



**West Plainfield Fire Protection District**  
24901 County Road 95, Davis, CA 95616 (530) 756-0212

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**MINUTES**  
**STANDING COMMITTEE – BUDGET AND BENEFITS – MEETING**  
**April 4, 2022, at 5:30 pm**

Held In Person  
West Plainfield Fire Department  
24901 County Road 95  
Davis, CA 95616

**1. Call the meeting to order (Chair Yeager)**

Chair Yeager called the meeting to order at 1733 hours. Present were:

Committee Members: Yeager and Guarino  
Staff: Chief Rita, AC Stiles, BC Wilson, and Capt Bravo

**2. Public comment - NONE**

**3. Discussion/Action**

- a. **Review Current Budget Usage - FYE 2022 (All)**
- b. **Projected Budget Usage - Remainder of FYE 2022 (Chief Rita)**
- c. **Potential Modification in Vacation Accrual and/or Cap (All)**
- d. **Potential Modification to Sick Leave Accrual and/or Cap (All)**
- e. **Begin Work on Proposed Budget – FYE 2023 (All)**

**Budget**

Chief Rita presented a spreadsheet showing usage and anticipated usage for FYE 2022. Chief Rita explained that she has begun drafting the new FYE 2023 budget by starting with the categories and potential budget needs for those categories over which the District has little control as to cost. She explained that she does expect additional revenue between now and FYE 2022, and, of course, more expenditures. As previously noted at prior Board meetings, the Well work, scheduled transfer to the capital asset replacement reserve, and payment of invoices that should have been paid prior to FYE 2021 have all severely impacted FY 2021-2022 expenditures.

Nothing to present to the Board for consideration at this time.

**Vacation/Sick/Holiday Accruals**

The budget and benefits committee had previously met and suggested the following vacation and sick leave accruals and caps:

Vacation

- After five years of service – accrue 100 hours per year (based on 40 hour week; 56 hr week (48/96 shift) converts to 140 hours per year)
- After ten years – accrue 120 hours per year (or 168 hours for 48/96 staff)

Sick

- No change to accrual of 96 hours year (or 134.4 hours for 48/06 staff)
- Change cap from 912 hours to 320 hours (or from 1,236.8 to 448).

After that meeting, staff requested that we revisit those recommendations. Therefore, the above was not presented to the Board for approval. In the meantime, staff and board members have become concerned that our current benefits structure is insufficient to ensure retention of career staff. And, in fact, at least one career staff member has left since then because of lack of benefits. Finally, after the last round of interviews, it became apparent benefits would be an issue to recruiting and retaining qualify career staff.

The group reviewed benefits (holiday, sick, vacation) at Willow Oak, Winters, Dixon, and UCD. Holiday’s recognized are listed below. Highlights of vacation and sick leave accruals of those departments are outlined below:

Willow Oak

<u>Years of Continuous Service</u>	<u>Vacation Accrual Rate</u>
From date of hire through 5 <sup>th</sup> year	10 calendar days/year (0.83 calendar days/month)
6 <sup>th</sup> through 10 <sup>th</sup> year	15 calendar days/year (1.25 calendar days/month)
11 <sup>th</sup> through 15 <sup>th</sup> year	20 calendar days/year (1.67 calendar days/month)
16 <sup>th</sup> through 20 <sup>th</sup> year	25 calendar days/year (2.08 calendar days/month)
21 <sup>st</sup> through 25 <sup>th</sup> year	30 calendar days/year (2.50 calendar days/month)
26 <sup>th</sup> year and thereafter	35 calendar days/year (2.92 calendar days/month)

All regular full-time employees accrue sick leave with pay at the rate of 3.69 hours per each bi-weekly pay period. All regular shift employees accrue sick leave with pay on a pro-rated basis as compared with regular full-time employees.

