

**ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT**

For the meeting of July 9, 2025

To: Board of Directors

From: Dan Mahoney, Fire Chief

Subject: 1) Authorize the Executive Officer and Board President to finalize and execute two Memoranda of Understandings For FY 2025-2028 between The Ross Valley Fire Department and 1) the International Association of Firefighters Local 1775 and 2) the Ross Valley Fire Chief Officers Association;

2) Adopt Resolutions for amendments to the compensation package for the unrepresented positions of Administrative Assistant (25-11), Fire Inspector classifications (25-12), and Wildfire Preparedness Coordinator (25-13)

RECOMMENDATIONS:

Staff recommends that the Board Authorizes the Executive Officer and Board President to Finalize and Execute two Memorandum of Understanding (MOUs); and staff recommends the Board adopt three Resolutions as outlined below:

1. Approval of the July 1, 2025 – June 30, 2028 Memorandum of Understanding (MOU) between the Ross Valley Fire Department and the International Association of Firefighters Local 1775
2. Approval of the July 1, 2025 – June 30, 2028 Memorandum of Understanding (MOU) between the Ross Valley Fire Department and the Ross Valley Fire Chief Officers Association
3. Approval of Resolution 25-11 to amend the compensation package for the Administrative Assistant classification
4. Approval of Resolution 25-12 to amend the compensation package for the Fire Inspector classifications
5. Approval of resolution 25-13 to amend the compensation package for the Wildfire Preparedness Coordinator classification

BACKGROUND:

At the November 13, 2024 Board Meeting, the Fire Board selected Tim Davis, from Burke, Williams and Sorensen, LLP as their negotiator representing the Board and Ross Valley Fire Department with Dan Mahoney (Fire Chief) and Jeff Zuba (Finance Director), serving as technical advisors. As a result, the team has been meeting with the representatives of the Ross Valley Fire Department and the International Association of Firefighters Local 1775, and the Ross Valley Fire Chief Officers Association and have reached agreement for a three-year contract (July 1, 2025 – June 30, 2028) for new Memoranda of Understandings (MOU).

Additionally, resolutions for the unrepresented employees have been revised to reflect Cost-of-Living Adjustments to salary, an additional holiday to be recognized, and longevity pay.

DISCUSSION:

The changes to the current MOUs and Resolutions, which expired on June 30, 2025, are described below:

FIREFIGHTERS LOCAL 1775 MOU:

The following summarizes the key amendments to the Firefighter MOU (FF MOU). The full, redlined version is attached to this staff report.

Terms (Section 1): Three-year contract, 7/1/25 to 6/30/28

Salary (Section 3): Salary increases as follows:

<u>Effective 7/1/2025</u>	<u>COLA</u>	<u>Equity Adjustment:</u>
Captains	3 %	2.5 %
Engineers	3 %	3 %
Firefighter Paramedics	3 %	3 %

<u>Effective 7/1/2026</u>	<u>COLA</u>	<u>Equity Adjustment:</u>
Captains	3.5 %	2.5%
Engineer	3.5 %	3 %
Firefighter Paramedics	3.5 %	3 %

<u>Effective 7/1/2027</u>	<u>COLA</u>	<u>Equity Adjustment:</u>
Captains	4 %	2.5%
Engineer	4 %	3 %
Firefighter Paramedics	4 %	3 %

Longevity (Section 3) - Effective July 1, 2027, longevity pay will be part of the Employee's base pay. After six (6) years of completed full-time permanent service, employees will receive

2% additional base pay. After twelve (12) years of completed full-time permanent service, employees will receive 2% additional base pay (for a total of 4%).

Vacation (Section 6) - Effective 7/1/2026, additional 2 days of earned annual leave per year.

Sick leave (Section 6) - Effective 7/1/2025, additional 2 days of earned annual leave per year.

Working Conditions (Section 4) - The minimum staffing levels increased from 9 to 10 firefighters on duty, as per prior sideletter agreements.

Health and Wellness (Section 5) - Authority shall provide routine scheduled physical assessments and cancer screening on an annual basis for employees.

Holiday (Section 6) - Juneteenth is now a recognized holiday.

Disciplinary Process (Section 7) - Updated process for clarity. Policy shall follow due process and be applied fairly and consistently to all firefighters regardless of rank and seniority. All disciplinary cases will be handled in accordance with the California Firefighters Procedural Bill of Rights (FBOR) as codified in California Government Code §§ 3250-3262.

Side Letter Integration - The following side letters were agreed on during the terms of the 2022/2025 MOU contract. These have been incorporated into the 2025/2028 MOU or deemed no longer relevant:

Staffing/Deployment (1/2022) - The goal of this letter was to determine “how to also increase the staffing to three personnel at Fire Station 20” as this was the only station that would not be staffed with three after the closure of Station 18. This has been accomplished, and this side letter is no longer relevant.

