

# **Memorandum of Understanding**

Effective Dates: July 1, 2025 – June 30, 2028



## ARTICLE I

### PARTIES TO THE AGREEMENT

Section 1.01 This Memorandum of Understanding is entered into by the Kelseyville Fire Protection District hereinafter referred to as "DISTRICT", and the Kelseyville Professional Firefighters Association IAFF local 4188, hereinafter referred to as the "Association".

## ARTICLE II

### AUTHORIZED AGENTS

Section 2.01 For the purpose of administering the terms and provisions of this Memorandum of Understanding, the ASSOCIATION and DISTRICT will make formal written notification of their authorized agents, by name and title and any subsequent changes during the term of this agreement.

Section 2.02 DISTRICT'S principle authorized agent shall be the Chairman of the Board, or a duly authorized representative of the DISTRICT and the Fire Chief.

Section 2.03 ASSOCIATION'S principal authorized agents will be elected by the ASSOCIATION members every two (2) years and will be formally notified to the DISTRICT.

## ARTICLE III

### RECOGNITION

Section 3.01 The ASSOCIATION is hereby acknowledged as the sole and exclusive bargaining agent with respect to wages, hours and terms and conditions of employment for the positions of Captain, Engineer and Firefighter (Fire Division) and for conferring in good faith under the auspices of Section 3500-3510 et seq. of the Government Code of the State of California.

Section 3.02 The District recognizes the following rank concerning wages (Salary Step Table), hours, and terms and conditions of employment for the position of Sole Role Paramedic within the EMS Division. While the EMS Division is not represented by the IAFF, they are required to adhere to the Memorandum of Understanding (MOU) for all employment conditions.

## ARTICLE IV

### ASSOCIATION RIGHTS

Section 4.01 All employee organization general membership meetings will be conducted by the ASSOCIATION outside the established work hours of the employees involved and will be conducted in places other than DISTRICT property, except when: An authorized ASSOCIATION representative obtains advanced permission for use of the facilities from the Fire Chief regarding the specific time and place.

The Fire Chief can verify that such use of facilities will not interfere with DISTRICT operations or the duties of unit members.

Section 4.02 The ASSOCIATION shall have the right to use DISTRICT equipment at reasonable hours for ASSOCIATION business, provided that such use of equipment does not interfere with the programs and/or duties of unit members. The ASSOCIATION shall reimburse DISTRICT for any direct cost and the consumable materials used by the ASSOCIATION.

Section 4.03 The ASSOCIATION shall be entitled to place material in the mailboxes of unit members; such material to be accurately identified by the ASSOCIATION and approved by the ASSOCIATION President or designee.

Section 4.04 The ASSOCIATION shall be entitled to use of the DISTRICT bulletin board spaces designated by the Fire Chief

Section 4.05 Upon a 30 day advanced written request from an employee, the DISTRICT will provide ASSOCIATION dues deductions and one other deduction, approved by the Board, from the employee's regular payroll check using the form provided by the DISTRICT.

Section 4.06 No "benefits" are to exist unless they are included in the Policy Manual or the MOU. The actual cost to the DISTRICT for an employee's personal use of property or supplies shall be reimbursed to the DISTRICT by the employee. All privileges not specified in this MOU that are not specified in a policy manual that are enjoyed as a "past practice" are subject to the approval and discretion of the Fire Chief.

## ARTICLE V

### DISTRICT RIGHTS AND RESPONSIBILITIES

Section 5.01 DISTRICT retains, solely and exclusively, all the rights, powers and authority exercised or held prior to the execution of this Memorandum of Understanding, except as expressly limited by a specific provision of this Memorandum of Understanding. Without limiting the generality of the foregoing, the rights, powers and authority retained solely and exclusively by the DISTRICT and not abridged herein, include, but are not limited to the following: to manage and direct its

business and personnel; to manage, control and determine the mission of its departments, building facilities and operations; to create, classify, combine or abolish jobs, departments and facilities in whole or in part; to contract or discontinue work for economic or operational reasons; to direct the work force; to increase or decrease the work force and determine the number of employees needed in order to maintain a safe and equitable workload; to hire, transfer, promote and maintain the discipline and efficiency of its employees; to establish work standards, schedules of operation and reasonable workload; to specify or assign work requirements; to adopt rules of conduct and penalties for violation thereof; to determine the type of work to be performed and the services to be provided; to determine the methods, processes, means and places of providing services and to take whatever action necessary to prepare for and operate in an emergency.

