REDWOOD VALLEY-CALPELLA FIRE DISTRICT

- Delbert Phelps Fire House
- 8481 East Road

Redwood Valley CA 95470

Phone: 707-485-8121

www.redwoodvalleycalpellafire.org

BOARD OF DIRECTORS

Joe Cooper | Stephanie Dunken | Ryan Mayfield | Russel Odell | James Tuso

REGULAR MEETING AGENDA

Thursday, November 12 , 2026 at 6:00PM

Any person who requires a disability related modification or accommodation in order to participate in a public meeting should make such a request to Jessica Keizer, Board Clerk, for immediate consideration.

1. Opening Business

1.1 Call to Order

1.2 Pledge of Allegiance

1.3 Roll Call

2. Public Comment (GC §54954.3)

This portion of the meeting is reserved for persons wishing to address the Board on any matter not on the agenda. Any matter that requires Board action will be referred to staff for a report and action at a subsequent Board meeting.

3. Agenda Amendments (GC §54954.2) – Discussion/Action

4. Consent Calendar

(Consent calendar items will be enacted upon by one motion. There will be no separate discussion on items unless a Board Member, Staff, or member of the public requests removal of the item for separate action.)

4.1 Minutes: Approve Special Board Meeting Minutes of October 15, 2026

4.2 Payroll: Approve Payroll

4.3 Expenditures: Approve Expenditures General Fund with CalCard Details October 2026

5. Action Items – Discussion/Action

5.1 Approval of Revisions To OPM 3.23 Employee Benefits

5.2 Nomination and Election of Board Chair and Vice Chair for 2027

6. Board of Directors and Administrative Reports – Information/Discussion
(No action will be taken on any questions raised by the Board at this time.)

6.1 Board of Directors Report

6.2 Fire Chief Report

6.3 Fire Prevention Report

6.4 Volunteer Association Report

7. Correspondence – Information

8. Adjournment

Next Regularly Scheduled Board Meeting
Thursday, December 10, 2026 at 6 p.m.

Agenda Posted Per Government Code Section §54954.2

REDWOOD VALLEY-CALPELLA FIRE DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
MINUTES
October 15, 2026

DRAFT – FOR BOARD REVIEW

1. Opening Business

1.1 Call to Order

The meeting was called to order at 6:01 PM.

1.2 Pledge of Allegiance

Pledge of Allegiance recited

1.3 Roll Call

X Director Cooper X Chair Dunken AB Director Mayfield X Director Odell X Director Tuso

Director James Tuso arrived at 6:06 PM.

Director Ryan Mayfield was absent

2. Public Comment (GC §54954.3)

There was no public comment.

3. Agenda Amendments (GC §54954.2)

None

4. Consent Calendar

4.1 Minutes: Approve Regular Board Meeting Minutes of September 10, 2026.

4.2 Payroll: Approve monthly payroll in the amount of $27,782.46.

4.3 Expenditures: Approve September expenditures in the amount of $31,818.82 from the General Fund.

Director Cooper made a motion, seconded by Director Odell, to approve the consent calendar.

Ayes: Cooper, Dunken, Odell, Tuso
Noes:
Absent: Mayfield
Abstain:
Motion passes

5. Action Items – Discussion/Action

5.1 Review and Approve Revisions to OPM 3.23 – Employee Benefits, Including the Vacation and Sick Leave Table

The Board reviewed proposed revisions to Operating Policy Manual (OPM) 3.23 regarding employee benefits, including the vacation and sick leave table. The Board gave direction to bring back policy at the next meeting with adjustments, Director Odell will help with the review.

6. Board of Directors and Administrative Reports – Information/Discussion

No action was to be taken on questions raised by the Board during this portion of the meeting.

6.1 Board of Directors Report

None

6.2 Fire Chief Report

Interim Fire Chief Ebert highlighted upcoming training topics, we are going to transition into Auto Extrication.

October marked the anniversary of the Redwood Complex Fire, something our community will never forget.

November RVCFD will be hosting the Chief's Academy

OES has issued two new radios for the department.

The new Rescue 6230 is very close to completion and is expected by the end of the month.

6.3 Volunteers Reports (Fire Marshal, Training Officer and Safety Officer)

Nothing new to report.

6.4 Volunteer Association Report

The Volunteer Association reported the Christmas Tree Fundraiser is coming up, trees will arrive in November.

7. Correspondence – Information

None

8. Request for Future Agenda Items

Review and Approve Revisions to OPM 3.23 – Employee Benefits, Including the Vacation and Sick Leave Table to come back with revisions.

9. Closed Session: Government Code §54957

Closed Session was entered at 6:21PM

9.1 Interim Fire Chief Performance Review: Government Code §54957(b)(1)

The Board entered closed session at 6:21 PM to discuss the Interim Fire Chief Performance Review pursuant to Government Code §54957(b)(1).

10. Open Session 6:37PM

Open session reconvened at 6:37PM

10.1 Report on Closed Session: Government Code §54957.1

No actions were taken.

11. Adjournment 6:38PM

There being no further business to come before the Board the meeting was adjourned at 6:38PM. The next Regular Board Meeting will be November 12, 2026 at 6:00 PM

Stephanie Dunken, Chair

Jessica Keizer, Clerk

Redwood Valley Calpella Fire District

Payroll details report

From Oct 01, 2026 to Oct 31, 2026 for all employees from all locations

Pay date	Name		Hours	Gross pay	Other pay	Employee taxes & deductions		Net pay	Employer taxes & contributions		Total payroll cost
Total		**Gross**	**788.5h**	**$22,297.55**		**Employee taxes**	**-$4,203.76**	**$16,851.68**	**Total**	**$2,585.91**	**$24,883.46**
		Regular Pay	677.5h	$16,213.93		Federal Income Tax	-$1,835.98		**Employer taxes**	**$1,736.81**	
		FLSA OT	41.5h	$521.08		Social Security	-$1,382.45		Social Security Employer	$1,382.45	
		Sick Pay	5h	$141.65		Medicare	-$323.30		Medicare Employer	$323.30	
		Vacation Pay	24h	$626.40		CA Income Tax	-$372.17		CA ETT	$0.56	
		Safety Officer Stipend		$250.00		CA State Disability Ins	-$289.86		CA SUI Employer	$30.50	
		Training Officer Stipend		$500.00					**Contributions**	**$849.10**	
		Retro Pay		$0.00					CalPERS 457 Retirement	$849.10	
		Expense Reimbursement		$0.00							
		Reimbursement		$0.00							
		QRDO Stipend		$600.00							
		Fire Marshal Stipend		$500.00							
		1013 Extra Hours	33.5h	$849.70							
		Interim Chief 861012		$1,780.00							
		1014 Strike Team Current 2026	7h	$314.79							
		Pretax deductions		**-$1,242.11**							
		CalPERS 457 Retirement		-$1,242.11							
		Adjusted gross		**$21,055.44**							

