

**COMPENSATION AND BENEFITS PLAN  
FOR  
FIRE CHIEF,  
DEPUTY FIRE CHIEFS,  
and  
BUSINESS MANAGER**

**Effective April 12, 2023**

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FOR  
THE FIRE CHIEF, DEPUTY FIRE CHIEFS, AND BUSINESS MANAGER  
APRIL 12, 2023**

**TABLE OF CONTENTS**

Contents

<b>ARTICLE I WAGES &amp; BENEFITS .....</b>	<b>4</b>
<b>Section 1 - Wages .....</b>	<b>4</b>
<b>Section 2 - Retirement.....</b>	<b>4</b>
<b>Section 3 - Probationary Period.....</b>	<b>4</b>
<b>Section 4 - Special Pay and Allowance .....</b>	<b>4</b>
Uniform Allowance .....	4
Standard Uniform.....	5
Educational Incentive Pay .....	5
Management Incentive Pay .....	5
Cell Phone .....	5
<b>Section 5 - Department Provided Vehicles and Vehicle Allowances.....</b>	<b>5</b>
<b>Section 6 - Leave Accruals.....</b>	<b>5</b>
<b>Section 7 - Flexible Benefits Plan .....</b>	<b>5</b>
<b>Section 8 – Dental/Vision Insurance.....</b>	<b>5</b>
Dental Insurance.....	5
Vision Insurance .....	5
<b>Section 9 - Long Term Disability.....</b>	<b>6</b>
<b>Section 10 - Life Insurance.....</b>	<b>6</b>
<b>Section 11 - Deferred Compensation Plan .....</b>	<b>6</b>
<b>Section 12 – Retiree Health Savings (RHS) Account .....</b>	<b>6</b>
Separation Pays .....	6
<b>Section 13 - Pay for Temporary Assignment .....</b>	<b>6</b>
<b>ARTICLE II HOLIDAYS.....</b>	<b>6</b>
<b>Section 1 - Official Department Holidays .....</b>	<b>6</b>
<b>ARTICLE III VACATION AND OTHER LEAVES.....</b>	<b>6</b>
<b>Section 1 - Vacation Leave.....</b>	<b>6</b>
<b>Section 2 – Executive Leave .....</b>	<b>6</b>
Sell Back.....	7
<b>Section 3 – Recognition Leave .....</b>	<b>7</b>
Performance Component.....	7

**Section 4 - Discipline..... 7**  
**Section 5 - Grievances ..... 7**  
**Section 6 - Duration..... 7**

**COMPENSATION AND BENEFITS PLAN  
FOR  
THE FIRE CHIEF, DEPUTY FIRE CHIEFS, AND BUSINESS MANAGER**

The San Mateo Consolidated Fire Department (hereinafter called "Department") provides the following wages, hours, and other terms and conditions of employment to its Fire Chief, Deputy Fire Chiefs and Business Manager as described in this Compensation and Benefits Plan (hereinafter called the "Plan").

All positions are at-will employees as defined in the Department Personnel Rules & Regulations Section 6.04.

The Fire Chief and Deputy Fire Chiefs are considered safety positions and the Business Manager position is a non-safety position.

**ARTICLE I WAGES & BENEFITS**

Section 1 - Wages

A three-step salary range has been established for the Fire Chief and Deputy Fire Chief, and a 5-step salary range has been established for the Business Manager classification. The current salary ranges are based on a forty-hour work week and are listed on the San Mateo Consolidated Fire Department Merit Salary Schedule. Initial Fire Chief salary step is determined by the Fire Board. The Fire Chief determines initial salary step for the Deputy Fire Chiefs and Business Manager.

Salary increases for all positions covered in this plan will be at the discretion of the Fire Board.

Section 2 - Retirement

Retirement benefits shall be in accordance with the Battalion Chief MOU for the Fire Chief and Deputy Fire Chiefs, and the AFSCME MOU for the Business Manager.

Employee Retirement Contributions:

Retirement contributions shall be in accordance with the Battalion Chief MOU for the Fire Chief and Deputy Fire Chief and the AFSCME MOU for the Business Manager.

Section 3 - Probationary Period

The initial probationary period for new Employees shall be for a period of not less than twelve (12) months of actual service. Further provisions regarding probationary periods are found in the Department Personnel Rules and Regulations (hereinafter called "Department Personnel Rules").

Section 4 - Special Pay and Allowance

Uniform Allowance

The Fire Chief and Deputy Fire Chief shall receive a uniform allowance in accordance with the Battalion Chiefs MOU.

The Department has an interest in requiring all safety employees to have a ClassA uniform. The Department will provide all necessary adjustments and components of the Class A uniform for the Fire Chief and Deputy Fire Chiefs.

### Standard Uniform

All Safety personnel will be required to wear a standard uniform. The Fire Chief and Deputy Fire Chief uniform will be in accordance with the Department SOPs and the Battalion Chiefs MOU.

