalPERS service credit.

**Medical Insurance**

- HR Manager and their dependents are eligible to participate in the District-provided group medical plans, in accordance with the terms, conditions and eligibility requirements established by the District and the medical plan providers. The District shall pay the actual premium charged by the approved health care provider for providing coverage to the HR Manager and their dependents under the terms of the plan up to the following monthly maximum amounts:
  - Employee with no dependents      \$1,188/month
  - Employee with 1 dependent      \$1,976/month
  - Employee with 2 or more dependents      \$2,445/month
  
- HR Manager may choose any plan made available to the District. HR Manager shall be responsible for paying the difference between the amounts listed in the item above and the actual cost of the plan selected. Any difference shall be deducted monthly from the HR Manager's pay. The District agrees to revisit this section of the agreement upon receipt of the District's 2027 medical insurance rates. We will meet to discuss any necessary adjustments to the maximum employer contribution levels.

**Dental Insurance**

- HR Manager and their dependents are eligible to participate in a group dental plan selected by the District. The District shall pay \$155 of the actual premium charged by the approved dental insurance provider for providing coverage to HR Manager and their dependents under the terms of the Plan. Once the premium for the basic plan increases to more than \$155 the District cap shall become 100% of the basic dental plan premium.

**Vision Insurance**

- HR Manager and their dependents are eligible to participate in a group vision care plan selected by the District. The District shall pay \$9.00 of the actual premium charged by the approved vision insurance provider for providing coverage to the HR Manager and their dependents under the terms of the Plan.

**Life Insurance**

- HR Manager is eligible to participate in the life insurance program selected by the District. The District shall pay 100% of the premium for the selected plan. HR Manager may choose higher coverage at the expense of the employee for the difference.

**Long Term Disability Insurance**

- HR Manager is eligible to participate in the District's disability insurance program through CSFA. The District shall pay 100% of the actual premium charged under the terms of the program.

**CSFA Membership**

- The District will pay 100% of CSFA dues for all employees, including HR Manager.





**Sonoma County Fire District  
Board of Directors  
Staff Report**

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**Date:** 7/1/2026

**Topic:** Approval of Human Resources Manager Employment Agreement and Compensation Adjustments for Fiscal Year 2026/2027

**Recommendation:**

Approve the Human Resources Manager Employment Agreement between the Sonoma County Fire District and Human Resources Manager Kristina Holloway, effective July 1, 2026, and authorize the Fire Chief to execute the agreement. The agreement establishes the terms and conditions of employment for the Human Resources Manager position. The agreement provides for a two-year term with automatic one-year renewals unless either party provides notice of non-renewal in accordance with the agreement.

**Financial Impact:**

The proposed agreement includes the following compensation changes:

- A 5% increase to the Human Resources Manager salary schedule.
- An increase in the District's dental insurance buy-up contribution to \$155 per month.
- An increase of \$400 to the annual continuing education allowance, increasing the maximum reimbursement to \$1,000 per fiscal year.

Funding for these increases has been incorporated into the Fiscal Year 2026-2027 budget.

**Background:**

As part of the District's administrative reorganization, the Human Resources Manager position has become a key member of executive management with responsibility for overseeing personnel administration, labor relations support, confidential employee matters, internal investigations, recruitment, employee discipline coordination, benefits administration, and other sensitive human resources functions. The position serves in a confidential executive management role and reports directly to the Deputy Chief of Administration and Support.

During implementation of the Administrative Miscellaneous Employee Agreement, staff determined that including the Human Resources Manager in the same agreement as other administrative employees created the potential for real or perceived conflicts of interest. Because the Human Resources Manager is responsible for administering provisions of the Administrative Agreement, advising management on employee relations, and handling confidential personnel matters, it is appropriate for the position to be governed by a separate employment agreement.



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The proposed Human Resources Manager Employment Agreement mirrors the provisions of the Administrative Miscellaneous Employee Agreement to maintain consistency in employment benefits and working conditions while recognizing the confidential and executive nature of the position. Establishing a separate agreement also provides clarity regarding the Human Resources Manager's employment relationship and responsibilities.

The agreement includes the following primary updates:

- A 5% adjustment to the salary schedule.
- An increase in the District dental insurance contribution to \$155 per month.
- An increase in the annual continuing education reimbursement from \$600 to \$1,000.
- Continued consistency with the Administrative Miscellaneous Employee Agreement for leave accruals, work schedules, retirement, health benefits, and other employment benefits.

Approval of this agreement will ensure the Human Resources Manager has an employment agreement that reflects the nature of the position while maintaining consistency with the District's overall compensation philosophy and administrative employment practices.

**Attachments:**

1. Human Resources Manager Employment Agreement – Effective July 1, 2026