Redwood Valley Calpella Fire District
Monthly Disbursements
October 2026

	Date	Num	Vendor	Amount
001002 Savings Bank - Checking				
	10/09/2026	3939	AT&T	-385.19
	10/09/2026	3940	Curtis Tools	-1,075.78
	10/09/2026	3941	Liebert Cassidy Whitmore	-934.00
	10/09/2026	3942	Michael's Diesel Repair, LLC	-300.00
	10/09/2026	3943	Nick Barbieri Trucking	-1,576.73
	10/09/2026	3944	O'Reilly Auto Parts	-214.73
	10/09/2026	3945	PNP CPA	-2,750.00
	10/09/2026	3946	Ricoh USA, Inc.	-211.59
	10/09/2026	3947	S&L Controller Services	-1,880.98
	10/09/2026	3948	Special District Risk Management Authority	-3,365.92
	10/09/2026	3949	Speedy Signs	-1,250.81
	10/13/2026	ACH 10/13/26 UB	PG&E	-218.20
	10/13/2026	ACH 10/13/26 FH	PG&E	-1,613.18
	10/19/2026	3950	49er Communications, Inc.	-72.82
	10/19/2026	3951	FleetPride	-49.40
	10/19/2026	3952	Special District Risk Management Authority	-3,365.92
		ACH	US Bank	-6,557.58
		ACH	US Bank	-12,774.81
		ACH	US Bank	-17,427.52
Total for 001002 Savings Bank - Checking				**-$56,025.16**
TOTAL				**-$56,025.16**

REDWOOD VALLEY-CALPELLA FIRE DISTRICT **AGENDA ITEM NO. 5.1**
Delbert Phelps Fire House
8481 East Road
Redwood Valley CA 95470
707-485-8121

STAFF REPORT

DATE: November 5, 2026

TO: Board of Directors

FROM: Matt Keizer, Battalion Chief, FM

SUBJECT: APPROVAL OF REVISIONS TO OPM 3.23 EMPLOYEE BENEFITS

SUMMARY

Staff requests Board approval of the proposed revisions to OPM 3.23, Employee Benefits. The revisions establish a common reference for vacation and sick leave accruals, clarify leave eligibility and use, update employee protections to align with California and federal law, and address probationary periods, shift hours, and call-back response times.

Vacation and sick leave benefits are intended to be the same for all eligible full-time staff at the same applicable service level. Differences in hourly accrual rates reflect the hours in each employee's scheduled workday or shift: 24 hours, 8 hours, or 6.4 hours.

DISCUSSION

The proposed revisions replace the vacation accrual rates listed in OPM 3.23 and the fixed sick leave accrual rate with references to the Board-approved Vacation and Sick Time Accrual document (Attachment 1). This allows the District to administer leave consistently across its different full-time work schedules.

Attachment 1 provides equivalent vacation and sick leave benefits relative to scheduled work hours. It uses 112 hours per two-week pay period for a 56-hour workweek, 80 hours for a 40-hour workweek, and 64 hours for a 32-hour workweek. At the initial vacation tier, accruals of 5.54, 3.96, and 3.17 hours per pay period each equal approximately 4.95% of scheduled hours, subject to rounding.

Leave usage reflects the length of the scheduled day or shift: 24 hours, 8 hours, or 6.4 hours. Attachment 1 lists sick leave accruals of 8.3, 5.93, and 4.74 hours per pay period. These accruals each equal approximately 23.8 scheduled days or shifts per year.

The proposed policy revisions also include the following:

BOARD OF DIRECTORS

Stephanie Dunken Ryan Mayfield Russel Odell James Tuso Joe Cooper

- Vacation eligibility: Remove the limitation to shift employees so the provision applies to all permanent full-time employees.
- Vacation during probation: Allow accrual under the Board-approved schedule during probation, replacing delayed accrual and retroactive credit upon completion.
- Vacation use: Retain the six-month waiting period for approved time off, while allowing the Fire Chief to authorize an exception when necessary.
- Sick leave: Remove the six-month service requirement and fixed accrual rate, referring accrual to the separate schedule. Expand permitted uses to include additional family members, preventive medical care, and other legally protected reasons. Update notification and approval requirements. Sick leave will continue to accumulate without a maximum limit.
- SB 1024 – Firefighter pregnancy leave: Add provisions addressing California law providing qualifying firefighters up to 26 weeks of paid pregnancy-related disability leave, including continued benefits and applicable job protections.
- Pregnancy and family medical leave: Update maternity leave provisions to reflect California pregnancy disability protections and applicable state and federal family and medical leave requirements. Remove the requirement to request maternity leave by the sixth month of pregnancy.
- Employee leave protections: Clarify employee rights regarding bereavement leave, emergency-service volunteer duties, and other legally protected absences.
- Probation: Change probation for new and promoted employees from six to twelve months, with a maximum total extension of eighteen months.
- Shift hours: Correct the shift-end time from 8:00 a.m. to 7:30 a.m., consistent with a 24-hour shift beginning at 7:30 a.m.
- Call-back response time: Increase the required employee call-back response time from one hour to two hours, providing additional flexibility while maintaining the District's operational needs.

These revisions are intended to provide consistent administration of employee benefits, improve clarity for staff and management, and maintain compliance with applicable employment laws.

FISCAL IMPACTS

The proposed changes are not anticipated to require an immediate budget adjustment. However, expanded paid leave protections, including SB 1024, may result in additional personnel or coverage costs depending on employee utilization.

RECOMMENDATION

Staff recommends that the Board of Directors approve the Vacation and Sick Time Accrual schedule in Attachment 1 and the proposed revisions to OPM 3.23, Employee Benefits, as presented in Attachments 2 and 3.

Stephanie Dunken Ryan Mayfield Russel Odell James Tuso Joe Cooper

ATTACHMENTS

1. Vacation and Sick Time Accrual – October 15, 2026
2. OPM 3.23 Employee Benefits – October 15, 2026 Redline
3. OPM 3.23 Employee Benefits – October 15, 2026 Clean

Author: Matt Keizer, Battalion Chief, FM

Stephanie Dunken Ryan Mayfield Russel Odell James Tuso Joe Cooper

ATTACHMENT 1

REDWOOD VALLEY-CALPELLA FIRE DISTRICT

8481 East Road - P.O. Box 499, Redwood Valley, CA 95470

(707) 485-8121

Vacation and Sick time Accrual 11-5-2026

Current 56hr				**Proposed Full Time 40**				**Proposed Full Time 32**			
		Hr PPP	Max			HR PPP	Max			HR PPP	Max
Vacation	PPP	112	Accruel	**Vacation**	PPP	80	Accruel	**Vacation**	PPP	64	Accruel
0 to 5	5.54	0.04946	288	0 to 5	3.96		206	0 to 5	3.17		165
6 to 10	7.38	0.06589	384	6 to 10	5.27		274	6 to 10	4.22		219
11 to 15	9.23	0.08241	480	11 to 15	6.59		343	11 to 15	5.27		274
16 to 20	10.15	0.09063	528	16 to 20	7.25		377	16 to 20	5.80		302
over 20	11.08	0.09893	576	over 20	7.91		412	over 20	6.33		329

Current				**Proposed Full Time 40**				**Proposed Full Time 32**			
Sick Leave				**Sick Leave**				**Sick Leave**			
PPP hr	Accruel Per Year				PPP hr	Accruel Per Year			PPP hr	Accruel Per Year	
8.3	572	0.074107			5.93	191			4.74	153	
Max shifts 24 hr					Max shifts 8 hr				Max shifts 6.4 hr		
	23.8					23.8				23.8	

PPP = Per Pay Period (2weeks)

26 Pay Periods per year

REDWOOD VALLEY-CALPELLA FIRE DISTRICT
Operating Procedures Manual

WAGES, HOURS OF WORK AND BENEFITS

Pay Days

Employees shall be paid on the Friday of the week following the end of each pay period. A pay period shall consist of two (2) weeks.

