



ADAM A. HOUSE
Fire Chief

John Costa
Board President
Division 9

Robert Webber
Board Vice President
Division 3

Brian Rice
Board Secretary
Division 7

Cynthia Saylors
Board Member
Division 1

Grant Goold
Board Member
Division 2

Ted Wood
Board Member
Division 4

Shawn Stark
Board Member
Division 5

D'Elman Clark
Board Member
Division 6

Gay Jones
Board Member
Division 8

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 · Mather, California 95655 · Phone (916) 859-4300 · Fax (916) 859-3700

BOARD OF DIRECTORS - REGULAR MEETING AGENDA


Thursday, June 25, 2026 – 6:00 p.m.
Sacramento Metropolitan Fire District
10545 Armstrong Avenue, Suite 200
Boardroom – Second Floor
Mather, California

&

Remotely Via Zoom
Webinar ID: 827 3461 0232 #

Passcode: metro2101

Phone: 1 (669) 444-9171 or 1 (669) 900 6833

 Passcode: 838771796 #

<https://us06web.zoom.us/j/82734610232?pwd=SFILQ1Znd25RSmlhdXZVQVh4d1VWZz09>

The mission of the Sacramento Metropolitan Fire District is to provide professional and compassionate protection, education and service to our community.

The Public's health and well-being are the top priority for the Board of Directors of the Sacramento Metropolitan Fire District and you are urged to take all appropriate health safety precautions. **To view the meeting via the Zoom Application, please click on the link above.**

Members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least forty-eight (48) hours in advance of a Regular meeting to make arrangements for such reasonable accommodations:

Marni Rittburg
Board Clerk
(916) 859-4305

rittburg.marni@metrofire.ca.gov

The Board will convene in open session at 6:00 p.m.

Serving Sacramento and Placer Counties



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REGULAR BOARD MEETING

THURSDAY, JUNE 25, 2026

- CALL TO ORDER
- ROLL CALL
- PLEDGE TO FLAG

METRO CABLE ANNOUNCEMENT:

This meeting of the Sacramento Metropolitan Fire District is recorded. The recording will be cablecast on Metro Cable Channel 14, the local government affairs channel on the Comcast and DirecTV U-Verse cable systems. The recording will also be closed captioned and video-streamed at metro14live.saccounty.gov. Today's meeting replays at **6:00 p.m. on Monday, June 29, 2026**, and again at **2:00 p.m. on Wednesday, July 1, 2026**, on Metro Cable Channel 14. Once posted, the recording of this meeting can be viewed on-demand at youtube.com/metrocable14.

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON AGENDA:

*The Board of Directors of the Sacramento Metropolitan Fire District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Public members wishing to address the Board are requested to first be recognized by the presiding officer and identify themselves for the record. The presiding officer may, in the interest of time and good order, limit the number of public member presentations. Speakers' comments will be limited to **three (3) minutes** (Per Section 31 of the Board of Directors Policies and Procedures).*

In accordance with Section 31 of the Board of Directors Policies and Procedures, members of the Public requesting their written comments be read into the meeting record must be present or have a representative present to read their comments during the time allotted.

CONSENT ITEMS:

Matters of routine approval including but not limited to action summary minutes, referral of issues to committee, committee referrals to the full Board, items that require yearly approval, declaration of surplus equipment, and other consent matters. The Consent Agenda is acted upon as one unit unless a Board member requests separate discussion and/or action.

CONSENT ITEMS

Page No.

1. **Action Summary Minutes**

7

Recommendation: Approve the Action Summary Minutes for the Regular Board Meeting of June 11, 2026.



Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING

THURSDAY, JUNE 25, 2026

- 2. Adopt Resolution – Closing Amendment to Fiscal Year 2025/26 Midyear Budget 14**
Recommendation: Adopt Resolution to address unanticipated expenditures that exceed budgeted amounts.
- 3. Adopt Resolution – Special Fire Tax – Sloughouse/Rancho Murieta Area 18**
Recommendation: Adopt Resolution authorizing the County Assessor to incorporate the \$100 per parcel Special Fire Tax for the Sloughouse/Rancho Murieta area with the 2026/27 Sacramento County property tax levy.
- 4. Disclosure of Material Expenditure – Excess General Liability Insurance – Vantage Risk Specialty Insurance Company – \$317,794.00 and Westchester Surplus Lines Insurance Company for \$221,837.00. 22**
Recommendation: Authorize a payment of \$317,794.00 to Vantage Risk Specialty Insurance Company and \$221,837.00. to Westchester Surplus Lines Insurance Company for Excess General Liability Insurance.
- 5. Disclosure of Material Expenditure – Aviation Liability Insurance – Chubb Insurance Group – \$214,963.00 24**
Recommendation: Authorize a payment of \$214,963.00 to Chubb Insurance Group for the purchase of Aviation Liability Insurance.
- 6. Disclosure of Material Expenditure – General/Property/Liability Commercial Insurance – Fire Agencies Insurance Risk Authority (FAIRA) for FY 26/27 in the amount of \$3,177,340.00 26**
Recommendation: Authorize a payment of \$3,177,340 to Fire Agencies Insurance Risk Authority (FAIRA) for commercial insurance.
- 7. Adopt Resolution – Surplus Vehicle and Equipment Designation 28**
Recommendation: Adopt Resolution designating the vehicles and equipment listed as surplus.
- 8. Revision of Board Policy – Policy 01.025.06 – Reinstatement Policy 32**
Recommendation: Approve the revisions to the Reinstatement Policy.
- 9. Board Policy – Policy 01.026.01 – Disruption of Telephonic or Internet Service During Public Meetings 40**
Recommendation: Approve the Disruption of Telephonic or Internet Service During Public Meetings Policy.

ACTION ITEMS:

- 1. Adopt Resolution – Non-Safety Senior Management, Management and Unrepresented Confidential Employees 46**
(Chief HR Officer Melisa Maddux)



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REGULAR BOARD MEETING

THURSDAY, JUNE 25, 2026

Recommendation: Adopt Resolution approving revisions for Non-Safety Senior Management, Management, and Unrepresented Confidential Employees and authorizing implementation of the revised language.

2. **Adopt Resolution – Senior Safety Management and Safety Management Employees** **89**

(Chief HR Officer Melisa Maddux)

Recommendation: Adopt Resolution approving revisions for Safety Senior Management and Safety Management Employees and authorizing implementation of the revised language.

3. **Adopt Resolution – Side Letter for the Battalion Chief's Organization, an Affiliate of Local 522** **124**

(Chief HR Officer Melisa Maddux)

Recommendation: Adopt Resolution approving the Side Letter for Article 42 between the Sacramento Metropolitan Fire District and the Battalion Chief's Organization, an Affiliate of Local 522.

REPORTS:

1. **PRESIDENT'S REPORT** — *(President Costa)*

2. **FIRE CHIEF'S REPORT** — *(Chief House) – No Report*

OPERATIONS REPORT – *(Deputy Chief Wagaman)*

ADMINISTRATIVE REPORT – *(Deputy Chief Fiorica)*

SUPPORT & EMERGENCY MEDICAL SERVICES REPORT – *(Deputy Chief Mitchell)*

3. **SMFD – FIREFIGHTERS LOCAL 522 REPORT** – *(Captain Sean Scollard, Local 522 Vice President)*

4. **COMMITTEE AND DELEGATE REPORTS**

All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California, unless otherwise specified.

A. **Executive Committee** – *(President Costa)*

Next Meeting: July 9, 2026, at 4:30 p.m.

B. **Communications Center JPA** – *(Deputy Chief Fiorica)*

Next Meeting: July 28, 2026, at 9:00 a.m.

SRFECC Annex – 10240 Systems Parkway, Suite 200, Sacramento



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REGULAR BOARD MEETING

THURSDAY, JUNE 25, 2026

- C. **Finance and Audit Committee** – *(Director Jones)*
Next Meeting: August 27, 2026, at 5:30 p.m.
- D. **Policy Committee** – *(Director Clark)*
Next Meeting: July 9, 2026, at 5:30 p.m.

BOARD MEMBER QUESTIONS AND COMMENTS

CLOSED SESSION:

The Board will convene in closed session to meet on the following matter(s):

1. **CONFERENCE WITH LABOR NEGOTIATOR**
Pursuant to California Government Code Section 54957.6
 - A. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: Sacramento Area Fire Fighters Local 522
 - B. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: Battalion Chiefs Bargaining Group,
Sacramento Area Fire Fighters Local 522
 - C. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: Administrative Support Personnel (ASP)
Affiliate of Sacramento Area Fire Fighters Local 522
 - D. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: Safety Senior Management, Management
and Unrepresented Confidential Employees
 - E. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: Non-Safety Senior Management, Management
and Unrepresented Confidential Employees
 - F. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: EMT and Paramedic Memorandum of Understanding
2. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION –**
Significant Exposure to litigation pursuant to California Government Code
Section 54956.9 (b): One Case
 - Claim Against Public Entity Pursuant to Government Code Section 910
Denise Roxann Williams v. Sacramento Metropolitan Fire District
John Lavra, General Counsel



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REGULAR BOARD MEETING

THURSDAY, JUNE 25, 2026

3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant Exposure to litigation pursuant to California Government Code Section 54956.9 (b): One Case

Claim Against Public Entity Pursuant to Government Code Section 910
Trevaus Williams v. Sacramento Metropolitan Fire District
John Lavra, General Counsel

CLOSED SESSION REPORT OUT

ADJOURNMENT

NEXT BOARD MEETING:


Unless specified differently, all meetings of the Board are held at Sacramento Metropolitan Fire District at 10545 Armstrong Avenue, Suite 200, Mather, CA 95655

- Regular Board Meeting – July 9, 2026, at 6:00 p.m.

Posted on June 22, 2026, by 4:30 p.m.

Marni Rittburg, CMC, CPMC
Clerk of the Board

** No written report

*  Separate Attachment

DISABILITY INFORMATION:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (916) 859-4305. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility.



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

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ACTION SUMMARY MINUTES – REGULAR MEETING

BOARD OF DIRECTORS
SACRAMENTO METROPOLITAN FIRE DISTRICT

Thursday, June 11, 2026, at 6:00 p.m.

Held at the following locations:

10545 Armstrong Avenue – Board Room

Mather, California

&

Remotely Via Zoom

CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Vice President Webber. Board members present: Clark, Goold, Jones, Rice, Saylor, Webber, and Wood. Board members absent: Costa, and Stark. Staff present: Chief House and Board Clerk Rittburg.

PUBLIC COMMENTS

No public comments were received.

CONSENT ITEMS

Moved by Director Jones, seconded by Rice, and carried unanimously by members present to adopt the consent calendar as follows:

- 1. Action Summary Minutes**
Recommendation: Approve the Action Summary Minutes for the Regular Board Meetings of May 28, 2026.
Action: Adopted the Action Summary Minutes.
- 2. Professional Services Agreement – Integrated Communications Strategies, LLC**
Recommendation: Authorize the Fire Chief to execute a Professional Services Agreement with Integrated Communications Strategies, LLC for a two-year term, with two one-year extension options, consistent with the terms outlines in the agreement.
Action: Approved
- 3. Adopt Resolutions – General District Election – November 3, 2026**
Recommendation: Adopt Resolutions calling for the November 3, 2026 General District Election and requesting consolidation of this election with the Statewide General Election, and requesting that Sacramento County and Placer County provide election services for this election.
Action: Adopted **Resolutions 2026-029 & 2026-030.**

4. **Disclosure of Material Expenditure – Excess Workers’ Compensation Insurance – Safety National Casualty Corporation - \$499,985.00**
Recommendation: Authorize a payment of \$499,985.00 to Safety National Casualty Corporation for Excess Workers’ Compensation Insurance.
Action: Approved

5. **Disclosure of Material Expenditure – Insurance Broker Services – USI Insurance Services - \$50,000.00**
Recommendation: Authorize a payment of \$50,000.00 to USI Insurance Services for insurance brokerage services.
Action: Approved

6. **Adopt Resolutions – Amendments to the 2025/26 Midyear Budget**
Recommendation: Adopt Resolutions amending the 2025/26 Midyear Budget.
Action: Adopted **Resolutions 2026-031, 2026-032, 2026-033, 2026-034, 2026-05, and 2026-036.**

7. **Adopt Resolution – Measure O Determinations for Reconstruction of Stations 23, 61, and 112**
Recommendation: Adopt Resolution determining that the reconstruction of Stations 23, 61, and 112 is more cost-effective and operationally efficient than repair and renovation, consistent with the requirements of Measure O.
Action: Adopted **Resolution 2026-037.**

8. **Adopt Resolution – Contract Award Recommendation – Employee Assistance Program**
Recommendation: Adopt Resolution approving a contract award to CONCERN: Employee Assistance Program and authorize the Fire Chief or his designee to negotiate, execute, and administer an agreement materially similar to the attached agreement. This contract shall be in effect for three years from the date of agreement and may be extended for up to two additional twelve-month periods.
Action: Adopted **Resolution 2026-038.**

PRESENTATION ITEMS

1. **Recruitment and Retention Update – AB 2561**
(Chief HR Officer Melisa Maddux, Captain Tim White & Captain Jim Ellis)
Recommendation: Receive the presentation.
Action: Presentation received.

ACTION ITEMS:

1. **Adopt Resolution – Measure O Independent Citizens’ Oversight Committee Appointments**
(Director of Government Affairs Kyle Macdonald)
Recommendation: Adopt Resolution appointing the Measure O Independent Citizens’ Oversight Committee (ICOC) and authorize the Clerk of the Board to serve as the Clerk of the ICOC.
Action: Moved by Director Wood, seconded by Jones, and carried unanimously by members present to adopt **Resolution 2026-039.**

2. **Adopt Resolution – Capital Improvement Plan FY 26/27 – 30/31**
(Administrative Analyst Erin Castleberry)
Recommendation: Receive presentation and adopt Resolution adopting the Capital Improvement Plan FY 2026/2027 – FY 2030/2031.
Action: Moved by Director Jones, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2026-040**.

3. **Adopt Resolutions – FY 2026/27 Preliminary Budget**
(Chief Financial Officer Dave O'Toole)
Recommendation: Receive presentation and adopt the Resolutions adopting the Preliminary Budget for the fiscal year ending June 30, 2027.
 - A. Resolution – 2026/27 Preliminary Budget for the General Operating Fund 212A
Action: Moved by Director Rice, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2026-041**.

 - B. Resolution – 2026/27 Position Authorization Document
Action: Moved by Director Rice, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2026-043**.

 - C. Resolution – 2026/27 Preliminary Budget for the Capital Facilities Fund 212D
Action: Moved by Director Rice, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2026-042**.

 - D. Resolution – 2026/27 Preliminary Budget for the Grants Fund 212G
Action: Moved by Director Rice, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2026-044**.

 - E. Resolution – 2026/27 Preliminary Budget for the Development Impact Fees Fund 212I
Action: Moved by Director Rice, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2026-045**.

 - F. Resolution – 2026/27 Preliminary Budget for the Leased Properties Fund 212L
Action: Moved by Director Rice, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2026-046**.

 - G. Resolution – 2026/27 Preliminary Budget for the Measure O Debt Service Fund 212N
Action: Moved by Director Rice, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2026-047**.

 - H. Resolution – 2026/27 Preliminary Budget for the Measure O Building Fund 212O
Action: Moved by Director Rice, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2026-048**.

 - I. Resolution – 2026/27 Preliminary Budget for the Special Projects Fund 212S
Action: Moved by Director Rice, seconded by Wood, and carried unanimously by members present to adopt **Resolution 2026-049**.

REPORTS

1. **PRESIDENT'S REPORT** - *(President Costa)*

No report.

2. FIRE CHIEF'S REPORT — *(Chief House)*

Appointment

It is with great pride that I announce the appointment of Parker Wilbourn to the rank of Assistant Chief, effective June 15, 2026. Chief Wilbourn has been assigned as the Chief Executive Director of the Sacramento Regional Fire/EMS Communications Center (SRFECC) for a two-year term, commencing on July 1, 2026.

Professional Development

This week, I had the opportunity to attend the annual conference of the International Association of Fire Chiefs Metro Chiefs Section in Milwaukee. The conference was great and provided a valuable opportunity to collaborate with fire service leaders from across the country and internationally.

OPERATIONS REPORT – *(Deputy Chief Wagaman)*

DC Wagaman provided an update on the Metro Medic Program (MMP) staffing efforts. On May 18, Medic 626 was browned out, resulting in a significant reduction in mandatory callbacks. However, during the week of May 25 and June 1, we observed an uptick in mandatory callbacks. In response, we released an updated MMP staffing contingency bulletin on June 4, which identified an additional brownout on June 8 for Medic 661, allowing M61 to be upstaffed with available suppression personnel on a voluntary basis. Since implementing these measures, we have seen a notable decrease in mandatory callbacks (0 in the last 4 day) within the MMP. With the next Fire Academy commencing in just over a week, we will continue to monitor MMP staffing and make necessary adjustments as needed.

Next, I would like to spotlight some upcoming promotions. I extend my heartfelt congratulations to:

Captain Montgomery, who will be promoted to the position of Battalion Chief effective June 15.

Firefighter Sweeters on his promotion to Fire Captain effective June 16.

Engineer Promotional Process & Promotions

I would also like to thank Human Resources, the Training Division, and the numerous assessors who aided in the recent engineer examination process. Congratulations are in order for the 25 candidates who successfully completed this process and are now on the eligibility list. We will be proceeding with the next round of engineer promotions on June 16.

Congratulations in advance to future engineers:

- Kevin Steward – A Shift, E23
- Thomas Atkins – A Shift, E53
- Jacob Koontz – A Shift, E105
- David Smith – A Shift, E108
- Filip Chayka – C Shift, E105

This eligibility list will be in effect until June 10, 2028

On June 3, Battalion Chief quarterly meeting was held here at headquarters, which had a record attendance of 23 chief officers. This three-hour meeting provided us with an opportunity to reinforce our communication processes, ensure that we are aligned in our

objectives to maintain unity, and guarantee that our performance remains a high priority. The Battalion Chiefs also took this opportunity to report on the impressive work being accomplished in over 40 focus areas.

One significant focus area is our wildland annual refresher training initiative. Specifically, Battalion Chiefs Chris Vestal and Jason Vestal have developed a comprehensive wildland refresher training program for this year, which includes didactic sessions, tabletop exercises, and live fire training. This represents a significant undertaking, as it includes all suppression members. As of now, the didactic and tabletop portions have been completed, and we are moving into the live fire component, scheduled to occur this month.

To provide a more detailed report on the Battalion Chief focus areas, from the eyes of the 5 Operations Assistant Chiefs, as well as an in-depth overview of this year's wildland annual refresher training, Operations will be providing you a thorough presentation on July 9.

ADMINISTRATIVE REPORT – (Deputy Chief Fiorica)

No Report

SUPPORT & EMERGENCY MEDICAL SERVICES – (Deputy Chief Mitchell)

No Report

3. SMFD – FIREFIGHTERS LOCAL 522 REPORT

Captain Russ Gardner, Director, Local 522 congratulated the 25 members who successfully completed the engineer promotional process and recognized the significant preparation required to participate. Extended congratulations to all upcoming promotions, including Battalion Chief Montgomery, Captain Sweeters, and the newly promoted engineers. Recognized the launch of Academy 26-1 and thanked the Drill Instructor (DI) staff for their commitment to training future firefighters. Emphasized that academy staffing is a collaborative effort requiring members throughout the organization to fill vacancies created when personnel are assigned as DI. Thanked staff for the recruitment and retention presentation and acknowledged the ongoing challenges in attracting and retaining personnel. Stated that competitive wages, benefits, and working conditions remain critical factors in making Metro Fire an employer of choice. Encouraged continued investment in workforce development programs, citing the former paramedic intern program as an example of a successful long-term investment that produced many current leaders within the organization. Noted concerns that firefighter staffing levels are currently below the historical benchmark used to maintain operational coverage. Expressed concern that efforts to address MMP staffing shortages by closing ambulance units or relying on firefighter staffing may place additional strain on firefighter resources. Explained that maintaining ambulance coverage through firefighter staffing is dependent on overtime availability and employee willingness to work additional shifts. Reiterated Local 522's commitment to working collaboratively with administration to identify long-term staffing solutions. Mr. Gardner thanked staff for the budget presentation and reminded the Board that financial projections are estimates that may change over time and noted that the District has historically performed better than projected in some fiscal years

4. COMMITTEE AND DELEGATE REPORTS

All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.

A. Executive Committee – (President Costa)

No Report

B. Communications Center JPA – (Deputy Chief Fiorica)

No Report

C. Finance and Audit Committee – (Director Jones)

No Report

D. Policy Committee – (Director Clark)

The Policy Committee met tonight and moved two policies to the full Board at a future meeting. Those policies are the Reinstatement Policy and the Disruption of Telephonic or Internet Service During Public Meetings.

BOARD MEMBER QUESTIONS AND COMMENTS

No Reports.

CLOSED SESSION:

The Board recessed to closed session at 8:06 p.m. on the following matter(s):

**1. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to California Government Code Section 54957.6**

- A. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: Sacramento Area Fire Fighters Local 522
- B. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: Battalion Chiefs Bargaining Group,
Sacramento Area Fire Fighters Local 522
- C. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: Administrative Support Personnel (ASP)
Affiliate of Sacramento Area Fire Fighters Local 522
- D. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: Safety Senior Management, Management
and Unrepresented Confidential Employees
- E. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: Non-Safety Senior Management, Management
and Unrepresented Confidential Employees
- F. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore
Employee Organization: EMT and Paramedic Memorandum of Understanding

CLOSED SESSION REPORT OUT:

The Board reconvened in open session at 9:14 p.m. General Counsel John Lavra reported that the Board met in closed session on one item:

- 1. Conference with Labor Negotiator; the Board met with its designated labor negotiator; no reportable action was taken in closed session.

To view the video of the meeting, please visit the Metro Fire Website or our YouTube channel:

<https://metrofire.ca.gov/2026-06-11-board-meeting>

https://www.youtube.com/channel/UC9t-uKlc_oOUGNrmogdQ_QA

ADJOURNMENT

The meeting was adjourned at 9:15 p.m.

John Costa, Board President

Brian Rice, Secretary

Marni Rittburg, CMC
Board Clerk



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200, Mather, CA Phone (916) 859-4300 Fax (916) 859-3700

ADAM A. HOUSE
Fire Chief

DATE: June 25, 2026
TO: Board of Directors
SUBJECT: Closing Amendment to Fiscal Year (FY) 2025/26 Midyear Budget

TOPIC

Staff requests a closing amendment to the FY 2025/26 Midyear Budget to address unanticipated expenditures that exceed budgeted amounts.

BACKGROUND

The Sacramento Metropolitan Fire District adopted the FY 2025/26 Midyear Budget on March 12, 2026. Within the Taxes, Licenses, and Assessments account group, the Property Tax Administration Fee budget line is projected to exceed its budgeted amount.

DISCUSSION

The County of Sacramento, as the District's fiscal agent, charges a fee for property tax administration and collection on behalf of the District. Several years ago, the County began a multi-year implementation of a new property tax system; the cost of which is being allocated to participating local agencies over several years.

At the beginning of this fiscal year, staff estimated the District's share of the total administration cost, including implementation of the new system and other property tax-related fees, at \$3,352,000. The District recently learned that the actual cost will be \$3,569,405, resulting in a need for an additional \$217,405 in budget appropriations within the Taxes, Licenses, and Assessments account group.

FISCAL IMPACT

The proposed amendment will increase appropriations by \$217,402 to cover property tax administration costs. The additional appropriation will be funded through a draw on General Fund reserves.

RECOMMENDATION

Staff recommends the approval of the attached budget amendment resolution.

Submitted by:

Approved by:

Dave O'Toole

Dave O'Toole
Chief Financial Officer



Adam House
Fire Chief

Attachments:

Resolution Amending Midyear Budget – General Fund 212A



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200, Mather, CA Phone (916) 859-4300 Fax (916) 859-3700

ADAM A. HOUSE
Fire Chief

RESOLUTION NO. 2026-XXX

A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT ADOPTING A BUDGET AMENDMENT TO THE MIDYEAR BUDGET FOR THE GENERAL FUND 212A FOR THE FISCAL YEAR 2025/26

WHEREAS, the Sacramento Metropolitan Fire District ("District") is a political subdivision of the State of California ("State") and is duly organized and existing pursuant to the State constitution and laws; and

WHEREAS, the Midyear Budget for the General Fund 212A for Fiscal Year 2025/26 was adopted by the Board of Directors on March 12, 2026; and

WHEREAS, unanticipated expenditures in excess of budgeted amounts and reclassification of certain expenditures necessitate an update to the budget; and

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Sacramento Metropolitan Fire District that, in accordance with Section 13890 of the Health and Safety Code, the Midyear Budget for the General Fund 212A for the Fiscal Year 2025/26 will be and is hereby further amended in accordance with the following:

ACCOUNT	FUND	FUND CENTER	COST CENTER	ACCOUNT CATEGORY	BUDGET INCREASE/ (DECREASE)
30345000	212A	2129212	2129212000	ASSESSMENTS	\$217,405

PASSED, APPROVED AND ADOPTED this 25th day of June, 2026. I, **MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT** **HEREBY CERTIFY** the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____
President, Board of Directors

ATTEST:

Marni J. Rittburg, CMC, CPMC
Clerk of the Board



Sacramento Metropolitan Fire District

10545 Armstrong Ave. Suite 200 • Mather, California 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

ADAM A. HOUSE
Fire Chief

DATE: June 25, 2026
TO: Board of Directors
SUBJECT: Special Fire Tax – Sloughhouse/Rancho Murieta Area

TOPIC

Board action is required in order to authorize Sacramento County to collect the District's Special Fire Tax in the Sloughhouse/Rancho Murieta area for fiscal year 2026/27.

BACKGROUND

Under provisions of the California Constitution, the residents of the Sloughhouse/Rancho Murieta area approved in November 2000, by more than a two-to-one margin, a special tax to help pay for the fire protection, prevention and training services in their community. The Special Fire Tax, initiated to replace the Fire Suppression Assessment Fee in place in the area since 1986, was capped at a maximum of \$100 per parcel.