Section 5.02 Nothing in this MOU shall be construed to limit, amend, decrease, revoke or otherwise modify the rights vested in the DISTRICT by any law regulating, authorizing or empowering the DISTRICT to act or refrain from acting.

#### ARTICLE VI

##### COMPENSATION PLAN

Section 6.01 The salary schedule for the classifications of Captain, Engineer and Firefighter are set forth in APPENDIX A

Section 6.02 Any employee who is authorized to and works in excess of their regular shift work during a pay period shall have the option of receiving pay at the rate of one and one-half (1 1/2) hours for each overtime hour or receiving paid time off at the rate of one and one-half (1 1/2) hours for each overtime hour worked.

Scheduled overtime will be paid at 50% of the employee's normal hourly rate as required by the Fair Labor and Standards Act (FLSA), but not less than the current minimum wage. 12.67 hours of scheduled FLSA overtime accrued in each pay period will be multiplied by the 12 pay periods per year. This annual FLSA overtime will then be calculated for each employee and divided into 12 installments to be paid with the employees' normal monthly paycheck.

Pay for incidental overtime and call back earned during a work period may be paid in a separate check and is paid in the following month's paycheck from when the overtime was worked.

Section 6.03 All newly appointed employees shall normally be hired at the A step of the salary schedule for the class of position hired. The Fire Chief may appoint an applicant a higher step with approval of the DISTRICT board.

Section 6.04 The anniversary date for newly hired employees will be every 12 months from the date of regular employment. The anniversary date for employees who are promoted will be every 12 months from the date of promotion. Employees who are demoted shall have no change in their anniversary date.

Section 6.05 An employee may be advanced to a higher step in the pay range for the assigned classification upon completing one year in the lower step and having a satisfactory performance evaluation.

Section 6.06 The Fire Chief or designee shall annually, at least 30 days prior to an employee's anniversary date, conduct an employee performance evaluation on each employee eligible to be considered for a merit pay increase.

The evaluation will be in writing and discussed with the employee. A copy of the evaluation will be given to the employee and a copy placed in the employee's personnel file.

Section 6.07 An approved merit increase shall become effective the first payroll cycle following the anniversary date.

A merit increase may be delayed up to 90 days for a less than satisfactory performance report. In such event, a re-evaluation will be conducted during the delay time period. If the employee's performance is satisfactory, the merit increase shall be granted and effective the first pay period following the reevaluation. If the employee's performance is less than satisfactory during the period of delay, the employee will be ineligible for an increase until their next anniversary date.

Section 6.08 Each employee who has completed the following requirements: OSFM Firefighter 2 certificate OR completing Company Officer 2A-Human Resource Management, Company Officer 2B – General Administrative Functions, Company Officer 2C – Fire Inspections and Investigations, Company Officer 2D – All Risk Command Operations, Company Officer 2E – Wildland Incident Operations, and Instructor 1 – Instructor Methodology. Employees must complete the Fire Officer Verification form, attach all necessary certificates, and submit it to the Fire Chief for approval. Once approved, the employee shall receive a \$175 per month incentive in addition to regular pay.

Section 6.09 When an employee responds to an off duty emergency, a call back minimum of 2 hours work time will be credited, or the actual overtime hours worked, whichever results in the higher pay.

Section 6.10 A preceptor stipend of \$500 per intern, will be paid to the primary preceptor at the end of the internship, once all the proper paperwork has been completed and submitted to the proper authority regardless of the intern's status. Preceptors are limited to one, pre-approved, intern per year.

