

MEMORANDUM OF UNDERSTANDING

Members of Staff
And
Montecito Fire Protection District

Term of Agreement
January 1, 2024 – December 31, 2026

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PREAMBLE

This Memorandum of Understanding hereinafter referred to as “MOU”, is made and entered into this 1st day of January, 2024 by and between authorized representatives of the Montecito Fire Protection District (“District”), and the Members of Staff (“Staff”), listed in Item 1 of this MOU. It is the intent and purpose of this MOU to assure sound and mutually beneficial working and economic relations and conditions between the parties hereto; to provide for an orderly manner of resolving any difference which may arise and to negotiate any misunderstanding which could arise and to set forth herein the basic agreement between the parties concerning the pay, wages, hours of employment, and other terms and conditions of employment.

The parties have met and conferred on the provisions of the Fair Labor Standards Act (“FLSA”), and agree to reopen the meet and confer process in the event any part of this MOU is affected by future changes or amendments to the FLSA.

1. RECOGNITION

The following Staff employees, of the District are covered by this agreement:

- Division Chief/Operations
- Battalion Chief/Fire Marshal
- Battalion Chiefs
- Accountant
- Administrative Assistant
- Public Information Officer

For the purpose of meeting and conferring in good faith in respect to rates of pay, wages, hours, and other terms and conditions of employment.

The term "employee" or "employees" as used herein shall refer only to employees employed by the District.

Employees hired on a temporary basis are not covered by the provisions of this MOU.

2. IMPLEMENTATION

It is agreed that this MOU shall not be binding upon the parties, either in whole or in part, unless and until it is approved by the District Board of Directors (“Board”) by majority vote.

3. MANAGEMENT

The District retains all rights not specifically delegated by this agreement including, but not limited to, the exclusive right to determine the mission of its constituent Districts; set standards of service; determine the procedures and standards of selection for employment and promotion; direct its employees; take disciplinary action for proper cause; relieve its employees from duty because of lack of work or other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which governmental operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies and exercise control and discretion over its organization and the technology of performing its work.

4. SEPARABILITY, REPEALS, EFFECTIVE AND TERMINATION DATES

- 4.1. SEPARABILITY: If any section, subsection, subdivision, sentence, clause or phrase of this MOU is for any reason held to be illegal or unconstitutional, such decision shall not affect the validity of the remaining portions of this MOU.
- 4.2. REPEALS: All other MOUs and parts of MOUs and Resolutions pertaining thereto, inconsistent with the terms of this MOU, are hereby repealed.
- 4.3. CHANGES: The following items shall constitute the wages, hours and working conditions for employees represented by the staff.
- 4.4. TERM: This MOU shall be January 1, 2024 to December 31, 2026.

5. NO DISCRIMINATION

The provisions of this MOU shall be applied equally to all employees in the negotiating unit without discrimination to regarding age, sex, gender, gender identity, gender expression, sexual orientation, race, color, religion, creed, national origin, ancestry, mental or physical disability, medical condition, genetic information or military and veteran status, marital status, or any classification protected by the federal, state or local law. Members of the Staff and the District shall equally share the responsibility for the application of this provision.

6. DEFINITIONS

Unless the context otherwise requires, the definitions contained in this item govern the construction of this MOU. The definition of the word applies to any of its variants.

- 6.1. ADMINISTRATIVE LEAVE: Leave with pay if authorized by the Fire Chief.
- 6.2. ANNIVERSARY DATE: The anniversary on an annual basis from the date of hire.
- 6.3. APPOINTING AUTHORITY: Means the person or group of persons having the lawful power to make appointments to, or to remove persons from employment.
- 6.4. BOARD: When used alone means the District Governing Board.
- 6.5. DAYS: As applied to the grievance procedure, "days" mean regularly scheduled administrative workdays.
- 6.6. EARLY RELIEF: (for 56-hour employees) Means to relieve employees on the previous shift prior to the scheduled starting time.
- 6.7. ON CALL: Means the status of an employee who is not required to remain on District premises or at the scene of an emergency, but who shall leave word at their home or with the District where they may be reached.
- 6.8. OVERTIME: All hours worked by non-exempt members in any work period in excess of the applicable maximum hours as specified in the FLSA.
- 6.9. PERFORMANCE REPORT: Means the periodic evaluation of an employee's work reflected on forms prescribed by the District.
- 6.10. PROMOTION DATE: Official date of promotion, which is generally granted upon verification of satisfactory performance and recommendation of supervisor.

- 6.11. REGULAR EMPLOYEE: "Regular" employee means full time employees and does not include temporary and/or extra help employees.
- 6.12. SALARY ADVANCEMENT: Means a salary increase, based upon satisfactory performance, recommended by the District.
- 6.13. SCOPE OF REPRESENTATION: Means wages, hours, and other terms and conditions of employment.
- 6.14. SHIFT: Means units of 24 consecutive hours that employees are scheduled to be on duty.
- 6.15. TEMPORARY EMPLOYEE: Employee hired to fill a position created by the temporary absence of a regular employee or authorized by the District Board for some other reason.
- 6.16. WORK PERIOD: For safety employees assigned to shift work, the work period is a cycle of 24 consecutive days starting from 0800 hours on January 3, 2020.
- 6.17. The work period for full time 40-hour personnel is seven consecutive days: 0800 Sunday through 0800 Sunday (168 hours).
- 6.18. The work period for part time 20-hour personnel is seven consecutive days: 0800 Sunday through 0800 Sunday (168 hours).
- 6.19. The work period for 40-hour personnel on a 9/80 schedule is 1200 Friday to 1200 Friday (336 hours).

7. HOURS OF WORK

- 7.1. 56-hour employees work eight shifts of 24 hours each within a 24-day cycle (a total of 192 hours). This is an average workweek of 56 hours.

Example: xxoooo/xxoooo/xxoooo/xxoooo (x = on shift; o = off shift).
- 7.2. 40-hour non-exempt employees work a 40-hour workweek; 8 a.m. to 5 p.m., Monday through Friday. A 9/80 work schedule employee works eight 9-hour days plus one 8-hour day with alternating Fridays off.

Example: yooxxxx/ooxxxx (y = 8-hour day beginning on Friday; o = days off; x = 9-hour day).
- 7.3. Overtime earned at one and one-half the regular rate for all hours actually worked in any workweek in excess of 40 hours.
- 7.4. Represented personnel working a 20-hour schedule work from 0800 to 1200, Monday through Friday. Any other schedule must be authorized by the Fire Chief.
- 7.5. 40-hour exempt employees will normally maintain 8 a.m. to 5 p.m. work hours, 40 hours per week; dispatch will be notified of status when not in office during normal business hours. Responsibilities may from time to time require additional hours of work which are considered to be part of the normal work schedule. May be called upon to respond to emergencies or conduct District business outside of normal business hours.