DISCUSSION

The County Assessor cannot levy nor collect the District's Special Fire Tax in the Sloughhouse/Rancho Murieta area without formal annual authorization from the District. To have the Special Fire Tax placed on the tax rolls, the Board must adopt a resolution authorizing the County Assessor to make the levy.

The District has contracted with local agency financial consulting company NBS to assist with the administration of the Sloughhouse/Rancho Murieta Special Fire Tax, and they have estimated that the tax will generate \$347,500 in revenues for fiscal year 2026/27.

FISCAL IMPACT

Absent formal authorization from the District's Board, the County Assessor cannot levy the Special Fire Tax in the Sloughhouse/Rancho Murieta area. Failure to assess the fee will result to a loss of revenues of approximately \$347,500 to fund fire protection services in that area.

RECOMMENDATION

Staff recommends adoption of the resolution authorizing the County Assessor to incorporate the \$100 per parcel Special Fire Tax for the Sloughhouse/Rancho Murieta area with the 2026/27 Sacramento County property tax levy.

Submitted by:

Dave O'Toole
Dave O'Toole
Chief Financial Officer

Approved by:



Adam A. House
Fire Chief

Attachment:

- 1) Resolution to Collect a Special Tax Authorized in the Sloughhouse/Rancho Murieta Area and to Authorize the County to Collect the Funds



Sacramento Metropolitan Fire District

10545 Armstrong Ave. Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

ADAM A. HOUSE
Fire Chief

RESOLUTION NO. 2026-XXX

A RESOLUTION TO COLLECT A SPECIAL TAX AUTHORIZED IN THE SLOUGHHOUSE / RANCHO MURIETA AREA AND TO AUTHORIZE THE COUNTY TO COLLECT THE FUNDS FOR FY 2026/27

WHEREAS, the electorate of the Sacramento Metropolitan Fire District passed a Special Tax for fire operating expenses in the Sloughhouse/Rancho Murieta Area; and

WHEREAS, the Special Tax authorization is adopted pursuant to Article XIII C, Section 2(d) of the California Constitution; and

WHEREAS, the purpose of the Special Tax is to establish a stable source of supplementary funds to acquire, operate, and maintain fire suppression equipment and services, or for the purpose of paying the salaries and benefits of firefighting personnel, or both, whether or not these services are actually used; and

WHEREAS, on November 7, 2000, the residents of the Sloughhouse/Rancho Murieta Area voted on and successfully passed Measure Q by a yes vote of 2,100 and a no vote of 872; and

WHEREAS, the Board of Directors of the Sacramento Metropolitan Fire District now agrees to collect the Special Tax for this 2026/27 fiscal year.

NOW, THEREFORE, BE IT RESOLVED that the Sacramento Metropolitan Fire District authorizes the Sacramento County Office of Auditor/Controller to collect these funds for the District from an estimated 3,475 parcels at \$100.00 each for an approximate levy amount of \$347,500.

PASSED, APPROVED AND ADOPTED this 25th day of June 2026. I, **MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT** **HEREBY CERTIFY** the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____
President, Board of Directors

ATTEST:

Marni J. Rittburg, CMC, CPMC
Clerk of the Board



Sacramento Metropolitan Fire District

10545 Armstrong Avenue • Mather, California 95655 • Phone (916) 859-4300 • Fax (916)859-3720

ADAM A. HOUSE
Fire Chief

DATE: June 25, 2026

TO: Board of Directors

SUBJECT: Disclosure of material expenditure – Excess General Liability Insurance – Vantage Risk Specialty Insurance Company for \$317,794.00 and Westchester Surplus Lines Insurance Company for \$221,837.00.

TOPIC

Staff requests the Board of Director's approval to purchase Excess General Liability Insurance for the fiscal year ending June 30, 2027.

SUMMARY

Staff will be expending funds to purchase Excess General Liability to both Vantage Risk Specialty Insurance Company for \$317,794.00 and Westchester Surplus Lines Insurance Company for \$221,837.00.

DISCUSSION

The District is currently insured through the Fire Agencies Insurance Risk Authority (FAIRA) for its General, Property, and Liability insurance program, which provides a total liability limit of \$10 million. In FY 23/24, Metro Fire transitioned from the Special District Risk Management Authority (SDRMA) to FAIRA, resulting in significant cost savings for the District. While FAIRA's liability limit is lower than SDRMA's aggregate coverage limit of \$50 million, the District has mitigated this reduced coverage by maintaining Excess General Liability Insurance.

To supplement FAIRA's lower liability limits and provide additional protection against catastrophic losses, the District's insurance broker, USI Insurance Services, recommended the purchase of Excess General Liability Insurance. The District has continued to maintain this excess coverage since transitioning to FAIRA. During the marketing process, several carriers, including Berkley Public Entity, Starstone, Old Republic, Genesis, Bowhead, and Arch Insurance Company, declined to provide a quote.

For FY 26/27, the District received proposals from Vantage Risk Specialty Insurance Company and Westchester Surplus Lines Insurance Company. Each carrier will provide \$5 million in excess coverage, with Vantage serving as the primary excess carrier and Westchester providing secondary coverage once Vantage's limits are exhausted. Because neither carrier could provide the full recommended \$10 million in excess coverage as a standalone policy, the combined coverage from both insurers is recommended to meet the District's Excess General Liability Insurance needs.

FISCAL IMPACT

The fiscal impact is \$539,631.00. Funds sufficient to meet this obligation are budgeted in the Preliminary Budget for 2026/2027.

RECOMMENDATION

Staff recommends that the Board of Directors authorize payment of \$317,794.00 to Vantage Risk Specialty Insurance Company and \$221,837.00. to Westchester Surplus Lines Insurance Company for Excess General Liability Insurance.

Submitted by:

Joseph A. Fiorica

Joseph A. Fiorica (Jun 19, 2026 09:44:39 PDT)

Joseph Fiorica
Deputy Chief, Administration

Approved by:

Adam A. House

Adam A. House (Jun 19, 2026 09:50:06 PDT)

Adam A. House
Fire Chief



Sacramento Metropolitan Fire District

10545 Armstrong Avenue • Mather, California 95655 • Phone (916) 859-4300 • Fax (916) 859-3720

ADAM A. HOUSE
Fire Chief

DATE: June 25, 2026
TO: Board of Directors
SUBJECT: Disclosure of material expenditure – Aviation Liability Insurance – Chubb Insurance Group – \$214,963.00.

TOPIC

Disclosure of material expenditure to purchase aviation liability insurance for the fiscal year ending June 30, 2027.

SUMMARY

Staff will be expending funds to purchase aviation liability insurance. The expenditure will be payable to Chubb Insurance Group in the amount of \$214,963.00 for the aviation policy.

DISCUSSION

USI Insurance Services provided the District's insurance brokerage services this year and managed the marketing of the District's aviation liability insurance. The aviation liability insurance package for the upcoming fiscal year includes coverage for three flying helicopters and one grounded helicopter.

The aviation insurance policy provides coverage for three operational helicopters, each valued at \$1,500,000, and one grounded helicopter valued at \$350,000. Each operational helicopter carries \$10,000,000 in liability coverage and \$250,000 in passenger liability coverage per passenger, while the grounded helicopter carries \$1,000,000 in liability coverage. The policy also includes a fixed premium rate for a two-year term, providing the District with cost stability and budget predictability through FY 2027/28. Consistent with ongoing conditions in the aviation insurance market, the annual premium is 14% higher than the FY 2025/26 premium.

The insurance requested includes any pilot approved by Metro Fire's Chief Pilot or designee and covers all uses in connection with Metro Fire's operations, including mutual aid agreements. Many carriers were solicited to provide a quote for the District's Aviation Insurance, and all except Chubb Insurance Group declined. Chubb Insurance Group is the carrier recommended by USI to carry the District's aviation liability insurance needs.

FISCAL IMPACT

The fiscal impact is \$214,963.00. Funds sufficient to meet this obligation are budgeted in the Preliminary Budget for FY 2026/2027.

RECOMMENDATION

Staff recommends that the Board of Directors authorize the payment of \$214,963.00 to Chubb Insurance Group for the purchase of Aviation Liability Insurance.

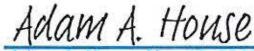
Submitted by:



Joseph A. Fiorica (Jun 19, 2026 11:28:29 PDT)

Joseph Fiorica
Deputy Chief, Administration

Approved by:



Adam A. House (Jun 19, 2026 11:31:40 PDT)

Adam A. House
Fire Chief



Sacramento Metropolitan Fire District

10545 Armstrong Avenue • Mather, California 95655 • Phone (916) 859-4300 • Fax (916) 859-3720

ADAM A. HOUSE
Fire Chief

DATE: June 25, 2026
TO: Board of Directors
SUBJECT: Disclosure of material expenditure – General/Property/Liability Commercial Insurance – Fire Agencies Insurance Risk Authority (FAIRA) for the FY 26/27 in the amount of \$3,177,340.00

TOPIC

Staff requests the Board of Director's approval to purchase General/Property/Liability commercial insurance for the fiscal year ending June 30, 2027.

SUMMARY

Staff will be expending funds to purchase General / Property and Liability commercial insurance to Fire Agencies Insurance Risk Authority (FAIRA) in the amount of \$3,177,340.00.

DISCUSSION

The District's commercial insurance program includes property, automobile, and general liability coverage, as well as employment practices, employment benefits, and management liability coverage.

The District entered into a three-year agreement with the Fire Agencies Insurance Risk Authority (FAIRA) in FY 23/24. Although the initial term has concluded, FAIRA continues to provide specialized coverage for fire agencies and remains a cost-effective insurance provider. The District's insurance broker evaluated alternative market options; however, VFIS is not currently writing policies for metropolitan fire agencies, and SDRMA, the District's former insurance carrier, cannot provide pricing competitive with FAIRA, particularly for liability coverage.

The FY 26/27 renewal premium with FAIRA is \$3,177,340.00, a 5% increase from FY 25/26, driven by ongoing market conditions, increased wildfire activity, and rising litigation costs in California.

Based on current market conditions and the recommendation of USI Insurance Services, FAIRA remains the recommended commercial insurance provider for FY 26/27.

FISCAL IMPACT

The fiscal impact is \$3,177,340. Funds sufficient to meet this obligation are budgeted in the Preliminary Budget for FY 26/27.

RECOMMENDATION

Staff recommends that the Board of Directors authorize a payment of \$3,177,340 to Fire Agencies Insurance Risk Authority (FAIRA) for commercial insurance.

Submitted by:

Joseph A. Fiorica

Joseph A. Fiorica (Jun 19, 2026 10:12:11 PDT)

Joseph Fiorica
Deputy Chief, Administration

Approved by:

Adam A. House

Adam A. House (Jun 19, 2026 10:20:41 PDT)

Adam A. House
Fire Chief



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

DATE: June 25, 2026
TO: Board of Directors
SUBJECT: Surplus Vehicle and Equipment Designation

TOPIC

Request Board authorization to surplus the vehicles and equipment listed below. In addition, give Staff direction to remove the vehicles and equipment from the District's permanent vehicle inventory.

DISCUSSION

The attached resolution recommends the removal of the following vehicles and equipment from the fleet due to maintenance costs and mechanical condition.

<u>Dist. I.D. #</u>	<u>Vehicle Description</u>	<u>Mileage</u>	<u>Condition</u>
61	1986 Westco Training Tower	NA	Poor
319	2000 Pierce Quantum Type I	151097	Poor
320	2000 Pierce Quantum Type I	155747	Poor
2474	1994 Ford F450 Type V	40265	Poor
4721	1987 International Water Tender	41670	Poor
24121	2000 Pierce Quantum Type I	62076	Poor
24133	2001 Hi-Tech Type III	45657	Poor
24161	2001 Hackney Air Unit	85724	Poor
24192	2003 Ford Expedition	189827	Poor
24256	2005 Ford Expedition	176829	Poor
24288	2006 Ford Expedition	155603	Poor
24329	2007 Medtec Ambulance	108265	Poor
24339	2008 Chevrolet Tahoe	225223	Poor
24383	2010 Medtec Ambulance	180709	Poor

24440	2016 Medtec Ambulance	95461	Fair
24441	2016 Medtec Ambulance	100284	Fair
24458	2016 Leader Ambulance	193494	Poor
24461	2016 Leader Ambulance	195851	Poor
24477	2018 Leader Ambulance	219379	Poor
NA	2016 Fleet Pressure Washer	NA	Failed

The District maintains a file of written requests for surplus equipment, and will dispose of these vehicles and equipment by donation or through a third party auction.

FISCAL IMPACT

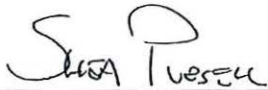
None

RECOMMENDATION

Staff recommends that the Board approve the attached Resolution, designating the vehicles and equipment listed as surplus. Once approved, steps will be taken to sell or donate the vehicles and equipment as deemed appropriate by the Fire Chief.

Submitted by:

Approved by:



Shea Pursell
Fleet Manager



Adam Mitchell (Jun 1, 2026 14:22:04 PDT)
Adam Mitchell
Deputy Chief, Support Services

ATTACHMENTS:

Attachment 1: Resolution



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200, Mather, CA Phone (916) 859-4300 Fax (916) 859-3700

ADAM A. HOUSE
Fire Chief

RESOLUTION NO. 2026-XXX

A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT ADOPTING THE SPECIFIC FLEET VEHICLES AS SURPLUS

WHEREAS, the Sacramento Metropolitan Fire District ("District") is a political subdivision of the State of California ("State") and is duly organized and existing pursuant to the State constitution and laws; and

WHEREAS, the Board of Directors has adopted a Fleet Vehicle Replacement Plan; and

WHEREAS, the District has purchased numerous vehicles and equipment from this fiscal year's budget; and

WHEREAS, several vehicles in the District's fleet are aged, have safety concerns, anticipated maintenance costs and/or mechanical conditions; and

WHEREAS, the District recognizes the cost effectiveness of removing excess apparatus, vehicles and equipment from the fleet inventory.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Sacramento Metropolitan Fire District does hereby approve that the following vehicles and equipment be declared as surplus:

ASSET #	ACQUISITION		DESCRIPTION	SERIAL NO	PLANNED DISPOSAL	FAIR MKT VALUE	TAG/VEH NO.
	DATE	COST					
3103_FA	1/1/1986	\$85,000	1986 Westco Training Tower	1WRSG4179HW873023	Auction/Donation	\$0	61
3313_FA	1/1/2000	\$335,000	2000 Pierce Quantum Type I	4P1CT026S6YA000603	Auction/Donation	\$5,000	319
3314_FA	1/1/2000	\$335,000	2000 Pierce Quantum Type I	4P1CT02S8YA000604	Auction/Donation	\$5,000	320
3204_FA	1/1/1994	\$54,246	1994 Ford F450 Type V	1FDLF47M1REA27182	Auction/Donation	\$1,000	2474
3107_FA	1/1/1987	\$98,616	1987 International Water Tender	1HTLLTVR8HH499840	Auction/Donation	\$1,000	4721
3321_FA	1/1/2000	\$329,604	2000 Pierce Quantum Type I	4P1CT02SX YA000586	Auction/Donation	\$5,000	24121
3332_FA	1/1/2000	\$178,430	2001 Hi-Tech Type III	1HTSDAAR01H284896	Auction/Donation	\$1,000	24133
3507_FA	6/2/2003	\$234,510	2001 Hackney Air Unit	1HTMKADN72H519691	Auction/Donation	\$1,000	24161

RESOLUTION NO. 2026-XXX

Page 2

ASSET #	ACQUISITION		DESCRIPTION	SERIAL NO	PLANNED DISPOSAL	FAIR MKT VALUE	TAG/ VEH NO.
	DATE	COST					
3522_FA	2/25/2003	\$30,419	2003 Ford Expedition	1FMPU16L03LB66916	Auction/ Donation	\$500	24192
3734_FA	4/19/2005	\$29,039	2005 Ford Expedition	1FMPU16565LA81924	Auction/ Donation	\$500	24256
3902_FA	8/6/2006	\$27,174	2006 Ford Expedition	1FMPU165X6LA75660	Auction/ Donation	\$500	24288
4058_FA	12/3/2007	\$120,448	2007 Medtec Ambulance	1FDXE45P67DB01121	Auction/ Donation	\$1,000	24329
4186_FA	5/13/2008	\$33,700	2008 Chevrolet Tahoe	1GNFK13048J242342	Auction/ Donation	\$500	24339
4295_FA	7/27/2011	\$134,395	2010 Medtec Ambulance	1GB9G5B64A1133541	Auction/ Donation	\$1,000	24383
4759_FA	5/16/2016	\$121,346	2016 Medtec Ambulance	1GB6GUCL1G1207279	Auction/ Donation	\$1,000	24440
4758_FA	5/16/2016	\$121,346	2016 Medtec Ambulance	1GB6GUCL9G1207675	Auction/ Donation	\$1,000	24441
4961_FA	7/1/2018	\$187,062	2016 Leader Ambulance	WDAPF3CC9G9700435	Remount	\$1,000	24458
4963_FA	5/17/2017	\$187,894	2016 Leader Ambulance	WDAPF3CC1G9697093	Auction/ Donation	\$1,000	24461
5142_FA	7/1/2019	\$199,596	2016 Leader Ambulance	WDAPF3CC5J9774586	Remount	\$1,000	24477
4915_FA	8/2/2016	\$6,831	2016 Fleet Pressure Washer	011357 / 02722 82037	Failed/ Obsolete	\$0	N/A

PASSED, APPROVED AND ADOPTED this 25th day of June, 2026. I, MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT HEREBY CERTIFY the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

**AYES:
NOES:
ABSENT:
ABSTAIN:**

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____
President, Board of Directors

ATTEST:

Marni J. Rittburg, CMC, CPMC
Clerk of the Board



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

ADAM A. HOUSE
Fire Chief

DATE: June 25, 2026
TO: Board of Directors
SUBJECT: Board Policy
Policy 01.025.06 – Reinstatement Policy

TOPIC

Review edited Board Policy 01.025.06 Reinstatement Policy.

DISCUSSION

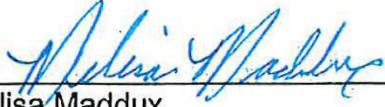
Attached is the edited Reinstatement Policy 01.025.06. The Reinstatement Policy provides employment reinstatement guidelines to employees who voluntarily terminate employment in good standing and wish to return to their previous position held. In addition, the policy provides reinstatement guidelines to MMP Paramedics who transitioned to the Fire Academy and either: (1) sustain a work-related injury and are medically cleared to return to a lower-ranking previously held position; or (2) no longer wish to pursue a suppression position and/or are release for suppression skills and are approved to return to a lower ranking previously held position, and is in accordance with the recommendation on the Release Form. The edited Reinstatement Policy is attached for your review.

RECOMMENDATION

Recommend the Board of Directors approve the revisions to the Reinstatement Policy.

Submitted By:

Approved By:



Melisa Maddux
Chief Human Resources Officer



Joseph Fiorica
Deputy Chief of Administration

Sacramento Metropolitan Fire District

ADMINISTRATIVE BOARD POLICY

POLICY TITLE: Reinstatement ~~Rehire~~-Policy

OVERSIGHT: Administration

POLICY NUMBER: 02-020-0501.025.06 EFFECTIVE DATE: 03/22/2000 REVIEW DATE: 5/8/20256/11/2026

Background

The Sacramento Metropolitan Fire District (District) provides reinstatement ~~and rehire~~ opportunities to previous employees who voluntarily ~~terminate-separate~~ employment in good standing. ~~with the District or~~ This policy also applies to MMP Paramedics who transitioned to the Fire Academy and either: (1) sustain a work-related injury and are medically cleared to return to a lower-ranking previously held position; or (2) no longer wish to pursue a suppression position, who have been released from employment but have been recommended for a lower-ranking position previously held. Eligible ~~Qualifying~~ previous employees ~~may request who meet the eligibility requirements can request employment-reinstatement or rehire~~ to a position ~~that~~ they previously held. Human Resources will verify that the eligibility criteria are met, and Executive Staff will evaluate requests based on District needs. ~~Reinstatement or rehire~~ Reinstatement eligibility does not guarantee re-employment. ~~with the District and is at the sole discretion of the Fire Chief.~~ This policy applies prospectively from the date of approval and does not apply retroactively, effective June 25, 2026.

Purpose

To ~~establish guidelines provide for~~ employment reinstatement ~~and rehire guidelines to of~~ qualifying ~~previous~~ employees who voluntarily ~~terminate-separate~~ employment ~~in good standing, as well as MMP Paramedic who transition to the Fire Academy and seek to return to a lower-ranking previously held position following a work-related injury and medical clearance, or who no longer wish to pursue a suppression position.~~ ~~or who have been released from employment and wish to return to their previously held position.~~

Scope

This policy ~~is applicable~~ applies to eligible qualifying previous District employees ~~of the District~~ who voluntarily separated employment in good standing, as well as MMP Paramedics who transitioned to the Fire Academy and either: (1) are approved to return to a lower-ranking previously held position following a work-related injury and medical clearance; or (2) no longer wish to pursue a suppression position ~~or have been released from employment but have been recommended for a lower-ranking position previously held.~~

Definitions

1. **Eligibility Requirements:** the requirements-criteria that must be met to ~~be eligible to qualify for request~~ employment reinstatement.

2. **MMP Reinstatement Exception:** an exception applicable to MMP Paramedics who transition to the Fire Academy and either: (1) sustain a work-related injury, and, upon medical clearance, are approved to return to their lower ranking previously held position; or (2) no longer wish to pursue a suppression position and/or are released for suppression skills and are approved to return to a lower ranking previously held position, and is in accordance with the recommendation on the Release Form. Employees returning under this exception will serve only the remaining portion of the probationary period from their previously held position.

- 2.3. **Qualifying Previous Employee:** a full time, non-probationary employee who voluntarily terminated employment in good standing ~~that and~~ may apply for employment reinstatement ~~with the District~~ within 0-60 months from separation.

- 3.4. **Reinstatement:** a qualifying previous employee who ~~has met the~~ **meets all** eligibility requirements, and is approved ~~to return to for~~ re-employment with the District.

- 4.5. **Reinstatement Probationary Period:** ~~a required probationary period for~~ all reinstated employees, ~~based on the length must serve a probationary period depending on the period~~ of separation.

5. ~~**Released Previous Employee:** a qualifying previous employee who has been released from employment for an identified reason that does not allow for reinstatement, although does allow for a return to a previous held position, and is approved to return to re-employment with the District as a re-hire. (e.g. Probationary Firefighter Paramedic who has been released from probation for suppression skills and can be rehired into a position the employee previously held, i.e. a Paramedic)~~

6. ~~**Released Previous Employee Probationary Period:** a released previous employee will serve a one (1) year probationary period. For District purposes, there must be at least a one (1) day period of separation.~~

Policy

Employment Reinstatement

1. Employment reinstatement ~~is at the sole discretion of the Fire Chief and is conditional-contingent~~ upon the following:
 - a. Existence of a vacancy that ~~has been is~~ authorized, funded, and formerly held by the employee,
 - b. No eligibility lists are established, (not applicable to the MMPs Reinstatement Exception)
 - c. Licenses and certifications applicable to conditions of employment are met prior to request for reinstatement, unless otherwise agreed to by the Fire Chief.
 - i. For Paramedics: Must possess an active California State Paramedic license in good standing and be accredited by Sacramento County.

- A. Sacramento County will administer the accreditation when an affiliation exists between the qualifying previous employee and the District. The affiliation exists when a conditional offer of employment is provided to the qualifying previous employee. The qualifying previous employee will need to receive the Sacramento County accreditation in the timeframe between a conditional offer of employment and a formal offer of employment.
 - B. Once Sacramento County accreditation and employment reinstatement are complete, the Paramedic Upgrade and Reinstatement Guidelines Policy will be adhered to prior the employee operating as a District Paramedic.
- d. Or existence of another position lower in rank previously held for which the employee is qualified,
 - i. If the qualifying previous employee accepts a position in the lower rank previously held, the employee will be eligible for the next promotional test in the higher rank previously held.
 - e. For MMP Paramedics transitioning from the Fire Academy, a recommendation from the Fire Academy Drill Master/Cadre is required to support approval for return to a lower-ranking previously held position.
 - i. A reinstatement to a previously held lower-ranking position must take place within five (5) business days of the resign/release.
 - f. The District will allow only one (1) reinstatement per employee. This limitation applies to all reinstatement requests, including those involving employees who sustain a work-related injury who are medically cleared to return to a previously held lower-ranking position, and MMP employees returning from the Fire Academy who no longer wish to pursue a suppression position or are released from the Fire Academy for suppression skills.
 2. If no such vacancy exists, the employee's name will be placed on an employment reinstatement list.
 3. As a condition of employment reinstatement, full time employees who have been absent after a voluntary termination, for a period of thirty (30) days or more must receive a pre-employment medical and drug exam. Based on the period of separation, a pre-employment background investigation to include: polygraph exam, psych exam, background investigation, medical and drug exam, as determined by Human Resources, may be required.
 4. Based upon the period of separation, the employee is required to participate in a Return to Work Program as identified in the Return to Work Following an Extended Absence Policy. The employee must successfully complete all identified training requirements.
 5. The Paramedic Upgrade and Reinstatement Guidelines Policy shall be used for all Paramedics requesting reinstatement. As part of the Continuous Quality Improvement Program, the District reserves the right to assess and ensure competency in reinstated Paramedics. The Paramedic Upgrade and Reinstatement Guidelines Policy shall be used as that guideline.