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### Winters

Vacation accrues as follows:

<u>40-hour week employee</u>		<u>24-hour shift employee</u>	
0 – 3 years	96 hours	0 – 3 years	134 hours
4 – 6 years	120 hours	4 – 6 years	168 hours
7 – 9 years	136 hours	7 – 9 years	190 hours
10 – 12 years	160 hours	10 – 12 years	224 hours
13 – 16 years	176 hours	13 – 16 years	246 hours
17 – 22 years	200 hours	17 – 22 years	280 hours
23 + years	216 hours	23 + years	302 hours

Sick leave accrues at 11.2 hours per month, with no cap. It does not appear they have a cap on vacation leave and wasn't clear if they pay out vacation on separation. As long as the employee takes at least one week off during the calendar year, they can cash out up to 80 hours of accrued vacation each year.

### Dixon

At initial hire, those working 24-hour shifts earn six shifts per year of vacation (or 144 hours); after five years, 180 hours year; after ten years, 240 hours year.

Those working 24-hour shifts earn 12 hours each month or 144 hours of sick leave. There is a formula for payout of unused sick leave at termination.

### UCD

Vacation: 1-10 years – 168.36 hours year (cap = 336)  
10-15 years - 204.6 hours year (cap = 408)  
15-20 years - 240.6 hours year (cap = 480)  
20 years + - 265.2 hours year (cap = 528)  
56-hour employees

Sick: 134.4 hours year (56-hour employee)  
96 hours (40-hour employee)  
48 hours (20-hour employee)  
Cap – None

Holiday: All earn 8 hours per holiday (56-hour and 40-hour employees)  
Straight pay

West Plainfield recognizes/compensates for 8 holidays; Willow Oak, 12; Winters, 13; Dixon, 10; UCD, didn't collect.

As a reminder, our current policy for our shift/56-hour employees: vacation accrues at 9.4 hours per month (or 112.8 hours year), with a 159.6 hour cap; sick leave at 8.0 hours per month (or 96 hours year), with a 1,276.8 hour cap. The part-time Battalion Chief accrues 3.35 hours per month vacation (40.2 hours year) and 4 hours per month (48 hours year) sick leave.

However, Chief Rita recently discovered that since January 2021, 56-hour staff have been accruing vacation and sick leave at approximately twice the rates as AC Heins had set the accrual to match the number of days 40 hour employees had accrued per year – 10; and the equivalent for sick days - 12. Chief Rita has instructed that all accruals stop until instructed otherwise.

**After much discussion, the committee recommends the following new accrual rates/payments:**

Vacation

- 56-hour employees accrue as follows:

Years 1 – 3	6 shifts (144 hours year @ 12 hours month)
Years 3 – 8	8 shifts (192 hours year @ 16 hours month)
Years 8 -	10 shifts (240 hours year @ 20 hours month)
  
- Caps as follows:

Years 1 – 3	244 hours
Years 3 – 8	384 hours
Years 8 -	480 hours
  
- 20-hour employees accrue as follows: 5 hours month, with 120 hour cap
- Accrual begins immediately; use, not until month 7
- 2 sets (or 4 shifts) is max allowed to be taken at one time for 56-hour employees; 40 hours max for 20-hour employees

Sick

- 56-hour employees accrue at 12 hours per month (144 hours year), with a 1,440 hour cap.
- 20-hour employees accrue at 5 hours month (60 hours year), with a 600 hour cap.
- Accrual begins immediately

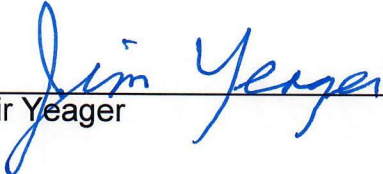
Holiday

- 56-hour employee paid 6 hours month (72 hours year, or 3 holidays)
- 20-hour employee receives holiday off with 5 hours pay

4. **Calendar**

a. **The next Budget Committee meeting to be determined**

The next meeting was not scheduled, but is anticipated to be in early May.  
The meeting was adjourned.

  
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Chair Yeager

  
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Interim Clerk Rita