Direct deposit of paychecks are encouraged. Every effort will be made to have paychecks available at the District Office at 12:00 pm on Pay Day.

Employees will notify the District if they have a question regarding the calculations of their paycheck; any corrections will be noted and will appear on the following check.

Employees who wish to have someone else pick up their paycheck, must give written authorization to the District each pay period.

Salary for New Employees

The salary for a new employee entering District employment will normally be the minimum salary step for the classification to which the employee is appointed. If an employee possesses exceptional training or experience, that employee may start at a step above the first step with prior approval of the Board of Directors.

Hourly Rate and Salary Range

A stepped hourly rate or salary range shall be developed and approved by the Board of Directors for each paid position in the District. The hourly rate or salary range will be reviewed and updated as necessary.

Salary range adjustments for a classification will not set a new salary anniversary date for employees serving in the classification. (All current employees, as of June 1, 2025, will be placed at step 1 of their classification)

Whenever the schedule of compensation for a classification is revised, the affected employee shall not receive a reduction in pay.

Step 2 = Employee has worked Step 1 for fifty-two (52) weeks, has received a satisfactory performance evaluation and has met performance criteria (a) for their classification.

Step 3 = Employee has worked Step 2 for fifty-two (52) weeks, has received a satisfactory performance evaluation and has met performance criteria (b) for their classification.

Performance Criteria:

Captain –

(a) Successful completion of any four (4) State Fire Officer courses.

(b) Certification as a State Fire Officer.

Fire Apparatus Engineer –

(a) Successful completion of Driver/Operator 1A & 1B

(b) Successful completion of any two (2) State Fire Officer courses.

Salary Upon Promotion

When employees are promoted, they shall ~~normally~~ receive the first step in the salary range for their new position.

Salary Upon Demotion

When an employee is demoted, the employee's compensation shall be adjusted to the salary which most closely reflects the employee's current salary step in the classification; provided in no event shall that new salary be above the employee's previous salary or the highest step of the lower classification.

Hours of Work

The work period for non-exempt employees shall be consistent with section 7(k) of the Fair Labor Standards Act - Overtime Compensation Rules.

The designated work period shall remain permanent and may be changed only as a result of major changes in operations, payroll procedures, or as otherwise necessary in order to deliver services as efficiently and economically as possible.

Unless otherwise designated by the Fire Chief, the workweek for all shift employees shall be from Sunday through the following Saturday and "work shift" shall mean "7:30 a.m. to 7:30~~8:00~~ a.m.". Fire District shift employees will generally be held to a twenty-eight (28) day FLSA work period, forty-eight (48) hours on and ninety-six (96) hours-off schedule.

Scheduled and Emergency Work

Unless excused by the Fire Chief, an employee, upon request, shall not fail or refuse to perform emergency or scheduled work. Scheduled means at least twenty-four (24) hours prior notice. Failure or refusal of the employee to work in accordance with this provision shall be grounds for discipline.

All extra hours worked must have prior approval before being worked. The District will follow all State and Federal laws governing payment of FLSA overtime pay.

For non-exempt employees, all scheduled, emergency and call-back work hours will be paid at the employee's hourly rate of pay with a minimum entitlement of two ~~one~~(2~~1~~)hours. If the call back involves more than twoone (2~~1~~) hours and the time is continuous, the employee will be compensated for actual time worked.

Hours worked in excess of 212 in the twenty-eight (28) day FLSA work period will be compensated with an additional rate of ½ of the regular hourly rate, resulting in a payrate for those hours at 1 ½ regular hourly rate.

Shift employees are paid their regular hourly rate for vacation time and sick leave but those hours are not included in calculating hours worked for FLSA overtime pay.

Strike Team/Task Force and Overhead Assigned Differential Pay

An hourly differential pay will be paid to those employees assigned to a Strike Team/Task Force or Overhead Assignment when the incident is F-42 or FC-33 reimbursable under the provisions of the California Fire Assistance Agreement (CFAA) or Local Assistance By Hire Agreement (ABH).

The hourly differential pay is calculated by subtracting the employees' regular hourly rate by the Strike Team/Task Force Assigned hourly rate as approved by the District Board.

Example:
Strike Team/TaskForce Assigned hourly rate = $29.98
Captain 1 regular hourly rate = $24.86 equals an hourly differential pay of $5.12

The FLSA OT regular rate of pay will be calculated using the following laws pertaining to two or more rates:

778.115 Employees working at two or more rates.
Where an employee in a single workweek works at two or more different types of work for which different nonovertime rates of pay (of not less than the applicable minimum wage) have been established, his regular rate for that week is the weighted average of such rates. That is, his total earnings (except statutory exclusions) are computed to include his compensation during the workweek from all such rates, and are then divided by the total number of hours worked at all jobs.

Retirement

The District agrees to match an employee's contribution of up to 5% of the regularly scheduled hours worked, including vacation and sick leave, to the District's qualified 457 Plan.

Strike Team/Task Force and Overhead Assigned Differential Pay, Extra Hours Worked Pay, FLSA Overtime Pay and Vacation Buy Back Pay are not included in calculating the District's contribution.

The District's contributions shall be irrevocably paid to the District's qualified 457 Plan.

Holiday In Lieu Pay

Compensation for working recognized holidays is included in the hourly rate and salary range of shift employees.

Emergency Medical Technician (EMT) Pay

Compensation for maintaining certification as an Emergency Medical Technician (EMT) by the Coastal Valleys EMS Agency is included in the hourly rate and salary range of shift employees.

Smartphone Stipend

A smartphone stipend is included in the hourly rate and salary range of shift employees to compensate for business related costs incurred when using their individually-owned smartphone. District will not own smartphones for the use of individual employees.

District will not pay for the purchase of personal smartphones, activation fees or insurance.

Vacation Time

Permanent full time ~~shift~~ employees are eligible to accumulate annual vacation as set forth in the Vacation and Sick time accrual document approved by the Board~~below~~. Employees must complete six months of full-time employment prior to taking any approved time off. Unless it is determined by the Chief that the time off is necessary.

- ~~From beginning of full-time/permanent employment: (5.54) hours per pay period~~
- ~~After fifth (5th) year, (7.38) hours per pay period~~
- ~~After Tenth (10th) year, (9.23) hours per pay period~~
- ~~After Fifteenth (15th) year, (10.15) hours per pay period~~
- ~~After Twentieth (20th) year, (11.08) hours per pay period~~

Probationary Employees shall accrue ~~no~~ vacation during their probationary period per the Vacation and Sick time accrual document approved by the Board ~~, but upon successful completion of their probationary period, will accrue vacation based on the above schedule retroactive to their date of hire~~. Vacation time can be accumulated only when an employee is on active pay status.

Vacation Accumulation

Accrual of vacation time is permitted, but in no case shall an employee accrue more than two (2) times the annual accrual credit at any time without prior approval of the Board of Directors except when the District cancels an employee's scheduled vacation.

Vacation accrual stops upon reaching the specified vacation cap and will commence once vacation hours drop below the maximum allowed.

