



Sonoma County Fire District Board of Directors
Staff Report

Date: July 18, 2023

Topic: Set the Public Hearing date, time, and location, for the determination of special tax rates for the 2023-2024 fiscal year.

Recommendations:

Set a Public Hearing date of August 29, 2023, at 2:00pm for the determination of special tax rates and review of the proposed special tax assessments for the 2023-2024 fiscal year. The Public Hearing will be held at:

Sonoma County Fire District
Station #1
8200 Old Redwood Highway
Windsor, CA 95492

Financial Impact:

No financial Impact

Background:

The District annually sets the tax rates for the District's special taxes. The special taxes are necessary for the proper operation of the District's business and for the provisions of fire protection services, fire prevention, emergency medical services and capital improvements.

The proposed tax assessments for each parcel will be made available on the District's website at www.sonomacountyfd.org prior to the public hearing.

TO: PRESS DEMOCRAT

PUBLISH: August 7 & August 14, 2023 the legal publication below:

FURNISH: One (1) Affidavit of Publication to
Sonoma County Fire District
P.O. Box 530
Windsor, CA 95492
Phone (707) 892-2440; Fax (707) 838-1173
Email: hflowers@sonomacountyfd.org

NOTICE BY THE BOARD OF DIRECTORS OF THE SONOMA COUNTY FIRE DISTRICT OF A PUBLIC HEARING ON AUGUST 29, 2023, FOR CONSIDERATION AND DETERMINATION OF THE SPECIAL TAX TO BE LEVIED ON EACH PARCEL OF REAL PROPERTY IN THE DISTRICT DURING FISCAL YEAR 2023/2024 AND A PUBLIC HEARING ON SEPTEMBER 19, 2023 FOR CONSIDERATION AND ADOPTION OF THE FINAL BUDGET FOR FISCAL YEAR 2023/24

Notice is hereby given that on August 29, 2023, at 2:00 p.m., or as soon thereafter as the matter may be heard, at Sonoma County Fire District Station No. 1, 8200 Old Redwood Highway, Windsor, CA 95492, the Board of Directors of the Sonoma County Fire District will conduct a public hearing to consider and determine the amount of the special tax to be levied on each parcel of real property in the Sonoma County Fire District during Fiscal Year 2023/2024.

Notice is hereby given that on September 19, 2023, at 2:00 p.m., or as soon thereafter as the matter may be heard, at Sonoma County Fire District Station No. 1, 8200 Old Redwood Highway, Windsor, CA 95492, the Board of Directors of the Sonoma County Fire District will conduct a public hearing to consider and adopt the final budget for Fiscal Year 2023/2024.

PLEASE TAKE FURTHER NOTICE that the Clerk of the Board of Directors shall keep on file, and open to public inspection on the District website, <https://www.sonomacountyfd.org>, and at County Station No. 1, 8200 Old Redwood Highway, Windsor, CA 95492, a copy of supporting documents to be considered for this public hearing.

Kathy Washington,
Secretary of the Board of Directors of the Sonoma County Fire District
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A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY FIRE DISTRICT TO PROVIDE BASE PAY RAISES AS FOLLOWS: 2% BASE PAY RAISE EFFECTIVE JULY 1, 2023, 3% BASE PAY RAISE EFFECTIVE JANUARY 1, 2024, 2% BASE PAY RAISE EFFECTIVE JULY 1, 2024 AND 3% BASE PAY RAISE EFFECTIVE JANUARY 1, 2025 FOR THE FOLLOWING UNREPRESENTED ADMINISTRATIVE POSITIONS: FIRE CHIEF, DEPUTY FIRE CHIEFS, DIVISION CHIEFS, BATTALION CHIEFS, FINANCE MANAGER, EXECUTIVE ASSISTANT, ADMINISTRATIVE ASSISTANTS, ACCOUNTING SUPPORT, LOGISTICS SPECIALIST AND COMMUNITY OUTREACH SPECIALIST AND APPROVAL OF ADDING JUNETEENTH AS A RECOGNIZED AND PAID HOLIDAY