- 7.6. All safety members agree to carry their District cell phone at all times.
- 7.7. All non-safety members will reasonably cooperate with any reasonable procedures the District may adopt for the purpose of utilizing electronic devices (i.e., cell phones) for call backs, notifications, etc. If the employee chooses to utilize their personal cell phone for notification purposes, the District shall compensate the employee with a text messaging allowance of \$50 per month. This allowance will be paid semi-annually, in arrears on the last pay period of June and December.

8. HOLIDAYS

- 8.1. ACCRUAL: 56-hour employees shall be credited with 6 holidays per year at the rate of accumulation of 12 hours per month of service, which is taken as holiday time off. The appointing authority shall determine when holiday time will be taken.

40-hour and part-time 20-hour employees are given the following holidays off: New Year's Day, Martin Luther King's Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, and Christmas, and two floating holidays per year (must work 6 months to be eligible for the first floating holiday). Part-time 20-hour employee holidays and floating holidays are equal to four hours per day. Holiday time shall be taken each year, it is not accumulative past the end of the calendar year.

Holiday accrual is limited to 552 hours (23 shifts). Compensation at straight time for hours over 552.

- 8.2. COMPENSATION RATE: While on holiday time off, employees shall be compensated at their regular rate of pay.
- 8.3. PAY FOR HOLIDAY TIME ON TERMINATION: 56-hour employees eligible for holiday time who terminates or is terminated, shall be paid the hourly equivalent of their salary for each hour of earned holiday time based on the pay rate in effect for such employee on the last day actually worked, time spent on authorized leave or time spent on authorized time off.

9. VACATION

- 9.1. Paid vacations shall be authorized only for regular employees.
- 9.2. PAYMENT FOR VACATION UPON TERMINATION: Any regular employee who terminates or is terminated shall be paid the hourly equivalent of their salary for each hour of earned vacation based on the pay rate in effect for such employee on the last day actually worked, time spent on authorized leave or time spent on authorized time off.
- 9.3. COMPENSATION RATE: While on vacation, employees shall be compensated at their regular rate of pay.
- 9.4. NOT SUBJECT TO RECALL: Except as indicated in Section 9.6, employees on vacation leave shall not be subject to mandatory recall nor be penalized for refusals while on vacation period.

- 9.5. VACATION PERIOD: An individual's vacation shall be deemed to begin at 0800 on their first scheduled shift off and continue until 0800 on their first scheduled shift back on duty.
- 9.6. EMERGENCY RECALL: Vacation time can be cancelled when the Fire Chief deems necessary.

10. VACATION ACCUMULATION

10.1. For Battalion Chiefs:

Years of Service	Hours per Month
1-5	12
6-10	16
11-15	20
16+	24

10.2. For 40-hour exempt and non-exempt employees:

Years of Service	Hours per Month
1-3	6.66
4-7	10
8-11	13.33
12+	16.66

10.3. For Chief Officers assigned to a 40-hour week, 16.66 hours per month.

10.4. For Part-time 20-hour non-exempt employees:

Years of Service	Hours per Month
1-3	3.33
4-7	5
8-11	6.66
12+	8.33

10.5. Vacation credit is earned only during active employment, paid leave of absence and military leave.

10.6. Vacation is accrued monthly from the date of employment, for example: 12 hours per month are earned through the 5th anniversary; at the start of the 6th year, the employee begins earning 16 hours per month.

10.7. VACATION LIMIT: Vacation accrual is limited to 552 hours (23 shifts) for 56-hour employees and 500 hours for 40-hour employees. Compensation at straight time for hours over accrual.

10.8. ACCRUAL ADJUSTMENTS: Upon reassignment to a 40-hour workweek status from a 56-hour workweek status, an employees' combined leave balance shall be adjusted proportionally to provide an equivalent amount of time off by multiplying the hours by .714.

Upon reassignment to a 56-hour workweek status from a 40-hour workweek status, an employees' combined leave balance shall be adjusted proportionally to provide an equivalent amount of time off by multiplying the hours by 1.4.

11. VACATION SCHEDULING

- 11.1. Vacations are scheduled at the end of the calendar year. An employee may only schedule vacation hours earned through December 31.
- 11.2. The Fire Chief or his designee shall be responsible for scheduling the vacation period of his employees in such a manner that achieves the most efficient functioning of the District. The granting of a vacation period less than the employee's annual entitlement is to be discouraged so that full benefits of the vacation plan can be realized by the employee.

12. OVERTIME

- 12.1. FAIR LABOR STANDARDS ACT (FLSA) OVERTIME: The FLSA provides overtime at the rate of time and one-half for those non-exempt employees who work beyond certain limits. Exempt classifications include Division Chief – Operations and Battalion Chief – Fire Marshal. Non-exempt classifications include Shift Battalion Chief, Accountant, Administrative Assistant, and Public Information Officer.
- 12.2. REGULAR OVERTIME is the voluntary or required working of hours in excess of a non-exempt employee's normal work shift/week and is paid at time and one-half the employee's regular rate of pay. Overtime shall be earned and paid in increments of 15 minutes.
- 12.3. EMERGENCY CALLBACK: For non-exempt employees who are called back for emergency work shall be paid overtime, at the rate of time and one half the regular rate of pay for the hours actually worked after arriving at the station or assignment. In addition to the overtime pay for hours actually worked on an emergency callback, employees who report to the station or assignment shall receive an additional one and one-half hour overtime for response time. Overtime after arrival at station or assignment will be paid in 15-minute increments.
- 12.4. RECALL TO DUTY: When a vacancy exists due to sickness or any other reason, an employee will be called back to duty to provide minimum level of staffing levels as established by the District; an employee shall not be mandatorily held over for a period longer than 72 hours. This "mandatory" period will begin when the employee is first held over beyond their scheduled or elected shifts. Voluntary overtime and trades are not considered a part of this period.
- 12.5. COMPENSATORY TIME OFF (CTO) FOR OVERTIME WORKED: Employees may receive, in lieu of overtime compensation, CTO at a rate of time and one half for overtime worked. Exempt employees shall not be eligible for CTO. The employee may split their payment of overtime between compensatory time and overtime payments if they choose. Employees working a 56-hour workweek may not submit accrual for compensatory time off unless they work a minimum of 12 hours in a shift. Employees working a 40-hour workweek may not submit accrual for compensatory time off unless they work a minimum of one hour in a shift.