Vacation Scheduling

Vacations shall be scheduled yearly by employees with the approval of the Fire Chief. Vacation schedule shall be established with primary consideration for the needs of the District, but with as much regard as possible for the wishes of the employee. Preference in scheduling shall be based on seniority. Any vacation usage other than regular yearly scheduled vacation will require a minimum of seven (7) days notice and approval of the Fire Chief.

Only one (1) Shift Duty Officer may be off on vacation during a calendar period.

Vacation Buy Back

After completing one year of service an employee may elect to sell back up to seventy-two (72) or up to half of their accrued hours (whichever is less) to the District for the equivalent payment of the employee's current hourly rate on an hour-for-hour basis. Payment for said hours shall be included in their regular paycheck on the first pay date in December of each year. Employees shall submit a request to the Fire Chief or his designee by November 15th for processing. Paid vacation hours will be deducted from the employee's accrued vacation balance.

The Department of Labor, which administers the Fair Labor Standards Act (FLSA), has opined that vacation buy-back is not included in the FLSA regular rate of pay. Therefore, the District will not include these payments in the regular rate of pay.

SICK LEAVE

Sick Leave Accrual

~~Upon completion of six (6) months of continuous service, permanent full time employees will be eligible for (8.3) hours of paid sick leave for each pay period of employment with no accumulation limit.. Sick leave can be accumulated only when an employee is on active pay status.~~

Permanent full-time employees accrue paid sick leave in accordance with the Board-approved Vacation and Sick Time Accrual schedule. Accrued sick leave carries over from year to year without an accumulation cap and without an annual cap on use, subject to the employee's available accrued balance and applicable law. Sick leave accrues while an employee is in active paid status and in any additional circumstances required by applicable law. The District shall provide no less than the sick leave entitlement required by California law, including the greater of five days or 40 hours annually for covered employees; for longer shifts, the applicable five-day equivalent shall be honored as required by law. Sick leave balances shall be recorded and communicated as required by law.

Sick Leave Approval

~~Sick leave may be requested and used as approved by the Fire Chief. Pay for approved sick leave shall be authorized until the employee's accumulated total of sick leave hours have been exhausted and at such time the employee shall receive no further pay for sick leave. An employee requesting sick leave should exercise reasonable diligence in notifying the on-duty supervisor.~~

~~Failure to request approval of the use of sick leave prior to the commencement of the shift for which the sick leave is requested, may result in loss of the sick leave privilege for the subject shift~~.

An employee may use accrued and available paid sick leave for a qualifying purpose upon oral or written request. When foreseeable, the employee shall provide reasonable advance notice; when unforeseeable, notice shall be provided as soon as practicable. Employees should notify the on-duty supervisor as soon as reasonably possible to assist staffing. Legally protected sick leave shall not be conditioned on prior discretionary approval, and the District shall not deny protected leave solely because notice could not be provided before the start of a shift. No retaliation or attendance discipline shall result from lawful use of protected sick leave. The District may establish a reasonable minimum increment for use not exceeding two hours.

Sick Leave Usage

~~Sick leave shall be requested and granted only in cases of actual personal sickness or disability, medical or dental treatments, or for absences due to serious illness or injury of a member of the employee's immediate family.~~

~~Employees may be granted leave with pay when the absence is required because of illness or injury of a member of the immediate family where attendance at the employee's residence is required or for emergency medical care. Each day utilized for this leave shall be subtracted from sick leave entitlement.~~

~~The District may require a justification for the need for this leave before approving the leave. For the purpose of this subsection, "immediate family" shall mean the employee's parents, spouse and dependent children.~~

Accrued sick leave may be used for diagnosis, care, treatment, or preventive care for the employee or a covered family member; for qualifying purposes related to domestic violence, sexual assault, stalking, or other acts of violence; and for other purposes protected by California law, including qualifying jury service or court proceedings to the extent provided by law. Covered family members include a

child (regardless of age or dependency status), parent, spouse, registered domestic partner, grandparent, grandchild, sibling, and a designated person as provided by applicable law. The District may apply lawful designated-person identification rules. Nothing in this policy restricts any additional sick leave use protected by statute or any more generous District benefit.

Doctor's Certificate

~~The District's right to verify an absence includes the right to require a medical doctor's excuse, when warranted. Generally, more than three (3) sick days in a row will require verification from a doctor. The Fire Chief may also require a written statement from the attending physician or dentist that an employee is capable and released to return to performance of all duties of his position.~~

Medical documentation is not routinely required as a condition of using accrued California paid sick leave, including after three consecutive days. The District may seek documentation only when permitted by applicable law, such as where there is a legally sufficient basis to question whether leave is for a protected purpose, or when administering a separate legally authorized leave, accommodation, fitness-for-duty, or return-to-work process. Requests shall be narrowly tailored and medical information kept confidential. Fitness-for-duty requirements shall be job-related, consistent with business necessity, and administered under applicable disability and leave laws.

Sick Leave Incentive

Upon separation, an employee is eligible to cash out their accumulated sick leave hours times 2% for each year of continuous full-time paid District employment times their hourly rate of pay.

accumulated sick leave hours X % (2 X years of continuous full-time District employment) X $hourly rate = Sick Leave Incentive upon ~~seperation~~separation

HEALTH, LIFE, DENTAL, VISION, EAP AND AIR AMBULANCE MEMBERSHIP

Health

The District has elected to contract with Special Districts Risk Management Association (SDRMA) to provide medical insurance coverage. District currently covers the monthly premium costs for employee only coverage with the Blue Shield Silver PPO Plan.

Life Insurance

The District has elected to contract with Special Districts Risk Management Association (SDRMA) to provide basic life and AD&D insurance coverage. District currently covers

the monthly premium costs for employee only coverage with the Voya Financial Basic Life and AD&D Plan of $10,000.

The District also provides an on or off duty – Accidental Death and Dismemberment Insurance coverage with the Federal Insurance Company in the amount of $50,000.

The District provides an Accidental Death ($100,000), Dismemberment and Paralysis Benefit. Other Loss of Life Benefits, Lump Sum Living Benefits, Medical Expense Benefits, Felonious Assault Benefit, Home Alteration and Vehicle Modification Benefit and Weekly Hospital Benefit. This policy covers a loss during a District covered activity.

Dental Plan

The District has elected to contract with Special Districts Risk Management Association (SDRMA) to provide dental insurance coverage. District currently covers the monthly premium costs for employee only coverage with the Delta Dental PPO – Low Plan.

Vision Plan

The District has elected to contract with Special Districts Risk Management Association (SDRMA) to provide vision insurance coverage. District currently covers the monthly premium costs for employee only coverage with the VSP Vision Option 1 Plan. Eye Exams every 12 months and Lenses, Frames and Contacts every 24 months.

Employee Assistance Program EAP

The District has elected to contract with Special Districts Risk Management Association (SDRMA) to provide employee assistance program coverage. District currently covers the monthly premium costs for employee only coverage with the Concern and Concern Plan. 3 Face to Face, telephonic/web-video, live chat sessions per incident per member.

Air Ambulance Membership

The District pays for an annual AirMedCare air ambulance membership.

LEAVES OF ABSENCE

Approved Absence Without Pay

Upon written request, the Board of Directors may grant an employee a leave of absence without pay for a definite period not to exceed one (1) year. Failure on the part of the employee on approved leave to return to duty within twenty-four (24) hours after the date of return shall be cause for discharge.

A leave of absence without pay up to three (3) shifts, can be approved by the Fire Chief.

