CONFIRE

STAFF REPORT

DATE: September 22, 2026

FROM: Nathan Cooke
Executive Director

TO: Board of Directors

SUBJECT: APPROVAL OF REVISED EXEMPT COMPENSATION PLAN

Recommended Action

Approve the revised CONFIRE Exempt Compensation Plan.

Background Information

On May 26, 2026, the Board of Directors approved the initial version of the CONFIRE Exempt Compensation Plan (Plan). Since being approved, staff has reviewed and revised the Plan to improve clarity, add necessary provisions, update terminology and classifications, and correct other administrative items.

The September 2026 revision includes three compensation-related changes, several benefit updates, and administrative corrections. The significant changes are summarized below.

The first compensation change addresses our exempt employees who may be assigned to an approved shift-based schedule or temporarily provide shift coverage. The Plan uses 2,080 annual hours to calculate the hourly equivalent for a standard administrative schedule and 2,912 annual hours for an approved 56-hour average workweek or 112-hour biweekly shift schedule. An exempt employee regularly assigned to the shift schedule may receive authorized additional compensation at one and one-half times the shift-based hourly equivalent for hours actually worked beyond the approved schedule.

The second compensation change addresses temporary shift coverage by an exempt employee who normally works an administrative schedule. When authorized to provide temporary shift coverage, the employee will be compensated at one and one-half times the 56-hour top-step hourly rate for the classification, regardless of the employee's regular salary step. This provision addresses temporary coverage needs for classifications such as the Emergency Communications Center Chief, which remains Exempt Group C, salary range E61C, whether assigned to an administrative or approved shift-based schedule.

The third compensation change moves the existing automobile allowance from Exempt Group A to Exempt Group B. The allowance remains $461.54 biweekly. An eligible Group B employee will receive the allowance when the employee is in paid status, not assigned a CONFIRE vehicle, and uses a private vehicle for CONFIRE business.

The revised Plan also updates several employee benefits. Perfect Attendance eligibility is expanded from Exempt Groups C and D to all regular, full-time exempt employees. The disability provisions are revised to provide employer-paid short-term and long-term disability coverage through the County-administered programs, subject to the applicable plan documents and carrier requirements. The Universal Life contribution schedule is corrected to apply to Exempt Groups B, C, and D.

The remaining revisions update the Plan to reflect current classification titles, job codes, salary ranges, and benefit groups, including the Emergency Communications Center Chief as Group C, E61C. Other revisions remove outdated or duplicative language and correct definitions, numbering, capitalization, and internal references.

Approval of the revised Plan will provide Human Resources and payroll with a current document to administer exempt compensation and benefits.

Financial Impact

Costs associated with additional shift-based compensation will depend on the amount of coverage authorized by the Executive Director or designee.

The automobile allowance remains $461.54 biweekly and will apply to eligible Group B employees.

Any additional costs associated with Perfect Attendance and disability benefit revisions will depend on employee eligibility and participation.

These revisions will be absorbed in the current year budget. No additional budget appropriation changes are requested with this action.

Attachments

1. CONFIRE Exempt Compensation Plan - September 2026 (Redline)
2. CONFIRE Exempt Compensation 2026 – 2028 Pay Scales