- 12.6. Employees working a 56-hour workweek will accumulate compensatory time not to exceed 96 hours. Employees working a 40-hour workweek will accumulate compensatory time not to exceed 68 hours.
- 12.7. Any employee who has accrued the maximum allowable time shall, for additional overtime hours of work, be paid overtime compensation. If compensation is paid to an employee for accrued CTO, such compensation shall be paid at the regular rate of pay earned by the employee at the time the employee receives such payment. An employee who has accrued CTO shall, upon termination of employment, be paid for the unused compensatory time at the final regular rate of pay.
- 12.8. USE OF COMPENSATORY TIME OFF: To the extent that employees may select time off for compensatory time off, they shall use such time subject to the following provisions:
- 12.9. Such time off may be taken for a full shift or day or portion of a shift or day within the work period. If the employee requesting such time off provides reasonable notice, the Chief Officer shall approve such leave, unless doing so would be unduly disruptive to District operations.
- 12.10. An employee requesting a full shift of 24 hours shall have precedence over an employee requesting a partial shift off. The employee first selecting the desired day, even though a partial day, shall be allowed to change their request for a full shift.
- 12.11. An employee may elect to have the District cash out compensatory time that is accrued, but unused, in a calendar year. To make such an election, the employee must submit an irrevocable election request in writing to the District Accountant on or before December 20 of the calendar year preceding the requested cash out. The request must indicate the number of hours of compensatory time that the employee expects to accrue, but not use, in the following calendar year, and that the employee would like to cash out in increments of 12 hours or the entire accrued balance. The District will cash out such compensatory time in the last payroll in December with the maximum number of hours available for cash out being the number of hours accrued, but unused, by the employee in that calendar year to date.

13. COMPENSATION FOR SERVICES PERFORMED BY EXEMPT SALARIED EMPLOYEES DURING EMERGENCIES

- 13.1. The following schedule will be used to compensate salaried employees who volunteer for work for other entities during emergencies when assistance is requested under our mutual aid agreements and participation is authorized by the Fire Chief. This work is performed solely at the option of the employee and is not considered to be part of the employee's normal salaried job duties.
- 13.2. METHOD OF CALCULATING COMPENSATION: There will be no additional payment for time worked during scheduled on duty time at Montecito Fire Protection District.
- 13.3. Off duty shifts will be paid on an hourly basis at the pre-determined rate.
- 13.4. When a Battalion Chief is off due to sickness, vacation, holiday, fire assignment or any other reason, and another Shift Battalion Chief is unable to cover, an exempt Chief Officer may be called back to duty to provide minimum staffing levels as established

by the District. In addition, exempt Chief Officers may be recalled to duty for investigations or any other pressing need of the District with the Fire Chief's approval. Exempt Chief Officers shall be compensated at their straight time hourly rate.

- 13.5. SPECIAL CIRCUMSTANCES WITHIN THE DISTRICT: The Board may declare bonuses for salaried employees for special circumstances within the District. This will be determined by the Board at the time, taking into consideration the work performed by the employees and the financial resources of the District.

14. SICK LEAVE

- 14.1. ACCRUAL RATE: Sick leave shall be authorized only for regular employees. Every full-time employee shall accrue 12 hours of sick leave with pay for each month of full-time service. Part-time 20-hour employees shall accrue six hours of sick leave with pay for each month of service.
- 14.2. SICK LEAVE USAGE: Sick leave usage shall comply with applicable state law.
- 14.3. VERIFICATION OF ILLNESS OR INJURY: An employee absent due to his illness or injury for more than five consecutive calendar days shall not be entitled to use sick leave credits for their absence on any day after the five days, or four shifts, unless and until they present to the appointing authority a certificate signed by his physician stating that they were ill or injured on each day of such absence. An employee absent for a period of seven consecutive calendar days due to illness or accident may, at the discretion of their appointing authority, be required to take a physical examination before returning to active duty.

Following any absence due to serious illness, injury, or exposure to contagious disease, whether or not sick leave was used, the District shall require a statement from a physician or nurse practitioner that the employee is fit to return to duty. A physician's or nurse practitioner's certificate may be required for any amount of sick leave used on an individual basis within the Fire Chief's discretion, when they have reason to believe that an individual has had an illness or injury which, in their judgment, may affect that person's ability to perform.

Failure to provide required medical documentation to the District following any absence from serious illness, injury, or exposure to contagious disease will be treated as leave without pay and employee may not return to duty until acceptable documentation of health fitness is received by the District. Such physical examination shall be performed by a physician designated by the Fire Chief and shall be at District expense.

15. CREDITS DURING TEMPORARY DISABILITY

An employee who is entitled to temporary disability indemnity under Division 4 or Division 4.5 of the Labor Code shall accrue holiday, vacation and sick leave credits during the period they receive temporary disability indemnity.

16. NON-OCCUPATIONAL DISABILITY LEAVE FOR THE EMPLOYEE

An employee unable to work due to a non-occupational disability must present the Fire Chief with a certificate of disability from their doctor. During the period of certified disability, the employee uses accrued sick leave, comp time, holiday time and vacation time. While disabled, the employee continues to accrue benefits (including District paid insurance coverage) until all paid leave is exhausted. If an employee's leave balances are exhausted while still under a certificate of disability, the employee may request a leave of absence without pay due to medical reasons. During any leave of absence without pay, the employee assumes responsibility for payment of insurance premiums (employee and employer portions) after the expiration of the 12 weeks allowed under the federal Family and Medical Leave Act. If the employee wishes time beyond the period of certification of disability, all unused vacation, sick time, holiday time and comp time must be used prior to commencing a leave of absence without pay.

Request for a leave of absence without pay may be granted by the Fire Chief, or their designee, in accordance with state law, District policies and the following criteria: Employee's seniority in District service, employee's job performance record, and the needs of the Fire District.

No sick leave, vacation or holiday time shall accrue to any employee during any pay period in which the employee is on leave without pay beyond the 12 weeks allowed under the California Family Rights Act or federal Family and Medical Leave Act.

17. FAMILY AND MEDICAL LEAVE

Employee may use all accumulated sick, vacation, holiday and compensatory time in advance of invoking the 12-week Family and Medical Leave Act (FMLA) period. A medical plan must be established with the Fire Chief or his designee, when using time off in this manner. While on time off under the provisions of Family and Medical Leave, the employee may, at any time, request up to 12 weeks off under the provisions of the FMLA.