Bereavement Leave

In the event of a death of the immediate family of an employee, The District will provide bereavement leave at least to the extent required by California Government Code section 12945.7. A ~~a~~bsence shall be allowed not to exceed seven (7) ~~consecutive calendar~~ days. The employee may, with the Fire Chief's permission, utilize vacation or sick leave for the death of a member or a spouse's immediate family or if additional leave is required beyond the seven consecutive calendar days. In the event of the death of a relative, not a member of the immediate family, absence from duty shall be allowed not to exceed two (2) days. Such absences shall not be charged to sick leave.

The immediate family of an employee is defined as, "spouse", "mother/mother-in-law", "father/father-in-law", "son/son-in-law", "daughter/daughter-in-law", "sister/sister-in-law","brother/brother-in-law","grandparent/grandparent in-law", "grandchild/grandchild-in-law" of an employee; or legal guardian or a person who is at least fifty percent (50%) dependent on an employee.

In special cases, the Fire Chief may grant or extend a death leave in other circumstances.

Military Leave

(1) Military Leave shall be granted in accordance with provisions of State and Federal Laws. All employees entitled to military leave shall give the Fire Chief an opportunity within the limits of military regulations to determine when such leave shall be granted.

(2) The Uniform Services Employment and Reemployment Rights Act of 1994 governs the reinstatement of and employee returning from active duty. The Fire Chief shall consult this Act when considering the reinstatement of any employee returning from active duty. An employee returning from military duty shall be entitled to appointment to the same or a corresponding position with full salary and benefits with no loss of opportunity.

(3) Persons employed by the Redwood Valley-Calpella Fire District to fill positions made vacant by employees on military leave of absence shall hold such positions subject to being laid off upon any of the said employees being restored to their former positions. Employees promoted to fill positions made vacant by employees on military leave shall hold such positions subject to being restored to their former positions upon return of the employee.

Maternity Leave

~~Maternity leave shall be granted in accordance with applicable State and Federal laws. Request for maternity leave must be submitted to the Fire Chief no later than the end of the sixth month of pregnancy.~~

For employees covered by California pregnancy disability protections, the District shall provide up to four months of job-protected leave per pregnancy when

medically disabled by pregnancy, childbirth, or a related medical condition, including pregnancy loss and related conditions, as required by Government Code section 12945 and Title 2 California Code of Regulations section 11035 et seq. The District shall provide reasonable pregnancy-related accommodation and medically advisable temporary transfer when required by law. No minimum tenure or hours-worked condition applies to statutory pregnancy disability leave. Employees shall provide reasonable advance notice when practicable; unexpected medical circumstances shall be reported as soon as practicable. The prior requirement to request maternity leave before the end of the sixth month of pregnancy is deleted. Group health coverage, reinstatement, and the use of accrued leave shall be administered as required by law.

Firefighter Pregnancy, Postpartum, and Recovery Leave — SB 1024 (effective January 1, 2027)

Beginning January 1, 2027, the District shall provide an eligible active firefighting member up to 26 weeks of paid leave when the firefighter is disabled by pregnancy, childbirth, or a related medical condition, in accordance with Government Code section 3270 (SB 1024, Chapter 419, Statutes of 2026). Eligibility includes at least 1,250 hours of service with the District in the 12 months preceding commencement of the leave. The District may request medical certification to the extent permitted by section 3270. During qualifying leave the District shall ensure full pay at the legally applicable regular rate and normal payroll schedule without reducing accrued sick leave, vacation, or other compensated leave balances. Benefits payable for the same reason under other legally qualifying plans may be coordinated only as permitted by section 3270. Required benefits, retirement contributions, seniority, advancement rights, and reinstatement shall be maintained as prescribed by statute. This benefit does not limit independent pregnancy disability leave or other more protective rights. Payroll and leave coordination must follow the final enacted statutory text.

Family and Medical Leave Act

~~The parties acknowledge the applicability of the Family and Medical Leave Act and intend to comply with the Act.~~

The District will administer the federal Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) in accordance with applicable employer coverage and employee eligibility requirements. Because the District employs five full-time employees, California CFRA and pregnancy disability leave protections generally apply, subject to individual eligibility requirements.

Public agencies are covered employers under the FMLA regardless of employee count, but an employee ordinarily must satisfy federal eligibility requirements, including the applicable 50-employees-within-75-miles test. CFRA generally requires 12 months of service and 1,250 hours worked in the preceding 12 months. Leave, notice, certification, health coverage, job restoration, and concurrency will be administered in accordance with each applicable law. Statutory leave may not be denied solely because it is absent from this manual.

Jury Duty – Court Service

All employees shall be entitled to leaves of absence for a reasonable time necessary to appear as a witness in court, other than as a litigant, pursuant to a lawful subpoena, to serve on a jury, or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee.

Such leaves of absence shall be granted with pay up to the amount of the difference between the employee's regular earnings and any he receives for jury or witness fees, with the exception of any mileage allowance, which shall be retained by the employee.

Such leaves of absence shall not be charged against the employee's sick leave or vacation leave.

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Employees shall be granted sufficient time to vote during municipal, primary and general elections.

Worker's Compensation

All employees receiving disability payments under Workers' Compensation Laws shall be entitled to industrial accident leave in accordance with applicable state laws.

PROBATIONARY PERIOD

Purpose

All new and promoted employees shall serve a probationary period. The probationary period shall be considered the last portion of the selection process. Its purpose is to allow the Fire Chief to observe and appraise the conduct, performance, attitude, adaptability and job knowledge of new or promoted employees and to determine whether the employee is fully qualified for the position.

Duration

The probationary period for new and promoted employees shall be twelve~~six~~ (12~~6~~) months. The Fire Chief may extend the probationary period not to exceed eighteen months ~~one~~ (18~~1~~) ~~year~~ if he feels additional time is necessary to adequately evaluate the employee.

Any employee who is in a probationary status may be rejected without cause, without right of appeal and without recourse.

An employee with permanent status in a lower classification who is promoted to a higher class shall, if rejected during the promoted probation period, have the right to voluntarily demote to the lower classification from which the employee was promoted. In no event will such action result in the employee receive a higher pay rate than they would have received had they not been promoted.

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Any employee who has gained permanent status and thereafter accepts a promotion, may be rejected during the probationary period without cause. Said employee shall retain all other right of a permanent employee in the classification and salary held prior to promotion. Those rights can only be affected for cause.

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The Fire Chief may accept a voluntary demotion of an employee who so requests it. The Fire Chief may demote an employee whose ability to perform his required duties falls below standard, or for disciplinary purposes. No employee shall be demoted to a class for which he does not possess the minimum qualifications.

Suspension

The Fire Chief may suspend an employee without pay from his position in accordance with disciplinary procedures established by the District. Suspension without pay shall not exceed thirty (30) calendar days.

Discharge

An employee may be discharged at any time by the Fire Chief for cause.

Outside Employment

Employees may be employed in other jobs but other employment shall not be a job which provides an essential emergency service that would be a conflict of interest with the fire service job.

Employees may not carry on any private business, public office, employment or undertaking, attention to which affects the time or quality of their work, or which creates a conflict of interest with their District employment.