6. A reinstated employee must serve a ~~new~~-probationary period in order to attain regular status according to the following schedule:
- a. Day Staff, EMT, Paramedic, and Firefighter rank:
- | <u>Period of Separation</u> | <u>Probationary Period</u> |
|-----------------------------|----------------------------|
| Less than 12 months | 6 months |
| More than 12 months | 12 months |
- b. Any other promotional rank: Engineer, Captain, Battalion Chief:
- | <u>Period of Separation</u> | <u>Probationary Period</u> |
|-----------------------------|----------------------------|
| 0-60 months | 6 months |
- c. Exception to Probationary Period for MMP Paramedics Transitioning from the Fire Academy: MMP Paramedics who transition to the Fire Academy and either: (1) sustain a work-related injury and are medically cleared to return to full duty, and are approved to return to a lower ranking previously held position; or (2) no longer wish to pursue a suppression position and/or are released for suppression skills and are approved to return to a lower ranking previously held position will be subject to the following:
- i. Employees who were serving a probationary period in their previous position will complete only the remaining portion of that probationary period.
- ii. Employees who had successfully completed probation in their previous position will not be required to serve a new probationary period.
7. If the employee has successfully completed probation in the previously held rank, can produce the completed probationary taskbook for the rank, and the taskbook is less than four (4) years old, no new taskbook will be issued.
8. A reinstated employee whose period of separation ~~is over~~ exceeds twelve (12) months, will have their reinstatement date used as their seniority date for the purposes of the following, but not limited to: station bids, vacation leave bids, reduction in force.
9. A reinstated employee whose period of separation is less than twelve (12) months, will retain their original keep their place on the seniority date list for purposes of the following, but not limited to: station bids, vacation leave bids, reduction in force.
10. All applicable pay, including pay step and incentives as identified in the ~~reinstated~~ employee's MOU and received prior to the ~~resignation separation~~, will be verified and re-activated.
11. All reinstated employees will receive an adjusted service date for calculating that is used to earned benefits, longevity pay, accruals, and step progression. Sick Leave is not an earned benefit and will not be restored. The adjusted service date includes is calculated to include the employee's prior period of service and but

excludes the period of separation. This adjusted service date will be maintained on the longevity pay roster and used for calculating the employee's longevity pay.

41.a. Exception for MMP Paramedics Transitioning from the Fire Academy: MMP employees who transition to the Fire Academy and either: (1) sustain a work-related injury and are medically cleared for full duty, and are approved to return to a lower ranking previously held position; or (2) no longer wish to pursue a suppression position and/or are released for suppression skills and are approved to return to a lower ranking previously held position, will retain all earned benefits: health benefits, longevity pay, accruals, and step progression, and unearned benefits: sick leave. Example: An MMP Paramedic transitions to the Fire Academy and sustains a work-related injury and is medically cleared to full duty, and approved to return to their previous position will have all earned and unearned benefits intact.

12. A previous employee ~~who has been~~ separated from the District for longer than sixty (60) months/ five (5) years no longer qualifies for reinstatement. After sixty (60) months/ five (5) years of separation, the previous employee ~~can may~~ apply ~~for a position~~ through an open recruitment ~~with the District~~ and ~~go through complete~~ the hiring process as a new candidate.

Employment Rehire

- ~~1. Employment rehire is only available to a previous employee who has been released from employment for an identified reason that does not allow for reinstatement, although does allow for a return to a previously held position. Eligibility for rehire must meet the qualification guidelines and is at the sole discretion of the Fire Chief. Eligibility for rehire is contingent upon the following:~~
- ~~a. Existence of a vacancy that has been authorized, funded, and formerly held by the employee,~~
 - ~~b. No eligibility lists are established,~~
 - ~~c. Licenses and certifications applicable to conditions of employment are met prior to request for rehire, unless otherwise agreed to by the Fire Chief.~~
 - ~~i. For Paramedics: Must possess an active California State Paramedic license in good standing and be accredited by Sacramento County.~~
 - ~~A. Sacramento County will administer the accreditation when an affiliation exists between the released previous employee and the District. The affiliation exists when a conditional offer of employment is provided to released previous employee. The released previous employee will need to receive the Sacramento County accreditation in the timeframe between a conditional offer of employment and a formal offer of employment.~~
 - ~~B. Once Sacramento County accreditation and employment reinstatement are complete, the Paramedic Upgrade and Reinstatement Guidelines~~

~~Policy will be adhered to prior to the employee operating as a District Paramedic.~~

- ~~d. The position must be lower in rank and previously held by the qualifying employee.~~
- ~~2. A released employee who is rehired will serve a one (1) year probationary period.
 - ~~a. If the employee has successfully completed probation in the previously held rank, can produce the completed probationary taskbook for the rank, and the taskbook is less than four (4) years old, no new taskbook will be issued.~~~~
- ~~3. All applicable pay will be treated as a new hire. The rehired employee's step pay will start over at one (1). All rehired employees will be responsible for submitting all applicable documentation and/or forms to start receiving any applicable incentives per the employee's MOU.~~
- ~~4. All rehired employees will earn benefits, longevity pay, accruals, step progression and seniority with the new date of hire.~~
- ~~5. A released employee who has been separated from the District must request to be rehired within thirty (30) days of being released. If the released employee is separated from the District for longer than thirty (30) days the released employee is not eligible to be rehired. After thirty (30) days of separation, the previous employee can apply for a position through an open recruitment with the District and go through the hiring process as a new candidate.~~

Procedures

Employment Reinstatement

- ~~1. If a qualifying previous employee would like to request a reinstatement with the District, they must notify complete a Request for Reinstatement Form and submit via email or in writing to the Fire Chief or the Human Resources Division in writing.~~
- ~~2. Human Resources will verify that the employee meets the eligibility requirements are met, the reinstatement is approved, and that the position the qualifying previous employee held is vacant, authorized and funded.~~
- ~~3. Human Resources will contact the qualifying previous employee to schedule a background orientation meeting.
 - ~~a. At the background orientation meeting the qualifying previous employee will be provided with receive a Conditional Offer of Employment contingent upon successfully passing the background process, as identified by the period of separation.~~
 - ~~b. Once the background process has been successfully completed, the qualifying previous employee will be provided a Formal Offer Letter of Reinstatement will be issued.~~~~
- ~~4. Human Resources will work with the appropriate divisions to identify start date, shift, assignment, etc.~~

5. If the ~~re-instated~~ employee is a Paramedic, the EMS Division will ensure compliance with the Paramedic Upgrade and Reinstatement Guidelines Policy.
6. If the period of separation from the date of resignation to date of re-employment is six (6) months or greater, the ~~reinstated~~ employee will need to ~~return through the participate in the~~ Return to Work Following an Extended Absence program coordinated ~~through by~~ the Training Division. MMP Paramedics returning from the Fire Academy will follow the probationary exception outlined in Section 6.c.
7. Training, Human Resources, Staffing and Payroll will work together to make proper notification of the reinstatement to the appropriate divisions.
8. ~~The All~~ reinstated employees ~~will need to must~~ complete a new hire orientation with Human Resources. ~~once hired.~~

Employment Rehire

- ~~1. If a released employee would like to request to be rehired with the District, they must notify the Fire Chief or the Human Resources Division in writing.~~
- ~~2. Human Resources will verify that the eligibility requirements are met, the rehiring is approved, and that the position the released employee held is vacant, authorized and funded.~~
- ~~3. Human Resources will contact the released employees to discuss availability, and work with the appropriate divisions to identify start date, shift, assignment, etc.~~
- ~~4. If the re-hired employee is a Paramedic, the EMS Division will ensure compliance with the Paramedic Upgrade and Reinstatement Guidelines Policy.~~
- ~~5. Training, Human Resources, Staffing and Payroll will work together to make proper notification of the rehire to the appropriate divisions.~~
- ~~6. The rehired employee will complete a new hire orientation with Human Resources once hired.~~

References

1. District Policy - Paramedic Upgrade and Reinstatement Guidelines Policy
2. District Policy - Return to Work Following Extended Absence Policy
3. 522 MOUs



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

DATE: June 25, 2026
TO: Board of Directors
SUBJECT: Board Policy
Policy 01.026.01 Disruption of Telephonic or Internet Service During
Public Meetings

TOPIC

Review and approve new Board Policy 01.026.01 Disruption of Telephonic or Internet Service During Public Meetings.

BACKGROUND

Attached is a new Board Policy establishing procedures for addressing disruptions to telephonic, internet, or other electronic broadcast access during District public meetings conducted pursuant to the Ralph M. Brown Act (Brown Act).

Senate Bill 707 (SB 707) amended the Brown Act to require local agencies that provide teleconferenced or electronically broadcast public meetings to adopt procedures for responding to service disruptions that prevent the public from observing or participating remotely during a meeting. These statutory requirements become effective July 1, 2026; therefore, the District must adopt a compliant policy on or before that date.

The policy is intended to ensure District compliance with SB 707 by establishing standardized procedures related to:

- Identification and verification of service disruptions;
- Temporary suspension or delay of meetings, when appropriate;
- Public notification requirements;
- Restoration of remote access capabilities; and
- Documentation of disruptions and responsive actions taken during public meetings.

The policy supports transparency, continuity of operations, and public access to District meetings while establishing consistent administrative procedures for managing technological disruptions during public meetings.

DISCUSSION

The policy establishes administrative procedures and operational responsibilities for responding to disruptions affecting remote public access during District meetings. The policy establishes procedures for temporarily delaying or recessing meetings when appropriate to restore remote public access during qualifying service

disruptions. The policy also establishes notification and documentation requirements intended to support transparency and continued compliance with the Brown Act.

The Policy Committee reviewed the policy at its June 11, 2026, meeting and recommended that it be forwarded to the Board of Directors for consideration and approval.

FISCAL IMPACT

There is no significant fiscal impact associated with adopting the policy. Any administrative or technological adjustments necessary to support implementation are expected to be accommodated within existing operational resources.

RECOMMENDATION

Staff recommends that the Board of Directors approve the Disruption of Telephonic or Internet Service During Public Meetings Policy.

Submitted by:

Approved by:

Marni Rittburg

Marni Rittburg, CMC, CPMC
Board Clerk

Adam A. House

Adam A. House (Jun 18, 2026 12:18:23 PDT)

Adam A. House
Fire Chief

ATTACHMENT:

Policy 01.026.01 Disruption of Telephonic or Internet Service During Public Meetings

Sacramento Metropolitan Fire District

BOARD POLICY

POLICY TITLE: Disruption of Telephonic or Internet Service During Public Meetings OVERSIGHT: OFC
POLICY NUMBER: 01.026.01 EFFECTIVE DATE: 06/25/2026 REVIEW DATE: 06/25/2026

Background

Senate Bill 707 (2025) amended the Ralph M. Brown Act (Brown Act) to require eligible legislative bodies to adopt a policy addressing how the agency will respond to disruptions in telephonic or internet-based services that prevent members of the public from attending or observing a meeting remotely. The Sacramento Metropolitan Fire District (District) establishes this policy to ensure compliance with those requirements and continuity of public participation during technical disruptions affecting remote access to meetings.

Purpose

The purpose of this policy is to establish policy and procedures for responding to disruptions in telephonic or internet-based services that provide two-way remote public access to meetings of the District Board of Directors, as required by the Brown Act (Gov. Code § 54953.4). This policy ensures transparency, maintains opportunities for public participation, and supports the continuity of government operations during technology-related disruptions.

Scope

This policy applies to all open and public meetings of the District Board of Directors for which remote public participation is offered or required pursuant to the Brown Act.

Definitions

1. **Disruption:** any failure, outage, or other interruption in telephonic or internet-based services that prevents members of the public from attending, observing, or participating in a meeting through the District's remote access services.
2. **Remote access services:** two-way telephonic service and/or two-way audiovisual platform used by the District to provide real-time remote public attendance, observation, and participation in meetings pursuant to the Brown Act.

Policy

1. The District shall ensure compliance with applicable provisions of the Brown Act regarding remote public access to meetings.

2. In the event of a disruption to telephonic or internet-based services, the District shall take reasonable measures to restore access, maintain transparency, and preserve public participation consistent with applicable law.

Procedure

Procedures in the Event of a Service Disruption

1. Response to Service Disruption

- a. If the Presiding Officer or Clerk becomes aware of a disruption to the District's remote access services that prevents members of the public from attending, observing, or participating in the meeting remotely, the following procedures shall apply:
 - i. The Presiding Officer or Clerk shall immediately publicly announce the disruption.
 - ii. The Presiding Officer may then call for a recess of the open session or convene the legislative body in closed session, consistent with the Brown Act.
 - iii. District staff shall initiate efforts to diagnose and restore the disrupted service.
 - iv. The meeting shall remain in recess for at least one (1) hour or until service is restored, whichever is sooner. The recess period may be extended if restoration efforts are ongoing.

2. Efforts to Restore Service

- a. The District shall make good faith efforts to restore remote access services. Such efforts may include:
 - i. Troubleshooting platform or teleconferencing software
 - ii. Resetting, replacing, or reconnecting audiovisual equipment
 - iii. Attempting alternative connection methods
 - iv. Contacting information technology personnel, support staff, or service providers
 - v. Transitioning to backup equipment, systems, or meeting platforms, if available
- b. The Clerk of the Board shall document the restoration efforts undertaken.

3. Reconvening the Open Session

a. Timing

- i. The open session may be reconvened after at least one hour has elapsed from the time the disruption occurred, or as soon as service is restored, whichever occurs earlier.

b. If Service Is Restored

- i. If the remote access service is restored before or at the time the meeting reconvenes, the meeting shall continue as normal.

c. If Service Is Not Restored

- i. If remote access service has not been restored after one (1) hour, the Board of Directors may reconvene the meeting and either:
 - a. Adjourn the meeting; or
 - b. Continue the meeting in open session by adopting, by roll call vote, the following finding, or a substantially similar finding:

“The Board of Directors has made good faith efforts to restore telephonic or internet-based access services in accordance with its adopted policy, and the public interest in continuing the meeting outweighs the public interest in remote public access.”
- ii. Upon adoption of the finding, the legislative body may continue the open session despite the ongoing disruption to remote access services.

4. Recordkeeping

- a. The Clerk of the Board shall include in the meeting minutes a brief summary of the disruption and response taken, including, as applicable:
 - i. The nature and the approximate time of the disruption
 - ii. The restoration efforts undertaken
 - iii. The time the meeting was reconvened (if applicable)
 - iv. Any finding adopted by the Board

5. Review and Updates

- a. This policy may be amended by the Board of Directors at a duly noticed public meeting in open session. Amendments to this policy shall be presented as a regular business item for Board consideration and shall not be placed on the consent calendar.

References

1. Senate Bill 707
2. Gov. Code § 54953.4



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

ADAM A. HOUSE
Fire Chief

DATE: June 25, 2026

TO: Board of Directors

SUBJECT: Adopt Resolution – Non-Safety Senior Management, Management and Unrepresented Confidential Employees

TOPIC

Consider Adopting a Resolution approving revisions to the District's Non-Safety Senior Management, Non-Safety Management, and Unrepresented Confidential Employees.

BACKGROUND

As part of a recent California Public Employees' Retirement System (CalPERS) audit and subsequent compensation review, staff identified the need to clarify certain provisions governing longevity pay and the Continuing Education Incentive program within the Non-Safety Senior Management, Non-Safety Management, and Unrepresented Confidential Employees Resolution.

The proposed revisions are intended to provide administrative clarity, support consistent application of compensation programs, and maintain compliance with applicable statutes, regulations, and reporting requirements.

DISCUSSION

The District currently provides longevity pay as an incentive recognizing employees for extended service. Under the existing language, longevity pay eligibility was based on continuous service with the District. However, separate personnel policies addressing reinstatement and seniority created ambiguity regarding how prior service should be treated for employees who separated and later returned to District employment.

First, the longevity pay article will be revised to include an effective start date. Because the compensation provisions are adopted by resolution rather than through a full Memorandum of Understanding with defined beginning and ending dates, adding a start date to the longevity pay article provides the specificity required for CalPERS review and reporting purposes. Additionally, to address the issues identified during the CalPERS audit, staff worked with CalPERS representatives to develop revised language that clearly defines how longevity pay eligibility will be calculated. The proposed revisions establish a standardized service date methodology, clarify the treatment of reinstated employees, define continuous service, and

ensure longevity pay eligibility is applied consistently among employees within the same group or class.

In addition, staff reviewed the District's Continuing Education Incentive provisions as part of a member compensation review. That review identified the need to clarify that qualifying educational achievements must enhance an employee's ability to perform the duties of their position and that the incentive must be administered in a routine and consistent manner. The proposed revisions incorporate this language to better align the incentive with applicable CalPERS requirements for reportable compensation and to provide clear administrative guidance for future application of the program.

FISCAL IMPACT

The proposed changes do not create new compensation benefits or increase existing compensation levels. Rather, they clarify eligibility requirements, improve consistency in administration, and strengthen the District's compliance with applicable CalPERS statutes, regulations, and reporting requirements.

RECOMMENDATION

Adopt the Resolution approving revisions for Non-Safety Senior Management, Management, and Unrepresented Confidential Employees and authorizing implementation of the revised language.

Submitted by:

Approved by:

Joseph A. Fiorica

Joseph A. Fiorica (Jun 19, 2026 08:41:26 PDT)

Joseph Fiorica
Deputy Chief, Administration

Adam A. House

Adam A. House (Jun 19, 2026 08:47:59 PDT)

Adam A. House
Fire Chief

ATTACHMENTS:

Attachment 1: Resolution - Non-Safety Senior Management, Management, and Unrepresented Confidential Employees



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

RESOLUTION NO. 2026-XXX

A RESOLUTION AFFECTING NON-SAFETY SENIOR MANAGEMENT, MANAGEMENT, and UNREPRESENTED CONFIDENTIAL EMPLOYEES

Adopted by the Board of Directors of the SACRAMENTO METROPOLITAN FIRE DISTRICT

On June 25, 2026

WHEREAS, the Board of Directors of the Sacramento Metropolitan Fire District (Board) recognizes the importance of codified provisions relating to wages, hours, and other terms and conditions of employment to employees who are not members of recognized bargaining groups; and

WHEREAS, this resolution supersedes Resolution No. 2024-064, a Resolution Affecting Non-Safety Senior Management, Management and Unrepresented Confidential Employees, adopted by the Board of Directors of the Sacramento Metropolitan Fire District on February 22, 2024, all amendments thereto, and all prior resolutions governing the terms and conditions of employment for Non-Safety employees in the categories of Senior Management, Management, and Unrepresented Confidential Employees; and

WHEREAS, the Board wishes to clarify and modify the wages and benefits available to Non-Safety employees in the categories of Senior Management, Management, and Unrepresented Confidential Employees;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT:

1. POSITIONS COVERED UNDER THIS RESOLUTION

- A. Non-Safety Senior Management employees include any person employed in, or assigned to, the following classifications:

Chief Financial Officer
Chief Development Officer

- B. Non-Safety Management employees include any person employed in, or assigned to, the following classifications:

Director of Information Technology
Chief Human Resources Officer

Economic Development Manager
Facilities Manager
Finance Manager
Payroll Manager
Fleet Manager
Logistics Manager
Communications Manager
CQI Manager
Grant / Economic Development Coordinator
Assistant Logistics Manager
Assistant Fleet Manager

- C. Non-Safety Unrepresented Confidential employees who are FLSA exempt include any person employed in, or assigned to, the following classifications:

Network Systems Engineer
Computer Systems Supervisor
Purchasing Agent
Accounting Supervisor
Human Resources Analyst I
Human Resources Analyst II
Facilities Supervisor
Payroll Supervisor
Administrative Analyst
Business Application Analyst
Payroll Analyst
Financial Analyst
Board Clerk
Office Manager
Workers' Compensation Coordinator
Executive Assistant to the Fire Chief
Procurement Specialist
Accounting Specialist
Payroll Specialist
Administrative Specialist
Data Analyst
Legislative Analyst
Grant Specialist

- D. Non-Safety Unrepresented Confidential employees who are FLSA non-exempt include any person employed in or assigned to the following classifications:

Network Systems Administrator
Database Technician
Computer Systems Technician
Warehouse Supervisor
Health & Wellness Program Manager
Help Desk Technician

2. FLSA STATUS & BUSINESS HOURS

- A. All Non-Safety Senior Management, Non-Safety Management, Non-Safety Unrepresented Confidential Employees are exempt from Fair Labor Standards Act (FLSA) over time requirements and are therefore paid a salary, with the exception of those classifications listed above in Section 1 (D), which are non-exempt and subject to compensation for overtime.
- B. For non-exempt employees, all hours worked in excess of the employee's regularly scheduled hours shall be compensated at the rate of one and one-half times the employee's base wage exclusive of incentives. CTO hours will be compensated at the employee's base hourly compensation rate, including incentives.

Effective each employee's first full FLSA work period beginning on or after September 1, 2019, all paid leave will be considered "hours worked" for purposes of determining District overtime.

- C. Employees are responsible for keeping their supervisors apprised of their work schedules and location. Employee's work schedule must satisfy work place requirements as determined by their supervisor.

3. ADMINISTRATIVE LEAVE

In express recognition of being "exempt" under the provisions of Federal and State Law, each Senior Management, Management, and Exempt Unrepresented Confidential employee (those listed in sections 1(A)-(C) above) shall receive eighty (80) hours of Administrative Leave each January 1st, subject to a 80-hour maximum accrual in the Administrative Leave Bank. Employees hired or promoted on a day other than January 1st shall have their accrual of Administrative Leave for that year adjusted on a pro-rata basis. Any hours remaining in the Administrative Leave Bank as of December 31st will roll over to the next year and will reduce the January 1st earning such that the 80-hour maximum accrual will not be exceeded. These hours shall not be credited at a later date, even if the balance subsequently falls below hours. Administrative Leave is not eligible for any sell back opportunities. At the time of termination or retirement, any unused Administrative Leave in the employee's account shall be paid off at the employee's total hourly rate of pay, inclusive of all incentives.

4. COMPENSATION

For the term covering January 1, 2023 through December 31, 2024, employees covered by this Resolution are subject to the following wage increases.

Effective the first full pay period in January 2023, employees will receive 5.0% base wage increase. The monthly wage scale below includes this base wage increase.

The Fire Chief on an annual basis shall grant step increases after a successful evaluation. The Fire Chief is granted the authority to withhold step increases; however, those affected employees may request reconsideration by the Board.

The pay scale applicable to employees covered by this resolution is reflected in the salary table below:

Salary Table Reflecting 2023 Monthly Pay Scale:

MONTHLY BASE PAY	Step 1	Step 2	Step 3	Step 4	Step 5
Chief Financial Officer				17,772.73	18,658.22
Chief Development Officer				17,772.73	18,658.22
Director of IT	11,943.09	12,536.93	13,160.82	13,816.11	14,504.13
Chief Human Resource Officer	11,239.75	11,798.33	12,385.00	13,001.22	13,647.01
Finance Manager	10,689.60	11,220.84	11,778.80	12,364.85	12,979.04
Economic Development Manager	9,948.44	10,442.85	10,962.12	11,507.54	12,079.14
Facilities Manager	9,948.44	10,442.85	10,962.12	11,507.54	12,079.14
Fleet Manager	9,948.44	10,442.85	10,962.12	11,507.54	12,079.14
Logistics Manager	9,948.44	10,442.85	10,962.12	11,507.54	12,079.14
Communications Manager	9,948.44	10,442.85	10,962.12	11,507.54	12,079.14
CQI Manager	9,859.49	10,348.66	10,862.71	11,402.93	11,969.24
Grant / Economic Dev Coord.	9,735.24	10,219.20	10,726.68	11,260.34	11,820.15
Assistant Logistics Manager	8,841.89	9,281.38	9,741.80	10,225.74	10,733.22
Assistant Fleet Manager	8,841.89	9,281.38	9,741.80	10,225.74	10,733.22
Network Systems Engineer	9,554.75	10,029.55	10,527.87	11,051.07	11,600.40
Computer Systems Supervisor	8,979.24	9,425.25	9,893.50	10,385.30	10,900.64
Network Systems Administrator	8,639.16	9,068.19	9,518.11	9,990.29	10,486.00
Database Technician	8,149.97	8,554.16	8,979.24	9,425.25	9,893.50

Purchasing Agent	8,369.73	8,784.33	9,219.91	9,677.69	10,157.71
Accounting Supervisor	8,149.97	8,554.16	8,977.93	9,423.95	9,892.21
Payroll Supervisor	8,149.97	8,554.16	8,977.93	9,423.95	9,892.21
Human Resources Analyst II	7,994.33	8,390.64	8,806.59	9,243.42	9,702.57
Facilities Supervisor	7,884.47	8,275.53	8,686.25	9,117.89	9,570.44
Administrative Analyst	7,838.69	8,227.16	8,635.22	9,064.24	9,514.21
Business Application Analyst	7,838.69	8,227.16	8,635.22	9,064.24	9,514.21
Payroll Analyst	7,838.69	8,227.16	8,635.22	9,064.24	9,514.21
Financial Analyst	7,838.69	8,227.16	8,635.22	9,064.24	9,514.21
Data Analyst	7,838.69	8,227.16	8,635.22	9,064.24	9,514.21
Legislative Analyst	7,838.69	8,227.16	8,635.22	9,064.24	9,514.21
Board Clerk	7,171.62	7,527.38	7,900.14	8,291.25	8,701.95
Human Resources Analyst I	7,171.62	7,527.38	7,900.14	8,291.25	8,701.95
Workers Compensation Coordinator	7,171.62	7,527.38	7,900.14	8,291.25	8,701.95
Office Manager	7,171.62	7,527.38	7,900.14	8,291.25	8,701.95
Executive Assistant to the Fire Chief	7,171.62	7,527.38	7,900.14	8,291.25	8,701.95
Grant Specialist	7,171.62	7,527.38	7,900.14	8,291.25	8,701.95
Procurement Specialist	5,292.06	5,553.66	5,828.33	6,116.08	6,418.23
Accounting Specialist	5,292.06	5,553.66	5,828.33	6,116.08	6,418.23
Payroll Specialist	5,292.06	5,553.66	5,828.33	6,116.08	6,418.23
Administrative Specialist	5,292.06	5,553.66	5,828.33	6,116.08	6,418.23
Computer Systems Technician	5,966.95	6,262.58	6,571.24	6,896.96	7,238.32
Warehouse Supervisor	5,897.64	6,189.30	6,495.39	6,817.15	7,154.61

Health & Wellness Program Manager	5,586.35	5,862.33	6,152.70	6,457.46	6,776.61
Help Desk Technician	4,690.38	4,921.92	5,163.89	5,418.96	5,687.08

The pay scale reflects base pay and is exclusive of incentives.