WHEREAS, the Board of Directors of the Sonoma County Fire District (“District”) periodically considers compensation and benefits for its administrative staff, including the Fire Chief, Deputy Chiefs, Division Chiefs, Battalion Chiefs, Finance Manager, Executive Assistant, Administrative Assistants, Accounting Support, Logistics Specialist and Community Outreach Specialist

WHEREAS, the District’s Board of Directors desires to consider a 2% base pay raise effective July 1, 2023, 3% base pay raise effective January 1, 2024, 2% base pay raise effective July 1, 2024 and a 3% base pay raise effective January 1, 2025 for administrative staff and add Juneteenth as a recognized and paid holiday

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District hereby approves a 2% base pay raise effective July 1, 2023, 3% base pay raise effective January 1, 2024, 2% base pay raise effective July 1, 2024 and a 3% base pay raise effective January 1, 2023 for administrative staff commencing January 1, 2025 and approves adding Juneteenth as a recognized and paid holiday.

PASSED AND ADOPTED by the Board of Directors of the Sonoma County Fire District, County of Sonoma, State of California, this 18th day of July 2023, by the following vote:

President Tognozzi _____, Vice President Treanor _____; Director Briare _____
Director Hamann _____; Director So _____; Director Klick _____
Director Weaver _____

AYES: _____ NOES: _____ ABSENT/NOT VOTING: _____

WHEREUPON, the Chair declared the foregoing Resolution adopted, and **SO ORDERED**.

By: _____
President of the Board

By: _____
Secretary of the Board



Sonoma County Fire District Board of Directors
Staff Report

Date: July 18, 2023

Topic: Approval to reclassify the position of Finance Manager to Chief Financial Officer and to make the corresponding position change in the District's organizational chart

Recommendations:

1. Approve the reclassification of the position of Finance Manager to Chief Financial Officer
2. Approve the updated/revised job description.
3. Approve a change to the organizational chart to reflect item 1.

Financial Impact:

No cost.

Background:

The job requirements for the position of Finance Manager have significantly grown and changed through consolidations and the pursuit of the EOA-1 ambulance contract. The position more closely aligns with an industry standard title of Chief Financial Officer. Examination of similar organizations supports this conclusion.

The job description/requirements have been updated to reflect more accurately the current demands of the position.

A change to the organizational chart is needed to reflect the reclassified position.

Attachments:

1. Revised/Updated job description.

**Job Description
Chief Financial Officer
Sonoma County Fire District**

Class Title: Chief Financial Officer (Confidential)
Status: Executive Management, FLSA [Exempt], Non-safety
Hours: Fulltime
Supervised by: Fire Chief
Number of Positions: 1
Probation: At-Will - Contract Employee

The Position and General Job Description:

The Chief Financial Officer is a confidential executive management position. The position classification exercises authority for making decisions and implementing programs and systems to ensure the effective provision of financial and analytical services to the district. This position makes financial and programmatic recommendations in the district strategic planning processes. This position has a wide range of responsibilities including, but not limited to fiscal analysis, budgeting, forecasting, contract administration, procurement, presenting to the Board of Directors, and keeping the district compliant with state and local government laws and rules for special districts.

Supervision Received and Exercised:

This position reports directly to the Fire Chief. Administrative direction is given by the Fire Chief to the Chief Financial Officer. This position may report to a Deputy Fire Chief position in the absence of the Fire Chief.

Class Characteristics:

This is a confidential executive management classification that oversees, directs, and participates in all activities of the district's finances.

Essential Duties and Responsibilities:

The Chief Financial Officer plans, organizes, directs, and supervises the Fire District's Finance Division; coordinates activities with other divisions, internal and external customers, auditors, and other stakeholders; performs and reviews advanced level analytical and professional accounting work, manages compliance with applicable laws and regulations regarding financial reporting requirements. The position exercises authority for making decisions and implementing programs to ensure the effective provision of financial and analytical services to the district. Further, the position is responsible for other activities including program planning and evaluation, financial planning and analysis, management analysis, grant compliance and performance management, purchasing, and contract administration. The position establishes a future vision for the fire district's financial systems and makes recommendations on short- and long-term strategic planning, development and administration of departmental policies and procedures.