Section 6.11 Longevity incentive pay shall total \$100.00 per month for employees completing five (5) years of service to the District. Employees completing ten (10) years or more of service will be paid at \$150.00 per month. Employees completing fifteen (15) years of service will receive \$200.00 per month, twenty (20) years of service will receive \$250.00 per month, twenty five (25) years of service will receive \$300.00 per month, thirty (30) years of service will receive \$350.00 per month, thirty five (35) years of service will receive \$400.00 per month, and forty (40) years of

Service will receive \$450.00 per month.

Section 6.12: The District will compensate any and all represented members for the advance education the employee has obtained, and the Union and the District has agreed upon. The degrees that will be recognized shall be Associate Arts degree (AA) and Bachelor of Arts degree (B/A) that has a relationship to the Fire Service as determined by the Fire Chief. The employee will receive such stipend upon presenting the necessary documentation to the Fire Chief or his/her designee showing the degree claimed. Such stipend shall commence on the next pay period after the employee satisfies the requirement above.

Associate Arts Degree \$50.00 per month

Bachelor of Arts Degree \$100.00 per month

## ARTICLE VII

### HOURS

Section 7.01 The DISTRICT shall select a 24-day work period for all employees.

Section 7.02 Employees shall have regularly assigned work hours which shall not be changed without prior notice except in the case of an emergency. There shall be a three-platoon shift: "A" Platoon, "B" Platoon and "C" Platoon. Each platoon shall work a 56-hour work week with no sleep time deduction consisting of 48 hours on shift and 96 hours off shift.

Section 7.03 Hours including actual time worked in excess of 240 hours a work period shall be compensated at one-half rate for the scheduled hours worked up to 252.67 hours. Time after that shall be compensated for at time and one-half.

Section 7.04 At the discretion of the Fire Chief, unscheduled over time may be paid or credited as compensatory time off (CTO) up to the maximum of 240 hours allowed per individual.

Section 7.05 The Fire Chief and an employee may mutually agree to modify an employee's regular work schedule. This modification shall be for the purpose of special duty assignment or to provide an alternative to an employee recovering from a non-industrial illness or injury.

When an employee is assigned to a special duty work schedule, regular compensation shall be maintained. Time worked in excess of eight hours per day or 40 hours in a seven-day work period shall be compensated at one and a half times the regular hourly rate of pay.

The hourly rate of pay shall be based on the employee's normal monthly rate. When an employee's hour work week shift is modified to a 40-hour work week, all salary and benefits shall

remain as if the employee worked a normal work week on 24 hour shifts. Employees working 40 hours per week will be allowed to observe federal holidays.

Section 7.06: In the event overtime is needed, the District agrees to fill the position by first contacting all full-time represented employees, using the current method. If the position cannot be filled first with full time represented staff, the overtime may be filled by contracted limited term employees, with Fire Chief approval, so that mandated overtime may be avoided. If the position cannot be filled due to any reason (i.e.: no response from the employees, vacations, etc.), the off going crew personnel shall be subject to mandated overtime.

## ARTICLE VIII

### MEDICAL BENEFITS AND INSURANCE

Section 8.01 The DISTRICT will provide a health plan approved by the DISTRICT for probationary and permanent employees and employees legally married husband or wife, registered domestic partners and child which will include stepchild, adoptive child, or any child that you have legal guardianship over.

Section 8.02 The DISTRICT shall pay 100% of the total health plan premium for medical insurance and life insurance. Should the premium for the medical insurance increase more than 25% within the fiscal year the District reserves the right to re-open negotiations for this benefit only.

Dental and vision insurance shall be covered 95% by the DISTRICT and the remaining 5% is to be covered by the employee.

Section 8.03 Employees may choose to opt out of DISTRICT medical insurance if they show proof of other acceptable forms of insurance. The employee may receive the "employee" rate as "In lieu" pay up to a maximum amount of \$ 450.00 monthly, furthermore, the employee can opt out or into this provision only one time per year during open enrollment time

## ARTICLE IX

### RETIREMENT

Section 9.01 The DISTRICT shall provide retirement benefits through California Public Employees Retirement System for safety members under the 2 at age 50 plan. With the following plan amendments: three-year final compensation average, sick leave credit, Non-industrial disability, optional settlement 2W, Post-retirement death benefits lump sum \$500.00, Pre-retirement survivor allowance, and 2% COLA.