Effective January 1, 2024, employees will receive a base wage increase of 3.0% plus an equity adjustment based on the percentage of change in net taxable value of property in the District based on the Sacramento County Assessor FY 2023/24 Combined Tax Rolls compared to the FY 2022/23 Combined Tax Rolls. The amount of the January 1, 2024 base wage increase will be governed by the following chart:

FY 2023/24 Net Taxable Value Increase	2024 Equity Adjustment
3.4% or less	0%
3.5% to 4.4%	1.0%
4.5% to 5.4%	2.0%
5.5% or more	3.0%

Effective January 1, 2025, employees will receive a base wage increase based on the percentage of change in net taxable value of property in the District based on the Sacramento County Assessor FY 2024/25 Combined Tax Rolls compared to the FY 2023/24 Combined Tax Rolls. The amount of the January 1, 2025 equity adjustment will be governed by the following chart:

FY 2024/25 Net Taxable Value Increase	2025 Equity Adjustment
1.49% or less	0%
1.5% to 2.49%	1.0%
2.5% to 3.49%	2.0%
3.5% to 4.49%	3.0%
4.5% or more	4.0%

5. UNIFORM ALLOWANCE

Uniform allowance is included in base pay.

6. PAID TIME OFF (PTO)

- A. Employees shall accrue Paid Time Off (PTO) as shown in the schedule below. The hours shown reflect full-time employment. PTO shall be credited monthly on the last day of the month. Employees hired on a day other than the first of the month shall have their accrual of PTO for that month adjusted on a pro-rata basis. Accrual steps are as follows:

Months of Continuous Service with the District	Accrual Rate	Maximum Accrual Balance
1 to 24	245.16 hours/year (20.43 hours/month)	408.60 hours
25 to 60	279.48 hours/year (23.29 hours/month)	465.80 hours
61 to 120	293.16 hours/year (24.43 hours/month)	488.60 hours
121 to 180	305.16 hours/year (25.43 hours/month)	508.60 hours
181 to 240	353.16 hours/year (29.43 hours/month)	588.60 hours
241 or more	377.16 hours/year (31.43 hours/month)	628.60 hours

- B. Employees' use of PTO normally must be approved in advance by their supervisor. Partial day use of PTO is allowed with approval of supervisor.
- C. At the time of termination or retirement, any unused PTO in the employee's account shall be paid off at the employee's hourly rate of pay.
- D. Maximum Accrual. The maximum accrual shall be limited to no more than twenty (20) months of accrual time, at which time employee will not earn additional PTO leave time until the employee's balance is below the twenty (20) month maximum. In no event shall the District be required to pay an employee more than the maximum accrual.
- E. PTO Sell-back:

At the option of the employee, and with the approval of the Fire Chief, employees may sell back up to a maximum of one hundred and twenty (120) hours of PTO leave each April. Payments will be made at a rate of one hundred percent (100%) of each employee's base wage plus incentive pays.

7. HOLIDAYS

The District shall observe official holidays in accordance with the following designated holiday schedule. The District's offices may be closed on observed days for designated holidays and employees who would otherwise have worked on such days shall utilize PTO, unless otherwise mutually agreed to by the Fire Chief or his designee and the employee. The designated holidays shall be as follows:

- 1. New Year's Day (Jan. 1)
- 2. Martin Luther King, Jr. Day (3rd Mon. in Jan.)
- 3. Lincoln's Birthday (2nd Mon. in Feb.)

4.	Washington's Birthday	(3 rd Mon. in Feb.)
5.	Memorial Day	(last Mon. in May)
6.	Independence Day	(July 4)
7.	Labor Day	(1 st Mon. in Sept.)
8.	Veteran's Day	(Nov. 11)
9.	Thanksgiving Day	(4 th Thurs. in Nov.)
10.	Day After Thanksgiving	
11.	Christmas Eve	(Dec. 24)
12.	Christmas Day	(Dec. 25)

- A. When a holiday falls on a Saturday, the preceding workday, not a holiday, shall be deemed to be that holiday. When a holiday falls on a Sunday, the following workday, not a holiday, shall be deemed to be that holiday.

8. BEREAVEMENT LEAVE

Employees shall be allowed up to five (5) work days off with pay, in the event of death in the immediate family. For the purposes of this section, immediate family includes the employee's spouse, child, mother, father, grandchild, grandmother, grandfather, mother-in-law, father-in-law, grandmother-in-law, grandfather-in-law, sister, brother, sister-in-law, brother-in-law, daughter-in-law, son-in-law, or any person domiciled in the employee's household. For purposes of this section, a step relative of any of the relatives listed above shall be treated in the same manner as the listed relatives. This leave shall not be deducted from sick leave or PTO leave. However, accrued leave and/or a leave of absence may also be available if additional time away is required and can be accommodated by the District.

At the Fire Chief's discretion, bereavement leave for other persons not listed above may be approved without loss of pay or benefit.

9. SICK LEAVE

- A. Employee's accumulation and disposition of sick leave shall be as follows:
 - 1. Personnel shall accumulate sick leave at the rate of 206.64 hours per calendar year (17.22 hours per month).
 - 2. Sick leave shall be accrued and recorded at the end of each month, and such leave shall be accumulated on an unlimited basis.
- B. Sick leave may be used for any of the reasons outlined in the District's Sick Leave Policy.
- C. In the event that an employee exhausts his/her sick leave accrual, other leave banks will be exhausted in the following order: 1. Administrative Leave, 2. PTO accrual, 3. CTO accrual, 4. Donated leave pursuant to District policy, 5. Unpaid leave status.

- D. Employees shall use due diligence in reporting the foreseeable and unforeseeable need to use sick leave, as outlined in the District's Policies Manual. When the use of such leave is unforeseeable, the employee shall report the need for leave by 0815 hours.
- E. Employees may be compensated by the District for accrued, unused sick leave subject to the following conditions:

- 1. First, no employee shall be eligible to receive compensation for accrued, unused sick leave unless they have "banked" the required number of hours in their "A" bank.

The "A" Bank must contain at least 567 hours, with measurement made as of each June 30 and notification to the employee no later than September 30.

- 2. The employee at his/her sole option, must notify the District no later than November 15 of their election to be compensated, including the total number of hours the employee wishes to sell. The notice shall be on a letter provided by the District. Failure to submit the request through the District's ESS system by the deadline constitutes waiver of the right to sell sick leave hours for the calendar year
- 3. An employee who has satisfied the requirements identified above may request to be compensated once per year, in aggregate, up to fifty percent (50%) of the hours accrued in the previous year (July 1 - June 30) at one hundred percent (100%) of the employee's base monthly compensation, inclusive of all incentives, on November 30.
- 4. Any hours used in the previous year (July 1 - June 30) shall reduce the number of hours which the employee may relinquish.
- 5. Relinquishment shall be at the employee's sole option.
- 6. If an employee elects to sell any hours, all remaining hours from the year's accrual are placed in the employee's "B" Bank. Such hours may only be used either in the event of a catastrophic illness after exhaustion of the employee's "A" Bank and/or for additional service credit at retirement;
- 7. If an employee elects to sell no hours, all remaining hours shall be placed in the employee's "A" Bank. Such hours may be used for normal sick leave.

- F. At the employee's option, upon service retirement or disability retirement, the District will pay off up to forty percent (40%) of the employee's accumulated "A" Bank sick leave.

The employee must notify the District no later than 30 days from their employment separation of their intention to be paid for sick leave. Failure to notify the District within 30 days will result in all unused sick leave being reported to the Public Employees' Retirement System (PERS) as additional service credit.

1. The total compensation to be made is that accrued sick leave in the employee's account at the employee's total hourly rate of pay, inclusive of all incentives.
2. All remaining accumulated sick leave in the employee's account will, upon retirement, be applied for retirement credit under the provisions of 20965 of the Public Employee's Retirement System Law, which reads as follows:

A local miscellaneous member and a local safety member, whose effective date of retirement is within four months of separation from employment with the employer which granted the sick leave credit, shall be credited at his or her retirement with 0.004 year of service credit for each unused day of sick leave certified to the board by his or her employer.

10. CHILD BIRTH DISABILITY LEAVE

An employee who gives birth to a child may use up to a maximum of six weeks of paid leave after the birth of the child during the disability period. This paid leave is independent of other District accrued leave (SL, VL, PTO) and will run concurrently with protected leaves (FMLA/CFRA/PDL). The District shall require written confirmation of an employee's eligibility for this leave from the employee's health care provider. The Child Birth Disability Leave will commence on the date of childbirth and extend only so long as the employee is actually disabled by childbirth up to the six week maximum.

11. HEALTH BENEFITS

A. Dental

The District shall, subject to availability, provide full-time employees and dependents with a dental plan. The District pays the premium for the Basic dental plan. Employees who select the Premium dental plan pay the difference between the Premium and Basic monthly premiums.

B. Vision Care Plan

The District shall, subject to availability, provide full-time employees and dependents with a vision care plan. The District will provide up to \$18.75 per month per employee toward the cost of the District's plan.

C. Medical

For employees or retirees who are enrolled the Basic or Combination plans, the District shall contribute 92% of the medical premium towards the employees or retirees selected health plan. Employees and retirees will be responsible for the remaining 8% of the premium, and any additional amount above the premium cap. These contribution amounts will be effective 7/1/13.

For retirees that are enrolled in the Medicare plan, the District shall contribute an amount equal to 100% of the third highest plan in CalPERS Region 1 at the tier that the employee selects. Retirees will be responsible for any additional amount above the premium cap. For retirees who are Medicare age who were hired prior to March 31, 1986 and are not eligible to enroll in Medicare due to a lack of credits, the District shall provide a stipend that equals an amount equal to 8% of the premium at the tier that the employee selects up to the third highest plan in CalPERS Region 1.

The premium cap will be the third highest plan in CalPERS Region 1 rates at the tier that the employee selects, i.e. employee, employee plus one, employee plus family.

- D. The District will provide the medical insurance benefits listed in C. above through PERS.
- E. Should any plan selected by an employee cost more than the District's required contribution, each covered employee is required to sign a payroll deduction form.
- F. The District has established the following Flexible Spending Accounts (FSA) as permitted by the Internal Revenue Service regulations:
 - 1. Out-of-Pocket costs for District-sponsored health and dental insurance premiums;
 - 2. Unreimbursed health care expenses up to the statutory limit per plan year effective January 1;
 - 3. Dependent care reimbursement;
 - 4. Administrative costs shall be paid by the employees participating in FSA for subparagraphs (2) and (3); and
 - 5. Employees will be informed about the procedures, rules, and forfeiture of funds left unused in FSA.
- G. The District shall continue to provide each miscellaneous employee participating in the PERS retirement plan for a paid long-term disability benefit plan at least equal to the current plan. Specific provisions and conditions of such benefits are contained in and available to applicable employees, in the plan document.

H. The District agrees to pay the premium cost to provide a twenty thousand dollar (\$20,000.00) life insurance benefit policy commencing the first of the month after hire and continuing until the employee has completed one year of continuous service. The District agrees to pay the premium cost to provide a one hundred thousand dollar (\$100,000.00) life insurance benefit policy for each full time employee at the conclusion of one (1) year of continuous employment.

I. Transition Coverage

1. Pursuant to Federal Law (COBRA), an employee who terminates or is terminated (except for gross misconduct) is entitled to continue group health plan coverage at the group rate for up to 18 months. Group health plan includes the package of Health, Dental, and Vision coverage.
2. In certain circumstances, an employee's spouse, former spouse, or dependent child may have a right to continued coverage for up to 36 months.
3. All such continued coverage is at the sole cost of the employee or other qualified individual. Continued coverage may be subject to an administrative fee levied by Insurance Program Administrators.
4. All benefits provided under COBRA will be in accordance with those provided by law on the date of the qualifying event.

J. Retirement Medical

1. Upon retirement, medical coverage will be paid by the District for both the employee and dependents in accordance with Section 22831 of the Government Code which provides:

"...An annuitant may, as provided by regulations of the board, continue his or her enrollment, enroll within 60 days of retirement, enroll within 60 days of the death of the member, or enroll during any future open enrollment period without discrimination as to premium rates or benefit coverage. If the survivor of an annuitant is also an annuitant as defined in this part, he or she may enroll within 60 days of the annuitant's death or during any future open enrollment period, as provided by regulations of the board."

2. Except for employees retiring for service connected disability, all new employees hired after March 25, 2011 and retiring from the District will obtain five percent (5%) credit per year towards retiree medical up to one hundred percent (100%) at the completion of twenty (20) years of employment with the District.

- K. Effective July 1, 2013, the savings associated with the 8% employee and retiree premium contributions, and effective January 1, 2014, the savings associated with lowering the premium cap, as outlined in paragraph 10(C) above, shall be contributed into the OPEB trust established by the District with CalPERS to prefund retiree medical benefits. In consideration for employee contributions above each existing retiree, future retirees, and their survivors shall have a vested right to receive the maximum retiree health benefits that were provided as of July 1, 2013 and to receive the maximum amount of annual increases in subsidies or reimbursements for retiree health benefits in all subsequent years thereafter. This vested retiree health benefit right is promised to current retirees and future retirees, i.e. active employees when they retire even beyond the term of this resolution.

12. RETIREMENT BENEFITS

- A. Employees shall make PERS member contributions as follows:

1. For employees who do not meet the definition of a "new member" under PEPRA ("classic miscellaneous members"), the full member's PERS contribution shall be eight percent (8%) of the employee's compensation reported to PERS.
2. For employees who meet the definition of a "new member" under PEPRA, the member's PERS contribution shall be 50% of normal cost, as determined by PERS.

- B. Specified Benefits

Upon meeting the statutory requirements, all employees shall be covered by the Public Employee's Retirement System (PERS). The District's contract with PERS includes the following provisions:

1. The District will provide 1959 Survivor's Benefit at Level 4, with the employees paying the two dollars (\$2.00) employee contribution.
2. One-half Continuance Benefit;
3. All remaining accumulated sick leave in the employee's account may, upon retirement, be applied for retirement credit under the provisions of Section 20965 of the California Government Code;
4. Benefit Levels:
 - 1) Classic Miscellaneous members' shall be three percent (3%) at age sixty (60).
 - 2) Employees who qualify as "new members" under PEPRA, shall be two percent (2%) at age 62.
5. The District shall in accordance with Internal Revenue Code Section 414 (h) (2) pass the necessary Resolution(s), which allow

for employee retirement contributions (both member contributions and cost-sharing) to be paid on a tax deferred basis.

13. SALARY CONTINUATION

An employee who is classified as a Miscellaneous (non-public safety) Employee and who is injured or disabled in the performance of his or her duties shall be entitled to injury leave with full pay and benefits for up to three (3) months from the date that injury leave commences should disability continue for that period. If an employee's disability is not permanent and stationary at the end of the three (3) months, the employee may use accrued leave or accrued Short Term Disability benefits on a coordinated basis with any workers' compensation up to full pay. When this option is used, any benefits from workers' compensation shall be assigned to the District with the leave used charged on a pro-rata share. Employment benefits will be maintained for such employees while receiving workers' compensation benefits whether or not such benefits are supplemented by other District leave benefits.

14. EDUCATION INCENTIVES

A. Accreditation Standards

For an individual to earn the total allowable educational incentive, the individual must have registered, earned and obtained it through a recognized institution of education.

The same language is applicable for those who submit for an incentive that is "commensurate" with the knowledge and abilities of the job position held. The degree must have been obtained through a recognized institution of education.

The submittals must include a sealed official transcript from the accrediting college. Each submittal will be reviewed on a case by case basis

- B. Employees who possess an approved certification from a Certificate Program that is commensurate with the scope of job classification, including but not limited to the State Fire Marshal Certification Programs, shall receive an additional one-half of one percent (.5%) of base pay for programs eighty (80) hours or less. For Certificate Programs exceeding eighty (80) hours, the employees shall receive one percent (1%) of base pay for each Certificate Program. FF1 and FF2 Certifications are excluded from the State Fire Marshal Certification Incentive.

Fire Chief or designee shall have sole discretion in determining education certificate programs that qualify. Human Resources shall track approved education courses and appropriate incentives.

- C. Employees who possess one or more Associate Degrees shall receive an additional six and one-half percent (6.5%) of base pay for the degree(s). Multiple degrees will not result in more than 6.5%.

- D. The above referenced Certification Programs and Degrees (Paragraphs 13(B) through 13(D)) combined shall not exceed seven percent (7%) of base pay.
- E. Employees who possess a Bachelor's Degree or higher from an accredited college or university shall receive an additional ten and one-half percent (10.5%) of base pay.
- F. The maximum amount an employee may receive in educational incentives and allowance is ten and one-half percent (10.5%) of base pay.
- G. Senior Non-Safety Management employees are excluded from this provision and are not entitled to any Education incentives or Continuing Education (CE) incentives.
- H. Unrepresented Management and Confidential employees covered by this Resolution (employees described by Paragraphs 1(B) through (C)) shall be eligible for Continuing Education (CE) incentive under the following conditions.

1. Purpose and Eligibility

An employee may receive a Continuing Education Incentive equal to five percent (5%) of base pay by completing routine and consistent continuing education. Base pay shall mean the employee's regular hourly rate of pay, exclusive of overtime, specialty pays, incentives, or other premium compensation. The purpose of the Continuing Education Incentive is to encourage employees to participate in continuing education and professional development activities that enhance the employee's knowledge, skills, abilities, and overall capacity to perform the duties of their assigned position. The Continuing Education Incentive shall be uniformly applied to all employees within eligible classifications who satisfy the requirements of this section.

2. Annual Continuing Education Requirement

In order to qualify for pay pursuant to this provision, eligible employees must successfully complete no less than twenty-four (24) hours of District approved continuing education, training, coursework, seminars, certifications, workshops, or other professional development activities during each annual qualification period. The annual qualification period shall be the twelve-month period beginning January 1 and ending December 31 of each calendar year. Eligibility for the Continuing Education Incentive shall be determined based upon continuing education completed during the applicable annual qualification period. Approved training shall be directly related to the employee's job duties and shall enhance the employee's ability to perform the functions of the employee's classification.

3. Evaluation and Approval Process

The District shall maintain a formal and standardized process for evaluating and approving continuing education activities. To qualify for the Continuing

Education Incentive, courses, programs, certifications, or other educational activities must be determined by the District to:

- i. Be reasonably related to the employee's current job duties, classification, or professional responsibilities;
- ii. Enhance the employee's ability to perform assigned job functions;
- iii. Improve professional knowledge, technical skills, operational effectiveness, regulatory compliance, public safety, leadership, management, or other competencies relevant to District operations; and
- iv. Be available for approval under standards applied uniformly to all employees within eligible classifications.

The District's approval process shall be administered consistently and without arbitrary discretion. Documentation requirements and approval criteria shall be communicated to all eligible employees.

4. Payment of Incentive

Employees who satisfy the requirements of this section shall receive a Continuing Education Incentive equal to five percent (5%) of base pay. The Continuing Education Incentive shall be paid monthly as part of the employee's regular paycheck and shall be separately identified from the employee's regular pay rate. The Continuing Education Incentive shall be paid only while the employee continues to satisfy the eligibility requirements contained in this section.

5. Loss and Reestablishment of Eligibility

An employee who fails to complete the required continuing education hours during an annual qualification period shall cease to be eligible for the incentive in the subsequent year until the requirements have again been satisfied and verified by the District. An employee who loses eligibility for the Continuing Education Incentive may reestablish eligibility by completing the required twenty-four (24) hours of District approved continuing education and providing satisfactory documentation to the District. Upon verification by the District that all requirements have been satisfied, the Continuing Education Incentive shall become effective on the first day of the month following verification and shall continue thereafter in accordance with the provisions of this section.

6. CalPERS Reporting

The parties acknowledge that the Continuing Education Incentive is intended to qualify as Educational Incentive Pay and shall be administered in accordance with applicable provisions of the Public Employees' Retirement Law (PERL), Government Code section 20636, and applicable California Code of Regulations provisions governing special compensation. To the extent permitted by applicable law and regulation, the Continuing Education Incentive shall be reported to CalPERS as special compensation and shall not be included in the employee's payrate. The District shall report the incentive in accordance with applicable CalPERS reporting requirements for Educational Incentive Pay.

15. STANDBY PAY

- A. Tech Services personnel assigned to be on stand-by shall be paid four hundred dollars (\$400.00) per week or the daily pro-rate in addition to regular compensation and twelve (12) hours of PTO credit for duty on New Year's Day, 4th of July, Thanksgiving Day, and Christmas Day. The normal deduction of eight (8) hours PTO for holidays shall not apply. Stand-by pay will be added to the overtime compensation regular rate of pay calculation.

16. AT-WILL EMPLOYMENT – SENIOR MANAGEMENT AND MANAGEMENT EMPLOYEES

All Senior Management and Management employees are employed at-will, meaning that the Fire Chief has the right to terminate employment at any time, for any reason, and with or without cause for any reason and/or notice.

At-will employees in management or senior management positions who are terminated without cause shall receive either a six (6) month severance at the time of termination, or reassignment to their previous position through exercise of Bump Back rights so long as the reassignment does not violate the terms of any existing Collective Bargaining Agreement, Memorandum of Understanding, or other agreement applicable to that position. The decision shall be at the sole discretion of the Fire Chief, and in no case shall these options be available in the event the Fire Chief, in his sole discretion, determines good cause exists for the termination.

Nothing stated herein shall effect the at will status of any management or senior management employee.

16. PROBATIONARY PERIODS AND NON-AT-WILL EMPLOYMENT – CONFIDENTIAL EMPLOYEES

LENGTH OF NEW HIRE PROBATIONARY PERIOD

To enable the Fire Chief to exercise sound discretion in filling positions within the District, no appointment for employment in any position in the District shall be deemed final until after the expiration of a period of twelve (12) calendar months probationary service in full duty status. Absences, light duty, modified duty, and any other assignment other than full duty status shall not count towards this twelve (12) month period of time. During this probationary period, the Fire Chief may cancel the employment or appointment without right of appeal with respect to the reasons for cancellation.

LENGTH OF PROMOTIONAL PROBATIONARY PERIOD

Employees promoted in classification shall not be deemed final until after the expiration of six (6) calendar months probationary service, with the Fire Chief's discretion to extend up to an additional six (6) months.

Absences, light duty, modified duty, and any other assignment other than full duty status shall not count towards the initial six (6) month probationary period or an extension ordered at the Fire Chief's discretion.

During this probationary period, the Fire Chief may cancel the employment or appointment without right to appeal.

NON-AT-WILL EMPLOYMENT

Upon completion of the probationary period, confidential employees do not serve at will, and may be disciplined or discharged only for cause. The causes for discipline and procedure for imposing or appealing from such discipline shall be as set forth in the Districts Discipline Policy.

17. LONGEVITY PAY

- A. Effective May 1, 2016 Senior Non-Safety Management, Non-Safety Management and Unrepresented Confidential employees shall receive longevity pay incentives based on years of continuous service with the District, as reflected on the District's longevity pay roster. Longevity pay shall be calculated as a percentage of the employee's base salary and applied as follows:

10 years of continuous service: 2% of base salary
15 years of continuous service: 4% of base salary
17 years of continuous service: 6% of base salary
20 years of continuous service: 9% of base salary
25 years of continuous service: 12% of base salary

The total longevity pay incentive shall not exceed twelve percent (12%) of base salary.

- B. Longevity Pay Service Date

The longevity pay roster shall list each employee's service date, which will be used to determine eligibility for longevity pay. Except as provided below, the service date shall be the employee's initial hire date, and only consecutive years of service with the District, regardless of rank held during those years, shall count toward longevity pay eligibility.

Employees who separate from District employment and are subsequently reinstated shall receive an adjusted service date for purposes of calculating longevity pay. The adjusted service date shall credit the employee for prior District service while excluding the period of separation. The adjusted service date will be reflected on the longevity pay roster and used to determine the employee's longevity pay eligibility.

Example: An employee hired on November 1, 2005, who separated on March 2, 2016, and was reinstated on March 3, 2017, would receive an adjusted service date of November 2, 2006, reflecting prior service with the one-year separation excluded.

For purposes of this section, continuous service shall mean uninterrupted employment with the District. Approved leaves of absence, including but not limited to vacation, sick leave, administrative leave, and legally protected leave, shall not constitute a break in service; however, separation from District employment shall interrupt continuous service, except as otherwise provided for reinstated employees under the adjusted service date provisions outlined above.

18. MEDICARE REIMBURSEMENT COST RECOVERY PROGRAM IGT INCENTIVES

The following agreement between the District and Local 522 shall apply to all Unrepresented Employees. For the purposes of this section Unrepresented Employee allowances will be considered with "All other 522 members" and do not need to hold a current IAFF Behavioral Health Awareness certification as unrepresented employees are not eligible for this certification. The District will provide an equivalent certification course to obtain this allowance for unrepresented employees.

In November of each calendar year, the District and Local 522 agree to meet regarding unanticipated revenues from the Medicare reimbursement cost recovery programs for purposes of providing Local 522 members additional compensation. If the actual total revenue from the combination of all Medicare reimbursement cost recovery programs, exceeds the 2022/2023 final budgeted Medicare reimbursement cost recovery revenue, which shall be no less than \$1,500,000, the District will allocate a one-time lump sum non-persable allowance to every Local 522 member in good standing and holding a current IAFF Behavioral Health Awareness certification. Allowances will be paid to members in accordance with the following thresholds:

- A. *For increases in Medicare reimbursements between \$1,500,000 - \$2,499,999:*
 - 1. *Firefighters, EMTs and Paramedics- \$1500*
 - 2. *All other 522 members - \$1000*

- B. *For increases in Medicare reimbursements between \$2,500,000 - \$2,999,999:*
 - 1. *Firefighters, EMTs and Paramedics - \$3000*
 - 2. *All other 522 members - \$2000*

- C. *For increases in Medicare reimbursements over \$3,000,000:*
 - 1. *Firefighters, EMTs and Paramedics- \$4500*

2. *All other 522 members - \$3000*

For purposes of this Section, Medicare reimbursement cost recovery programs include, but are not limited to, GEMT CPE, GEMT QAF, PPGEMT, and VRRP IGT.