- Assumes full management responsibility for all Finance Division programs, services, personnel, and activities, including finance, treasury, accounting, purchasing, billing, contract administration, grant proposals, grant administration and customer service activities.
- Provides general direction related to all district finance functions to management, supervisory, professional, technical, and administrative support staff.

Job Description
Chief Financial Officer
Sonoma County Fire District

- Plan and manage a full range of district finance and accounting activities, including budget preparation, cash flow, accounts receivable, accounts payable, payroll, and use of QuickBooks.
- Provides supervision to fiscal support staff. Selects, trains, motivates fiscal personnel. Evaluates and reviews work for acceptability, provides additional training and coaching if required.
- Develops, directs, and coordinates the implementation of fiscal goals, objectives, policies and procedures, and work standards for fiscal functions.
- Prioritizes the Finance Division workload, ensures that key deadlines are met.
- Oversees the development of district's contracts, ensures compliance with policies, coordinates with legal counsel as required, negotiates contracts and agreements.
- Serves in a consultive role as a technical expert to department management on financial and related issues and strategies; implements and facilitates financial policy and programmatic changes as required.
- Provides detailed fiscal analysis regarding potential annexations for the Fire Chief and the Board of Directors
- Analyzes property parcel information and levies the Fire District's two special direct charge assessments for submission on the public's property tax bills.
- Oversees a variety of departmental fiscal analysis studies and makes recommendations to the Fire Chief, the Finance Committee, and the Board of Directors.
- Conducts need assessments and provides leadership for grant proposal development to leverage additional funding to the district.
- Establishes grant administration systems to ensure compliance with state, federal and private grant, fiscal and performance requirements.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects assigned by the Fire Chief.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendation.
- Conducts informal and formal procurement processes to obtain best value on services, supplies, equipment, and capital investments. Ensures that all governmental standards are met and that the district is following best practices.
- Interprets and applies a variety of complex policies, rules, and regulations; ensures that the Fire District is compliant with laws, regulations, Governmental Accounting Standards, and industry best practices for all fiscal functions.

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

This position may be assigned to Finance, Logistics, and/or Planning functions during an emergency.

Qualifications:

Knowledge of:

- Theory, principles, practices, techniques of public administration, public financing, financial management, and long-range planning applicable to a special district.
- Principles and practices of special district accounting and methods of financial control/reporting.
- Research methods, statistical and financial analysis, and modeling.
- District operations and functions and associated financing, budgeting, and purchasing, and payroll.

**Job Description
Chief Financial Officer
Sonoma County Fire District**

- General knowledge of human resources procedures and practices, workers compensation, health benefits, labor negotiations, risk management oversight and liability insurance as it relates to the District and employees.
- Understanding of California Public Employees Retirement System (CalPERS).
- Federal, state, and local laws, regulations, and court decisions applicable to assigned areas of responsibility.
- Principles and practices of effective management and supervision.

Ability to:

- Understand, interpret, explain, and apply federal, state, and local regulations applicable to areas of responsibility.
- Conduct research, compile, and analyze information, and prepare comprehensive reports, financial analyses, and other written materials.
- Prioritize division workload to meet key deadlines.
- Present information clearly at an executive level and to the Board of Directors.

Experience, Education and Certification:

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

Five years of progressively responsible experience in finance, operations, human resources, and budget management; Experience in special district administration preferred; experience in fire district administration highly desired.

Desirable Qualification and Certification:

BA/BS in Finance, Business, or related field preferred; CPA desirable
Possession of a valid, appropriate state of California driver's license

Physical Demands:

The position requires prolonged sitting and intermittent standing, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, grasping, and repetitive and fine coordination hand movement; The incumbent must be able to lift, push, and pull files, paper and documents weighing up to 25 pounds; Some driving to/from meetings and trainings is required. Some long hours may be required in an emergency operation. Assignments in an Department Operations Center or Emergency Operations Center may result in work schedule that requires up to 24 hours of continuous work.