Section 9.02: The employee contribution is 9% of payroll for Safety Classic Members.

Section 9.03: For employees hired on or after January 1, 2013 who does not qualify for pension reciprocity pursuant to Government Code Section 7522.30 the District shall provide retirement

coverage through the California Public Retirement System (CalPERS) using the retirement formula under Government Code Section 7522.25 (d) 2.7% @ 57 for all new hired Safety employees. This formula shall be based upon a 3 years average Salary. The District shall also provide credit for unused sick leave pursuant to Government Code Section 20965.

Section 9.04: All employees who fall under Section 9.03 shall contribute 50% of the normal reoccurring cost of the retirement plan as outlined in the actuary provided by CalPERS. The percentage shall be rounded off to the closest quarter percent.

## ARTICLE X

### PERSONAL TIME OFF

Section 10.01 Personal Time Off allowance and accrual shall be earned as designated in APPENDIX B.

Section 10.02 An employee is eligible for PTO with pay after successful completion of their first six months of their initial probationary period.

The Fire Chief, or an appointed scheduling officer, may approve the use of PTO.

Section 10.03 A PTO request must be filled out properly and turned in to the Fire Chief or appointed scheduling officer, no less than 14 days prior to the requested date off.

Section 10.04 Any employee who is separated from the DISTRICT shall be compensated in cash for all unused PTO accumulated at the regular rate of pay at the time of separation.

Section 10.05 Any employee of the District may request the Fire Chief to cash out their accrued PTO, up to a maximum 96 hours per calendar year.

## ARTICLE XI

### SICK LEAVE

Section 11.01 An employee incurring a non-duty related sickness or disability shall receive accrued sick leave with full pay. An employee may be required to be seen by a doctor and a medical certificate may be required before sick leave is authorized, or the employee is authorized to return to duty. On-duty sickness or disability directly caused by job hazards shall not be charged to the accumulative sick leave of the employee.

Section 11.02 Employees shall earn 24 hours of sick leave for each month of service with an unlimited amount of accrual for retirement purposes. The maximum amount to be allowed to accumulate for the sell back as described in appendix "C" will continue to remain at two thousand hours (2,000 hours).

Section 11.03 An employee may be allowed to use sick leave for a serious illness or injury of a spouse, child or member of their immediate family.



Section 11.04 A percentage of unused sick leave shall be allowed as a bonus payment to the employee upon retirement or voluntary termination from the department service according to APPENDIX C up to the maximum payment which is not to exceed three months' salary.

#### BEREAVEMENT LEAVE

Section 12.01 A regular employee may use up to two days (48 hours) bereavement leave without loss of compensation in the event of the death of the employee's immediate family which shall be limited to spouse, child, parent, foster parent, stepmother, stepfather, brother, sister, maternal or paternal grandparent, in-laws limited to brother, sister, mother, father, grandparent or domestic partner. The employee shall notify their supervisor as soon as possible and shall provide adequate support upon request.

Additional days leave may be granted by the Fire Chief and shall be deducted from the employee's sick leave.

#### ARTICLE XIII

##### UNIFORM REPLACEMENT

Section 13.01 The DISTRICT will, upon need, replace annually uniforms in the following amounts: 2 each Class B shirts, 2 each Class B pants, 3 each department Tee shirts, 1 each Class B ball cap, and 1 each job or sweatshirt. Class A uniforms will be issued to employees upon successful completion their probation period.

Section 13.02 Employees shall maintain their own duty uniforms as specified by the Fire Chief in the Policy Manual.

Section 13.03 The DISTRICT will provide brass, badge and name tags and a belt for class B uniforms along with all safety clothing and equipment required by CAL/OSHA for all employees, which includes safety work boots, at no cost to the employees up to the current market value of a "White's Smoke Jumper Wildland Boot".