Employee Evaluations

Employee performance evaluations are conducted at least annually to provide the employee with formal feedback on their job performance. Probationary employees shall be evaluated at the fourth (4^{th}) month of their probationary period. Permanent employees shall be evaluated by their hiring anniversary date each year. Performance evaluations

shall be made by those persons who are immediately responsible for the employee's work; in the case of the Duty Officers, the Fire Chief shall perform the evaluation.

All employee performance evaluations shall be completed in writing, and shall use forms approved by the District for such purpose. Once the evaluation has been completed, a conference shall be held with each employee, at which time:

a. The reasons for the performance evaluation is provided.
b. The evaluator shall explain the kind of work performance expected.
c. The evaluator shall give the reasons for the evaluation given, and any negative evaluation or comments shall include specific recommendations for improvements.
d. The evaluator and the employee shall discuss any questions that the employee has concerning his/her job and the responsibilities assigned.
e. No evaluation shall be made based upon hearsay statements but shall only be based upon the direct observation and knowledge of the evaluator. This does not preclude the evaluator from receiving and using information from the employee's co-workers, provided the evaluator investigate and verified the information.

An employee shall have the opportunity to review his/her evaluation prior to the placement of said evaluation in the employee's personnel file. A copy of any and all evaluations shall be provided to the employee whether the employee has signed it or not. Completed performance evaluations shall be treated in a manner to ensure their confidentiality, and shall pass through as few hands as possible. An employee shall have the right to respond to an evaluation in writing and the written response shall be kept in the employee's personnel file with the evaluation.

DISTRICT RIGHTS

The Redwood Valley-Calpella Fire District retains the exclusive rights, among others, in accordance with and subject to applicable laws, and other regulations, including, but not limited to the following:

(1) To direct employees;
(2) To hire, promote, transfer and assign employees in positions not inconsistent with applicable classifications and/or job specifications;
(3) To dismiss employees because of lack of work or for other just cause;
(4) To reprimand, demote, suspend, discharge, or otherwise to discipline employees for proper cause or for violation for the District's Rules and Regulations;
(5) To determine the mission of such employees, the budget, the organization, the number of employees and the methods and technology of performing their work;
(6) To take whatever additional action may be necessary in order to carry out and direct the employees' mission in situations of emergency;
(7) To review, revise and/or establish job duties, workloads and workload standards as necessary.

GENERAL PROVISIONS

Safety

The District shall provide and maintain safe working conditions and employees will cooperate to that end. Employees shall work in a safe manner. No employee shall be required to work in an area where conditions exist that are unsafe or detrimental to health without adequate and proper protective clothing and/or equipment.

The District shall continue to supply employees with all safety equipment required by the District and/or Cal/OSHA. All employees furnished such equipment or payment for such equipment shall use the equipment and their use shall only be for the purposes and uses specified under applicable safety rules and regulations.

Physicals

The District shall require that employees upon hire, have an initial/base line physical with drug screening at the expense of the District. An annual physical may also be required, consisting of Department of Motor Vehicles type of requirements; vision, hearing, general health exam including drug testing. A base line physical will be required every fifth year of service until age 45, at which time a base line physical will be required every third year.

The base line physical may include medical history, health exam, chest x-ray, pulmonary-spirometry, vision, audio, blood work-up, treadmill/stress testing, etc,. These physicals are required to demonstrate abilities to perform essential job functions or required by applicable laws or regulations.

No Discrimination

The District shall not discriminate for or against any employee or applicant for employment on account of race, color, creed, national origin, religion, age, sex, sexual preference, physical handicap, or mental handicap which does not prevent an employee from meeting the minimum standards established.

End of Employee Benefits Policy

REDWOOD VALLEY-CALPELLA FIRE DISTRICT
Operating Procedures Manual

WAGES, HOURS OF WORK AND BENEFITS

Pay Days

Employees shall be paid on the Friday of the week following the end of each pay period. A pay period shall consist of two (2) weeks.

Direct deposit of paychecks are encouraged. Every effort will be made to have paychecks available at the District Office at 12:00 pm on Pay Day.

Employees will notify the District if they have a question regarding the calculations of their paycheck; any corrections will be noted and will appear on the following check.

Employees who wish to have someone else pick up their paycheck, must give written authorization to the District each pay period.

Salary for New Employees

The salary for a new employee entering District employment will normally be the minimum salary step for the classification to which the employee is appointed. If an employee possesses exceptional training or experience, that employee may start at a step above the first step with prior approval of the Board of Directors.

Hourly Rate and Salary Range

A stepped hourly rate or salary range shall be developed and approved by the Board of Directors for each paid position in the District. The hourly rate or salary range will be reviewed and updated as necessary.

Salary range adjustments for a classification will not set a new salary anniversary date for employees serving in the classification. (All current employees, as of June 1, 2025, will be placed at step 1 of their classification)

Whenever the schedule of compensation for a classification is revised, the affected employee shall not receive a reduction in pay.

Step 2 = Employee has worked Step 1 for fifty-two (52) weeks, has received a satisfactory performance evaluation and has met performance criteria (a) for their classification.

Step 3 = Employee has worked Step 2 for fifty-two (52) weeks, has received a satisfactory performance evaluation and has met performance criteria (b) for their classification.

Performance Criteria:

Captain –

(a) Successful completion of any four (4) State Fire Officer courses.

(b) Certification as a State Fire Officer.

Fire Apparatus Engineer –

(a) Successful completion of Driver/Operator 1A & 1B

(b) Successful completion of any two (2) State Fire Officer courses.

Salary Upon Promotion

When employees are promoted, they shall ~~normally~~ receive the first step in the salary range for their new position.

Salary Upon Demotion

When an employee is demoted, the employee's compensation shall be adjusted to the salary which most closely reflects the employee's current salary step in the classification; provided in no event shall that new salary be above the employee's previous salary or the highest step of the lower classification.

Hours of Work

The work period for non-exempt employees shall be consistent with section 7(k) of the Fair Labor Standards Act - Overtime Compensation Rules.

The designated work period shall remain permanent and may be changed only as a result of major changes in operations, payroll procedures, or as otherwise necessary in order to deliver services as efficiently and economically as possible.

Unless otherwise designated by the Fire Chief, the workweek for all shift employees shall be from Sunday through the following Saturday and "work shift" shall mean "7:30 a.m. to 7:30 a.m.". Fire District shift employees will generally be held to a twenty-eight (28) day FLSA work period, forty-eight (48) hours on and ninety-six (96) hours-off schedule.

Scheduled and Emergency Work

Unless excused by the Fire Chief, an employee, upon request, shall not fail or refuse to perform emergency or scheduled work. Scheduled means at least twenty-four (24) hours prior notice. Failure or refusal of the employee to work in accordance with this provision shall be grounds for discipline.

All extra hours worked must have prior approval before being worked. The District will follow all State and Federal laws governing payment of FLSA overtime pay.

For non-exempt employees, all scheduled, emergency and call-back work hours will be paid at the employee's hourly rate of pay with a minimum entitlement of two (2)hours. If the call back involves more than two (2) hours and the time is continuous, the employee will be compensated for actual time worked.

Hours worked in excess of 212 in the twenty-eight (28) day FLSA work period will be compensated with an additional rate of ½ of the regular hourly rate, resulting in a payrate for those hours at 1 ½ regular hourly rate.

Shift employees are paid their regular hourly rate for vacation time and sick leave but those hours are not included in calculating hours worked for FLSA overtime pay.