Sonoma County Fire District Board of Directors
Staff Report

Date: July 18, 2023

Topic: Approval of Employment Agreement with Chief Financial Officer Terri Bolduc.

Recommendations:

Approve the Employment Agreement with Chief Financial Officer Terri Bolduc.

Financial Impact:

The proposed contract terms represent a \$38,483.42 increase annually to salaries and benefits. This amount is reflected in the preliminary FY23/24 fiscal budget. The contract represents a 24% increase in the position's salary.

Background:

Terri Bolduc was hired by the Fire District in 2019 to serve as a Finance Director. The job description and requirements reflected the needs of the District at that time. However, following numerous consolidations and the successful pursuit of the EOA-1 ambulance contract, the position requirements have significantly changed by increasing the demands of the position.

In examining similar position in other governmental agencies, the position requirement more align with the position of Chief Financial Officer. As such, the job description for the position has been updated to reflect current and anticipated organizational needs. Additionally, the proposed contract contains a base salary adjustment to more closely match industry standard pay for a Chief Financial Officer.

The proposed contract carries forth existing benefits. The current Finance Manager position is reflected in both an Employment Agreement with Ms. Bolduc as well as in the existing Administrative Staff Agreement. This contract seeks to remove the position from the Administrative Staff Agreement and codify all wages, benefits, and working conditions in an Employment Agreement between the Fire District and Ms. Bolduc.

The proposed contract does not include any new pensionable benefits other than a base salary increase. Therefore, the provisions of Government Code 7507 are not triggered.

Attachments

1. Proposed Employment Agreement
2. Job responsibility assessment

Current Responsibilities & Duties as defined in the current Finance Manager job description:

The Finance Manager is an executive management position that reports to the Fire Chief. This position has a wide range of responsibilities including, but not limited to, projections, budgeting, organizing, and participating in annual financial audits, presenting monthly financials to the board of directors, forecasting, and keeping the District compliant with state and local government for special districts.

Duties:

- Plan and manage a full range of district finance and accounting activities, including budget preparation, cash flow, accounts receivable, accounts payable, payroll, and use of QuickBooks
- Understand, interpret, explain, and apply federal, state, and local regulations applicable to areas of responsibility
- Present information clearly at an executive level
- Conduct research, compile and analyze information, and prepare comprehensive reports, financial analyses, and other written materials
- Establish and maintain positive and effective working relationships with district employees and those outside the district

Key Duty/Responsibility Changes:

Under minimal administrative direction plans, organizes, directs, and supervises the Fire District's Finance Division; coordinates activities with other divisions, internal and external customers, auditors, and other stakeholders; performs and reviews advanced level analytical and professional accounting work, manages compliance with applicable laws and regulations regarding financial reporting requirements. The position exercises authority for making decisions and implementing programs to ensure the effective provision of financial and analytical services to the department, Further, the position is responsible for other activities including program planning and evaluation, financial planning and analysis, management analysis, grants management, purchasing, and contract administration. The position makes recommendations on short- and long-term planning, development and administration of departmental policies and procedures.

- Supervision received and exercised – receives administrative direction from the Fire Chief. Exercises authority for making decision and implementing programs. The work provides for a wide variety of independent decision-making, within legal and general policy or regulatory guidelines.
- Assumes full management responsibility for all Finance Division programs, services, and activities, including finance, treasury, accounting, purchasing, billing, contract administration, grant proposals, grant administration and customer service activities.