#### ARTICLE XIV

##### GRIEVANCE PROCEDURE AND DISCIPLINARY PROCEDURES

Section 14.01 Disciplinary action taken against employees will follow what is written in the Policies and Procedures manual.

Section 14.02 A grievance may be submitted by an employee covered under the terms of this MOU in the *event* of a disagreement or dispute concerning the application or interpretation of

this MOU, DISTRICT employment rules and regulations and department employment rules, policies and practices.

Excluded from this procedure are issues dealing with the merits of DISTRICT Board actions, fiscal issues, any actions mandated upon the DISTRICT as a result of Federal or State law or District wide election processes.

Section 14.03 The time limits set forth in this process refer to calendar days which may be extended only by written mutual agreement. Failure by the employee to submit the grievance within the prescribed time limits shall terminate the procedure and the grievance shall be considered resolved. Failure of the DISTRICT to respond within the time limits shall permit the employee to advance to the next step of the procedure.

Section 14.04 An employee may be represented by a person of their choice only in the formal steps of this grievance procedure. The DISTRICT shall give notice to the ASSOCIATION when a formal grievance regarding the provisions of this MOU has been filed.

Section 14.05 Within 14 days of the occurrence or the employee's knowledge of the occurrence of a matter giving rise to a grievance, the employee shall verbally advise the immediate supervisor of the grievance. The parties shall meet within 7 days of the verbal notice in an attempt to resolve the matter. The immediate supervisor shall give the employee a verbal response within 7 days of the informal meeting and inform the Fire Chief of the decision.

Section 14.06 If the grievance is not resolved at the informal level, the employee, within 7 days of the supervisor's informal response, may formally submit the grievance in writing to the Fire chief. The written grievance must clearly state the problem, the proposed solution and a statement that the matter has been presented at the informal level, if appropriate and remains unresolved. Within 14 days of receipt of a formal grievance, the Fire Chief, or a designated representative, shall meet with the employee and the employee representative to discuss the matter. The Fire Chief shall submit a written response to the employee and the ASSOCIATION within 14 days of the formal grievance meeting.

Section 14.07 If the grievance remains unresolved, the employee may, within 14 days of receipt of the formal response; formally submit in writing to the Fire Chief, a request for the matter to be submitted to the Board for hearing and determination

## ARTICLE XV

### APPEAL PROCEDURE

Section 15.01 Only the DISTRICT Board, or at its discretion, an advisory hearing officer, shall hear and rule on matters dealing with alleged discrimination, or disciplinary actions which result in termination, demotion or suspension without pay.

The Board has the power to order reinstatement with or without back pay, or to mitigate the penalty as suggested under the facts.

A court reporter may be present to record any DISTRICT proceedings. Costs are to be borne by the parties requesting the recordings and shall be made available to all parties.

Section 15.02 The time limits set forth in this process refer to calendar days which may be extended by written mutual agreement.

Section 15.03 An employee may be represented by a person of their choice in matters of appeal before the Board.

Section 15.04 An employee may, within 14 days of the occurrence, or the employee's knowledge of the occurrence of a matter appealable under this rule, file a written appeal with the Clerk of the Board. The appeal must be dated and signed by the employee, identify any person representing the employee, contain a statement of the pertinent facts of the appeal and the requested relief.

Within 30 days of receipt of an appeal, the Clerk of the Board shall send notice of the date and time the Board will hear the appeal to the employee, the employee representative and the Fire Chief.

Section 15.05 Appeal before the Board shall be closed hearings. The Board may exclude witnesses from the hearing room and may provide for the recording of the proceedings.

The hearing shall be conducted under applicable law governing such hearings by the Board.

Employees may represent themselves or be represented by a person of their choosing. The cost of representation shall be borne by the appellant.

Section 15.06 Within 30 days of the closing of the hearing, the Board will render a written decision on the appeal. The Clerk to the Board shall send notice of the decision to the Fire Chief, the appellant, the appellant's representative (if any) and a copy will be placed in the employee's personnel file.

Decisions of the Board shall be final.