While off utilizing FMLA, the employee continues to accrue benefits, including District paid insurance coverage for up to 12 weeks. After a maximum of 12 weeks off utilizing FMLA, the employee must exhaust all remaining accrued time off prior to requesting a leave of absence from the Board of Directors. If the leave of absence is approved, the employee no longer accrues benefits and assumes responsibility for payment of all insurance premiums (employee and employer portions).

18. BEREAVEMENT LEAVE

A 56-hour workweek employee may be absent for up to four consecutive work shifts (using accrued sick leave time) due to death of employee's immediate family. A 40-hour workweek employee may be absent for up to five consecutive work shifts (using accrued sick leave time) due to death of employee's immediate family.

Immediate family to mean: spouse, registered domestic partner, parent, step parent, child, step child, sibling, grandparent, father/mother-in-law, or grandchild. When travel to a distant location, or other circumstances require absence in excess of the time allowed, the Fire Chief may allow additional use of accrued holiday time off, sick leave or vacation.

19. MILITARY LEAVE

Salaries and benefits during military leaves of absence shall be as follows:

NOTICE OF MILITARY LEAVE: When an employee is called to military duty, he or she provide the Fire Chief with documentation of orders. They will also give advance notice to the Fire Chief of: (1) the need for the leave of absence and/or the use of vacation/holiday time; (2) the anticipated duration of the military leave; and (3) the type of duty for which the employee is being called.

REPLACEMENT COVERAGE: The District will be responsible for coordinating sufficient replacement coverage during the employee's military leave of absence.

USE OF VACATION BENEFITS FOR MILITARY LEAVE: When an employee is called to military duty, notwithstanding any other provision of this MOU, the employee may apply any accrued but unused vacation and/or holiday time to the leave.

INACTIVE DUTY TRAINING: Except as required by law, leaves for inactive duty training will be unpaid.

ACTIVE DUTY: When an employee is called to active duty, the District will pay the employee's full salary for 45 calendar days per fiscal year of the leave of absence.

BENEFITS: For active and inactive military leaves of absence, the District will continue to pay the employee contribution to health insurance (medical, dental, vision, and life insurance) for six months (183 calendar days) of such leave per fiscal year. During such military leaves of absence the District will also pay both the employer and employee contributions to the California Public Employment Retirement System ("CalPERS"). The employee will continue to accrue vacation, sick and other paid leave benefits at their regular accrual rate.

20. CATASTROPHIC LEAVE

PURPOSE: To provide a mechanism for assisting employees who have exhausted paid leave due to a serious or catastrophic illness or injury. This section allows a regular District employee to donate accrued vacation or holiday hours to a specific employee who has exhausted their own available leave balances and has requested use of catastrophic leave. Serious or catastrophic illness or injury is defined as an adverse medical condition which requires the employee to be absent from work for more than twenty consecutive workdays. This can include the illness or injury to the employee's spouse, registered domestic partner, child, or parent.

CONDITIONS: To receive leave donations, an employee: must have been employed in a regular position for a minimum of one year; must be absent from work due to a single illness or injury for more than 20 consecutive workdays (as verified by a physician's statement); must have exhausted all earned leave balances (including sick leave, vacation, and holiday credits); except however, the appointing authority may approve the solicitation/acceptance of leave donations prior to all balances being exhausted, when the physician's statement and leave balances indicate the probable exhaustion of balances within two pay periods.

Donated leave shall be credited to the recipient as vacation time.

Donated time from 40-hour employees to a 56-hour employee will be converted to the appropriate basis.

Donated time from 56-hour employees to a 40-hour employee will be converted to the appropriate basis.

Donations are voluntary; are made from accrued vacation or holiday balances; donation of sick leave is not permitted; must be for a minimum of eight hours, in whole hour increments; are irrevocable, and if any donated hours remain at the end of the recipient's catastrophic leave, they shall remain available for the sole use of the recipient; and are taxable on the part of the recipient, in accordance with IRS regulations, and are subject to withholding as required by law.

An employee may not donate more than 96 hours to any other individual employee, and must maintain at least four shifts (or 80 hours for regular employees) for a vacation in the current year.

The total amount of donations received by a recipient into their vacation balance by an employee shall normally not exceed 1,200 hours; however, donations in excess of 1,200 hours may be considered and approved by the Fire Chief.

Upon approval of a request for donations, the Fire Chief (or their designee) shall, at the employee's request, post a notice of the eligible employee's need for donation on the District bulletin board accessible to employees; confidential medical information shall not be included in the notice.

Donations shall be administered according to procedures to be established by the Fire Chief, and requested on a form prescribed by the Fire Chief. Signed approvals of the receiving and donating employees must be properly provided before a donation is processed.

Donors and hours donated shall be maintained as confidential information.

Nothing in this section shall be construed to modify the employment relationship between the District and the receiving employee, or to restrict the District's management rights. Neither shall this policy modify existing District rules, policies or agreements regarding unpaid leave or absence or unpaid leave to care for a family member.

21. CONTINUING EDUCATION

Continuing education shall be compensated as articulated in the Professional Development Program.

22. UNIFORM ALLOWANCE

Uniform allowance shall be \$1,500 per year, for full-time employees, and \$750 per year for part-time employees. The allowance shall be paid twice per year on the last pay period for the month of June and December. For CalPERS classic members, the District will report a pro rata amount of the uniform allowance payments to CalPERS in each pay period.

New full-time employees may elect to receive an advance lump sum payment of \$750 with their first paycheck. New part-time employees may elect to receive an advance payment of \$375 with

their first paycheck. For employees who elect to receive such a lump sum payment, the District will withhold allowance payments until such time as the employee has repaid the advance payment.

Both, the Board and staff, agree that the District has a high expectation regarding the appearance of District employees' dress, grooming, and safety clothing. The amount of the uniform allowance is intended to reflect those high standards.

If an employee who has received an advance uniform allowance payment should terminate within the first six months of their employment with the District, the employee's final compensation will be reduced by an amount prorated on the number of months, or major fraction thereof, remaining between the date of termination and the end of the six-month period which commenced with the date of hire.

23. PERFORMANCE EVALUATIONS

In addition to introductory evaluations, performance evaluations for each employee shall be completed periodically. These evaluations will be reviewed between the employee and immediate supervisor, with a copy submitted to the employee and the original submitted as a permanent record in the individual's personnel file.

An employee may have total review of the evaluation with their immediate supervisor and the Fire Chief.