Strike Team/Task Force and Overhead Assigned Differential Pay

An hourly differential pay will be paid to those employees assigned to a Strike Team/Task Force or Overhead Assignment when the incident is F-42 or FC-33 reimbursable under the provisions of the California Fire Assistance Agreement (CFAA) or Local Assistance By Hire Agreement (ABH).

The hourly differential pay is calculated by subtracting the employees' regular hourly rate by the Strike Team/Task Force Assigned hourly rate as approved by the District Board.

Example:
Strike Team/TaskForce Assigned hourly rate = $29.98
Captain 1 regular hourly rate = $24.86 equals an hourly differential pay of $5.12

The FLSA OT regular rate of pay will be calculated using the following laws pertaining to two or more rates:

778.115 Employees working at two or more rates.
Where an employee in a single workweek works at two or more different types of work for which different nonovertime rates of pay (of not less than the applicable minimum wage) have been established, his regular rate for that week is the weighted average of such rates. That is, his total earnings (except statutory exclusions) are computed to include his compensation during the workweek from all such rates, and are then divided by the total number of hours worked at all jobs.

Retirement

The District agrees to match an employee's contribution of up to 5% of the regularly scheduled hours worked, including vacation and sick leave, to the District's qualified 457 Plan.

Strike Team/Task Force and Overhead Assigned Differential Pay, Extra Hours Worked Pay, FLSA Overtime Pay and Vacation Buy Back Pay are not included in calculating the District's contribution.

The District's contributions shall be irrevocably paid to the District's qualified 457 Plan.

Holiday In Lieu Pay

Compensation for working recognized holidays is included in the hourly rate and salary range of shift employees.

Emergency Medical Technician (EMT) Pay

Compensation for maintaining certification as an Emergency Medical Technician (EMT) by the Coastal Valleys EMS Agency is included in the hourly rate and salary range of shift employees.

Smartphone Stipend

A smartphone stipend is included in the hourly rate and salary range of shift employees to compensate for business related costs incurred when using their individually-owned smartphone. District will not own smartphones for the use of individual employees.

District will not pay for the purchase of personal smartphones, activation fees or insurance.

Vacation Time

Permanent full time employees are eligible to accumulate annual vacation as set forth in the Vacation and Sick time accrual document approved by the Board. Employees must complete six months of full-time employment prior to taking any approved time off. Unless it is determined by the Chief that the time off is necessary.

Probationary Employees shall accrue vacation during their probationary period per the Vacation and Sick time accrual document approved by the Board . Vacation time can be accumulated only when an employee is on active pay status.

Vacation Accumulation

Accrual of vacation time is permitted, but in no case shall an employee accrue more than two (2) times the annual accrual credit at any time without prior approval of the Board of Directors except when the District cancels an employee's scheduled vacation.

Vacation accrual stops upon reaching the specified vacation cap and will commence once vacation hours drop below the maximum allowed.

Vacation Scheduling

Vacations shall be scheduled yearly by employees with the approval of the Fire Chief. Vacation schedule shall be established with primary consideration for the needs of the District, but with as much regard as possible for the wishes of the employee. Preference in scheduling shall be based on seniority. Any vacation usage other than regular yearly

scheduled vacation will require a minimum of seven (7) days notice and approval of the Fire Chief.

Only one (1) Shift Duty Officer may be off on vacation during a calendar period.

Vacation Buy Back

After completing one year of service an employee may elect to sell back up to seventy-two (72) or up to half of their accrued hours (whichever is less) to the District for the equivalent payment of the employee's current hourly rate on an hour-for-hour basis. Payment for said hours shall be included in their regular paycheck on the first pay date in December of each year. Employees shall submit a request to the Fire Chief or his designee by November 15th for processing. Paid vacation hours will be deducted from the employee's accrued vacation balance.

The Department of Labor, which administers the Fair Labor Standards Act (FLSA), has opined that vacation buy-back is not included in the FLSA regular rate of pay. Therefore, the District will not include these payments in the regular rate of pay.

SICK LEAVE

Sick Leave Accrual

Permanent full-time employees accrue paid sick leave in accordance with the Board-approved Vacation and Sick Time Accrual schedule. Accrued sick leave carries over from year to year without an accumulation cap and without an annual cap on use, subject to the employee's available accrued balance and applicable law. Sick leave accrues while an employee is in active paid status and in any additional circumstances required by applicable law. The District shall provide no less than the sick leave entitlement required by California law, including the greater of five days or 40 hours annually for covered employees; for longer shifts, the applicable five-day equivalent shall be honored as required by law. Sick leave balances shall be recorded and communicated as required by law.

Sick Leave Approval

An employee may use accrued and available paid sick leave for a qualifying purpose upon oral or written request. When foreseeable, the employee shall provide reasonable advance notice; when unforeseeable, notice shall be provided as soon as practicable. Employees should notify the on-duty supervisor as soon as reasonably possible to assist staffing. Legally protected sick leave shall not be conditioned on prior discretionary approval, and the District shall not deny protected leave solely because notice could not be provided before the start of a shift. No retaliation or attendance discipline shall result from lawful use of

protected sick leave. The District may establish a reasonable minimum increment for use not exceeding two hours.

Sick Leave Usage

Accrued sick leave may be used for diagnosis, care, treatment, or preventive care for the employee or a covered family member; for qualifying purposes related to domestic violence, sexual assault, stalking, or other acts of violence; and for other purposes protected by California law, including qualifying jury service or court proceedings to the extent provided by law. Covered family members include a child (regardless of age or dependency status), parent, spouse, registered domestic partner, grandparent, grandchild, sibling, and a designated person as provided by applicable law. The District may apply lawful designated-person identification rules. Nothing in this policy restricts any additional sick leave use protected by statute or any more generous District benefit.

Doctor's Certificate

Medical documentation is not routinely required as a condition of using accrued California paid sick leave, including after three consecutive days. The District may seek documentation only when permitted by applicable law, such as where there is a legally sufficient basis to question whether leave is for a protected purpose, or when administering a separate legally authorized leave, accommodation, fitness-for-duty, or return-to-work process. Requests shall be narrowly tailored and medical information kept confidential. Fitness-for-duty requirements shall be job-related, consistent with business necessity, and administered under applicable disability and leave laws.

Sick Leave Incentive

Upon separation, an employee is eligible to cash out their accumulated sick leave hours times 2% for each year of continuous full-time paid District employment times their hourly rate of pay.

accumulated sick leave hours X % (2 X years of continuous full-time District employment) X $hourly rate = Sick Leave Incentive upon separation

HEALTH, LIFE, DENTAL, VISION, EAP AND AIR AMBULANCE MEMBERSHIP

Health

The District has elected to contract with Special Districts Risk Management Association (SDRMA) to provide medical insurance coverage. District currently covers the monthly premium costs for employee only coverage with the Blue Shield Silver PPO Plan.

Life Insurance

The District has elected to contract with Special Districts Risk Management Association (SDRMA) to provide basic life and AD&D insurance coverage. District currently covers the monthly premium costs for employee only coverage with the Voya Financial Basic Life and AD&D Plan of $10,000.

The District also provides an on or off duty – Accidental Death and Dismemberment Insurance coverage with the Federal Insurance Company in the amount of $50,000.

The District provides an Accidental Death ($100,000), Dismemberment and Paralysis Benefit. Other Loss of Life Benefits, Lump Sum Living Benefits, Medical Expense Benefits, Felonious Assault Benefit, Home Alteration and Vehicle Modification Benefit and Weekly Hospital Benefit. This policy covers a loss during a District covered activity.