## ARTICLE XVI

### PROBATIONARY PERIOD, PROMOTIONS AND LAYOFFS

Section 16.01 Any person entering DISTRICT employment shall serve an 18-month probationary period.

Section 16.02 Any person promoted to a higher classification shall serve a one-year probationary period.

Section 16.03 All probationary employees entering DISTRICT employment may be terminated at any time without cause and with or without notice. Termination of probationary employees shall not be made subject to the appeal procedure. Promoted employees may be rejected, without cause, during the probation period. An employee so rejected shall have a right to demote back to their former classification in which they held permanent status.

Section 16.04 DISTRICT regular employees, in positions designated by the DISTRICT to be eliminated as a result of reorganization, shall be laid off by class and seniority. Employees in a class of layoff who have held permanent status in a lower class within the DISTRICT may bump an employee in the lower class that has less seniority.

A seniority list shall be established for each class of layoff for a period of 18 months. When a vacancy occurs in a class for which there is no valid layoff list, the order of selection shall be as follows: Promotion then reinstatement from layoffs, then open list.

Section 16.05 At least 14 days prior to the effective date of a layoff, the DISTRICT will provide the affected employee with a notice of layoff and an accounting of the termination pay and benefits due the employee.

Section 16.06 The DISTRICT will advise the employees who are laid off of the process to continue health insurance for themselves and covered dependents under the provisions of COBRA. Employees who continue coverage will be required to pay the full monthly premium and any fees in a manner determined by the DISTRICT.

## ARTICLE XVII

### OUTSIDE EMPLOYMENT

Section 17.01 The DISTRICT hereby gives permission to employees to obtain employment outside the DISTRICT subject to the following stipulations:

- (1) A location and phone number where each employee may be reached must remain on file.
- (2) No employee shall accept employment which conflicts with their position as a member of the DISTRICT
- (3) No employee shall work such hours per week or engage in such physical employment as will hinder the performance of their duties within the DISTRICT.
- (4) An employee shall notify the DISTRICT as to any injuries received in said "outside employment."

(5) The DISTRICT retains the right to call an employee to work in the case of an emergency.

## ARTICLE XVIII

### TRAINING

Section 18.01 The District will reimburse all employees for costs related to books, fees, and tuition upon successful completion of courses that maintain their current job level or are for a one-class promotion, with pre-approved funds available up to \$1,000 per fiscal year. Employees are allowed to take time off for these courses without using their accrued leave. However, if an employee does not submit a certificate of completion for the course, the District will reduce the employee's accrued leave by the amount of time taken off to attend the course. To be eligible for reimbursement, the employee must have pre-approval for the course from the Fire Chief. The District has utility vehicles and fuel cards available for use. Employees will not be reimbursed for mileage or fuel if they choose not to use the utility vehicle.

## ARTICLE XIX

### EFFECT OF THE AGREEMENT

Section 19.01 The DISTRICT and the ASSOCIATION mutually agree that the terms and conditions set forth in the provisions of this Memorandum of Understanding represent the full and complete understanding and commitment between the parties which may not be altered, changed, added to, deleted from or modified unless by mutual consent in writing or by a procedure expressly allowing such in this agreement.

Section 19.02 The DISTRICT and the ASSOCIATION mutually agree that this Memorandum of Understanding, unless indicated, shall be in full settlement of all issues which were, could have been, or may be the subject of meeting and conferring. The provisions of this MOU shall take precedence over any prior rule, regulation or MOU in conflict with such provision. It is further agreed that none of such issues shall be subject to meeting and conferring during the term of this agreement unless by mutual consent in writing or by a procedure expressly allowing such in this agreement. The DISTRICT maintains the right to act in its best interests in any matter in an emergency.

Section 19.03 The DISTRICT and the ASSOCIATION may approach the other to meet and consult concerning a condition of employment, but any such meeting and consulting engaged in pursuant to said request will not constitute a reopening of the agreement and will be engaged in only a voluntary basis.

Section 19.04 The DISTRICT and the ASSOCIATION may re-open negotiations with a 30-day written notice should there be unanticipated revenue increase or decrease for the DISTRICT or should there be an increase or decrease of greater than 5 in any benefit premium.