24. MEDICAL EXAMINATIONS

District and staff agree that the District shall continue to provide a program of periodic medical exams. The District retains full and complete control over this program and will advise the staff of program changes. An employee absent on leave for a continuous period of 122 days shall be required to have a physical examination, including a stress EKG test, by a District doctor prior to returning to duty.

25. HEALTH INSURANCE

The District will contribute to the employee's health care premium, for the employee and eligible dependents, in an amount not to exceed \$3,000 per month effective March 1, 2024, \$3,075 effective January 1, 2025 and \$3,170 effective January 1, 2026. The District and Staff agree to an opener on this topic only if premium rates exceed projections.

Health (up to the maximum stated above), dental and vision insurance premiums shall continue to be paid for by the District for all retirees and eligible dependents per Board Resolution electing to be subject to Meyers-Geddes State Employees Medical and Hospital Care Act adopted September 15, 1969.

The District shall pay the entire premium for employee and eligible dependents for dental insurance. The District and Staff agree to an opener on this topic if plan changes are recommended.

The District shall pay the entire premium for employee and eligible dependents for vision insurance. The District and Staff agree to an opener on this topic if plan changes are recommended.

26. AFLAC

The District will allow AFLAC premiums to be deducted from payroll checks pre-tax.

27. LIFE INSURANCE

All personnel under age 65 will be covered under a group life insurance policy, paid for by the District, providing the following coverage:

- \$100,000 on member's life
- \$100,000 for accidental death/dismemberment
- \$1,000 for member's dependents

All personnel over age 65 will be covered under a group life insurance policy, paid for by the District, providing the following coverage:

- \$65,000 on member's life
- \$65,000 for accidental death/dismemberment
- \$1,000 for member's dependents

All personnel over age 70 will be covered under a group life insurance policy, paid for by the District, providing the following coverage:

- \$50,000 on member's life
- \$50,000 for accidental death/dismemberment
- \$1,000 for member's dependents

28. RESIDENCY REQUIREMENT

Employees hired after January 1, 2024 must live within 150 driving miles of Station 91, 595 San Ysidro Road, Santa Barbara. Employees hired after this date are exempt from this provision during their first thirteen (13) months of employment. Effective no later than the first day of their fourteenth (14th) month of employment, these employees must live within 150 driving miles of Station 91, 595 San Ysidro Road, Santa Barbara.

The job requirements for certain positions may require employees to live within a closer proximity to the District.

29. DEFERRED COMPENSATION

The District will make contributions to the District-sponsored Deferred Compensation 457 Plan for all full-time employees after one year of continuous employment at the following amounts:

- CalPERS Classic members: \$600 per month, paid semi-monthly.
- CalPERS PEPRA members: \$700 per month, paid semi-monthly.

30. SALARY RATES

Effective January 1, 2024, a salary increase of 3%.

Effective January 1, 2025, a salary increase of 3%.

Effective January 1, 2026, a salary increase of 2%.

Safety Employees:

<u>Rank</u>	<u>Start</u>	<u>6 mo.</u>
Battalion Chief	\$17,578	\$19,495
Battalion Chief-Fire Marshal	\$19,336	\$21,446
Division Chief-Operations	\$21,204	\$23,912

Miscellaneous (Non-Safety) Employees:

<u>Position</u>	<u>Start</u>	<u>6 mo.</u>	<u>12 mo.</u>	<u>24 mo.</u>	<u>36 mo.</u>
Administrative Assistant	\$ 11,625	\$ 12,209	\$ 12,815	\$ 13,459	\$ 14,135
Public Information Officer	\$ 11,625	\$ 12,209	\$ 12,815	\$ 13,459	\$ 14,135
Accountant	\$ 12,317	\$ 12,939	\$ 13,588	\$ 14,271	\$ 14,983

Hourly rate calculation for 56-hour employees:

52 weeks x 56 hours = 2912 hours/year

Monthly rate x 12 months = annual rate

Annual salary / 2912 = hourly rate

The District will provide a 5.35% EMT/AED pay to all employees with a current EMT or AED certification. The EMT/AED pay will be calculated on the employee's base salary and longevity pay.

31. LONGEVITY INCENTIVE

3-5 years = 3.00%	15-17 years = 15.00%
6-8 years = 6.00%	18-20 years = 18.00%
9-11 years = 9.00%	21-23 years = 21.00%
12-14 years = 12.00%	24+ years = 24.00%

Longevity incentive payments are effective following the anniversary date (i.e., 3.00% following the 3rd anniversary).

The District will not report longevity incentives to CalPERS until the employee has been employed with the District for five years. Staff agrees and understands that longevity incentive payments provided to employees following their 3rd and 4th anniversaries are not included in the employee's CalPERS retirement calculations.

32. INCENTIVE PAY

Incentive pay for eligible employees will be paid out each payroll. Employees who meet the requirements of an incentive pay after January 1, 2024 will become eligible the first of the month following their eligibility. Employees who lose their eligibility will no longer receive their incentive pay effective the first of the following month. Staff may only qualify for up to 2 incentives.

- 32.1. DIVISION SUPERVISOR (DIVS) QUALIFICATION: Safety employees qualified as a DIVS are eligible to receive this incentive pay.

Effective January 1, 2024 – Equal to 1.0% of top step shift BC monthly base pay

Effective January 1, 2025 – Equal to 2.0% of top step shift BC monthly base pay

Effective January 1, 2026 – Equal to 3.0% of top step shift BC monthly base pay

- 32.2. STRIKE TEAM LEADER (STEN) OR TASK FORCE LEADER (TFLD) QUALIFICATION: Safety employees qualified as a STEN or TFLD are eligible to receive this incentive pay.

Effective January 1, 2024 – Equal to 1.5% of top step shift BC monthly base pay

Effective January 1, 2025 – Equal to 3.0% of top step shift BC monthly base pay

- 32.3. INCIDENT MANAGEMENT TEAM TYPE 3 COMMAND, GENERAL STAFF AND SECTION LEAD QUALIFICATION: Employees qualified in the following positions are eligible to receive this incentive pay - Incident Commander 3 (ICT3), Public Information Officer (PIO3), Safety Officer (SOF3), Liaison Officer (LOFR3), Operations Section Chief (OSC3), Planning Section Chief (PSC3), Logistics Section Chief (LSC3), Finance Section Chief (FSC3).