PASSED, APPROVED, AND ADOPTED this 25th day of June, 2026. I, MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT, HEREBY CERTIFY that the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

**AYES:
NOES:
ABSENT:
ABSTAIN:**

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____
President, Board of Directors

ATTEST:

Marni J. Rittburg, CMC, CPMC
Clerk of the Board



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

RESOLUTION NO. ~~2022-XXX ##~~ 2026-XXX

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A RESOLUTION AFFECTING NON-SAFETY SENIOR MANAGEMENT, MANAGEMENT, and UNREPRESENTED CONFIDENTIAL EMPLOYEES

Adopted by the Board of Directors of the
SACRAMENTO METROPOLITAN FIRE DISTRICT

On ~~February 22, 2024~~ June 25, 2026

WHEREAS, the Board of Directors of the Sacramento Metropolitan Fire District (Board) recognizes the importance of codified provisions relating to wages, hours, and other terms and conditions of employment to employees who are not members of recognized bargaining groups; and

WHEREAS, this resolution supersedes Resolution No. ~~2022-1052024-064~~, a Resolution Affecting Non-Safety Senior Management, Management and Unrepresented Confidential Employees, adopted by the Board of Directors of the Sacramento Metropolitan Fire District on ~~December 8, 2022~~ February 22, 2024, all amendments thereto, and all prior resolutions governing the terms and conditions of employment for Non-Safety employees in the categories of Senior Management, Management, and Unrepresented Confidential Employees; and

WHEREAS, the Board wishes to clarify and modify the wages and benefits available to Non-Safety employees in the categories of Senior Management, Management, and Unrepresented Confidential Employees;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT:

1. POSITIONS COVERED UNDER THIS RESOLUTION

- A. Non-Safety Senior Management employees include any person employed in, or assigned to, the following classifications:

Chief Financial Officer
Chief Development Officer

- B. Non-Safety Management employees include any person employed in, or assigned to, the following classifications:

Director of Information Technology
Chief Human Resources Officer

Economic Development Manager
Facilities Manager
Finance Manager
Payroll Manager
Fleet Manager
Logistics Manager
Communications Manager
CQI Manager
Grant / Economic Development Coordinator
Assistant Logistics Manager
Assistant Fleet Manager

- C. Non-Safety Unrepresented Confidential employees who are FLSA exempt include any person employed in, or assigned to, the following classifications:

Network Systems Engineer
Computer Systems Supervisor
Purchasing Agent
Accounting Supervisor
Human Resources Analyst I
Human Resources Analyst II
Facilities Supervisor
Payroll Supervisor
Administrative Analyst
Business Application Analyst
Payroll Analyst
Financial Analyst
Board Clerk
Office Manager
Workers' Compensation Coordinator
Executive Assistant to the Fire Chief
Procurement Specialist
Accounting Specialist
Payroll Specialist
Administrative Specialist
Data Analyst
Legislative Analyst
Grant Specialist

- D. Non-Safety Unrepresented Confidential employees who are FLSA non-exempt include any person employed in or assigned to the following classifications:

Network Systems Administrator
Database Technician
Computer Systems Technician
Warehouse Supervisor
Health & Wellness Program Manager
Help Desk Technician

2. FLSA STATUS & BUSINESS HOURS

- A. All Non-Safety Senior Management, Non-Safety Management, Non-Safety Unrepresented Confidential Employees are exempt from Fair Labor Standards Act (FLSA) over time requirements and are therefore paid a salary, with the exception of those classifications listed above in Section 1 (D), which are non-exempt and subject to compensation for overtime.
- B. For non-exempt employees, all hours worked in excess of the employee's regularly scheduled hours shall be compensated at the rate of one and one-half times the employee's base wage exclusive of incentives. CTO hours will be compensated at the employee's base hourly compensation rate, including incentives.

Effective each employee's first full FLSA work period beginning on or after September 1, 2019, all paid leave will be considered "hours worked" for purposes of determining District overtime.

- C. Employees are responsible for keeping their supervisors apprised of their work schedules and location. Employee's work schedule must satisfy work place requirements as determined by their supervisor.

3. ADMINISTRATIVE LEAVE

In express recognition of being "exempt" under the provisions of Federal and State Law, each Senior Management, Management, and Exempt Unrepresented Confidential employee (those listed in sections 1(A)-(C) above) shall receive eighty (80) hours of Administrative Leave each January 1st, subject to a 80-hour maximum accrual in the Administrative Leave Bank. Employees hired or promoted on a day other than January 1st shall have their accrual of Administrative Leave for that year adjusted on a pro-rata basis. Any hours remaining in the Administrative Leave Bank as of December 31st will roll over to the next year and will reduce the January 1st earning such that the 80-hour maximum accrual will not be exceeded. These hours shall not be credited at a later date, even if the balance subsequently falls below hours. Administrative Leave is not eligible for any sell back opportunities. At the time of termination or retirement, any unused Administrative Leave in the employee's account shall be paid off at the employee's total hourly rate of pay, inclusive of all incentives.

4. COMPENSATION

For the term covering January 1, 2023 through December 31, 2024, employees covered by this Resolution are subject to the following wage increases.

Effective the first full pay period in January 2023, employees will receive 5.0% base wage increase. The monthly wage scale below includes this base wage increase.

The Fire Chief on an annual basis shall grant step increases after a successful evaluation. The Fire Chief is granted the authority to withhold step increases; however, those affected employees may request reconsideration by the Board.

The pay scale applicable to employees covered by this resolution is reflected in the salary table below:

Salary Table Reflecting 2023 Monthly Pay Scale:

MONTHLY BASE PAY	Step 1	Step 2	Step 3	Step 4	Step 5
Chief Financial Officer				17,772.73	18,658.22
Chief Development Officer				17,772.73	18,658.22
Director of IT	11,943.09	12,536.93	13,160.82	13,816.11	14,504.13
Chief Human Resource Officer	11,239.75	11,798.33	12,385.00	13,001.22	13,647.01
Finance Manager	10,689.60	11,220.84	11,778.80	12,364.85	12,979.04
Economic Development Manager	9,948.44	10,442.85	10,962.12	11,507.54	12,079.14
Facilities Manager	9,948.44	10,442.85	10,962.12	11,507.54	12,079.14
Fleet Manager	9,948.44	10,442.85	10,962.12	11,507.54	12,079.14
Logistics Manager	9,948.44	10,442.85	10,962.12	11,507.54	12,079.14
Communications Manager	9,948.44	10,442.85	10,962.12	11,507.54	12,079.14
CQI Manager	9,859.49	10,348.66	10,862.71	11,402.93	11,969.24
Grant / Economic Dev Coord.	9,735.24	10,219.20	10,726.68	11,260.34	11,820.15
Assistant Logistics Manager	8,841.89	9,281.38	9,741.80	10,225.74	10,733.22
Assistant Fleet Manager	8,841.89	9,281.38	9,741.80	10,225.74	10,733.22
Network Systems Engineer	9,554.75	10,029.55	10,527.87	11,051.07	11,600.40
Computer Systems Supervisor	8,979.24	9,425.25	9,893.50	10,385.30	10,900.64
Network Systems Administrator	8,639.16	9,068.19	9,518.11	9,990.29	10,486.00
Database Technician	8,149.97	8,554.16	8,979.24	9,425.25	9,893.50

Purchasing Agent	8,369.73	8,784.33	9,219.91	9,677.69	10,157.71
Accounting Supervisor	8,149.97	8,554.16	8,977.93	9,423.95	9,892.21
Payroll Supervisor	8,149.97	8,554.16	8,977.93	9,423.95	9,892.21
Human Resources Analyst II	7,994.33	8,390.64	8,806.59	9,243.42	9,702.57
Facilities Supervisor	7,884.47	8,275.53	8,686.25	9,117.89	9,570.44
Administrative Analyst	7,838.69	8,227.16	8,635.22	9,064.24	9,514.21
Business Application Analyst	7,838.69	8,227.16	8,635.22	9,064.24	9,514.21
Payroll Analyst	7,838.69	8,227.16	8,635.22	9,064.24	9,514.21
Financial Analyst	7,838.69	8,227.16	8,635.22	9,064.24	9,514.21
Data Analyst	7,838.69	8,227.16	8,635.22	9,064.24	9,514.21
Legislative Analyst	7,838.69	8,227.16	8,635.22	9,064.24	9,514.21
Board Clerk	7,171.62	7,527.38	7,900.14	8,291.25	8,701.95
Human Resources Analyst I	7,171.62	7,527.38	7,900.14	8,291.25	8,701.95
Workers Compensation Coordinator	7,171.62	7,527.38	7,900.14	8,291.25	8,701.95
Office Manager	7,171.62	7,527.38	7,900.14	8,291.25	8,701.95
Executive Assistant to the Fire Chief	7,171.62	7,527.38	7,900.14	8,291.25	8,701.95
Grant Specialist	7,171.62	7,527.38	7,900.14	8,291.25	8,701.95
Procurement Specialist	5,292.06	5,553.66	5,828.33	6,116.08	6,418.23
Accounting Specialist	5,292.06	5,553.66	5,828.33	6,116.08	6,418.23
Payroll Specialist	5,292.06	5,553.66	5,828.33	6,116.08	6,418.23
Administrative Specialist	5,292.06	5,553.66	5,828.33	6,116.08	6,418.23
Computer Systems Technician	5,966.95	6,262.58	6,571.24	6,896.96	7,238.32
Warehouse Supervisor	5,897.64	6,189.30	6,495.39	6,817.15	7,154.61

Health & Wellness Program Manager	5,586.35	5,862.33	6,152.70	6,457.46	6,776.61
Help Desk Technician	4,690.38	4,921.92	5,163.89	5,418.96	5,687.08

The pay scale reflects base pay and is exclusive of incentives.

Effective January 1, 2024, employees will receive a base wage increase of 3.0% plus an equity adjustment based on the percentage of change in net taxable value of property in the District based on the Sacramento County Assessor FY 2023/24 Combined Tax Rolls compared to the FY 2022/23 Combined Tax Rolls. The amount of the January 1, 2024 base wage increase will be governed by the following chart:

FY 2023/24 Net Taxable Value Increase	2024 Equity Adjustment
3.4% or less	0%
3.5% to 4.4%	1.0%
4.5% to 5.4%	2.0%
5.5% or more	3.0%

Effective January 1, 2025, employees will receive a base wage increase based on the percentage of change in net taxable value of property in the District based on the Sacramento County Assessor FY 2024/25 Combined Tax Rolls compared to the FY 2023/24 Combined Tax Rolls. The amount of the January 1, 2025 equity adjustment will be governed by the following chart:

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FY 2024/25 Net Taxable Value Increase	2025 Equity Adjustment
1.49% or less	0%
1.5% to 2.49%	1.0%
2.5% to 3.49%	2.0%
3.5% to 4.49%	3.0%
4.5% or more	4.0%

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5. UNIFORM ALLOWANCE

Uniform allowance is included in base pay.

6. PAID TIME OFF (PTO)

- A. Employees shall accrue Paid Time Off (PTO) as shown in the schedule below. The hours shown reflect full-time employment. PTO shall be credited monthly on the last day of the month. Employees hired on a day other than the first of the month shall have their accrual of PTO for that month adjusted on a pro-rata basis. Accrual steps are as follows:

Months of Continuous Service with the District	Accrual Rate	Maximum Accrual Balance
1 to 24	245.16 hours/year (20.43 hours/month)	408.60 hours
25 to 60	279.48 hours/year (23.29 hours/month)	465.80 hours
61 to 120	293.16 hours/year (24.43 hours/month)	488.60 hours
121 to 180	305.16 hours/year (25.43 hours/month)	508.60 hours
181 to 240	353.16 hours/year (29.43 hours/month)	588.60 hours
241 or more	377.16 hours/year (31.43 hours/month)	628.60 hours

- B. Employees' use of PTO normally must be approved in advance by their supervisor. Partial day use of PTO is allowed with approval of supervisor.
- C. At the time of termination or retirement, any unused PTO in the employee's account shall be paid off at the employee's hourly rate of pay.
- D. Maximum Accrual. The maximum accrual shall be limited to no more than twenty (20) months of accrual time, at which time employee will not earn additional PTO leave time until the employee's balance is below the twenty (20) month maximum. In no event shall the District be required to pay an employee more than the maximum accrual.
- E. PTO Sell-back:

At the option of the employee, and with the approval of the Fire Chief, employees may sell back up to a maximum of one hundred and twenty (120) hours of PTO leave each April. Payments will be made at a rate of one hundred percent (100%) of each employee's base wage plus incentive pays.

7. HOLIDAYS

The District shall observe official holidays in accordance with the following designated holiday schedule. The District's offices may be closed on observed days for designated holidays and employees who would otherwise have worked on such days shall utilize PTO, unless otherwise mutually agreed to by the Fire Chief or his designee and the employee. The designated holidays shall be as follows:

- 1. New Year's Day (Jan. 1)
- 2. Martin Luther King, Jr. Day (3rd Mon. in Jan.)
- 3. Lincoln's Birthday (2nd Mon. in Feb.)

4.	Washington's Birthday	(3 rd Mon. in Feb.)
5.	Memorial Day	(last Mon. in May)
6.	Independence Day	(July 4)
7.	Labor Day	(1 st Mon. in Sept.)
8.	Veteran's Day	(Nov. 11)
9.	Thanksgiving Day	(4 th Thurs. in Nov.)
10.	Day After Thanksgiving	
11.	Christmas Eve	(Dec. 24)
12.	Christmas Day	(Dec. 25)

- A. When a holiday falls on a Saturday, the preceding workday, not a holiday, shall be deemed to be that holiday. When a holiday falls on a Sunday, the following workday, not a holiday, shall be deemed to be that holiday.

8. BEREAVEMENT LEAVE

Employees shall be allowed up to five (5) work days off with pay, in the event of death in the immediate family. For the purposes of this section, immediate family includes the employee's spouse, child, mother, father, grandchild, grandmother, grandfather, mother-in-law, father-in-law, grandmother-in-law, grandfather-in-law, sister, brother, sister-in-law, brother-in-law, daughter-in-law, son-in-law, or any person domiciled in the employee's household. For purposes of this section, a step relative of any of the relatives listed above shall be treated in the same manner as the listed relatives. This leave shall not be deducted from sick leave or PTO leave. However, accrued leave and/or a leave of absence may also be available if additional time away is required and can be accommodated by the District.

At the Fire Chief's discretion, bereavement leave for other persons not listed above may be approved without loss of pay or benefit.

9. SICK LEAVE

- A. Employee's accumulation and disposition of sick leave shall be as follows:
 - 1. Personnel shall accumulate sick leave at the rate of 206.64 hours per calendar year (17.22 hours per month).
 - 2. Sick leave shall be accrued and recorded at the end of each month, and such leave shall be accumulated on an unlimited basis.
- B. Sick leave may be used for any of the reasons outlined in the District's Sick Leave Policy.
- C. In the event that an employee exhausts his/her sick leave accrual, other leave banks will be exhausted in the following order: 1. Administrative Leave, 2. PTO accrual, 3. CTO accrual, 4. Donated leave pursuant to District policy, 5. Unpaid leave status.

D. Employees shall use due diligence in reporting the foreseeable and unforeseeable need to use sick leave, as outlined in the District's Policies Manual. When the use of such leave is unforeseeable, the employee shall report the need for leave by 0815 hours.

E. Employees may be compensated by the District for accrued, unused sick leave subject to the following conditions:

1. First, no employee shall be eligible to receive compensation for accrued, unused sick leave unless they have "banked" the required number of hours in their "A" bank.

The "A" Bank must contain at least 567 hours, with measurement made as of each June 30 and notification to the employee no later than September 30.

2. The employee at his/her sole option, must notify the District no later than November 15 of their election to be compensated, including the total number of hours the employee wishes to sell. The notice shall be on a letter provided by the District. Failure to submit the request through the District's ESS system by the deadline constitutes waiver of the right to sell sick leave hours for the calendar year

3. An employee who has satisfied the requirements identified above may request to be compensated once per year, in aggregate, up to fifty percent (50%) of the hours accrued in the previous year (July 1 - June 30) at one hundred percent (100%) of the employee's base monthly compensation, inclusive of all incentives, on November 30.

4. Any hours used in the previous year (July 1 - June 30) shall reduce the number of hours which the employee may relinquish.

5. Relinquishment shall be at the employee's sole option.

6. If an employee elects to sell any hours, all remaining hours from the year's accrual are placed in the employee's "B" Bank. Such hours may only be used either in the event of a catastrophic illness after exhaustion of the employee's "A" Bank and/or for additional service credit at retirement;

7. If an employee elects to sell no hours, all remaining hours shall be placed in the employee's "A" Bank. Such hours may be used for normal sick leave.

F. At the employee's option, upon service retirement or disability retirement, the District will pay off up to forty percent (40%) of the employee's accumulated "A" Bank sick leave.

The employee must notify the District no later than 30 days from their employment separation of their intention to be paid for sick leave. Failure to notify the District within 30 days will result in all unused sick leave being reported to the Public Employees' Retirement System (PERS) as additional service credit.

1. The total compensation to be made is that accrued sick leave in the employee's account at the employee's total hourly rate of pay, inclusive of all incentives.
2. All remaining accumulated sick leave in the employee's account will, upon retirement, be applied for retirement credit under the provisions of 20965 of the Public Employee's Retirement System Law, which reads as follows:

A local miscellaneous member and a local safety member, whose effective date of retirement is within four months of separation from employment with the employer which granted the sick leave credit, shall be credited at his or her retirement with 0.004 year if service credit for each unused day of sick leave certified to the board by his or her employer.

10. CHILD BIRTH DISABILITY LEAVE

An employee who gives birth to a child may use up to a maximum of six weeks of paid leave after the birth of the child during the disability period. This paid leave is independent of other District accrued leave (SL, VL, PTO) and will run concurrently with protected leaves (FMLA/CFRA/PDL). The District shall require written confirmation of an employee's eligibility for this leave from the employee's health care provider. The Child Birth Disability Leave will commence on the date of childbirth and extend only so long as the employee is actually disabled by childbirth up to the six week maximum.

11. HEALTH BENEFITS

A. Dental

The District shall, subject to availability, provide full-time employees and dependents with a dental plan. The District pays the premium for the Basic dental plan. Employees who select the Premium dental plan pay the difference between the Premium and Basic monthly premiums.

B. Vision Care Plan

The District shall, subject to availability, provide full-time employees and dependents with a vision care plan. The District will provide up to \$18.75 per month per employee toward the cost of the District's plan.

C. Medical

For employees or retirees who are enrolled the Basic or Combination plans, the District shall contribute 92% of the medical premium towards the employees or retirees selected health plan. Employees and retirees will be responsible for the remaining 8% of the premium, and any additional amount above the premium cap. These contribution amounts will be effective 7/1/13.

For retirees that are enrolled in the Medicare plan, the District shall contribute an amount equal to 100% of the third highest plan in CalPERS Region 1 at the tier that the employee selects. Retirees will be responsible for any additional amount above the premium cap. For retirees who are Medicare age who were hired prior to March 31, 1986 and are not eligible to enroll in Medicare due to a lack of credits, the District shall provide a stipend that equals an amount equal to 8% of the premium at the tier that the employee selects up to the third highest plan in CalPERS Region 1.

The premium cap will be the third highest plan in CalPERS Region 1 rates at the tier that the employee selects, i.e. employee, employee plus one, employee plus family.

- D. The District will provide the medical insurance benefits listed in C. above through PERS.
- E. Should any plan selected by an employee cost more than the District's required contribution, each covered employee is required to sign a payroll deduction form.
- F. The District has established the following Flexible Spending Accounts (FSA) as permitted by the Internal Revenue Service regulations:
 - 1. Out-of-Pocket costs for District-sponsored health and dental insurance premiums;
 - 2. Unreimbursed health care expenses up to the statutory limit per plan year effective January 1;
 - 3. Dependent care reimbursement;
 - 4. Administrative costs shall be paid by the employees participating in FSA for subparagraphs (2) and (3); and
 - 5. Employees will be informed about the procedures, rules, and forfeiture of funds left unused in FSA.
- G. The District shall continue to provide each miscellaneous employee participating in the PERS retirement plan for a paid long-term disability benefit plan at least equal to the current plan. Specific provisions and conditions of such benefits are contained in and available to applicable employees, in the plan document.

H. The District agrees to pay the premium cost to provide a twenty thousand dollar (\$20,000.00) life insurance benefit policy commencing the first of the month after hire and continuing until the employee has completed one year of continuous service. The District agrees to pay the premium cost to provide a one hundred thousand dollar (\$100,000.00) life insurance benefit policy for each full time employee at the conclusion of one (1) year of continuous employment.

I. Transition Coverage

1. Pursuant to Federal Law (COBRA), an employee who terminates or is terminated (except for gross misconduct) is entitled to continue group health plan coverage at the group rate for up to 18 months. Group health plan includes the package of Health, Dental, and Vision coverage.
2. In certain circumstances, an employee's spouse, former spouse, or dependent child may have a right to continued coverage for up to 36 months.
3. All such continued coverage is at the sole cost of the employee or other qualified individual. Continued coverage may be subject to an administrative fee levied by Insurance Program Administrators.
4. All benefits provided under COBRA will be in accordance with those provided by law on the date of the qualifying event.

J. Retirement Medical

1. Upon retirement, medical coverage will be paid by the District for both the employee and dependents in accordance with Section 22831 of the Government Code which provides:

"...An annuitant may, as provided by regulations of the board, continue his or her enrollment, enroll within 60 days of retirement, enroll within 60 days of the death of the member, or enroll during any future open enrollment period without discrimination as to premium rates or benefit coverage. If the survivor of an annuitant is also an annuitant as defined in this part, he or she may enroll within 60 days of the annuitant's death or during any future open enrollment period, as provided by regulations of the board."

2. Except for employees retiring for service connected disability, all new employees hired after March 25, 2011 and retiring from the District will obtain five percent (5%) credit per year towards retiree medical up to one hundred percent (100%) at the completion of twenty (20) years of employment with the District.

- K. Effective July 1, 2013, the savings associated with the 8% employee and retiree premium contributions, and effective January 1, 2014, the savings associated with lowering the premium cap, as outlined in paragraph 10(C) above, shall be contributed into the OPEB trust established by the District with CalPERS to prefund retiree medical benefits. In consideration for employee contributions above each existing retiree, future retirees, and their survivors shall have a vested right to receive the maximum retiree health benefits that were provided as of July 1, 2013 and to receive the maximum amount of annual increases in subsidies or reimbursements for retiree health benefits in all subsequent years thereafter. This vested retiree health benefit right is promised to current retirees and future retirees, i.e. active employees when they retire even beyond the term of this resolution.

12. RETIREMENT BENEFITS

A. Employees shall make PERS member contributions as follows:

1. For employees who do not meet the definition of a "new member" under PEPRA ("classic miscellaneous members"), the full member's PERS contribution shall be eight percent (8%) of the employee's compensation reported to PERS.
2. For employees who meet the definition of a "new member" under PEPRA, the member's PERS contribution shall be 50% of normal cost, as determined by PERS.

B. Specified Benefits

Upon meeting the statutory requirements, all employees shall be covered by the Public Employee's Retirement System (PERS). The District's contract with PERS includes the following provisions:

1. The District will provide 1959 Survivor's Benefit at Level 4, with the employees paying the two dollars (\$2.00) employee contribution.
2. One-half Continuance Benefit;
3. All remaining accumulated sick leave in the employee's account may, upon retirement, be applied for retirement credit under the provisions of Section 20965 of the California Government Code;
4. Benefit Levels:
 - 1) Classic Miscellaneous members' shall be three percent (3%) at age sixty (60).
 - 2) Employees who qualify as "new members" under PEPRA, shall be two percent (2%) at age 62.
5. The District shall in accordance with Internal Revenue Code Section 414 (h) (2) pass the necessary Resolution(s), which allow

for employee retirement contributions (both member contributions and cost-sharing) to be paid on a tax deferred basis.

13. SALARY CONTINUATION

An employee who is classified as a Miscellaneous (non-public safety) Employee and who is injured or disabled in the performance of his or her duties shall be entitled to injury leave with full pay and benefits for up to three (3) months from the date that injury leave commences should disability continue for that period. If an employee's disability is not permanent and stationary at the end of the three (3) months, the employee may use accrued leave or accrued Short Term Disability benefits on a coordinated basis with any workers' compensation up to full pay. When this option is used, any benefits from workers' compensation shall be assigned to the District with the leave used charged on a pro-rata share. Employment benefits will be maintained for such employees while receiving workers' compensation benefits whether or not such benefits are supplemented by other District leave benefits.

14. EDUCATION INCENTIVES

A. Accreditation Standards

For an individual to earn the total allowable educational incentive, the individual must have registered, earned and obtained it through a recognized institution of education.

The same language is applicable for those who submit for an incentive that is "commensurate" with the knowledge and abilities of the job position held. The degree must have been obtained through a recognized institution of education.

The submittals must include a sealed official transcript from the accrediting college. Each submittal will be reviewed on a case by case basis

- B. Employees who possess an approved certification from a Certificate Program that is commensurate with the scope of job classification, including but not limited to the State Fire Marshal Certification Programs, shall receive an additional one-half of one percent (.5%) of base pay for programs eighty (80) hours or less. For Certificate Programs exceeding eighty (80) hours, the employees shall receive one percent (1%) of base pay for each Certificate Program. FF1 and FF2 Certifications are excluded from the State Fire Marshal Certification Incentive.

Fire Chief or designee shall have sole discretion in determining education certificate programs that qualify. Human Resources shall track approved education courses and appropriate incentives.

- C. Employees who possess one or more Associate Degrees shall receive an additional six and one-half percent (6.5%) of base pay for the degree(s). Multiple degrees will not result in more than 6.5%.

- D. The above referenced Certification Programs and Degrees (Paragraphs 13(B) through 13(D)) combined shall not exceed seven percent (7%) of base pay.
- E. Employees who possess a Bachelor's Degree or higher from an accredited college or university shall receive an additional ten and one-half percent (10.5%) of base pay.
- F. The maximum amount an employee may receive in educational incentives and allowance is ten and one-half percent (10.5%) of base pay.
- G. Senior Non-Safety Management employees are excluded from this provision and are not entitled to any Education incentives or Continuing Education (CE) incentives.

H. Unrepresented Management and Confidential employees covered by this Resolution (employees described by Paragraphs 1(B) through (C)) shall be eligible for Continuing Education (CE) incentive at five percent (5.0%) of base salary under the following conditions.