- Provides general direction related to all district finance functions to management, supervisory, professional, technical, and administrative support staff.
- Provides supervision to fiscal support staff. Selects, trains, motivates fiscal personnel. Evaluates and reviews work for acceptability, provides additional training and coaching if required.
- Develops, directs, and coordinates the implementation of fiscal goals, objectives, policies and procedures, and work standards for fiscal functions.
- Prioritizes the Finance Division workload, ensures that key deadlines are met.
- Oversees the development of district's contracts, ensures compliance with policies, coordinates with legal counsel as required, negotiates contracts and agreements.
- Serves in a consultive role as a technical expert to department management on financial and related issues and strategies; implements and facilitates financial policy and programmatic changes as required.
- Provides detailed fiscal analysis regarding potential annexations for the Fire Chief and the Board of Directors
- Analyses property parcel information and levies the Fire District's two special direct charge assessments for submission on the public's property tax bills.
- Oversees a variety of departmental fiscal analysis studies and makes recommendations to the Fire Chief, the Finance Committee, and the Board of Directors
- Conducts need assessments and provides leadership for grant proposal development to leverage additional funding to the district.
- Establishes grant administration systems to ensure compliance with state, federal and private grant fiscal and performance requirements.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects assigned by the Fire Chief.
- Participates in making presentations to the Finance Committee, The Board of Directors and other groups as needed.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendation.
- Conducts informal and formal procurement processes to obtain best value on services, supplies, equipment, and capital investments. Ensures that all governmental standards are met and that the district is following best practices.
- Interprets and applies a variety of complex policies, rules, and regulations; ensures that the Fire District is compliant with laws, regulations, Governmental Accounting Standards, and industry best practices for all fiscal functions.

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

ARTICLE 1 PREAMBLE

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

The term of this Agreement shall be for a two-year term commencing on March 1, 2023, and expiring on February 28, 2025. This Agreement shall be automatically renewed each year, for successive one-year terms unless one party gives a written notice of non-renewal to the other party at least 60 days before the end of the then current term.

ARTICLE 2 AT-WILL EMPLOYMENT PROVISION

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

ARTICLE 3 HOURS OF WORK

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

Holidays

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

ARTICLE 4 SALARY

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

Salary Adjustments

- Salary enhancements may be made annually
 - Requires approval of the Fire Chief and Board
 - Based upon an annual job performance report prepared by the Fire Chief and in consideration of:
 - Job performance
 - Adherence to District's Vision, Mission, and Guiding Principles
 - Review of current job requirements
 - Cost of living impacts
 - "Me Too" provisions approved by the Board of Directors
- Salary reductions may be made in the following situations:
 - As a result of a disciplinary proceeding
 - As a result of the Board declaring a fiscal emergency
 - Salary reductions require a 60-day notice given to the EMPLOYEE prior to a salary reduction action

ARTICLE 5 PERSONAL TIME OFF ("PTO")

- The District shall provide the CFO with paid time off ("PTO") as follows. CFO shall accrue 160 hours of vacation at the rate of 13.33 hours per month and another 80 hours of paid administrative leave time at the rate of 6.667 hours per month. CFO accrues vacation monthly. On CFO's anniversary date, CFO may have accrued hours carry over to the next year or be paid out at the current hourly rate of pay. Accrued vacation hours in excess of the amount accrued in one year shall be paid out upon the CFO's anniversary date.
- CFO shall accumulate sick leave at the rate of ten (10) hours per month up to and including the fifteenth (15th) year of service. The accrual rates shall increase to sixteen (16) hours per month beginning with the sixteenth (16th) year of service. The District may require a doctor's note for sick leave exceeding four consecutive days
- Vacation balance maximum shall be two (2) years of accrual.
- Should CFO reach the maximum vacation accrual, the District shall pay hours in excess to the CFO at their regular rate of pay.
- IF CFO is on extended "sick or injury" leave or vacation that has been canceled by the District, shall have vacation time in excess of the maximum allowed carried forward by written request approved by the Fire Chief.