Effective January 1, 2024 – Equal to 1.5% of top step position monthly base pay

Effective January 1, 2025 – Equal to 3.0% of top step position monthly base pay

33. DISPATCH CADRE

Dispatch Cadre members can be filled by Miscellaneous Employees, Firefighters, Firefighter/Paramedics and/or Engineers. The District will pay Dispatch Cadre members an amount equal to 5% of the top step Firefighter monthly base pay.

34. RETIREMENT

The District pays the entire employee contribution to CalPERS for CalPERS classic members only. This sum is equal to 9% of employee earnings for safety employees and 8% of earnings for miscellaneous employees. The plans provided are: Safety Fire 3% at 55, PEPRA Safety Fire 2.7% at 57, Miscellaneous 3% at 60, and PEPRA Miscellaneous 2% at 62.

Classic employees will pay 12% of the Employer's Retirement Contribution. The contributions will be pre-tax as allowed by a contract change with CalPERS and a 414(h)(2) resolution approved by the District Board and filed with CalPERS. Until such time that the contract with CalPERS is approved and implemented, the employees will reimburse the District the Employer's Retirement Contribution directly at the appropriate rate. This contribution is the corresponding percentage of an employee's reportable earnings for Safety and Miscellaneous classic employees. The intent of

the employee's contribution towards the Employer's Retirement Contribution is to fulfill the AB340.

PEPRA employees will not make a cost-share contribution.

Eligibility for membership in CalPERS is dependent on rules established by CalPERS. If not a current member of CalPERS, a temporary full-time employee becomes eligible for membership when their appointment exceeds six months; membership is then effective on the first day of the seventh month of employment.

Employees who are "new members" as defined by California Public Employees' Pension Reform Act of 2013 (e.g., an employee hired on or after January 1, 2013 who has never been a CalPERS member or member of a reciprocal system or who has had a break in CalPERS service of at least six months or more) will constitute a new tier and be subject to all the PEPRA provisions, which include but are not limited to the following benefits: the retirement formula shall be 2.7% at 57 for PEPRA Safety members, 2% at 62 for PEPRA Miscellaneous members, three year average final compensation and no employer paid member contributions.

For Local Miscellaneous (Non-Safety) employees, the District agrees to convert the Employer Paid Member Contributions to pay rate during the Final Compensation Period pursuant to Government Code section 20692.

For Safety employees, the District shall pay and report to CalPERS 100% of the value of Employer Paid Member Contributions as compensation earnable pursuant to Government Code Section 20636 (c)(4) and the approved District resolution.

CALPERS PENSION COST-OF-LIVING ALLOWANCE (COLA): Up to 3% annual pension COLA, as determined by CalPERS, will be granted for any service credit earned after the effective date of the CalPERS contract amendment (approximate effective date is May 1, 2024). Up to 2% annual COLA, as determined by CalPERS, for any service credit earned prior to effective date of the CalPERS contract amendment.

35. REPRESENTATION

The District shall recognize each employee individually.

36. SHIFT TRADES

Employees may, at their own option but with the approval of the Fire Chief or his designee, substitute during scheduled hours for other employees employed in the same capacity. In the case of such substitution, the hours involved are credited to the scheduled employee and not to the substitute employee.

Requests for trades are to be submitted at least 24 hours in advance. Shift trades shall be of at least two hours and no more than 24 hours in duration.

Safety Personnel shall be allowed 25 shift trades per calendar year. Trades of less than four hours and trades for approved training are not counted. Trades are counted when the employee is off their shift only. Prior approval of the Fire Chief, or his designee, is required if more than four shift

trades are requested at one time. Trades are to be paid back within a year from the date of the original trade.

37. EARLY RELIEF

Early relief may occur on a voluntary basis between employees of equal qualifications at the discretion of their supervisor. Such early relief may occur between the hours of 0600 and 0800; relief earlier than 0600 will constitute "trading of time".

Early relief will not have the effect of increasing the number of compensable hours of work.

38. DAYLIGHT SAVINGS TIME

Due to going on daylight savings time each year, shift assignment employees work either an extra hour or an hour less than the regular 24-hour shift. For purposes of payroll time reporting, the shifts affected by the change on to and off of daylight savings time shall be treated as a regular 24-hour shift.

39. NO STRIKE, NO LOCK-OUT

During the life of this agreement, the District will not lock out any employee, nor will staff cause, authorize, advise or encourage any interruption of work or any other concerted action. The term "interruption of work" shall mean any work stoppage or strike (including economic and unfair labor practice strikes). The term "other concerted action" includes picketing or boycott activities by the employee. There shall be no refusal to work on, handle or produce any materials or equipment because of a labor dispute.

Any employee engaging in any action prohibited by the Article shall be subject to immediate discharge or such other discipline as the District assesses. Such discharge or discipline may be reviewable through the grievance procedure.

40. GRIEVANCE PROCEDURES

In the event of disagreement or dispute concerning the interpretation or application of this MOU, or of existing written employment rules and regulations and established District employment policies and practices, or concerning disciplinary action or allegations of discrimination, the matter shall be resolved by the resort to the steps of the grievance procedure described below. Time limits are included in the procedure to facilitate early settlement of grievances and they may be extended only by mutual agreement of the parties. Failure to submit the grievance within the time limits imposed shall terminate the grievance process and the grievance shall be considered resolved.

A staff representative may be present at all steps of the grievance if requested by grieving party. All grievances shall first be discussed on an informal basis between the employee and the supervisor and if the matter cannot be resolved in this manner it shall become the subject of a formal grievance.

FIRST STEP: Within 21 calendar days of the action complained of, the employee shall submit a written statement of the grievance to their supervisor. The parties shall meet and discuss the

grievance within three business days of its receipt by the supervisor; and if the grievance is not settled at the meeting, the supervisor shall, within three business days of the meeting, deliver to the employee a written reply to the grievance.

SECOND STEP: If the supervisor's written reply from step one does not resolve the grievance, within five business days of the receipt of the reply by the employee, they shall submit written statement of the grievance to the District head. Within four business days thereafter, the District head, supervisor and employee shall meet to discuss the grievance. If the grievance is not resolved at the meeting, the District head shall deliver a written reply to the employee within three business days of the meeting.

THIRD STEP: If the District head's written reply from step two does not resolve the grievance, within 4 business days of the receipt of the reply by the employee, they shall request the District head to schedule a review of the grievance by members of the Fire Protection District Board appointed by the President of the Board. The committee shall meet with the employee within five business days of the request, and within five business days after the meeting, the committee shall deliver its reply to the employee.