Creation Of Firefighter Paramedic Position (6/2024) - This side letter was created at the recommendation of the “Staffing Development” side letter committee and was ultimately approved outlining the new guidelines for a Firefighter Paramedic Position. All relevant language was added to the 2025/2028 FF MOU.

Increase Staffing to Minimum Emergency Response Force (6/2025) - The minimum staffing level has been increased from 9 to 10 firefighters on duty, as per prior side-letter agreements. This was incorporated into the 2025/2028 FF MOU.

Educational Incentive (11/2024) - The intent of this side letter was to meet the CalPERS reporting requirements for Educational Incentive. This was incorporated into the 2025/2028 FF MOU.

Compensatory Time Off (5/2025) - This side letter outlined parameters for paying all unused employee Compensatory Time Off. Unused Compensatory Time Off after June 15, 2025 has been paid into the employees' deferred compensation 457(b) account. This has been completed as a one-time agreement.

CHIEF OFFICERS MOU (Battalion Chiefs)

The following summarizes the key amendments to the Chief Officers' MOU (CO MOU). The full, redlined version is attached to this staff report.

Terms (Cover Page): Three-year contract, 7/1/25 to 6/30/28

Salary (Section 3): Salary increases as follows:

<u>Effective 7/1/2025</u>	
Battalion Chiefs	4%

<u>Effective 7/1/2026</u>	
Battalion Chiefs	4%

<u>Effective 7/1/2027</u>	
Battalion Chiefs	4%

Longevity (Section 3) - Effective July 1, 2025 longevity pay will be part of the Employee's base pay. After twenty (20) years of completed full-time permanent service, employees will receive 4% additional base pay.

Vacation (Section 9) - Effective 7/1/2025, additional 2 days of earned annual leave per year.

Sick leave (Section 10) - Effective 7/1/2026, additional 2 days of earned annual leave per year.

Health and Wellness (Section 13) - Authority shall provide routine scheduled physical assessments and cancer screening on an annual basis for employees.

Holiday (Section 8) - Juneteenth is now a recognized holiday.

Disciplinary Process (Exhibit B/Section 14) - Updated process for clarity. Policy shall follow due process and be applied fairly and consistently to all firefighters regardless of rank and seniority. All disciplinary cases will be handled in accordance with the California Firefighters Procedural Bill of Rights (FBOR) as codified in California Government Code §§ 3250-3262.

Side Letter Integration: The following side letters were agreed on during the terms of the 2022/2025 MOU contract. These have been incorporated into the 2025/2028 MOU or deemed no longer relevant:

Educational Incentive (11/2024) - The intent of this side letter was to meet the CalPERS reporting requirements for Educational Incentive. This was incorporated into the 2025/2028 CO MOU.

Creating Additional Chief Officer Position Assigned to a 40-hour Work Week (6/2024) - The intent of this side letter was to create an additional Chief Officer (Battalion Chief) position outlining the new guidelines. All relevant language was added to the 2025/2028 CO MOU.

Compensatory Time Off (5/2025) - All remaining Compensatory Time Off after June 15, 2025 has been paid into the employees' deferred compensation 457(b) account. This has been completed as a one-time agreement.

UNREPRESENTED EMPLOYEE RESOLUTIONS

The following summarizes the key amendments to the resolutions for Administrative Assistant, Fire Inspector, and Wildfire Preparedness Coordinator.

Terms : Three-year contract, 7/1/25 to 6/30/28

Salary: Salary increases as follows:

Effective 7/1/2025: 4%

Effective 7/1/2026 4%

Effective 7/1/2027 4%

Longevity (Administrative Assistant/Fire Inspector) - Effective July 1, 2025 Longevity Pay will be part of the Employee's base pay. After six (6) years of completed full-time permanent service, employees will receive 2% additional base pay. After twelve (12) years of completed full-time permanent employees will receive 2% additional base pay (for a total of 4%).

Holiday - Juneteenth is now recognized as a holiday.

FISCAL IMPACT:

The total fiscal impact for the proposed MOU revisions, including salary increases, is estimated at an additional \$19,109 in FY25-26, \$559,269 in FY26-27 and \$680,940 in FY 27-28.

ATTACHMENTS:

Attachment #1 - Firefighter MOU Final

Attachment #2 - Firefighter MOU Redlined

Attachment #3 - Chief Officer MOU Final

Attachment #4 - Chief Officer MOU Redlined

Attachment #5 - Resolution 25-11 - Administrative Assistant Salary Schedule

Attachment #6 - Resolution 25-12 - Fire Inspector Salary Schedule

Attachment #7 - Resolution 25-13 - Wildfire Preparedness Coordinator Salary Schedule