Bereavement Leave

- 3 consecutive days in the event of a death in the immediate family defined as:

Spouse, child, step or foster child, mother, father, mother-in-law, father-in-law, brother, sister, grandparents, step parents, foster parents, or any close relative residing in the CFO's household

ARTICLE 6 EMERGENCY RECALL PAY

- CFO may be subject to be recalled working at the direction of the Fire Chief for District emergencies
- CFO shall be compensated for emergency recall hours at the regular hourly rate of pay unless the Board of Directors authorizes overtime pay and that pay is reimbursed to the fire district by a State or Federal agency

ARTICLE 7 OTHER EMPLOYMENT BENEFITS

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

Deferred Compensation

- District will contribute dollar for dollar to match the CFO's contribution to a PERS457 plan, provided the CFO contributes at least the equal amount per month
 - District will contribute a maximum of \$300 per month

Retirement

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

Medical Insurance

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

Dental Insurance

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

Vision Insurance

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

Life Insurance

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

Long Term Disability Insurance

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

CSFA Membership

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

Reimbursable Expenses

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

Auto Operating Reimbursements

District shall reimburse the employee for any use of his personal vehicle when used for district business. Reimbursement shall be for millage at the current IRS millage rate. Fire Inspectors will be assigned a district owned and maintained vehicle for use while conducting district business.

Continuing Education / Tuitions

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

ARTICLE 8 ANNUAL REVIEW OF COMPENSATION AND AGREEMENT

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

Terri Bolduc Date
SCFD CFO

Mark Heine Date
SCFD Fire Chief

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

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- CFO is an “at will” FLSA exempt employee serving in a confidential executive management position reporting directly to the Fire Chief
- CFO is employed as the Chief Financial Officer (job description and organizational chart changes to be approved by the Board of Directors (“Board”))

ARTICLE 3 HOURS OF WORK

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Salary Adjustments

- Salary enhancements may be made annually
 - Requires approval of the Fire Chief and Board
 - Based upon an annual job performance report prepared by the Fire Chief and in consideration of:
 - Job performance
 - Adherence to District's Vision, Mission, and Guiding Principles
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 - Cost of living impacts
 - "Me Too" provisions approved by the Board of Directors
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 - As a result of the Board declaring a fiscal emergency
 - Salary reductions require a 60-day notice given to the EMPLOYEE prior to a salary reduction action

ARTICLE 5 PERSONAL TIME OFF ("PTO")

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- CFO shall accumulate sick leave at the rate of ten (10) hours per month up to and including the fifteenth (15th) year of service. The accrual rates shall increase to sixteen (16) hours per month beginning with the sixteenth (16th) year of service. The District may require a doctor's note for sick leave exceeding four consecutive days
- Vacation balance maximum shall be two (2) years of accrual.
- Should CFO reach the maximum vacation accrual, the District shall pay hours in excess to the CFO at their regular rate of pay.
- IF CFO is on extended "sick or injury" leave or vacation that has been canceled by the District, shall have vacation time in excess of the maximum allowed carried forward by written request approved by the Fire Chief.

Bereavement Leave

- 3 consecutive days in the event of a death in the immediate family defined as:

Spouse, child, step or foster child, mother, father, mother-in-law, father-in-law, brother, sister, grandparents, step parents, foster parents, or any close relative residing in the CFO's household

ARTICLE 6 EMERGENCY RECALL PAY

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ARTICLE 7 OTHER EMPLOYMENT BENEFITS

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

Deferred Compensation

- District will contribute dollar for dollar to match the CFO's contribution to a PERS457 plan, provided the CFO contributes at least the equal amount per month
 - District will contribute a maximum of \$300 per month

Retirement

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

Medical Insurance

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

Dental Insurance

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

Vision Insurance

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

Life Insurance

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

Long Term Disability Insurance

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

CSFA Membership

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

Reimbursable Expenses

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

Auto Operating Reimbursements

District shall reimburse the employee for any use of his personal vehicle when used for district business. Reimbursement shall be for millage at the current IRS millage rate. Fire Inspectors will be assigned a district owned and maintained vehicle for use while conducting district business.

Continuing Education / Tuitions

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

ARTICLE 8 ANNUAL REVIEW OF COMPENSATION AND AGREEMENT

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

Terri Bolduc Date
SCFD CFO

Mark Heine Date
SCFD Fire Chief