

EMPLOYMENT AGREEMENT
BETWEEN THE SONOMA COUNTY FIRE DISTRICT
AND CHIEF FINANCIAL OFFICER TERESABOLDUC

ARTICLE 1 PREAMBLE

This agreement is between the Sonoma County Fire District (“District”) and District Chief Financial Officer Teresa Bolduc (“CFO”).

The term of this agreement shall be for a two-year term commencing on March 1, 2023, and expiring on February 28, 2025. 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 CFO 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 CFO or the District may end the relationship at any time with or without cause or notice.
- CFO is an “at will” FLSA exempt employee serving in a confidential executive management position reporting directly to the Fire Chief.
- CFO is employed as the Chief Financial Officer (job description and organizational chart changes to be approved by the Board of Directors (“Board”).

ARTICLE 3 HOURS OF WORK

- CFO shall work 40 hours per week.
- Normal work hours at 0800-1700.
- Work schedule may be varied upon approval of the Fire Chief.
- CFO may be subject to mandated emergency recall as directed by the Fire Chief.

Holidays

- District recognizes the following paid holidays:
 - New Year’s Day, Presidents Day, Independence Day, Veterans Day, Friday after Thanksgiving, Martin Luther King Jr. Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, Juneteenth.
 - If the holiday falls on a weekend day, the following workday may be taken off.
- One floating holiday used for the employees Birthday.

ARTICLE 4 SALARY

The CFO’s base annual salary at the beginning of the term of this agreement shall be \$160,000.00 to be paid monthly, in accordance with District payroll procedures.

Salary Adjustments

- Salary enhancements may be made annually.
 - Requires approval of the Fire Chief and Board.
 - 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:
 - As a result of a disciplinary proceeding.
 - As a result of the Board declaring a fiscal emergency.
 - Salary reductions require a 60-day notice given to the employee prior to a salary reduction action.

ARTICLE 5 PERSONAL TIME OFF ("PTO")

- The District shall provide the CFO with paid time off ("PTO") as follows:
CFO shall accrue 160 hours of vacation at the rate of 13.33 hours per month and another 80 hours of paid administrative leave time at the rate of 6.667 hours per month. CFO accrues vacation monthly. On CFO's anniversary date, CFO may have accrued hours carry over to the next year or be paid out at the current hourly rate of pay. Accrued vacation hours in excess of the amount accrued in two years shall be paid out upon the CFO's anniversary date.
- CFO shall accumulate sick leave at the rate of 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. The District may require a doctor's note for sick leave exceeding four consecutive days.
- If CFO 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.

Bereavement Leave

- Three (3) consecutive days 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 CFO's household.

ARTICLE 6 EMERGENCY RECALL PAY

- CFO may be subject to be recalled working at the direction of the Fire Chief for District emergencies.
- CFO 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 CFO's contribution to a PERS457 plan, provided the CFO contributes at least the equal amount per month.
 - District will contribute a maximum of \$300 per month.

Retirement

- CFO shall receive retirement benefits pursuant to the current retirement benefit plan between the District and the California Public Employees' Pension System ("CalPERS").
- CFO is considered a PEPPRA employee pursuant to CalPERS.
- CFO will receive 2%@62 retirement calculation formula.
- CFO will pay up to 50% of the normal cost, as set annually by CalPERS.
- In lieu of the CalPERS Sick Leave Credit, CFO may choose to have the District pay the CFO thirty percent (30%) of all unused sick leave accrued by the CFO at the time of retirement based on the CFO's hourly rate of pay inclusive of applicable incentives.

Medical Insurance

- CFO shall not receive medical insurance coverage under District plans.
 - CFO shall be paid \$788 per month as a medical stipend.
 - CFO is entirely responsible for their own medical insurance.

Dental Insurance

- CFO and their dependents are eligible to participate in a group dental plan selected by the District. The District shall pay \$153 of the actual premium charged by the approved dental insurance provider for providing coverage to CFO and their dependents under the terms of the Plan. Once the premium for the basic plan increases to more than \$153 the District cap shall become 100% of the basic dental plan premium.

Vision Insurance

- CFO 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 CFO and their dependents under the terms of the Plan.

Life Insurance

- CFO 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. CFO may choose higher coverage at the expense of the employee for the difference.

Long Term Disability Insurance

- CFO 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 CFO.

Reimbursable Expenses

- CFO shall be reimbursed for ordinary and necessary expenses in connection with employment including but not limited to travel, meals, lodging, and other expenses directly related to District business, as approved by the Fire Chief based upon submitted receipts in accordance with District policies and procedures.

Auto Operating Reimbursements

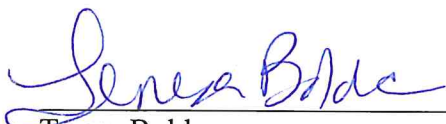
- District shall reimburse the employee for any use of their personal vehicle when used for district business. Reimbursement shall be for mileage at the current IRS mileage rate.

Continuing Education / Tuitions

- CFO is eligible for education reimbursements up to a maximum of \$600 each Fiscal Year for work related education.

ARTICLE 8 ANNUAL REVIEW OF COMPENSATION AND AGREEMENT

In January of each calendar year, the Fire Chief and CFO shall review the CFO's Agreement for compliance with the Agreement terms.

		
Teresa Bolduc	Date	Arnie Tognozzi
Employee		President, SCFD Board of Directors