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1. Purpose and Eligibility

An employee may receive a Continuing Education Incentive equal to five percent (5%) of base pay by completing routine and consistent continuing education. Base pay shall mean the employee's regular hourly rate of pay, exclusive of overtime, specialty pays, incentives, or other premium compensation. The purpose of the Continuing Education Incentive is to encourage employees to participate in continuing education and professional development activities that enhance the employee's knowledge, skills, abilities, and overall capacity to perform the duties of their assigned position. The Continuing Education Incentive shall be uniformly applied to all employees within eligible classifications who satisfy the requirements of this section.

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2. Annual Continuing Education Requirement

In order to qualify for pay pursuant to this provision, eligible employees must successfully complete no less than twenty-four (24) hours of District approved continuing education, training, coursework, seminars, certifications, workshops, or other professional development activities during each annual qualification period. The annual qualification period shall be the twelve-month period beginning January 1 and ending December 31 of each calendar year. Eligibility for the Continuing Education Incentive shall be determined based upon continuing education completed during the applicable annual qualification period. Approved training shall be directly related to the employee's job duties and shall enhance the employee's ability to perform the functions of the employee's classification.

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3. Evaluation and Approval Process

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The District shall maintain a formal and standardized process for evaluating and approving continuing education activities. To qualify for the Continuing Education Incentive, courses, programs, certifications, or other educational activities must be determined by the District to:

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- i. Be reasonably related to the employee's current job duties, classification, or professional responsibilities;
- ii. Enhance the employee's ability to perform assigned job functions;
- iii. Improve professional knowledge, technical skills, operational effectiveness, regulatory compliance, public safety, leadership, management, or other competencies relevant to District operations; and
- iv. Be available for approval under standards applied uniformly to all employees within eligible classifications.

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The District's approval process shall be administered consistently and without arbitrary discretion. Documentation requirements and approval criteria shall be communicated to all eligible employees.

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4. Payment of Incentive

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Employees who satisfy the requirements of this section shall receive a Continuing Education Incentive equal to five percent (5%) of base pay. The Continuing Education Incentive shall be paid monthly as part of the employee's regular paycheck and shall be separately identified from the employee's regular pay rate. The Continuing Education Incentive shall be paid only while the employee continues to satisfy the eligibility requirements contained in this section.

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5. Loss and Reestablishment of Eligibility

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An employee who fails to complete the required continuing education hours during an annual qualification period shall cease to be eligible for the incentive in the subsequent year until the requirements have again been satisfied and verified by the District. An employee who loses eligibility for the Continuing Education Incentive may reestablish eligibility by completing the required twenty-four (24) hours of District approved continuing education and providing satisfactory documentation to the District. Upon verification by the District that all requirements have been satisfied, the Continuing Education Incentive shall become effective on the first day of the month following verification and shall continue thereafter in accordance with the provisions of this section.

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6. CalPERS Reporting

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The parties acknowledge that the Continuing Education Incentive is intended to qualify as Educational Incentive Pay and shall be administered in accordance with applicable provisions of the Public Employees' Retirement Law (PERL), Government Code section 20636, and applicable California Code of Regulations provisions governing special compensation. To the extent permitted by applicable law and regulation, the Continuing Education Incentive shall be reported to CalPERS as special compensation and shall not be included in the employee's payrate. The District shall report

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the incentive in accordance with applicable CalPERS reporting requirements for Educational Incentive Pay.

~~CE's shall be granted per District Policy #141.01, Continuing Education Program – Unrepresented.~~

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15. STANDBY PAY

A. Tech Services personnel assigned to be on stand-by shall be paid four hundred dollars (\$400.00) per week or the daily pro-rate in addition to regular compensation and twelve (12) hours of PTO credit for duty on New Year's Day, 4th of July, Thanksgiving Day, and Christmas Day. The normal deduction of eight (8) hours PTO for holidays shall not apply. Stand-by pay will be added to the overtime compensation regular rate of pay calculation.

16. AT-WILL EMPLOYMENT – SENIOR MANAGEMENT AND MANAGEMENT EMPLOYEES

All Senior Management and Management employees are employed at-will, meaning that the Fire Chief has the right to terminate employment at any time, for any reason, and with or without cause for any reason and/or notice.

At-will employees in management or senior management positions who are terminated without cause shall receive either a six (6) month severance at the time of termination, or reassignment to their previous position through exercise of Bump Back rights so long as the reassignment does not violate the terms of any existing Collective Bargaining Agreement, Memorandum of Understanding, or other agreement applicable to that position. The decision shall be at the sole discretion of the Fire Chief, and in no case shall these options be available in the event the Fire Chief, in his sole discretion, determines good cause exists for the termination.

Nothing stated herein shall effect the at will status of any management or senior management employee.

16. PROBATIONARY PERIODS AND NON-AT-WILL EMPLOYMENT – CONFIDENTIAL EMPLOYEES

LENGTH OF NEW HIRE PROBATIONARY PERIOD

To enable the Fire Chief to exercise sound discretion in filling positions within the District, no appointment for employment in any position in the District shall be deemed final until after the expiration of a period of twelve (12) calendar months probationary service in full duty status. Absences, light duty, modified duty, and any other assignment other than full duty status shall not count towards this twelve (12) month period of time. During this probationary period, the Fire Chief may cancel the employment or appointment without right of appeal with respect to the reasons for cancellation.

LENGTH OF PROMOTIONAL PROBATIONARY PERIOD

Employees promoted in classification shall not be deemed final until after the expiration of six (6) calendar months probationary service, with the Fire Chief's discretion to extend up to an additional six (6) months.

Absences, light duty, modified duty, and any other assignment other than full duty status shall not count towards the initial six (6) month probationary period or an extension ordered at the Fire Chief's discretion.

During this probationary period, the Fire Chief may cancel the employment or appointment without right to appeal.

NON-AT-WILL EMPLOYMENT

Upon completion of the probationary period, confidential employees do not serve at will, and may be disciplined or discharged only for cause. The causes for discipline and procedure for imposing or appealing from such discipline shall be as set forth in the Districts Discipline Policy.

17. LONGEVITY PAY

A. Effective May 1, 2016 Senior Non-Safety Management, Non-Safety Management and Unrepresented Confidential employees shall receive longevity pay incentives based on years of continuous service with the District, as reflected on the District's longevity pay roster. Longevity pay shall be calculated as a percentage of the employee's base salary and applied as follows:

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- 10 years of continuous service: 2% of base salary
- 15 years of continuous service: 4% of base salary
- 17 years of continuous service: 6% of base salary
- 20 years of continuous service: 9% of base salary
- 25 years of continuous service: 12% of base salary

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The total longevity pay incentive shall not exceed twelve percent (12%) of base salary.

B. Longevity Pay Service Date

The longevity pay roster shall list each employee's service date, which will be used to determine eligibility for longevity pay. Except as provided below, the service date shall be the employee's initial hire date, and only consecutive years of service with the District, regardless of rank held during those years, shall count toward longevity pay eligibility.

Employees who separate from District employment and are subsequently reinstated shall receive an adjusted service date for purposes of calculating longevity pay. The adjusted service date shall credit the employee for prior District service while excluding the period of separation. The adjusted service date will be reflected on the longevity pay roster and used to determine the employee's longevity pay eligibility.

Example: An employee hired on November 1, 2005, who separated on March 2, 2016, and was reinstated on March 3, 2017, would receive an adjusted service date of November 2, 2006, reflecting prior service with the one-year separation excluded.

For purposes of this section, continuous service shall mean uninterrupted employment with the District. Approved leaves of absence, including but not limited to vacation, sick leave, administrative leave, and legally protected leave, shall not constitute a break in service; however, separation from District employment shall interrupt continuous service, except as otherwise provided for reinstated employees under the adjusted service date provisions outlined above.

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~~be entitled to longevity pay at the rate of two percent (2%) of base salary effective upon ten (10) years of continuous service pursuant to the District's seniority roster. Upon fifteen (15) years of continuous service there shall be another two percent (2%) of base salary incentive applied, such that the total incentive is four percent (4%) of base pay. Upon seventeen (17) years of continuous service there shall be another two percent (2%) of base salary incentive applied, such that the total incentive is six percent (6%) of base pay. Upon twenty (20) years of continuous service there shall be an additional three percent (3%) of base salary incentive applied, such that the total incentive is nine percent (9%) of base pay. Upon twenty-five (25) years of continuous service there shall be another three percent (3%) of base salary applied, such that the total incentive is twelve percent (12%) of base pay. The entire longevity pay incentive shall not exceed a maximum of twelve percent (12%) of base salary.~~

18. MEDICARE REIMBURSEMENT COST RECOVERY PROGRAM IGT INCENTIVES

The following agreement between the District and Local 522 shall apply to all Unrepresented Employees. For the purposes of this section Unrepresented Employee allowances will be considered with "All other 522 members" and do not need to hold a current IAFF Behavioral Health Awareness certification as unrepresented employees are not eligible for this certification. The District will provide an equivalent certification course to obtain this allowance for unrepresented employees.

In November of each calendar year, the District and Local 522 agree to meet regarding unanticipated revenues from the Medicare reimbursement cost recovery programs for purposes of providing Local 522 members additional compensation. If the actual total revenue from the combination of all Medicare reimbursement cost recovery programs, exceeds the 2022/2023 final budgeted Medicare reimbursement cost recovery revenue, which shall be no less than \$1,500,000, the District will allocate a one-time lump sum non-persable allowance to every Local 522 member in good standing and holding a current IAFF Behavioral Health Awareness certification. Allowances will be paid to members in accordance with the following thresholds:

- A. For increases in Medicare reimbursements between \$1,500,000 -

\$2,499,999:

- 1. Firefighters, EMTs and Paramedics- \$1500
- 2. All other 522 members - \$1000

B. For increases in Medicare reimbursements between \$2,500,000 - \$2,999,999:

- 1. Firefighters, EMTs and Paramedics - \$3000
- 2. All other 522 members - \$2000

C. For increases in Medicare reimbursements over \$3,000,000:

- 1. Firefighters, EMTs and Paramedics- \$4500
- 2. All other 522 members - \$3000

For purposes of this Section, Medicare reimbursement cost recovery programs include, but are not limited to, GEMT CPE, GEMT QAF, PPGEMT, and VRRP IGT.

PASSED, APPROVED, AND ADOPTED this 25th day of June, 2026. I, MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT, HEREBY CERTIFY that the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

~~PASSED AND APPROVED this 22nd day of February 22, 2024~~25th day of June, 2026, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____

President, Board of Directors

ATTEST:

Marni J. Rittburg, CMC, CPMC

Clerk of the Board

Attested By:

Clerk of the Board



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

DATE: June 25, 2026
TO: Board of Directors
SUBJECT: Adopt Resolution – Senior Safety Management and Safety Management Employees

TOPIC

Consider Adopting a Resolution approving revisions to the District's Senior Safety Management and Safety Management Employees.

BACKGROUND

As part of a recent California Public Employees' Retirement System (CalPERS) audit and subsequent compensation reviews, several provisions within the Senior Safety Management and Safety Management Resolution were identified for clarification or revision. These items include longevity pay eligibility, out-of-class pay provisions, and the Continuing Education Incentive program.

The proposed revisions are intended to improve administrative clarity, ensure consistent application of compensation provisions, and maintain compliance with applicable CalPERS statutes, regulations, and reporting requirements.

DISCUSSION

The proposed revisions address three areas within the Senior Safety Management and Safety Management Resolution.

First, the District currently provides longevity pay as an incentive recognizing employees for extended service. Under the existing language, longevity pay eligibility was based on continuous service with the District. However, separate personnel policies addressing reinstatement and seniority created ambiguity regarding how prior service should be treated for employees who separated and later returned to District employment.

The longevity pay article will be revised to include an effective start date. Because the compensation provisions are adopted by resolution rather than through a full Memorandum of Understanding with defined beginning and ending dates, adding a start date to the longevity pay article provides the specificity required for CalPERS review and reporting purposes. Additionally, to address the issues identified during the CalPERS audit, staff worked with CalPERS representatives to develop revised language that clearly defines how longevity pay eligibility will be calculated. The proposed revisions establish a standardized service date

methodology, clarify the treatment of reinstated employees, define continuous service, and ensure longevity pay eligibility is applied consistently among employees within the same group or class.

Second, the District is revising the out-of-class pay language as required by CalPERS. The current language states that compensation for out-of-class work shall be paid at the rate that provides a minimum five percent salary increase based on total hourly compensation. The revised language provides that out-of-class premium pay ranges shall be at the lowest step that provides at least a minimum five percent salary increase on total hourly compensation.

Lastly, staff reviewed the District's Continuing Education Incentive provisions as part of a member compensation review. That review identified the need to clarify that qualifying educational achievements must enhance an employee's ability to perform the duties of their position and that the incentive must be administered in a routine and consistent manner. The proposed revisions incorporate this language to better align the incentive with applicable CalPERS requirements for reportable compensation and to provide clear administrative guidance for future application of the program.

FISCAL IMPACT

The proposed changes do not create new compensation benefits or increase existing compensation levels. Rather, they clarify eligibility requirements, improve consistency in administration, and strengthen the District's compliance with applicable CalPERS statutes, regulations, and reporting requirements.

RECOMMENDATION

Adopt the Resolution approving revisions for Safety Senior Management and Safety Management Employees and authorizing implementation of the revised language.

Submitted by:

Approved by:

Joseph A. Fiorica
Joseph A. Fiorica (Jun 19, 2026 08:49:16 PDT)

Joseph Fiorica
Deputy Chief, Administration

Adam A. House
Adam A. House (Jun 19, 2026 10:01:39 PDT)

Adam A. House
Fire Chief

ATTACHMENT:

Attachment 1: Resolution - Safety Senior Management and Safety Management Employees



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

RESOLUTION NO. 2026-XXX

A RESOLUTION AFFECTING SENIOR SAFETY MANAGEMENT AND SAFETY MANAGEMENT EMPLOYEES

Adopted by the Board of Directors of the
SACRAMENTO METROPOLITAN FIRE DISTRICT

On June 25, 2026

WHEREAS, the Board of Directors of the Sacramento Metropolitan Fire District (Board) recognizes the importance of codified provisions relating to wages, hours, and other terms and conditions of employment to employees who are not members of recognized bargaining groups, and

WHEREAS, this resolution supersedes Resolution No. 2024-066 adopted by the Board of Directors of the Sacramento Metropolitan Fire District on February 22, 2024, all amendments thereto, and all prior resolutions governing the terms and conditions of employment for Senior Safety Management and Safety Management employees, and

WHEREAS, the Board wishes to clarify and modify the wages and benefits available to Senior Safety Management and Safety Management employees, excluding the Fire Chief who is covered by individual contract.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT:

1. POSITIONS COVERED UNDER THIS RESOLUTION

- A. The members of Senior Safety Management include any person employed in, or assigned to, the following classifications:

Chief Deputy
Deputy Chief
Assistant Chief
Fire Marshal

- B. The members of Safety Management include any person employed in, or assigned to, the following classifications:

Chief Pilot

2. FLSA STATUS & BUSINESS HOURS

- A. Employees are exempt from Fair Labor Standards Act (FLSA) overtime requirements and are therefore paid a salary.
- B. Employees are responsible for keeping their supervisors apprised of their work schedules and location. Employee's work schedule must satisfy work place requirements as determined by their supervisor.
 1. As used in this Resolution, "day" personnel, or "day" assignments refer to those employees regularly assigned to a 40-hour work week, on average. This regular assignment does not in any way impact the exempt nature of the employee's FLSA status.
 2. As used in this Resolution, "shift" personnel, or "shift" assignments refer to those employees regularly assigned to a 24-hour shift schedule (amounting to 192 scheduled hours in a 24-day work period). This regular assignment does not in any way impact the exempt nature of the employee's FLSA status.

3. ADMINISTRATIVE LEAVE

In express recognition of being "exempt" under the provisions of Federal and State Law, each employee assigned to a 40-hour per week "day" assignment shall receive forty (40) hours of administrative leave each January 1st, subject to a 40-hour maximum accrual in the Administrative Leave Bank; and each employee assigned to a 56-hour per week "shift" assignment shall receive fifty-six (56) hours of administrative leave each January 1st, subject to a 56-hour maximum accrual in the Administrative Leave Bank. Employees hired or promoted on a day other than January 1st shall have their accrual of Administrative Leave for that year adjusted on a pro-rata basis. Any hours remaining in the Administrative Leave Bank as of December 31st will roll over to the next year and will reduce the January 1st earning such that the 40-hour/56-hour maximum accrual will not be exceeded. These hours shall not be credited at a later date, even if the balance subsequently falls below the maximum accruals. Administrative Leave is not eligible for any sell back opportunities. At the time of termination or retirement, any unused Administrative Leave in the employee's account shall be paid off at the employee's total hourly rate of pay, inclusive of all incentives

4. COMPENSATION

For the term covering January 1, 2023 through December 31, 2024, employees covered by this Resolution are subject to the following wage increases.

Effective the first full pay period in January 2023, the following employees will receive a 9.0% base wage increase. The monthly wage scale below includes this base wage increase.

Chief Deputy
Deputy Chief

Effective the first full pay period in January 2023, the following employees will receive a 5.0% base wage increase. The monthly wage scale below includes this base wage increase.

Assistant Chief
Fire Marshal

The Fire Chief on an annual basis shall grant step increases after a successful evaluation. The Fire Chief is granted the authority to withhold step increases; however, those affected employees may request reconsideration by the Board. The pay scale applicable to employees covered by this resolution is reflected in the salary table below.

Salary Table Reflecting 2023 Monthly Pay Scale:

	Step 1	Step 2	Step 3	Step 4	Step 5
Chief Deputy					25,519.86
Deputy Chief					24,304.62
Assistant Chief				20,489.39	21,509.61
Fire Marshal				20,489.39	21,509.61
Chief Pilot	9,756.18	10,240.13	10,747.61	11,279.96	11,839.77

The pay scale reflects base pay and is exclusive of incentives.

Effective January 1, 2024, employees will receive a base wage increase of 3.0% plus an equity adjustment based on the percentage of change in net taxable value of property in the District based on the Sacramento County Assessor FY 2023/24 Combined Tax Rolls compared to the FY 2022/23 Combined Tax Rolls. The amount of the January 1, 2024 base wage increase will be governed by the following chart:

FY 2023/24 Net Taxable Value Increase	2024 Equity Adjustment
3.4% or less	0%
3.5% to 4.4%	1.0%
4.5% to 5.4%	2.0%
5.5% or more	3.0%

Effective January 1, 2025, employees will receive a base wage increase based on the percentage of change in net taxable value of property in the District based on the Sacramento County Assessor FY 2024/25 Combined Tax Rolls compared to the FY 2023/24 Combined Tax Rolls. The amount of the January 1, 2025 equity adjustment will be governed by the following chart:

FY 2024/25 Net Taxable Value Increase	2025 Equity Adjustment
1.49% or less	0%
1.5% to 2.49%	1.0%
2.5% to 3.49%	2.0%
3.5% to 4.49%	3.0%
4.5% or more	4.0%

5. UNIFORM ALLOWANCE

Uniform allowance is included in base pay.

6. VACATION LEAVE

- A. Employees shall accrue vacation leave (VL) as shown in the schedule below. The hours shown reflect full-time employment. Accrual steps are as follows:

MONTHS OF SERVICE	DAY PERSONNEL	SHIFT PERSONNEL
1 to 24	120 hours/year (10 hours/month)	168 hours/year (14 hours/month)
25 to 60	154.32 hours/year (12.86 hours/month)	216.00 hours/year (18 hours/month)
61 to 120	171.48 hours/year (14.29 hours/month)	240.00 hours/year (20 hours/month)
121 to 180	205.68 hours/year (17.14 hours/month)	288 hours/year (24 hours/month)
181 to 240	222.84 hours/year (18.57 hours/month)	312 hours/year (26 hours/month)
241 or more	240.00 hours/year (20 hours/month)	336 hours/year (28 hours/month)

- B. Employees' use of vacation leave normally must be approved in advance by their supervisor. Partial day use of VL is allowed with the approval of the employee's supervisor.
- C. At the time of termination or retirement, any unused VL in the employee's account shall be paid out to the employee at the employee's total hourly rate of pay, inclusive of all incentives.
- D. Maximum Accrual. The maximum accrual shall be limited to no more than twenty (20) months of accrual time, at which time employee will not earn additional VL time until the employee's balance is below the twenty (20) month

maximum. In no event shall the District be required to pay an employee more than the maximum accrual.

- E. Vacation Sell-Back. At the option of the employee, and with the approval of the Fire Chief, employees may sell back up to a maximum of one hundred and twenty (120) hours of vacation leave each April. Payments will be made at a rate of one hundred percent (100%) of each employee's base wage plus incentive pays.

7. HOLIDAYS

- A. Employees shall receive those holidays that are recognized for all other employees of the District. Employees will not accrue any Holiday Leave.

1.	New Year's Day	(Jan. 1)
2.	Martin Luther King, Jr. Day	(3 rd Mon. in Jan.)
3.	Lincoln's Birthday	(2 nd Mon. in Feb.)
4.	Washington's Birthday	(3 rd Mon. in Feb.)
5.	Memorial Day	(last Mon. in May)
6.	Independence Day	(July 4)
7.	Labor Day	(1 st Mon. in Sept.)
8.	Veteran's Day	(Nov. 11)
9.	Thanksgiving Day	(4 th Thurs. in Nov.)
10.	Day After Thanksgiving	
11.	Christmas Eve	(Dec. 24)
12.	Christmas Day	(Dec. 25)

- B. If an employee's scheduled day off is either Friday or Monday during a standard District workweek in which a recognized holiday occurs, the following shall apply:

- 1. If the holiday occurs on a Friday, the employee's preceding work day may be recognized; if the holiday occurs on a Monday, the employee's following work day may be observed.

- C. When a holiday occurs on a Saturday, the preceding workday that is not a holiday, shall be deemed to be that holiday. When a holiday occurs on a Sunday, the following workday that is not a holiday, shall be deemed to be that holiday.

8. BEREAVEMENT LEAVE

Employees shall be eligible for up to five (5) working days of leave for day personnel, and three (3) 24-hour shifts off for shift personnel, without loss of pay or benefits for the purposes of arranging for and attending the funeral of a member of the immediate family and/or for the purpose of coping with the emotional consequences of death in the immediate family. For the purposes of this section, immediate family includes spouse, child, mother, father, grandchild, grandmother, grandfather, grandmother-in-law, grandfather-in-law, mother-in-law, father-in-law, sister, brother, sister-in-law,

brother-in-law, daughter-in-law, son-in-law, or any person domiciled in the employee's household. However, accrued leave and/or a leave of absence may also be available if additional time away is required and can be accommodated by the District. For purposes of this section, a step relative of any of the relatives listed above shall be treated in the same manner as the listed relatives.

At the Fire Chief's discretion, bereavement leave for other persons not listed above may be approved without loss of pay or benefit.

9. SICK LEAVE

Employee's accumulation and disposition of sick leave shall be as follows:

- A. Full-time employees shall accumulate and may use sick leave at the following rates:
 - 1. Shift personnel shall accumulate sick leave at the rate of 288 hours per calendar year (24 hours per month).
 - 2. Day personnel shall accumulate sick leave at the rate of 206.64 hours per calendar year (17.22 hours per month).
- B. Sick leave shall be accrued and recorded at the end of each month.
- C. Sick leave shall be accumulated on an unlimited basis.
- D. In the event that an employee exhausts his/her sick leave accrual, other leave banks will be exhausted in the following order: 1. Administrative Leave, 2. Vacation accrual, 3. Donated leave pursuant to District policy, 4. Unpaid leave status.
- E. No sick leave will be allowed unless the employee uses due diligence in reporting his/her/family member's illness/injury and contemplated absence per the established policy.
- F. Subject to the following conditions, the District shall compensate any requesting employee for accrued, unused sick leave:
 - 1. First, no employee shall be eligible to receive compensation for accrued, unused sick leave unless they have "banked" the required number of hours in their "A" bank.

The "A" Bank must contain at least 1000 hours for all shift personnel, and at least 741 hours for all day personnel, with measurement made as of each June 30 and notification to the employee no later than September 30.
 - 2. The employee at his/her sole option, must notify the District no later than November 15 of their election to be compensated, including the total

number of hours the employee wishes to sell. The notice shall be on a letter provided by the District. Failure to submit the request through the District's ESS system by the deadline constitutes waiver of the right to sell sick leave hours for the calendar year.

3. An employee who has satisfied the requirements identified above may request to be compensated once per year, in aggregate, up to fifty percent (50%) of the hours accrued in the previous year (July 1 - June 30) at one hundred percent (100%) of the employee's base monthly compensation, inclusive of all incentives, on November 30.
 4. Any hours used in the previous year (July 1 - June 30) shall reduce the number of hours which the employee may relinquish.
 5. Relinquishment shall be at the employee's sole option.
 6. If an employee elects to sell any hours, all remaining hours from the year's accrual are placed in the employee's "B" Bank. Such hours may only be used either in the event of a catastrophic illness after exhaustion of the employee's "A" Bank and/or for additional service credit at retirement;
 7. If an employee elects to sell no hours, all remaining hours shall be placed in the employee's "A" Bank. Such hours may be used for normal sick leave.
- G. At the employee's option, upon service retirement or disability retirement, the District will compensate up to forty percent (40%) of the employee's accumulated "A" Bank sick leave.
The employee must notify the District no later than 30 days from their employment separation of their intention to be paid for sick leave. Failure to notify the District within 30 days will result in all unused sick leave being reported to the Public Employees' Retirement System (PERS) as additional service credit.
1. The total compensation to be made is that accrued sick leave in the employee's account at the employee's total hourly rate of pay, inclusive of all incentives.
 2. All remaining accumulated sick leave in the employee's account will, upon retirement, be applied for retirement credit under the provisions of 20965 of the Public Employee's Retirement System Law, which reads as follows:

A local miscellaneous member and a local safety member, whose effective date of retirement is within four months of separation from employment with the employer which granted the sick leave credit, shall be credited at his or her retirement with 0.004 year of service credit for

each unused day of sick leave certified to the board by his or her employer.