#### Article XX

##### SAVINGS PROVISION

Section 20.01 If any provision of this Memorandum of Understanding is held to be contrary to law by a court of competent jurisdiction, such provision will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect. Upon issuance of such a decision, the parties shall meet as soon as practicable to attempt to renegotiate the invalidated provision(s).

#### ARTICLE XXI

##### TERM

Section 21.01 This Memorandum of Understanding will take effect on July 1, 2025, and will remain in full force until midnight on June 30, 2028. The District will implement a 3% salary increase on July 1st for each year of the contract ending on June 30, 2028. The District reserves the right to reopen negotiations through written mutual agreement at the end of each fiscal year to assess the current fiscal stability of the district. Furthermore, the District and the Association agree that if a tax measure is successfully passed, negotiations will be reopened solely to discuss salary adjustments.

## APPENDIX "A"

**CURRENT AS OF JUNE 30, 2025**

<u>CLASS/TITLE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>	<u>STEP F</u>
FIREFIGHTER/EMT	\$4,510.68	\$4,736.21	\$4,973.02	\$5,221.68	\$5,482.76	\$5,756.90
ENGINEER/EMT	\$4,961.75	\$5,209.84	\$5,470.33	\$5,743.85	\$6,031.04	\$6,332.59
FIREFIGHTER/PARAMEDIC	\$5,371.60	\$5,640.18	\$5,922.19	\$6,218.30	\$6,529.21	\$6,855.67
ENGINEER/PARAMEDIC	\$6,082.69	\$6,386.82	\$6,706.17	\$7,041.47	\$7,393.55	\$7,763.23
ENGINEER/MECHANIC	\$6,406.10	\$6,726.41	\$7,062.73	\$7,415.86	\$7,786.65	\$8,175.99
CAPTAIN	\$6,622.20	\$6,953.31	\$7,300.98	\$7,666.02	\$8,049.33	\$8,451.79

### July 1, 2025 3% Increase

<u>CLASS/TITLE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>	<u>STEP F</u>
FIREFIGHTER/EMT	\$4,646.00	\$4,878.30	\$5,122.22	\$5,378.33	\$5,647.24	\$5,929.60
ENGINEER/EMT	\$5,110.60	\$5,366.13	\$5,634.44	\$5,916.16	\$6,211.97	\$6,522.57
FIREFIGHTER/PARAMEDIC	\$5,532.75	\$5,809.39	\$6,099.85	\$6,404.85	\$6,725.09	\$7,061.34
ENGINEER/PARAMEDIC	\$6,265.17	\$6,578.43	\$6,907.35	\$7,252.72	\$7,615.35	\$7,996.12
ENGINEER/MECHANIC	\$6,598.28	\$6,928.20	\$7,274.61	\$7,638.34	\$8,020.25	\$8,421.27
CAPTAIN	\$6,820.87	\$7,161.91	\$7,520.00	\$7,896.01	\$8,290.81	\$8,705.35

### July 1, 2026 3% Increase

<u>CLASS/TITLE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>	<u>STEP F</u>
FIREFIGHTER/EMT	\$4,785.38	\$5,024.65	\$5,275.88	\$5,539.68	\$5,816.66	\$6,107.49
ENGINEER/EMT	\$5,263.92	\$5,527.12	\$5,803.47	\$6,093.65	\$6,398.33	\$6,718.24
FIREFIGHTER/PARAMEDIC	\$5,698.73	\$5,983.67	\$6,282.85	\$6,596.99	\$6,926.84	\$7,273.18
ENGINEER/PARAMEDIC	\$6,453.13	\$6,775.78	\$7,114.57	\$7,470.30	\$7,843.81	\$8,236.01
ENGINEER/MECHANIC	\$6,796.23	\$7,136.04	\$7,492.85	\$7,867.49	\$8,260.86	\$8,673.90
CAPTAIN	\$7,025.49	\$7,376.77	\$7,745.60	\$8,132.89	\$8,539.53	\$8,966.51