### Educational Incentive Pay

The Deputy Fire Chiefs shall receive Educational Incentive(s) in accordance with the Battalion Chiefs MOU and the Business Manager shall receive Educational Incentive(s) in accordance with the ASFCME MOU.

### Management Incentive Pay

The Fire Chief and the Deputy Fire Chief may receive Management Incentive Pay at the direction of the Fire Board.

### Cell Phone

The cost of a cell phone used for department business shall be at the discretion of the Fire Chief.

### Section 5 - Department Provided Vehicles and Vehicle Allowances

Employees shall be provided a Department vehicle, as determined to be appropriate by the Fire Chief or Fire Board.

Employees using a department vehicle must sign a "Vehicle Use Declaration & Acknowledgement Form."

### Section 6 - Leave Accruals

Employees shall accrue vacation leave, sick leave, and holiday leave on a pro-rata basis in proportion to regular hours on the payroll. Credit shall not be received for time off without pay. Vacation leave, sick leave, and holiday credits shall accrue from date of appointment.

The accrual rates for the Fire Chief and Deputy Fire Chiefs shall be in accordance with the Battalion Chiefs MOU.

The accrual rates for the Business Manager shall be in accordance with the AFSCME MOU.

Absences of less than four hours shall not be deducted from leave balances. Employees are expected to work a minimum of 40 hours per week, with schedules that may vary from day to day based on workplace needs.

### Section 7 - Flexible Benefits Plan

Department contribution toward health coverage and provision for employees who opt out of coverage will be in accordance with the Battalion Chief MOU for the Fire Chief and Deputy Fire Chief and the AFSCME MOU for the Business Manager.

### Section 8 – Dental/Vision Insurance

#### Dental Insurance

The Department shall provide coverage in accordance with the Battalion Chief MOU for the Fire Chief and Deputy Fire Chief and the AFSCME MOU for the Business Manager.

#### Vision Insurance

The Department shall provide coverage in accordance with the Battalion Chief MOU for the

Fire Chief and Deputy Fire Chief and the AFSCME MOU for the Business Manager.

Section 9 - Long Term Disability

The Department shall pay the full amount to provide Long Term Disability (LTD) insurance in accordance with AFSCME MOU for the Business Manager.

Section 10 - Life Insurance

The Department shall provide life insurance and accidental death and dismemberment insurance without regard to membership in any health plan, equal to coverage provided in the Battalion Chief MOU for the Fire Chief and Deputy Fire Chief and the AFSCME MOU for the Business Manager.

Section 11 - Deferred Compensation Plan

Employees are eligible to participate in the Department offered 457 deferred compensation plans. All contributions to deferred compensation plans and retirement health savings accounts are contingent upon compliance with state and federal rules and regulations.

Section 12 – Retiree Health Savings (RHS) Account

The Department shall provide benefit contributions in accordance with the Battalion Chiefs MOU for the Fire Chief and Deputy Fire Chief.

Separation Pays

Separation pay shall be contributed to this account in accordance with the Plan design. Any employee separating within the term of this contract will have all of his/her eligible accrued leave balances paid out into his/her RHS account. The administration costs of maintaining this RHS account will be borne by the Department.

Section 13 - Pay for Temporary Assignment

An Employee appointed to a higher paid classification on an acting basis shall be paid at the first step of the higher pay range or at the step which is not less than 5% more than his/her current pay, provided the duration of the assignment is for 30 days or more and for purposes other than vacation relief and all of the duties of the higher paid class are performed.

**ARTICLE II HOLIDAYS**

Section 1 - Official Department Holidays

The holidays to be observed shall be in accordance with the Battalion Chiefs and AFSCME MOUs.

**ARTICLE III VACATION AND OTHER LEAVES**

Section 1 - Vacation Leave

The Fire Chief and Deputy Fire Chiefs shall accrue and use Vacation Leave in accordance with the Battalion Chiefs MOU. The Business Manager shall accrue and use Vacation Leave in accordance with the AFSCME MOU.

Section 2 – Executive Leave

The Fire Chief and Deputy Fire Chiefs shall accrue and use Executive Leave in accordance with the Battalion Chiefs MOU. The Business Manager shall accrue and use Executive Leave in accordance with the AFSCME MOU.

### Sell Back

Executive and Vacation Leave sell back for the Fire Chief and Deputy Fire Chiefs will be in accordance with the Battalion Chief MOU and the AFSCME MOU for the Business Manager.

### Section 3 – Recognition Leave

#### Performance Component

The Fire Chief and Deputy Fire Chiefs may receive Performance Component Leave in accordance with the Battalion Chief MOU and the AFSCME MOU for the Business Manager.

#### Section 4 - Discipline

Provisions regarding discipline and discharge are found in the Department Personnel Rules & Regulation.

#### Section 5 - Grievances

Provisions regarding Grievance Procedures are found in the Department Personnel Rules & Regulations

#### Section 6 - Duration

This Plan shall take effect on April 12, 2023.