10. CHILD BIRTH DISABILITY LEAVE

An employee who gives birth to a child may use up to a maximum of six weeks of paid leave after the birth of the child during the disability period. This paid leave is independent of other District accrued leave (SL, VL, PTO) and will run concurrently with protected leaves (FMLA/CFRA/PDL). The District shall require written confirmation of an employee's eligibility for this leave from the employee's health care provider. The Child Birth Disability Leave will commence on the date of childbirth and extend only so long as the employee is actually disabled by childbirth up to the six-week maximum.

11. HEALTH BENEFITS

A. Dental

The District shall, subject to availability, provide full-time employees and dependents with a dental plan. The District pays the premium for the Basic dental plan. Employees who select the Premium dental plan pay the difference between the Premium and Basic monthly premiums.

B. Vision Care Plan

The District shall, subject to availability, provide full-time employees and dependents with a vision care plan. The District will provide up to \$18.75 per month per employee toward the cost of the District's plan.

C. Medical

For employees or retirees who are enrolled in the Basic or Combination plans, the District shall contribute 92% of the medical premium towards the employees or retirees selected health plan. Employees and retirees will be responsible for the remaining 8% of the premium, and any additional amount above the premium, and any additional amount above the premium cap. These contributions amounts will be effective 7/1/13.

For retirees that are enrolled in the Medicare plan, the District shall contribute an amount equal to 100% of the third highest plan in CalPERS Region 1 at the tier that the employee selects. Retirees will be responsible for any additional amount above the premium cap. For retirees who are Medicare age who were hired prior to March 31, 1986 and are not eligible to enroll in Medicare due to a lack of credits, the District shall provide a stipend that equals an amount equal to 8% of the premium at the tier that the employee selects up to the third highest plan in CalPERS Region 1.

The premium cap will be the third highest plan in CalPERS Region 1 rates at the tier that the employee selects, i.e. employee, employee plus one, employee plus family.

- D. The District will provide the medical insurance benefits listed in C. above through PERS.
- E. Should any plan selected by an employee cost more than the District's required contribution, each covered employee is required to sign a payroll deduction form.
- F. The District has established the following Flexible Spending Accounts (FSA) as permitted by the Internal Revenue Service regulations:
 - 1. Out-of-Pocket costs for District-sponsored health and dental insurance premiums;
 - 2. Unreimbursed health care expenses up to the statutory limit per plan year effective January 1;
 - 3. Dependent care reimbursement;
 - 4. Administrative costs shall be paid by the employees participating in FSA for subparagraphs (2) and (3); and
 - 5. Employees will be informed about the procedures, rules, and forfeiture of funds left unused in FSA.
- G. The District agrees to pay the premium cost to provide a twenty thousand dollar (\$20,000.00) life insurance benefit policy commencing the first of the month after hire and continuing until the employee has completed one year of continuous service. The District agrees to pay the premium cost to provide a one hundred thousand dollar (\$100,000.00) life insurance benefit policy for each full time employee at the conclusion of one (1) year of continuous employment.
- H. Transition Coverage
 - 1. Pursuant to Federal Law (COBRA), an employee who terminates or is terminated (except for gross misconduct) is entitled to continue group health plan coverage at the group rate for up to 18 months. Group health plan includes the package of Health, Dental, and Vision coverage.
 - 2. In certain circumstances, an employee's spouse, former spouse, or dependent child may have a right to continued coverage for up to 36 months.

3. All such continued coverage is at the sole cost of the employee or other qualified individual. Continued coverage may be subject to an administrative fee levied by Insurance Program Administrators.
4. All benefits provided under COBRA will be in accordance with those provided by law on the date of the qualifying event.

I. Retirement Medical

1. Upon retirement, medical coverage will be paid by the District for both the employee and dependents in accordance with Section 22831 of the Government Code which provides:

“...An annuitant may, as provided by regulations of the board, continue his or her enrollment, enroll within 60 days of retirement, enroll within 60 days of the death of the member, or enroll during any future open enrollment period without discrimination as to premium rates or benefit coverage. If the survivor of an annuitant is also an annuitant as defined in this part, he or she may enroll within 60 days of the annuitant's death or during any future open enrollment period, as provided by regulations of the board.”

2. Except for employees retiring for service connected disability, all employees hired after December 1, 2011 who qualify as annuitants will obtain twenty-five percent (25%) credit towards retiree medical upon reaching five (5) years of service with the District. Qualifying annuitants will receive an additional five percent (5%) credit towards retiree medical up to one hundred percent (100%) at the completion of twenty (20) years of employment with the District, for each additional year of service, as set forth in Section 22896 of the Government Code.

- J. Effective July 1, 2013, the savings associated with the 8% employee and retiree premium contributions, and effective January 1, 2014, the savings associated with lowering the premium cap, as outlined in paragraph 10(C) above, shall be contributed into the OPEB trust established by the District with CalPERS to prefund retiree medical benefits. In consideration for employee contributions above each existing retiree, future retirees, and their survivors shall have a vested right to receive the maximum retiree health benefits that were provided as of July 1, 2013 and to receive the maximum amount of annual increases in subsidies or reimbursements for retiree health benefits in all subsequent years thereafter. This vested retiree health benefit right is promised to current retirees and future retirees, i.e. active employees when they retire even beyond the term of this resolution.

12. RETIREMENT BENEFITS

- A. Employees shall make PERS member contributions as follows:

1. For employees who do not meet the definition of a “new member” under PEPR (“classic safety members”), the full member’s PERS

contribution shall be nine percent (9%) of the employee's compensation reported to PERS.

2. For employees who meet the definition of a "new member" under PEPRRA, the member's PERS contribution shall be 50% of normal cost, as determined by PERS.
3. In addition to paying the member contributions identified in paragraph 11(A) above, classic safety members shall engage in cost-sharing, pursuant to Government Code section 20516 (a), by contributing an additional three percent (3%) of the employee's compensation reported to PERS towards the employer's PERS cost.
4. The District shall in accordance with Internal Revenue Code Section 414 (h) (2) pass the necessary Resolution(s), which allow for employee retirement contributions (both member contributions and cost-sharing) to be paid on a tax deferred basis).

B. Specified Benefits

Upon meeting the statutory requirements, all employees shall be covered by the Public Employee's Retirement System (PERS). The District's contract with PERS includes the following provisions:

1. The District will provide 1959 Survivor's Benefit at Level 4, with the employees paying the two dollars (\$2.00) employee contribution.
2. One-half Continuance Benefit;
3. All remaining accumulated sick leave in the employee's account may, upon retirement, be applied for retirement credit under the provisions of Section 20965 of the California Government Code;
4. Benefit Levels:
 - 1) Classic Safety members shall be three percent (3%) at age fifty (50) and
 - 2) Safety Employees who qualify as new members under PEPRRA shall be 2.7% at age 57.

13. EDUCATION INCENTIVES

A. Accreditation Standards

For an individual to earn the total allowable educational incentive, the individual must have registered, earned and obtained it through a recognized institution.

The same language is applicable for those who submit for an incentive that is "commensurate" with the knowledge and abilities of the job position held. The degree must have been obtained through a recognized institution of education.

The submittals must include a sealed official transcript from the accrediting college. Each submittal will be reviewed on a case-by-case basis

- B. Safety managers (who do not include senior safety managers) who possess an approved certification from a Certificate Program that is commensurate with the scope of job classification, including but not limited to the State Fire Marshal Certification Programs, shall receive an additional one-half of one percent (.5%) of base pay for programs eighty (80) hours or less. For Certificate Programs exceeding eighty (80) hours, the employees shall receive one percent (1%) of base pay for each Certificate Program. FF1 and FF2 Certifications are excluded from the State Fire Marshal Certification Incentive.
- C. Safety managers who possess a certificate in Fire Science or Fire Technology from a Community College shall receive an additional three percent (3%) of base pay.
- D. Safety managers who possess one or more Associate Degrees shall receive an additional six and one-half percent (6.5%) of base pay for the degree(s). Multiple degrees will not result in more than 6.5%.
- E. Safety managers who possess a Bachelor's Degree or higher from an accredited college or university shall receive an additional ten and one-half percent (10.5%) of base pay. All above certificates and degrees, B through F shall not exceed ten and one-half percent (10.5%) of base pay.
- F. The maximum amount an employee may receive in educational incentives and allowance is ten and one-half percent (10.5%) of base pay.
- G. In addition to the above educational incentives, safety managers shall be eligible for Continuing Education (CE) incentive under the following conditions:

1. Purpose and Eligibility

An employee may receive a Continuing Education Incentive equal to five percent (5%) of base pay by completing routine and consistent continuing education. Base pay shall mean the employee's regular hourly rate of pay, exclusive of overtime, specialty pays, incentives, or other premium compensation. The purpose of the Continuing Education Incentive is to encourage employees to participate in continuing education and professional development activities that enhance the employee's knowledge, skills, abilities, and overall capacity to perform the duties of their assigned position. The Continuing Education Incentive shall be uniformly applied to all employees within eligible classifications who satisfy the requirements of this section.

2. Annual Continuing Education Requirement

In order to qualify for pay pursuant to this provision, eligible employees must successfully complete no less than twenty-four (24) hours of District approved

continuing education, training, coursework, seminars, certifications, workshops, or other professional development activities during each annual qualification period. The annual qualification period shall be the twelve-month period beginning January 1 and ending December 31 of each calendar year. Eligibility for the Continuing Education Incentive shall be determined based upon continuing education completed during the applicable annual qualification period. Approved training shall be directly related to the employee's job duties and shall enhance the employee's ability to perform the functions of the employee's classification.

3. Evaluation and Approval Process

The District shall maintain a formal and standardized process for evaluating and approving continuing education activities. To qualify for the Continuing Education Incentive, courses, programs, certifications, or other educational activities must be determined by the District to:

- i. Be reasonably related to the employee's current job duties, classification, or professional responsibilities;
- ii. Enhance the employee's ability to perform assigned job functions;
- iii. Improve professional knowledge, technical skills, operational effectiveness, regulatory compliance, public safety, leadership, management, or other competencies relevant to District operations; and
- iv. Be available for approval under standards applied uniformly to all employees within eligible classifications.

The District's approval process shall be administered consistently and without arbitrary discretion. Documentation requirements and approval criteria shall be communicated to all eligible employees.

4. Payment of Incentive

Employees who satisfy the requirements of this section shall receive a Continuing Education Incentive equal to five percent (5%) of base pay. The Continuing Education Incentive shall be paid monthly as part of the employee's regular paycheck and shall be separately identified from the employee's regular pay rate. The Continuing Education Incentive shall be paid only while the employee continues to satisfy the eligibility requirements contained in this section.

5. Loss and Reestablishment of Eligibility

An employee who fails to complete the required continuing education hours during an annual qualification period shall cease to be eligible for the incentive in the subsequent year until the requirements have again been satisfied and verified by the District. An employee who loses eligibility for the Continuing Education Incentive may reestablish eligibility by completing the required twenty-four (24) hours of District approved continuing education and providing satisfactory documentation to the District. Upon verification by the District that all requirements have been satisfied, the Continuing Education Incentive shall

become effective on the first day of the month following verification and shall continue thereafter in accordance with the provisions of this section.

6. CalPERS Reporting

The parties acknowledge that the Continuing Education Incentive is intended to qualify as Educational Incentive Pay and shall be administered in accordance with applicable provisions of the Public Employees' Retirement Law (PERL), Government Code section 20636, and applicable California Code of Regulations provisions governing special compensation. To the extent permitted by applicable law and regulation, the Continuing Education Incentive shall be reported to CalPERS as special compensation and shall not be included in the employee's payrate. The District shall report the incentive in accordance with applicable CalPERS reporting requirements for Educational Incentive Pay.

- H. Senior safety management employees shall not receive any Continuing Education (CE) incentive, or other education incentives or allowances described by this section.

14. AT-WILL EMPLOYMENT

All senior safety management and safety management employees are employed at-will, meaning that the Fire Chief has the right to terminate employment at any time, for any reason, and with or without cause for any reason and/or notice.

At-will employees in senior safety management and safety management positions who are terminated, shall receive either a six (6) month severance at the time of termination, or reassignment to their previous position through exercise of Bump Back rights so long as the reassignment does not violate the terms of any existing Collective Bargaining Agreement, Memorandum of Understanding, or other agreement applicable to that position. The decision shall be at the sole discretion of the Fire Chief, and in no case shall these options be available in the event the Fire Chief, in his sole discretion, determines good cause exists for the termination.

Nothing stated herein shall affect the at will status of any senior safety management employee.

15. DAY SHIFT CONVERSION

As this resolution shall affect employees working both a forty (40) hour workweek and a 24-hour shift schedule, the 1.4 conversion factor will be applied where appropriate.

16. OUT OF CLASS ASSIGNMENTS

Assistant Chiefs or Deputy Chiefs may work in out-of-class assignments if the position is vacant or assigned duties have been appointed while the Deputy Chief or Fire Chief is utilizing vacation leave, holiday leave, sick leave, bereavement leave, or any assigned leaves designated by the District.

Out-of-class premium pay ranges shall be at the lowest step which provides at least a minimum five percent (5%) salary increase on the "total hourly compensation".

17. LONGEVITY PAY

- A. Effective January 1, 2023 senior safety management and safety management employees shall receive longevity pay incentives based on years of continuous service with the District, as reflected on the District's longevity pay roster. Longevity pay shall be calculated as a percentage of the employee's base salary and applied as follows:

10 years of continuous service: 2% of base salary
15 years of continuous service: 4% of base salary
17 years of continuous service: 6% of base salary
20 years of continuous service: 9% of base salary
25 years of continuous service: 12% of base salary

The total longevity pay incentive shall not exceed twelve percent (12%) of base salary.

B. Longevity Pay Service Date

The longevity pay roster shall list each employee's service date, which will be used to determine eligibility for longevity pay. Except as provided below, the service date shall be the employee's initial hire date, and only consecutive years of service with the District, regardless of rank held during those years, shall count toward longevity pay eligibility.

Employees who separate from District employment and are subsequently reinstated shall receive an adjusted service date for purposes of calculating longevity pay. The adjusted service date shall credit the employee for prior District service while excluding the period of separation. The adjusted service date will be reflected on the longevity pay roster and used to determine the employee's longevity pay eligibility.

Example: An employee hired on November 1, 2005, who separated on March 2, 2016, and was reinstated on March 3, 2017, would receive an adjusted service date of November 2, 2006, reflecting prior service with the one-year separation excluded.

For purposes of this section, continuous service shall mean uninterrupted employment with the District. Approved leaves of absence, including but not limited to vacation, sick leave, administrative leave, and legally protected leave, shall not constitute a break in service; however, separation from District employment shall interrupt continuous service, except as otherwise provided for reinstated employees under the adjusted service date provisions outlined above.

PASSED, APPROVED AND ADOPTED this 25th day of June, 2026. I, **MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT** **HEREBY CERTIFY** the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____
President, Board of Directors

ATTEST:

Marni J. Rittburg, CMC, CPMC
Clerk of the Board



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

RESOLUTION NO. ~~2026-XXX#####~~

A RESOLUTION AFFECTING SENIOR SAFETY MANAGEMENT AND SAFETY MANAGEMENT EMPLOYEES

Adopted by the Board of Directors of the
SACRAMENTO METROPOLITAN FIRE DISTRICT

On ~~February 22, 2024~~ June 25, 2026

WHEREAS, the Board of Directors of the Sacramento Metropolitan Fire District (Board) recognizes the importance of codified provisions relating to wages, hours, and other terms and conditions of employment to employees who are not members of recognized bargaining groups, and

WHEREAS, this resolution supersedes Resolution No. ~~2023-080~~2024-066 adopted by the Board of Directors of the Sacramento Metropolitan Fire District on ~~December 14, 2023~~February 22, 2024, all amendments thereto, and all prior resolutions governing the terms and conditions of employment for Senior Safety Management and Safety Management employees, and

WHEREAS, the Board wishes to clarify and modify the wages and benefits available to Senior Safety Management and Safety Management employees, excluding the Fire Chief who is covered by individual contract.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT:

1. POSITIONS COVERED UNDER THIS RESOLUTION

- A. The members of Senior Safety Management include any person employed in, or assigned to, the following classifications:

Chief Deputy
Deputy Chief
Assistant Chief
Fire Marshal

- B. The members of Safety Management include any person employed in, or assigned to, the following classifications:

Chief Pilot

Serving Sacramento and Placer Counties

2. FLSA STATUS & BUSINESS HOURS

- A. Employees are exempt from Fair Labor Standards Act (FLSA) overtime requirements and are therefore paid a salary.
- B. Employees are responsible for keeping their supervisors apprised of their work schedules and location. Employee's work schedule must satisfy work place requirements as determined by their supervisor.
 - 1. As used in this Resolution, "day" personnel, or "day" assignments refer to those employees regularly assigned to a ~~40-hour~~40-hour work week, on average. This regular assignment does not in any way impact the exempt nature of the employee's FLSA status.
 - 2. As used in this Resolution, "shift" personnel, or "shift" assignments refer to those employees regularly assigned to a 24-hour shift schedule (amounting to 192 scheduled hours in a ~~24-day~~24-day work period). This regular assignment does not in any way impact the exempt nature of the employee's FLSA status.

3. ADMINISTRATIVE LEAVE

In express recognition of being "exempt" under the provisions of Federal and State Law, each employee assigned to a 40-hour per week "day" assignment shall receive forty (40) hours of administrative leave each January 1st, subject to a 40-hour maximum accrual in the Administrative Leave Bank; and each employee assigned to a 56-hour per week "shift" assignment shall receive fifty-six (56) hours of administrative leave each January 1st, subject to a 56-hour maximum accrual in the Administrative Leave Bank. Employees hired or promoted on a day other than January 1st shall have their accrual of Administrative Leave for that year adjusted on a pro-rata basis. Any hours remaining in the Administrative Leave Bank as of December 31st will roll over to the next year and will reduce the January 1st earning such that the 40-hour/56-hour maximum accrual will not be exceeded. These hours shall not be credited at a later date, even if the balance subsequently falls below the maximum accruals. Administrative Leave is not eligible for any sell back opportunities. At the time of termination or retirement, any unused Administrative Leave in the employee's account shall be paid off at the employee's total hourly rate of pay, inclusive of all incentives

4. COMPENSATION

For the term covering January 1, 2023 through December 31, 2024, employees covered by this Resolution are subject to the following wage increases.

Effective the first full pay period in January 2023, the following employees will receive a 9.0% base wage increase. The monthly wage scale below includes this base wage increase.

Chief Deputy

Deputy Chief

Effective the first full pay period in January 2023, the following employees will receive a 5.0% base wage increase. The monthly wage scale below includes this base wage increase.

Assistant Chief
 Fire Marshal

The Fire Chief on an annual basis shall grant step increases after a successful evaluation. The Fire Chief is granted the authority to withhold step increases; however, those affected employees may request reconsideration by the Board.

The pay scale applicable to employees covered by this resolution is reflected in the salary table below.

Salary Table Reflecting 2023 Monthly Pay Scale:

	Step 1	Step 2	Step 3	Step 4	Step 5
Chief Deputy					25,519.86
Deputy Chief					24,304.62
Assistant Chief				20,489.39	21,509.61
Fire Marshal				20,489.39	21,509.61
Chief Pilot	9,756.18	10,240.13	10,747.61	11,279.96	11,839.77

The pay scale reflects base pay and is exclusive of incentives.

Effective January 1, 2024, employees will receive a base wage increase of 3.0% plus an equity adjustment based on the percentage of change in net taxable value of property in the District based on the Sacramento County Assessor FY 2023/24 Combined Tax Rolls compared to the FY 2022/23 Combined Tax Rolls. The amount of the January 1, 2024 base wage increase will be governed by the following chart:

FY 2023/24 Net Taxable Value Increase	2024 Equity Adjustment
3.4% or less	0%
3.5% to 4.4%	1.0%
4.5% to 5.4%	2.0%
5.5% or more	3.0%

Effective January 1, 2025, employees will receive a base wage increase based on the percentage of change in net taxable value of property in the District based on the Sacramento County Assessor FY 2024/25 Combined Tax Rolls compared to the FY 2023/24 Combined Tax Rolls. The amount of the January 1, 2025 equity adjustment will be governed by the following chart:

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FY 2024/25 Net Taxable Value Increase	2025 Equity Adjustment
1.49% or less	0%
1.5% to 2.49%	1.0%
2.5% to 3.49%	2.0%
3.5% to 4.49%	3.0%
4.5% or more	4.0%

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5. UNIFORM ALLOWANCE

Uniform allowance is included in base pay.

6. VACATION LEAVE

- A. Employees shall accrue vacation leave (VL) as shown in the schedule below. The hours shown reflect full-time employment. Accrual steps are as follows:

MONTHS OF SERVICE	DAY PERSONNEL	SHIFT PERSONNEL
1 to 24	120 hours/year (10 hours/month)	168 hours/year (14 hours/month)
25 to 60	154.32 hours/year (12.86 hours/month)	216.00 hours/year (18 hours/month)
61 to 120	171.48 hours/year (14.29 hours/month)	240.00 hours/year (20 hours/month)
121 to 180	205.68 hours/year (17.14 hours/month)	288 hours/year (24 hours/month)
181 to 240	222.84 hours/year (18.57 hours/month)	312 hours/year (26 hours/month)
241 or more	240.00 hours/year (20 hours/month)	336 hours/year (28 hours/month)

- B. Employees' use of vacation leave normally must be approved in advance by their supervisor. Partial day use of VL is allowed with the approval of the employee's supervisor.
- C. At the time of termination or retirement, any unused VL in the employee's account shall be paid out to the employee at the employee's total hourly rate of pay, inclusive of all incentives.
- D. Maximum Accrual. The maximum accrual shall be limited to no more than twenty (20) months of accrual time, at which time employee will not earn additional VL time until the employee's balance is below the twenty (20) month

maximum. In no event shall the District be required to pay an employee more than the maximum accrual.

- E. Vacation Sell-Back. At the option of the employee, and with the approval of the Fire Chief, employees may sell back up to a maximum of one hundred and twenty (120) hours of vacation leave each April. Payments will be made at a rate of one hundred percent (100%) of each employee's base wage plus incentive pays.

7. HOLIDAYS

- A. Employees shall receive those holidays that are recognized for all other employees of the District. Employees will not accrue any Holiday Leave.

1.	New Year's Day	(Jan. 1)
2.	Martin Luther King, Jr. Day	(3 rd Mon. in Jan.)
3.	Lincoln's Birthday	(2 nd Mon. in Feb.)
4.	Washington's Birthday	(3 rd Mon. in Feb.)
5.	Memorial Day	(last Mon. in May)
6.	Independence Day	(July 4)
7.	Labor Day	(1 st Mon. in Sept.)
8.	Veteran's Day	(Nov. 11)
9.	Thanksgiving Day	(4 th Thurs. in Nov.)
10.	Day After Thanksgiving	
11.	Christmas Eve	(Dec. 24)
12.	Christmas Day	(Dec. 25)

- B. If an employee's scheduled day off is either Friday or Monday during a standard District workweek in which a recognized holiday occurs, the following shall apply:

1. If the holiday occurs on a Friday, the employee's preceding work day may be recognized; if the holiday occurs on a Monday, the employee's following work day may be observed.

- C. When a holiday occurs on a Saturday, the preceding workday that is not a holiday, shall be deemed to be that holiday. When a holiday occurs on a Sunday, the following workday that is not a holiday, shall be deemed to be that holiday.

8. BEREAVEMENT LEAVE

Employees shall be eligible for up to five (5) working days of leave for day personnel, and three (3) 24-hour shifts off for shift personnel, without loss of pay or benefits for the purposes of arranging for and attending the funeral of a member of the immediate family and/or for the purpose of coping with the emotional consequences of death in the immediate family. For the purposes of this section, immediate family includes spouse, child, mother, father, grandchild, grandmother, grandfather, grandmother-in-law, grandfather-in-law, mother-in-law, father-in-law, sister, brother, sister-in-law,

brother-in-law, daughter-in-law, son-in-law, or any person domiciled in the employee's household. However, accrued leave and/or a leave of absence may also be available if additional time away is required and can be accommodated by the District. For purposes of this section, a step relative of any of the relatives listed above shall be treated in the same manner as the listed relatives.

At the Fire Chief's discretion, bereavement leave for other persons not listed above may be approved without loss of pay or benefit.

9. SICK LEAVE

Employee's accumulation and disposition of sick leave shall be as follows:

- A. Full-time employees shall accumulate and may use sick leave at the following rates:
 - 1. Shift personnel shall accumulate sick leave at the rate of 288 hours per calendar year (24 hours per month).
 - 2. Day personnel shall accumulate sick leave at the rate of 206.64 hours per calendar year (17.22 hours per month).
- B. Sick leave shall be accrued and recorded at the end of each month.
- C. Sick leave shall be accumulated on an unlimited basis.
- D. In the event that an employee exhausts his/her sick leave accrual, other leave banks will be exhausted in the following order: 1. Administrative Leave, 2. Vacation accrual, 3. Donated leave pursuant to District policy, 4. Unpaid leave status.
- E. No sick leave will be allowed unless the employee uses due diligence in reporting his/her/family member's illness/injury and contemplated absence per the established policy.
- F. Subject to the following conditions, the District shall compensate any requesting employee for accrued, unused sick leave:
 - 1. First, no employee shall be eligible to receive compensation for accrued, unused sick leave unless they have "banked" the required number of hours in their "A" bank.

The "A" Bank must contain at least 1000 hours for all shift personnel, and at least 741 hours for all day personnel, with measurement made as of each June 30 and notification to the employee no later than September 30.
 - 2. The employee at his/her sole option, must notify the District no later than November 15 of their election to be compensated, including the total

number of hours the employee wishes to sell. The notice shall be on a letter provided by the District. Failure to submit the request through the District's ESS system by the deadline constitutes waiver of the right to sell sick leave hours for the calendar year.

