**RESOLUTION NO. 2026-___**

**A RESOLUTION OF THE ADMINISTRATIVE COMMITTEE OF THE CONSOLIDATED FIRE AGENCIES (CONFIRE) AUTHORIZING A ONE-TIME EMPLOYEE RECOGNITION PAYMENT FOR THE EXEMPT GROUP AND NON-REPRESENTED EMPLOYEES**

**WHEREAS,** the Consolidated Fire Agencies (CONFIRE) is a joint powers authority organized under California Government Code section 6500 et seq.; and

**WHEREAS,** the Administrative Committee desires to authorize a one-time employee recognition payment OTERP for eligible employees in the Exempt Group and other non-represented classifications to support workforce stability and continuity of CONFIRE services; and

**WHEREAS,** the OTERP will total $3,000 per eligible employee, payable in two installments, subject to the eligibility requirements and exclusions established by this Resolution.

**BE IT HEREBY RESOLVED** by the Administrative Committee of the Consolidated Fire Agencies as follows:

**1. Covered Employees.** This Resolution applies to regular full-time and part-time CONFIRE employees in all Exempt Group classifications and all other non-represented classifications, including probationary and trainee employees occupying regular positions. The Executive Director, all Deputy Executive Directors, contractors, and employees in temporary, recurrent, extra-help, or other nonregular appointments are excluded. Eligibility shall be determined from official personnel and payroll records; assignment to a separate benefit group or existing compensation plan is not required.

**2.** OTERP **Amount and Payment Dates.** The one-time gross OTERP of $3,000 shall be paid in two installments, subject to the eligibility requirements in Section 3:

(a) $1,500 on December 9, 2026, for employees eligible at the end of November 27, 2026 (Pay Period 25 of 2026).

(b) $1,500 on January 6, 2027, for employees eligible at the end of December 25, 2026 (Pay Period 1 of 2027).

**3. Eligibility for Each Installment.** An employee must be employed by CONFIRE in an eligible regular appointment at the applicable pay-period cutoff listed in Section 2 to receive that installment. To receive the second installment, the employee must also have received the first installment.

Approved paid or unpaid leave does not interrupt eligibility while the employee retains an eligible regular appointment. Each qualifying employee shall receive the full $1,500 installment, without proration for scheduled hours or appointment date. Each installment may be paid only once.

**4. Payroll and Retirement Treatment.** The OTERP is a one-time payment and shall not increase base salary, salary schedules, or leave accrual rates. It shall not be included in the regular rate of pay for overtime purposes. The OTERP is non-pensionable and shall not be reported to the San Bernardino County Employees' Retirement Association (SBCERA) as compensation earnable or pensionable compensation. These exclusions shall apply to the extent permitted by applicable law and controlling SBCERA determinations. Payments are subject to applicable taxes, withholding, and authorized deductions.

**5. Application to Compensation Plans.** For Exempt Group employees, this Resolution supplements the Exempt Compensation Plan solely for this OTERP. It independently authorizes the same bonus for other eligible non-represented employees. This Resolution does not consolidate compensation plans or change employees' classifications, other compensation or benefits, or overtime exemption status.

**6. Implementation.** The Executive Director or designee is authorized to certify eligibility, coordinate payment with County EMACS and Central Payroll, and maintain the records necessary to implement this Resolution within available appropriations and delegated authority.

**7. Effective Date and Duration.** This Resolution becomes effective upon adoption. The OTERP is limited to the two installments specified above and creates no entitlement to future bonuses. Obligations to pay earned installments and make required payroll corrections survive the final payment date.

**8. Recitals and Severability.** The foregoing recitals are incorporated into this Resolution. If any provision is held invalid, the remaining provisions shall remain in effect to the extent permitted by law.

**THIS RESOLUTION** was passed and adopted by the Administrative Committee of the Consolidated Fire Agencies at a meeting held on the _____ day of _____, 2026, by the following roll call vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

Signed and approved after passage.

ATTEST:

_____ _____

Clerk of the Board

Chairperson
CONFIRE Administrative Committee