### July 1, 2027 3% Increase

<u>CLASS/TITLE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>	<u>STEP F</u>
FIREFIGHTER/EMT	\$4,928.94	\$5,175.39	\$5,434.16	\$5,705.87	\$5,991.16	\$6,290.72
ENGINEER/EMT	\$5,421.84	\$5,692.93	\$5,977.58	\$6,276.46	\$6,590.28	\$6,919.79
FIREFIGHTER/PARAMEDIC	\$5,869.69	\$6,163.18	\$6,471.34	\$6,794.90	\$7,134.65	\$7,491.38
ENGINEER/PARAMEDIC	\$6,646.72	\$6,979.06	\$7,328.01	\$7,694.41	\$8,079.13	\$8,483.09
ENGINEER/MECHANIC	\$7,000.12	\$7,350.12	\$7,717.63	\$8,103.51	\$8,508.69	\$8,934.12
CAPTAIN	\$7,236.26	\$7,598.07	\$7,977.97	\$8,376.87	\$8,795.72	\$9,235.50

## **APPENDIX "B"**

### **KELSEYVILLE FIRE PROTECTION PTO/VACATION POLICY**

#### **EMPLOYEES HIRED PRIOR TO 5/17/2007**

	DAYS	HOURS	HOURS PER MONTH	HOURS MAX CASH OUT
1-7 YEARS	16	384	32	384
8-14 YEARS	18	432	36	432
15-20 YEARS	20	480	40	480
21+ YEARS	22	528	44	528

#### **EMPLOYEES HIRED AFTER TO 5/17/2007 REVISED JULY 1, 2011**

	DAYS	HOURS	HOURS PER MONTH	HOURS MAX CASH OUT
1-7 YEARS	12	288	24	192
8-14 YEARS	14	336	28	240
15-20 YEARS	16	384	32	288
21+ YEARS	18	432	36	336



## **APPENDIX "C"**


### **SICK LEAVE POLICY**

<b>COMPLETED SERVICE</b>	<b>SICK LEAVE PAY OFF %</b>
1 YEAR BUT LESS THAN 2 YEARS	20.0%
2 YEARS BUT LESS THAN 3 YEARS	22.5%
3 YEARS BUT LESS THAN 4 YEARS	25.0%
4 YEARS BUT LESS THAN 5 YEARS	27.5%
5 YEARS BUT LESS THAN 6 YEARS	30.0%
6 YEARS BUT LESS THAN 7 YEARS	32.5%
7 YEARS BUT LESS THAN 8 YEARS	35.0%
8 YEARS BUT LESS THAN 9 YEARS	40.0%
9 YEARS BUT LESS THAN 10 YEARS	45.0%
10 YEARS OR MORE	50.0%

**APPENDIX "D"**

<b><u>CLASS/TITLE</u></b>	<b><u>STEP A</u></b>	<b><u>STEP B</u></b>	<b><u>STEP C</u></b>	<b><u>STEP D</u></b>	<b><u>STEP E</u></b>	<b><u>STEP F</u></b>
SOLE ROLE PARAMEDIC	\$4,285.15	\$4,499.41	\$4,724.38	\$4,960.60	\$5,208.63	\$5,469.06

Upon the giving of such notice, this Memorandum of Understanding shall remain in effect until replaced by a subsequent agreement. This Memorandum of Understanding was approved and signed at a special scheduled meeting of the Board of Directors of the Kelseyville Fire Protection District held June 25, 2025, by the following:



James Dowdy, KPFA President



Beau Maddox – KFPD Board Chairman

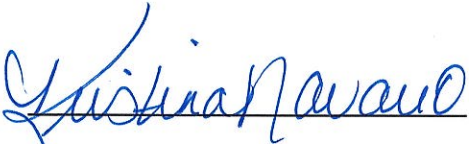


Dustin Helm, KPFA Negotiator

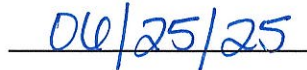


Joey Huggins – Fire Chief

Attest:



Kristina Navarro – Clerk to the Board/Financial Analyst



Date