3. An employee who has satisfied the requirements identified above may request to be compensated once per year, in aggregate, up to fifty percent (50%) of the hours accrued in the previous year (July 1 - June 30) at one hundred percent (100%) of the employee's base monthly compensation, inclusive of all incentives, on November 30.
 4. Any hours used in the previous year (July 1 - June 30) shall reduce the number of hours which the employee may relinquish.
 5. Relinquishment shall be at the employee's sole option.
 6. If an employee elects to sell any hours, all remaining hours from the year's accrual are placed in the employee's "B" Bank. Such hours may only be used either in the event of a catastrophic illness after exhaustion of the employee's "A" Bank and/or for additional service credit at retirement;
 7. If an employee elects to sell no hours, all remaining hours shall be placed in the employee's "A" Bank. Such hours may be used for normal sick leave.
- G. At the employee's option, upon service retirement or disability retirement, the District will compensate up to forty percent (40%) of the employee's accumulated "A" Bank sick leave.
The employee must notify the District no later than 30 days from their employment separation of their intention to be paid for sick leave. Failure to notify the District within 30 days will result in all unused sick leave being reported to the Public Employees' Retirement System (PERS) as additional service credit.
1. The total compensation to be made is that accrued sick leave in the employee's account at the employee's total hourly rate of pay, inclusive of all incentives.
 2. All remaining accumulated sick leave in the employee's account will, upon retirement, be applied for retirement credit under the provisions of 20965 of the Public Employee's Retirement System Law, which reads as follows:

A local miscellaneous member and a local safety member, whose effective date of retirement is within four months of separation from employment with the employer which granted the sick leave credit, shall be credited at his or her retirement with 0.004 year of service credit for

each unused day of sick leave certified to the board by his or her employer.

10. CHILD BIRTH DISABILITY LEAVE

An employee who gives birth to a child may use up to a maximum of six weeks of paid leave after the birth of the child during the disability period. This paid leave is independent of other District accrued leave (SL, VL, PTO) and will run concurrently with protected leaves (FMLA/CFRA/PDL). The District shall require written confirmation of an employee's eligibility for this leave from the employee's health care provider. The Child Birth Disability Leave will commence on the date of childbirth and extend only so long as the employee is actually disabled by childbirth up to the ~~six~~ six-week maximum.

11. HEALTH BENEFITS

A. Dental

The District shall, subject to availability, provide full-time employees and dependents with a dental plan. The District pays the premium for the Basic dental plan. Employees who select the Premium dental plan pay the difference between the Premium and Basic monthly premiums.

B. Vision Care Plan

The District shall, subject to availability, provide full-time employees and dependents with a vision care plan. The District will provide up to \$18.75 per month per employee toward the cost of the District's plan.

C. Medical

For employees or retirees who are enrolled in the Basic or Combination plans, the District shall contribute 92% of the medical premium towards the employees or retirees selected health plan. Employees and retirees will be responsible for the remaining 8% of the premium, and any additional amount above the premium, and any additional amount above the premium cap. These contributions amounts will be effective 7/1/13.

For retirees that are enrolled in the Medicare plan, the District shall contribute an amount equal to 100% of the third highest plan in CalPERS Region 1 at the tier that the employee selects. Retirees will be responsible for any additional amount above the premium cap. For retirees who are Medicare age who were hired prior to March 31, 1986 and are not eligible to enroll in Medicare due to a lack of credits, the District shall provide a stipend that equals an amount equal to 8% of the premium at the tier that the employee selects up to the third highest plan in CalPERS Region 1.

The premium cap will be the third highest plan in CalPERS Region 1 rates at the tier that the employee selects, i.e. employee, employee plus one, employee plus family.

- D. The District will provide the medical insurance benefits listed in C. above through PERS.
- E. Should any plan selected by an employee cost more than the District's required contribution, each covered employee is required to sign a payroll deduction form.
- F. The District has established the following Flexible Spending Accounts (FSA) as permitted by the Internal Revenue Service regulations:
 - 1. Out-of-Pocket costs for District-sponsored health and dental insurance premiums;
 - 2. Unreimbursed health care expenses up to the statutory limit per plan year effective January 1;
 - 3. Dependent care reimbursement;
 - 4. Administrative costs shall be paid by the employees participating in FSA for subparagraphs (2) and (3); and
 - 5. Employees will be informed about the procedures, rules, and forfeiture of funds left unused in FSA.
- G. The District agrees to pay the premium cost to provide a twenty thousand dollar (\$20,000.00) life insurance benefit policy commencing the first of the month after hire and continuing until the employee has completed one year of continuous service. The District agrees to pay the premium cost to provide a one hundred thousand dollar (\$100,000.00) life insurance benefit policy for each full time employee at the conclusion of one (1) year of continuous employment.
- H. Transition Coverage
 - 1. Pursuant to Federal Law (COBRA), an employee who terminates or is terminated (except for gross misconduct) is entitled to continue group health plan coverage at the group rate for up to 18 months. Group health plan includes the package of Health, Dental, and Vision coverage.
 - 2. In certain circumstances, an employee's spouse, former spouse, or dependent child may have a right to continued coverage for up to 36 months.

3. All such continued coverage is at the sole cost of the employee or other qualified individual. Continued coverage may be subject to an administrative fee levied by Insurance Program Administrators.
4. All benefits provided under COBRA will be in accordance with those provided by law on the date of the qualifying event.

I. Retirement Medical

1. Upon retirement, medical coverage will be paid by the District for both the employee and dependents in accordance with Section 22831 of the Government Code which provides:
"...An annuitant may, as provided by regulations of the board, continue his or her enrollment, enroll within 60 days of retirement, enroll within 60 days of the death of the member, or enroll during any future open enrollment period without discrimination as to premium rates or benefit coverage. If the survivor of an annuitant is also an annuitant as defined in this part, he or she may enroll within 60 days of the annuitant's death or during any future open enrollment period, as provided by regulations of the board."
2. Except for employees retiring for service connected disability, all employees hired after December 1, 2011 who qualify as annuitants will obtain twenty-five percent (25%) credit towards retiree medical upon reaching five (5) years of service with the District. Qualifying annuitants will receive an additional five percent (5%) credit towards retiree medical up to one hundred percent (100%) at the completion of twenty (20) years of employment with the District, for each additional year of service, as set forth in Section 22896 of the Government Code.

- J. Effective July 1, 2013, the savings associated with the 8% employee and retiree premium contributions, and effective January 1, 2014, the savings associated with lowering the premium cap, as outlined in paragraph 10(C) above, shall be contributed into the OPEB trust established by the District with CalPERS to prefund retiree medical benefits. In consideration for employee contributions above each existing retiree, future retirees, and their survivors shall have a vested right to receive the maximum retiree health benefits that were provided as of July 1, 2013 and to receive the maximum amount of annual increases in subsidies or reimbursements for retiree health benefits in all subsequent years thereafter. This vested retiree health benefit right is promised to current retirees and future retirees, i.e. active employees when they retire even beyond the term of this resolution.

12. RETIREMENT BENEFITS

A. Employees shall make PERS member contributions as follows:

1. For employees who do not meet the definition of a "new member" under PEPRA ("classic safety members"), the full member's PERS

contribution shall be nine percent (9%) of the employee's compensation reported to PERS.

2. For employees who meet the definition of a "new member" under PEPRA, the member's PERS contribution shall be 50% of normal cost, as determined by PERS.
3. In addition to paying the member contributions identified in paragraph 11(A) above, classic safety members shall engage in cost-sharing, pursuant to Government Code section 20516 (a), by contributing an additional three percent (3%) of the employee's compensation reported to PERS towards the employer's PERS cost.
4. The District shall in accordance with Internal Revenue Code Section 414 (h) (2) pass the necessary Resolution(s), which allow for employee retirement contributions (both member contributions and cost-sharing) to be paid on a tax deferred basis).

B. Specified Benefits

Upon meeting the statutory requirements, all employees shall be covered by the Public Employee's Retirement System (PERS). The District's contract with PERS includes the following provisions:

1. The District will provide 1959 Survivor's Benefit at Level 4, with the employees paying the two dollars (\$2.00) employee contribution.
2. One-half Continuance Benefit;
3. All remaining accumulated sick leave in the employee's account may, upon retirement, be applied for retirement credit under the provisions of Section 20965 of the California Government Code;
4. Benefit Levels:
 - 1) Classic Safety members shall be three percent (3%) at age fifty (50) and
 - 2) Safety Employees who qualify as new members under PEPRA shall be 2.7% at age 57.

13. EDUCATION INCENTIVES

A. Accreditation Standards

For an individual to earn the total allowable educational incentive, the individual must have registered, earned and obtained it through a recognized institution.

The same language is applicable for those who submit for an incentive that is "commensurate" with the knowledge and abilities of the job position held. The degree must have been obtained through a recognized institution of education.

The submittals must include a sealed official transcript from the accrediting college. Each submittal will be reviewed on a ~~case-by-case~~case-by-case basis

- B. Safety managers (who do not include senior safety managers) who possess an approved certification from a Certificate Program that is commensurate with the scope of job classification, including but not limited to the State Fire Marshal Certification Programs, shall receive an additional one-half of one percent (.5%) of base pay for programs eighty (80) hours or less. For Certificate Programs exceeding eighty (80) hours, the employees shall receive one percent (1%) of base pay for each Certificate Program. FF1 and FF2 Certifications are excluded from the State Fire Marshal Certification Incentive.
- C. Safety managers who possess a certificate in Fire Science or Fire Technology from a Community College shall receive an additional three percent (3%) of base pay.
- D. Safety managers who possess one or more Associate Degrees shall receive an additional six and one-half percent (6.5%) of base pay for the degree(s). Multiple degrees will not result in more than 6.5%.
- E. Safety managers who possess a Bachelor's Degree or higher from an accredited college or university shall receive an additional ten and one-half percent (10.5%) of base pay. All above certificates and degrees, B through F shall not exceed ten and one-half percent (10.5%) of base pay.
- F. The maximum amount an employee may receive in educational incentives and allowance is ten and one-half percent (10.5%) of base pay.
- G. In addition to the above educational incentives, safety managers shall be eligible for Continuing Education (CE) incentive ~~at five percent (5%) of base salary. CE criteria shall be at the sole discretion of the Fire Chief. under the following conditions:~~

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1. Purpose and Eligibility

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An employee may receive a Continuing Education Incentive equal to five percent (5%) of base pay by completing routine and consistent continuing education. Base pay shall mean the employee's regular hourly rate of pay, exclusive of overtime, specialty pays, incentives, or other premium compensation. The purpose of the Continuing Education Incentive is to encourage employees to participate in continuing education and professional development activities that enhance the employee's knowledge, skills, abilities, and overall capacity to perform the duties of their assigned position. The Continuing Education Incentive shall be uniformly applied to all employees within eligible classifications who satisfy the requirements of this section.

2. Annual Continuing Education Requirement

In order to qualify for pay pursuant to this provision, eligible employees must successfully complete no less than twenty-four (24) hours of District approved continuing education, training, coursework, seminars, certifications, workshops, or other professional development activities during each annual qualification period. The annual qualification period shall be the twelve-month period beginning January 1 and ending December 31 of each calendar year. Eligibility for the Continuing Education Incentive shall be determined based upon continuing education completed during the applicable annual qualification period. Approved training shall be directly related to the employee's job duties and shall enhance the employee's ability to perform the functions of the employee's classification.

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3. Evaluation and Approval Process

The District shall maintain a formal and standardized process for evaluating and approving continuing education activities. To qualify for the Continuing Education Incentive, courses, programs, certifications, or other educational activities must be determined by the District to:

- i. Be reasonably related to the employee's current job duties, classification, or professional responsibilities;
- ii. Enhance the employee's ability to perform assigned job functions;
- iii. Improve professional knowledge, technical skills, operational effectiveness, regulatory compliance, public safety, leadership, management, or other competencies relevant to District operations; and
- iv. Be available for approval under standards applied uniformly to all employees within eligible classifications.

The District's approval process shall be administered consistently and without arbitrary discretion. Documentation requirements and approval criteria shall be communicated to all eligible employees.

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4. Payment of Incentive

Employees who satisfy the requirements of this section shall receive a Continuing Education Incentive equal to five percent (5%) of base pay. The Continuing Education Incentive shall be paid monthly as part of the employee's regular paycheck and shall be separately identified from the employee's regular pay rate. The Continuing Education Incentive shall be paid only while the employee continues to satisfy the eligibility requirements contained in this section.

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5. Loss and Reestablishment of Eligibility

An employee who fails to complete the required continuing education hours during an annual qualification period shall cease to be eligible for the incentive in the subsequent year until the requirements have again been satisfied and verified by the District. An employee who loses eligibility for the Continuing Education Incentive may reestablish eligibility by completing the required twenty-four (24) hours of District approved continuing education and providing

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satisfactory documentation to the District. Upon verification by the District that all requirements have been satisfied, the Continuing Education Incentive shall become effective on the first day of the month following verification and shall continue thereafter in accordance with the provisions of this section.

6. CalPERS Reporting

The parties acknowledge that the Continuing Education Incentive is intended to qualify as Educational Incentive Pay and shall be administered in accordance with applicable provisions of the Public Employees' Retirement Law (PERL), Government Code section 20636, and applicable California Code of Regulations provisions governing special compensation. To the extent permitted by applicable law and regulation, the Continuing Education Incentive shall be reported to CalPERS as special compensation and shall not be included in the employee's payrate. The District shall report the incentive in accordance with applicable CalPERS reporting requirements for Educational Incentive Pay.

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- H. Senior safety management employees shall not receive any Continuing Education (CE) incentive, or other education incentives or allowances described by this section.

14. AT-WILL EMPLOYMENT

All senior safety management and safety management employees are employed at-will, meaning that the Fire Chief has the right to terminate employment at any time, for any reason, and with or without cause for any reason and/or notice.

At-will employees in senior safety management and safety management positions who are terminated, shall receive either a six (6) month severance at the time of termination, or reassignment to their previous position through exercise of Bump Back rights so long as the reassignment does not violate the terms of any existing Collective Bargaining Agreement, Memorandum of Understanding, or other agreement applicable to that position. The decision shall be at the sole discretion of the Fire Chief, and in no case shall these options be available in the event the Fire Chief, in his sole discretion, determines good cause exists for the termination.

Nothing stated herein shall ~~effect~~affect the at will status of any senior safety management employee.

15. DAY SHIFT CONVERSION

As this resolution shall affect employees working both a forty (40) hour workweek and a 24-hour shift schedule, the 1.4 conversion factor will be applied where appropriate.

16. OUT OF CLASS ASSIGNMENTS

Assistant Chiefs or Deputy Chiefs may work in out-of-class assignments if the position is vacant or assigned duties have been appointed while the Deputy Chief or

Fire Chief is utilizing vacation leave, holiday leave, sick leave, bereavement leave, or any assigned leaves designated by the District.

~~Compensation for out-of-class work shall be paid at the rate, which provides a minimum of five percent (5%) salary increase based on the "total hourly compensation." Out-of-class premium pay ranges shall be at the lowest step which provides at least a minimum five percent (5%) salary increase on the "total hourly compensation".~~

17. LONGEVITY PAY

A. ~~Effective January 1, 2023 sSenior safety management and safety management employees, shall receive longevity pay incentives based on years of continuous service with the District, as reflected on the District's longevity pay roster. Longevity pay shall be calculated as a percentage of the employee's base salary and applied as follows:~~

- ~~10 years of continuous service: 2% of base salary~~
- ~~15 years of continuous service: 4% of base salary~~
- ~~17 years of continuous service: 6% of base salary~~
- ~~20 years of continuous service: 9% of base salary~~
- ~~25 years of continuous service: 12% of base salary~~

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~~The total longevity pay incentive shall not exceed twelve percent (12%) of base salary.~~

B. ~~Longevity Pay Service Date~~

~~The longevity pay roster shall list each employee's service date, which will be used to determine eligibility for longevity pay. Except as provided below, the service date shall be the employee's initial hire date, and only consecutive years of service with the District, regardless of rank held during those years, shall count toward longevity pay eligibility.~~

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~~Employees who separate from District employment and are subsequently reinstated shall receive an adjusted service date for purposes of calculating longevity pay. The adjusted service date shall credit the employee for prior District service while excluding the period of separation. The adjusted service date will be reflected on the longevity pay roster and used to determine the employee's longevity pay eligibility.~~

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~~Example: An employee hired on November 1, 2005, who separated on March 2, 2016, and was reinstated on March 3, 2017, would receive an adjusted service date of November 2, 2006, reflecting prior service with the one-year separation excluded.~~

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~~For purposes of this section, continuous service shall mean uninterrupted employment with the District. Approved leaves of absence, including but not limited to vacation, sick leave, administrative leave, and legally protected leave, shall not constitute a break in service; however, separation from District employment shall interrupt continuous service, except as otherwise provided for reinstated employees under the adjusted service date provisions outlined above.~~

~~shall be entitled to longevity pay at the rate of two percent (2%) of base salary effective upon ten (10) years of continuous service pursuant to the District's seniority roster. Upon fifteen (15) years of continuous service there shall be another two percent (2%) of base salary incentive applied, such that the total incentive is four percent (4%) of base pay. Upon seventeen (17) years of continuous service there shall be another two percent (2%) of base salary incentive applied, such that the total incentive is six percent (6%) of base pay. Upon twenty (20) years of continuous service there shall be an additional three percent (3%) of base salary incentive applied, such that the total incentive is 9% of base pay. Upon twenty-five (25) years of continuous service there shall be another three percent (3%) of base salary applied, such that the total incentive is 12% of base pay. The entire longevity pay incentive shall not exceed a maximum of twelve percent (12%) of base salary.~~

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PASSED, APPROVED AND ADOPTED this ~~22nd~~ day of February, 2024^{25th} day of ~~June, 2026~~. I, MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT HEREBY CERTIFY the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

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AYES:
NOES:
ABSENT:
ABSTAIN:

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____
President, Board of Directors

ATTEST:

Marni J. Rittburg, CMC, CPMC
Clerk of the Board

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ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

DATE: June 25, 2026

TO: Board of Directors

SUBJECT: Adopt Resolution – Side Letter for Battalion Chief's Organization, an Affiliate of Local 522

TOPIC

Consider Adopting a Resolution approving the Side Letter for Article 42: Continuing Education between the Sacramento Metropolitan Fire District and the Battalion Chief's Organization, an Affiliate of Local 522.

BACKGROUND

During a recent member compensation review, staff identified that the District's Continuing Education Incentive language did not expressly include provisions requiring that qualifying education be job-related and administered in a routine and consistent manner. These criteria are necessary to support the continued treatment of the incentive as reportable compensation under applicable CalPERS regulations.

DISCUSSION

During a recent compensation review, staff identified the need to update the Continuing Education Incentive provisions to more clearly define eligibility requirements and conditions of payment.

The revised language clarifies that qualifying continuing education must enhance an employee's ability to perform the duties of their position, be directly related to the employee's job assignment, and be completed through District-approved training programs. The revisions further establish objective eligibility criteria, annual qualification periods, documentation requirements, and procedures governing continuation or reinstatement of the incentive.

Additionally, the revised language specifies that the incentive will be administered uniformly, routinely, and consistently among all eligible employees who satisfy the established requirements. These modifications are intended to strengthen compliance with applicable CalPERS requirements governing educational incentive compensation.

FISCAL IMPACT

The proposed changes do not create new compensation benefits or increase existing compensation levels. Rather, they clarify eligibility requirements, improve consistency in administration, and strengthen the District's compliance with applicable CalPERS statutes, regulations, and reporting requirements.

RECOMMENDATION

Adopt the Resolution approving the Side Letter for Article 42 between the Sacramento Metropolitan Fire District and the Battalion Chief's Organization, an Affiliate of Local 522.

Submitted by:

Approved by:

Joseph A. Fiorica

Joseph A. Fiorica (Jun 19, 2026 17:17:06 PDT)

Joseph Fiorica
Deputy Chief, Administration

Adam A. House

Adam A. House (Jun 19, 2026 18:11:53 PDT)

Adam A. House
Fire Chief

ATTACHMENTS:

- Attachment 1: Resolution – Battalion Chief's Organization Side Letter for Article 42 - Continuing Education
- Attachment 2: Side Letter – Article 42: Continuing Education



Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200, Mather, CA Phone (916) 859-4300 Fax (916) 859-3700

ADAM A. HOUSE
Fire Chief

RESOLUTION NO. 2026-XXX

A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT ADOPTING SIDE LETTER OF AGREEMENT FOR ARTICLE 42 OF THE BATTALION CHIEF'S ORGANIZATION MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE SACRAMENTO METROPOLITAN FIRE DISTRICT AND THE SACRAMENTO AREA FIREFIGHTERS LOCAL 522, I.A.F.F (AFL-CIO)

WHEREAS, the Sacramento Metropolitan Fire District ("District") is a political subdivision of the State of California ("State") and is duly organized and existing pursuant to the State constitution and laws; and

WHEREAS, representatives for the District have met and conferred with representatives of Sacramento Area Firefighters Local 522, I.A.F.F. (AFL-CIO) (hereinafter referred to as "Local 522") a recognized employee organization over modifications in the Battalion Chief's Organization Memorandum of Understanding Article 42 – Continuing Education; and

WHEREAS, these parties have reached an agreement on revisions to establish objective eligibility criteria, annual qualification requirements, conditions of payment, and administrative procedures intended to ensure the incentive is applied routinely and consistently, and

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Sacramento Metropolitan Fire District that the Side Letter agreed to on June 19, 2026 be formally adopted, attached hereto as a separate document until the MOU is modified.

PASSED, APPROVED AND ADOPTED this 25th day of June 2026. I, **MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT** HEREBY CERTIFY the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

SACRAMENTO METROPOLITAN FIRE DISTRICT

By: _____
President, Board of Directors

ATTEST:

Marni J. Rittburg, CMC, CPMC
Clerk of the Board

Side Letter of Agreement

By and Between

Sacramento Metropolitan Fire District

and

The Battalion Chief's Organization

Affiliated with the Sacramento Area Firefighters Local 522, I.A.F.F. (AFL-CIO)

LETTER OF UNDERSTANDING
CONTINUING EDUCATION

The Sacramento Metropolitan Fire District, hereinafter referred to as the "District," and the Battalion Chiefs Organization, affiliated with the Sacramento Area Firefighters, Local 522, AFL/CIO, hereinafter referred to as the ("Union") hereby enter into this "Letter of Understanding," ("LOU"), effective June 19, 2026.

The District and Union met and conferred in good faith regarding the matters addressed in this LOU. The District and the Union agree to amend their Memorandum of Understanding effective June 19, 2026 ("MOU") for the term of January 1, 2023 through June 30, 2026.

ARTICLE 42: CONTINUING EDUCATION

Effective January 1, 2005

A. Purpose and Eligibility

An employee may receive a Continuing Education Incentive equal to five percent (5%) of base pay by completing routine and consistent continuing education. Base pay shall mean the employee's regular hourly rate of pay, exclusive of overtime, specialty pays, incentives, or other premium compensation. The purpose of the Continuing Education Incentive is to encourage employees to participate in continuing education and professional development activities that enhance the employee's knowledge, skills, abilities, and overall capacity to perform the duties of their assigned position. The Continuing Education Incentive shall be uniformly applied to all employees within eligible classifications who satisfy the requirements of this section.

B. Annual Continuing Education Requirement

In order to qualify for pay pursuant to this provision, eligible employees must successfully complete no less than forty (40) hours of District-approved continuing education, training, coursework, seminars, certifications, workshops, or other professional development activities during each annual qualification

period. The annual qualification period shall be the twelve-month period beginning January 1 and ending December 31 of each calendar year. Eligibility for the Continuing Education Incentive shall be determined based upon continuing education completed during the applicable annual qualification period. Approved training shall be directly related to the employee's job duties and shall enhance the employee's ability to perform the functions of the employee's classification.

C. Evaluation and Approval Process

The District shall maintain a formal and standardized process for evaluating and approving continuing education activities. To qualify for the Continuing Education Incentive, courses, programs, certifications, or other educational activities must be determined by the District to:

1. Be reasonably related to the employee's current job duties, classification, or professional responsibilities;
2. Enhance the employee's ability to perform assigned job functions;
3. Improve professional knowledge, technical skills, operational effectiveness, regulatory compliance, public safety, leadership, management, or other competencies relevant to District operations; and
4. Be available for approval under standards applied uniformly to all employees within eligible classifications.

The District's approval process shall be administered consistently and without arbitrary discretion. Documentation requirements and approval criteria shall be communicated to all eligible employees.

D. Payment of Incentive

Employees who satisfy the requirements of this section shall receive a Continuing Education Incentive equal to five percent (5%) of base pay. The Continuing Education Incentive shall be paid monthly as part of the employee's regular paycheck and shall be separately identified from the employee's regular pay rate. The Continuing Education Incentive shall be paid only while the employee continues to satisfy the eligibility requirements contained in this section.

E. Loss and Reestablishment of Eligibility

An employee who fails to complete the required continuing education hours during an annual qualification period shall cease to be eligible for the incentive in the subsequent year until the requirements have again been satisfied and verified by the District. An employee who loses eligibility for the Continuing Education Incentive may reestablish eligibility by completing the required forty (40) hours of District-approved continuing education and providing satisfactory documentation to the District. Upon verification by the District that all requirements have been satisfied, the Continuing Education Incentive shall become effective on the first day of the month following verification and shall continue thereafter in accordance with the provisions of this section.

F. CalPERS Reporting

The parties acknowledge that the Continuing Education Incentive is intended to qualify as Educational Incentive Pay and shall be administered in accordance with applicable provisions of the Public Employees' Retirement Law (PERL), Government Code section 20636, and applicable California Code of Regulations provisions governing special compensation. To the extent permitted by applicable law and regulation, the Continuing Education Incentive shall be reported to CalPERS as special compensation and shall not be included in the employee's payrate. The District shall report the incentive in accordance with applicable CalPERS reporting requirements for Educational Incentive Pay.

This Letter of Understanding shall remain in full force and effect during the current Memorandum of Understanding, January 1, 2023 through June 30, 2026, or any extensions to this term of agreement.

The parties authorized to enter into this binding agreement duly execute this Letter of Understanding.

**SACRAMENTO METROPOLITAN
FIRE DISTRICT**

**SACRAMENTO AREA FIRE
FIGHTERS, LOCAL 522**

Adam A. House, Fire Chief



Sean Scollard (Jun 19, 2026 13:41:33 PDT)

Sean Scollard, Vice President

Date: _____

Date: Jun 19, 2026