FOURTH STEP: If the committee reply from step three does not resolve the grievance, the employee may submit the grievance to an impartial arbitrator by delivering to the District head a Notice of Arbitration within 10 business days after receipt of the committee's reply. The arbitrator shall be appointed by mutual agreement of the parties. If the parties do not agree on an arbitrator within 10 business days of the delivery of the Notice of Arbitration, an arbitrator shall be selected from a list of seven arbitrators submitted by the Federal Mediation and Conciliation Service by alternate striking of names until one name remains. The party who strikes the first name from the panel shall be determined by lot.

Either the District or the employee may call any employee as a witness, and the District agrees to release said from work if they are on duty. If an employee witness is called by the District, the District will reimburse him for time lost; if called by the employee, the employee may pay the expense.

The arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms of the Agreement or ordinances, resolutions or rules. The decision of the arbitrator shall be based solely upon the evidence and arguments presented by him by the respective parties in the presence of each other.

In the case of a disciplinary grievance, the arbitrator shall have the power to mitigate the penalty as equity suggests under the facts, including, where appropriate, returning the grievant to their employee status with or without restoration of back pay.

The mutual decision of the parties and/or the arbitrator in any dispute shall be the final and binding decision on all parties and there shall not be any appeal to another authority, board, commission and/or agency for it is the intent of the Agreement to supplement the Civil Service Commission hearing and appeal system with the provision of this Agreement.

The arbitrator may hear and determine only one grievance at a time without the express agreement of the District and the employee unless more than one pending grievance raises the same issue or issues.

The District shall pay all the arbitrator's fees and expense and the cost of the hearing room but all other costs shall be paid by the party incurring them.

41. LAYOFF PROCEDURES

In cases of abolition of positions which result in layoff of personnel or reduction in force, the following seniority policy shall apply to District members.

The individual with the least time in position shall be first reduced. Where equal time in position is the case, total time with the District shall be used to determine seniority.

The individual affected shall have the right to "bump" downward to the next lower position formerly held by the affected employee such that the last hired employee in the lowest position shall be the first employee laid off.

42. OUT-OF-CLASSIFICATION WORK

The District and Members of Staff agree that it is the intent of District management, whenever possible, to avoid working an employee out of classification for a prolonged period of time. The District will limit an employee's out-of-classification work or assignment to not exceed 960 hours in a fiscal year when the assignment is caused by a permanent vacancy.

It is further agreed that working an employee out-of-classification will occur only to meet the work requirements within the District and that if an employee is temporarily assigned to a rank higher than their own, they will be compensated with Temporary Upgrade Pay equal to the sum of: (1) the difference between the bottom step base salary of the upgraded position and the employee's regular base salary; (2) plus the percentage of longevity pay the employee qualifies for (if any) calculated on the difference in bottom step base salary for the upgraded position and the employee's regular base salary; and (3) the 5.35% EMT/AED (if the employee qualifies for this pay) on the total of items 1 and 2. A temporary promotion shall not result in a base salary reduction.

For the purposes of this article, an out-of-classification assignment is defined as the temporary full-time performance of all the duties of an authorized, funded, permanent, full-time position in one classification for a period beyond normal vacation and sick relief by an employee in a position in another classification.

For CalPERS classic members, the District will report temporary upgrade pay to CalPERS in each pay period in which an employee performs out-of-class assignments as described above.

Employees selected for temporary classification in other ranks will be selected from an eligibility list for that position. If no list is in effect, the employee selected will be chosen based on the needs of the organization at the time of the temporary promotion.

43. PROBATIONARY PERIOD OF NEWLY PROMOTED EMPLOYEES

The probationary period of newly promoted employees shall begin on the official date of appointment.

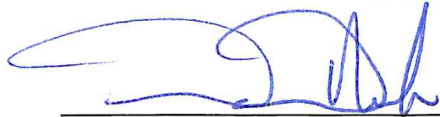
Each newly promoted employee shall serve a probationary period of twelve (12) months in the new position. Upon completion of the probationary period, the employee shall receive a written evaluation of their job performance.

44. ELIMINATION OF FIRE SERVICE

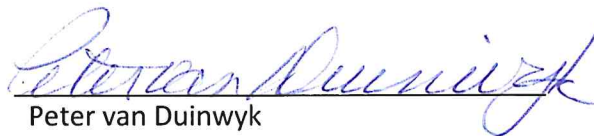
If the fire service function of the Montecito Fire District is merged into another agency or if another agency assumes said function, then prior to such action, the District shall meet and confer with staff concerning the effects of such action.

IN WITNESS WHEREOF, the parties have executed this agreement on this 1st day of January, 2024.

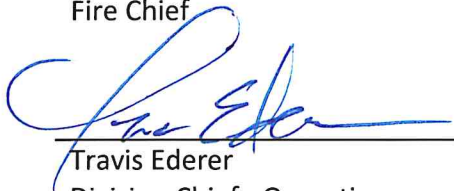
MONTECITO FIRE PROTECTION DISTRICT



David Neels
Fire Chief



Peter van Duinwyk
Board President



Travis Ederer
Division Chief - Operations



Aaron Briner
Battalion Chief - Fire Marshal



Scott Chapman
Battalion Chief



Ben Hauser
Battalion Chief



Anthony Hudley
Battalion Chief



Araceli Nahas
District Accountant



Joyce Reed
Administrative Assistant



Christina Atchison
Public Information Officer

Side Letter Agreement
**To the Memorandum of Understanding between the
Members of Staff and the Montecito Fire Protection District
October 28, 2024**

This side letter of agreement shall serve to eliminate the classification of Accountant from the Memorandum of Understanding between the Members of Staff and the Montecito Fire Protection District dated January 1, 2024, and add the classification of Finance and Administrative Manager.

Section 1: Recognition

Add the classification of Finance and Administrative Manager and remove Accountant.

Section 12.1: Fair Labor Standards Act (FLSA) Overtime

Add the classification of Finance and Administrative Manager to the sub-section of Non-exempt classifications and remove Accountant.

Section 30: Salary Rates

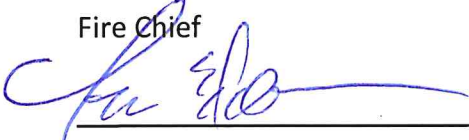
Add the classification of Finance and Administrative Manager in the sub-section Miscellaneous (Non-Safety) Employees at the following pay rates (effective November 1, 2024) and remove Accountant.

