STAFF REPORT

DATE: **November 17, 2026**

FROM: **Nathan Cooke**
Executive Director

TO: **Administrative Committee**

SUBJECT: One-Time Employee Recognition Payment

RECOMMENDED ACTION

1. Approve the two side letters with Teamsters Local 1932 authorizing a one-time employee recognition payment (OTERP), distributed as two $1,500 payments for a total of $3,000 per eligible employee, for the Miscellaneous, Supervisors', and Management Units and the Emergency Services Unit.
2. Adopt the attached resolution authorizing the same OTERP for eligible Exempt and Non-Represented employees, excluding the Executive Director and Deputy Executive Directors.
3. Authorize the Executive Director to execute the approved side letters and implement the payments following completion of any required union ratification.

BACKGROUND INFORMATION

The proposed OTERP recognizes the additional work employees have performed to implement CONFIRE's ground ambulance system while maintaining daily operations. Ground ambulance call volume has exceeded the volume anticipated in the County RFP, requiring employees across CONFIRE divisions to absorb increased responsibilities beyond the original staffing assumptions.

The increased workload has placed sustained demands on employees while positions remain unfilled. Personnel have worked additional hours, regularly worked through scheduled breaks and meal periods, and taken on responsibilities beyond their normal assignments to maintain coverage and meet operational needs. These conditions have contributed to stress, fatigue, and reduced work-life balance. Employees' efforts have supported service continuity throughout implementation, with workload pressures expected to continue until additional personnel are recruited, hired, and trained, anticipated by mid-January 2027.

Eligible employees would receive two $1,500 payments, totaling $3,000. The first payment would be made on December 9, 2026, with an employment cutoff of November 27, 2026. The second payment would be made on January 6, 2027, with an employment cutoff of December 25, 2026. Employees must be employed in an eligible position and meet the eligibility requirements at each applicable cutoff. Receipt of the first payment is required to qualify for the second. Additional eligibility requirements are established in the side letters and resolution.

The OTERP applies to eligible regular full-time and part-time employees in the covered classifications. The Executive Director, Deputy Executive Directors, contractors, and employees in temporary or other nonregular appointments are excluded.

The OTERP is a one-time recognition payment and does not increase base salary or establish an ongoing benefit. The attached documents provide for non-pensionable treatment and exclusion from the overtime regular rate, subject to applicable law and SBCERA requirements.

FINANCIAL IMPACT

The total estimated cost of both OTERP installments, including applicable employer payroll costs, is $354,000. This expenditure will be funded through salary and benefit savings from budgeted positions that remained unfilled within the adopted Fiscal Year 2026–27 budget.

Staffing aligned with the actual workload would have required additional personnel during implementation. Existing employees absorbed that workload while unfilled budgeted positions generated savings sufficient to cover the proposed payments. The funding comes from these existing vacancy savings. No additional appropriations or cost allocations to member agencies are required, and the OTERP does not create an ongoing budget obligation.

ATTACHMENTS

1. Teamsters Local 1932 Side Letter: Miscellaneous, Supervisors', and Management Units.
2. Teamsters Local 1932 Side Letter: Emergency Services Unit.
3. Administrative Committee Resolution: Exempt and Non-Represented Employees.

CLASSIFICATIONS COVERED

The following table identifies classifications within the groups covered by the proposed recognition payment. It is not an all-inclusive list or a roster of individual recipients. Payment eligibility is governed by the approved side letters and resolution, including the employment cutoffs and other eligibility requirements. The Executive Director and Deputy Executive Directors are excluded.

Employee Group	Classification
Exempt	Administrative Assistant
Exempt	Clerk of the Board
Exempt	Communications Director
Exempt	Contracts and Grants Manager
Exempt	Cultural Officer
Exempt	Emergency Communications Center Chief
Exempt	ECNS Director
Exempt	ECNS Manager
Exempt	EMS and Transport Director
Exempt	EMS Training Manager
Exempt	Executive Assistant
Exempt	Finance Administration Director
Exempt	Finance Manager
Exempt	Health and Wellness Director
Exempt	HR Generalist
Exempt	Human Resources Manager

Exempt	Logistics Manager
Exempt	Management Analyst
Exempt	MIS Director
Exempt	MIS Manager
Exempt	Public Information Officer
Exempt	Risk Manager
Non-Represented	Fiscal Specialist
Teamsters: Miscellaneous, Supervisors', and Management Units	Administrative Sec I
Teamsters: Miscellaneous, Supervisors', and Management Units	Automated Systems Analyst I
Teamsters: Miscellaneous, Supervisors', and Management Units	Automated Systems Technician
Teamsters: Miscellaneous, Supervisors', and Management Units	Computerized Mapping Analyst
Teamsters: Miscellaneous, Supervisors', and Management Units	Emergency Communication Assistant Manager
Teamsters: Miscellaneous, Supervisors', and Management Units	Emergency Communication Manager
Teamsters: Miscellaneous, Supervisors', and Management Units	Fiscal Specialist
Teamsters: Miscellaneous, Supervisors', and Management Units	GIMS Coordinator
Teamsters: Miscellaneous, Supervisors', and Management Units	Information System Analyst 2
Teamsters: Miscellaneous, Supervisors', and Management Units	Information System Analyst 3
Teamsters: Miscellaneous, Supervisors', and Management Units	MIS Supervisor
Teamsters: Miscellaneous, Supervisors', and Management Units	Staff Analyst I
Teamsters: Miscellaneous, Supervisors', and Management Units	Staff Analyst II
Teamsters: Emergency Services Unit	Call Taker
Teamsters: Emergency Services Unit	Dispatcher Trainee
Teamsters: Emergency Services Unit	Dispatcher
Teamsters: Emergency Services Unit	Supervising Dispatcher