Dental Plan

The District has elected to contract with Special Districts Risk Management Association (SDRMA) to provide dental insurance coverage. District currently covers the monthly premium costs for employee only coverage with the Delta Dental PPO – Low Plan.

Vision Plan

The District has elected to contract with Special Districts Risk Management Association (SDRMA) to provide vision insurance coverage. District currently covers the monthly premium costs for employee only coverage with the VSP Vision Option 1 Plan. Eye Exams every 12 months and Lenses, Frames and Contacts every 24 months.

Employee Assistance Program EAP

The District has elected to contract with Special Districts Risk Management Association (SDRMA) to provide employee assistance program coverage. District currently covers the monthly premium costs for employee only coverage with the Concern and Concern Plan. 3 Face to Face, telephonic/web-video, live chat sessions per incident per member.

Air Ambulance Membership

The District pays for an annual AirMedCare air ambulance membership.

LEAVES OF ABSENCE

Approved Absence Without Pay

Upon written request, the Board of Directors may grant an employee a leave of absence without pay for a definite period not to exceed one (1) year. Failure on the part of the employee on approved leave to return to duty within twenty-four (24) hours after the date of return shall be cause for discharge.

A leave of absence without pay up to three (3) shifts, can be approved by the Fire Chief.

Bereavement Leave

In the event of a death of the immediate family of an employee, The District will provide bereavement leave at least to the extent required by California Government Code section 12945.7. Absence shall be allowed not to exceed seven (7) days. The employee may, with the Fire Chief's permission, utilize vacation or sick leave for the death of a member or a spouse's immediate family or if additional leave is required beyond the seven consecutive calendar days. In the event of the death of a relative, not a member of the immediate family, absence from duty shall be allowed not to exceed two (2) days. Such absences shall not be charged to sick leave.

The immediate family of an employee is defined as, "spouse", "mother/mother-in-law", "father/father-in-law", "son/son-in-law", "daughter/daughter-in-law", "sister/sister-in-law","brother/brother-in-law","grandparent/grandparent in-law", "grandchild/grandchild-in-law" of an employee; or legal guardian or a person who is at least fifty percent (50%) dependent on an employee.

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will such action result in the employee receive a higher pay rate than they would have received had they not been promoted.

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An employee may be discharged at any time by the Fire Chief for cause.

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Employees may be employed in other jobs but other employment shall not be a job which provides an essential emergency service that would be a conflict of interest with the fire service job.

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a. The reasons for the performance evaluation is provided.

b. The evaluator shall explain the kind of work performance expected.
c. The evaluator shall give the reasons for the evaluation given, and any negative evaluation or comments shall include specific recommendations for improvements.
d. The evaluator and the employee shall discuss any questions that the employee has concerning his/her job and the responsibilities assigned.
e. No evaluation shall be made based upon hearsay statements but shall only be based upon the direct observation and knowledge of the evaluator. This does not preclude the evaluator from receiving and using information from the employee's co-workers, provided the evaluator investigate and verified the information.

An employee shall have the opportunity to review his/her evaluation prior to the placement of said evaluation in the employee's personnel file. A copy of any and all evaluations shall be provided to the employee whether the employee has signed it or not. Completed performance evaluations shall be treated in a manner to ensure their confidentiality, and shall pass through as few hands as possible. An employee shall have the right to respond to an evaluation in writing and the written response shall be kept in the employee's personnel file with the evaluation.

DISTRICT RIGHTS

The Redwood Valley-Calpella Fire District retains the exclusive rights, among others, in accordance with and subject to applicable laws, and other regulations, including, but not limited to the following:

(1) To direct employees;
(2) To hire, promote, transfer and assign employees in positions not inconsistent with applicable classifications and/or job specifications;
(3) To dismiss employees because of lack of work or for other just cause;
(4) To reprimand, demote, suspend, discharge, or otherwise to discipline employees for proper cause or for violation for the District's Rules and Regulations;
(5) To determine the mission of such employees, the budget, the organization, the number of employees and the methods and technology of performing their work;
(6) To take whatever additional action may be necessary in order to carry out and direct the employees' mission in situations of emergency;
(7) To review, revise and/or establish job duties, workloads and workload standards as necessary.

GENERAL PROVISIONS

Safety

The District shall provide and maintain safe working conditions and employees will cooperate to that end. Employees shall work in a safe manner. No employee shall be required to work in an area where conditions exist that are unsafe or detrimental to health without adequate and proper protective clothing and/or equipment.

The District shall continue to supply employees with all safety equipment required by the District and/or Cal/OSHA. All employees furnished such equipment or payment for such equipment shall use the equipment and their use shall only be for the purposes and uses specified under applicable safety rules and regulations.

Physicals

The District shall require that employees upon hire, have an initial/base line physical with drug screening at the expense of the District. An annual physical may also be required, consisting of Department of Motor Vehicles type of requirements; vision, hearing, general health exam including drug testing. A base line physical will be required every fifth year of service until age 45, at which time a base line physical will be required every third year.

The base line physical may include medical history, health exam, chest x-ray, pulmonary-spirometry, vision, audio, blood work-up, treadmill/stress testing, etc,. These physicals are required to demonstrate abilities to perform essential job functions or required by applicable laws or regulations.

No Discrimination

The District shall not discriminate for or against any employee or applicant for employment on account of race, color, creed, national origin, religion, age, sex, sexual preference, physical handicap, or mental handicap which does not prevent an employee from meeting the minimum standards established.

End of Employee Benefits Policy

REDWOOD VALLEY CALPELLA

8481 EAST RD
REDWOOD VALLEY CA 95470

Chiefs Report

November, 2026

Total calls: October 78 calls 2.49 volunteers/ call 194 responses

Top responders: Joe Cooper 23, Ruben Castro 21, BC Keizer 20, Bernardo Gonzalez and Cody Taglio 14

- Rescue update - RVCFD has accepted delivery of the new rescue, It is currently at Ukiah Banners & Signs getting striping, letter and numbering. We anticipate returning from the shop 11/6, then we will then begin transferring gear and equipment to put it in service.
- Multi agency cooperation. Recently we had two large incidents that involved auto-aid from Ukiah Valley and Cal Fire. The respective Battalions and Chief were personally thanked for their assistance. A formal letter was also sent thanking the crews that worked together during these incidents. The appreciation of collaboration and teamwork superseded district boundaries.
- Burn ban has been lifted. Public information on burn permits has been posted on the Volunteers FaceBook page and will be posted on district website.. Burn permits will be free of charge in alliance with other regional districts. Moving forward we plan on building a link on the website to be able to be educated regarding burning and be able to generate a burn permit online.
- Training
    - Vehicle accident, stabilization and automobile extrication have finished. Included this time was much more training and awareness regarding electric vehicles (EV's)
    - Mendocino Chiefs Association is hosting a water rescue training 11/14 at Lake Mendocino. In anticipation of this years historic El Nino, we are sending the duty officers to get trained up and bring back some skills.
    - November 14/15 we will host the chiefs academy vehicle fire attack and auto extrication classes.
    - November will start transitioning into Structure FIre Tactics.
- Participation in this Halloween trunk or treat went well.
- Christmas tree delivery is expected the third week of November.