<u>Start</u>	<u>6 mo.</u>	<u>12 mo.</u>	<u>24 mo.</u>	<u>36 mo.</u>
\$13,549	\$14,233	\$14,947	\$15,698	\$16,481

Members of Staff



David Neels
Fire Chief

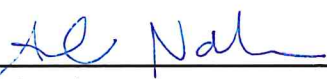


Travis Ederer
Division Chief - Operations



Ben Hauser
Battalion Chief



Scott Chapman
Battalion Chief

Araceli Nahas
Finance and Administrative Manager

Montecito Fire Protection District

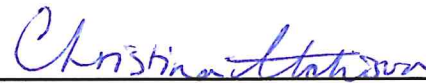


Peter van Duinwyk
President



Aaron Briner
Battalion Chief, Fire Marshal



Anthony Hudley
Battalion Chief

Christina Atchison
Public Information Officer

Side Letter Agreement
**To the Memorandum of Understanding between the
Members of Staff and the Montecito Fire Protection District
January 27, 2025**

This side letter of agreement shall serve to implement the 40-Hour Staff Assignment Premium between the Members of Staff and the Montecito Fire Protection District dated January 1, 2024.

Section 32: Incentive Pay

Add the 40-Hour Staff Assignment Premium to this section of the Members of Staff Memorandum of Understanding.

Section 32.4: 40-Hour Staff Assignment Premium

32.4 40-HOUR STAFF ASSIGNMENT PREMIUM: As designated by the Fire Chief or their designee, safety employees on a 56-hour schedule assigned to a 40-hour staff administrative role for greater than 4 weeks, are eligible for the following incentives:

- Effective the first pay period following the adoption of the side letter: Employees newly assigned to a 40-hour staff administrative role shall remain in the 24-day work period/cycle until a semi-monthly work period/cycle is established. Once employees are placed on an established semi-monthly work period/cycle, they shall be compensated at a 40-hour base rate of pay and receive an additional 40-hour staff assignment premium equal to ten percent (10%) of the sum of: (1) employee's base pay in their current classification; (2) plus any applicable longevity pay; and (3) applicable EMT/AED pay.
- Employees assigned to these 40-hour staff administrative roles shall remain in their current classification and maintain their current salary, as well as all eligible incentive pays received prior to these assignments as outlined in this MOU. Employees assigned to these 40-hour staff administrative roles shall have their combined leave balance adjusted as described in Article 10.7., and will begin to accrue vacation as described in Article 10.2., observe holidays as described in Article 8.1. for 40-hour employees and be subject to the CTO accumulation cap as described in Article 12.9 for 40-hour employees. Overtime worked in an administrative capacity shall be calculated and compensated using the employee's 40-hour hourly rate. As necessary to support District operations, employees assigned to a 40-hour administrative role shall be eligible to work overtime in a Safety capacity. Overtime worked in a safety capacity shall be calculated and compensated using a 40-hour hourly rate.
- The 40-hour staff assignment premium, associated 40-hour leave provisions, and 40-hour overtime rate will cease once the Fire Chief or their designee has determined the assignment has concluded and the employee is placed back on an established 24-day work period/cycle.
- These incentives do not apply to employees assigned to temporary modified duty.

Members of Staff

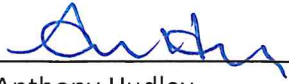


David Neels
Fire Chief

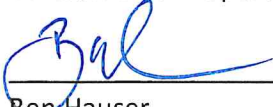
Montecito Fire Protection District



Peter van Duinwyk
President



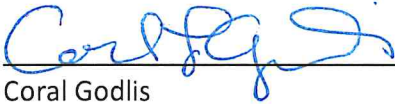
Anthony Hudley
Division Chief - Operations



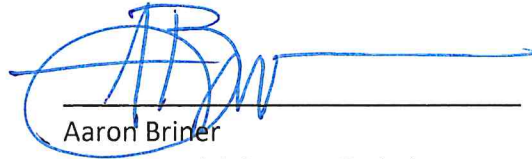
Ben Hauser
Battalion Chief



Scott Chapman
Battalion Chief



Coral Godlis
Administrative Assistant



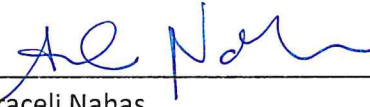
Aaron Briner
Battalion Chief, Fire Marshal



Shaun Davis
Battalion Chief



Christina Atchison
Public Information Officer



Araceli Nahas
Finance and Administrative Manager

Side Letter Agreement
To the Memorandum of Understanding between the
Members of Staff and the
Montecito Fire Protection District
September 28, 2026

This Side Letter Agreement clarifies Longevity Pay for Members of Staff. Effective July 1, 2021, Longevity Pay will be administered as follows:

31. LONGEVITY PAY INCENTIVE

The District will provide the following longevity pay incentives to employees based on the length of their employment with the District:

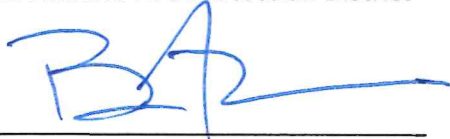
3-5 years = 3.00%	15-17 years = 15.00%
6-8 years = 6.00%	18-20 years = 18.00%
9-11 years = 9.00%	21-23 years = 21.00%
12-14 years = 12.00%	24+ years = 24.00%

Longevity pay incentive payments are effective following the anniversary date (*i.e.*, 3.00% following the 3rd anniversary). Longevity pay is calculated off an employee's base pay and is paid semi-monthly.

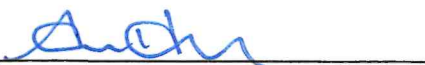
The District will not report longevity pay to CalPERS until the employee has been employed with the District over five years, subject to CalPERS statutes, regulations, and administrative guidance. The Staff agrees and understands that longevity pay incentive payments provided to employees following their 3rd and 4th anniversaries are not included in the employee's CalPERS retirement calculations.

This Side Letter Agreement is not effective until approved by the District Board of Directors.

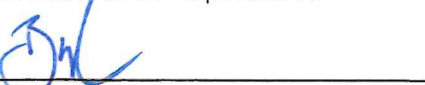
Montecito Fire Protection District



Brian Fallon
Fire Chief



Anthony Hudley
Division Chief - Operations



Ben Hauser
Battalion Chief



Sylvia Easton
President



Aaron Briner
Battalion Chief, Fire Marshal



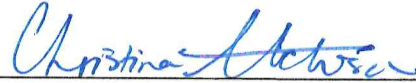
Shaun Davis
Battalion Chief



Scott Chapman
Battalion Chief



Coral Godlis
Administrative Assistant



Christina Atchison
Public Information Officer



Araceli Nahas
Finance and Administrative Manager