

RODEO-HERCULES FIRE PROTECTION DISTRICT**MEMORANDUM**

TO: Board of Directors, RODEO-HERCULES FIRE PROTECTION DISTRICT
FROM: Rebecca Ramirez, FIRE CHIEF
DATE: May 14, 2025
SUBJECT: Vacation and Compensatory Time Off (CTO) Buyouts Related to Annexation of RHFPD by CCCFPD

BACKGROUND

Upon the effective date of annexation of the Rodeo-Hercules Fire Protection District (RHFPD) by the Contra Costa County Fire Protection District (CCCFPD), as determined by the Local Agency Formation Commission (LAFCO), all RHFPD employees who desire to do so—excluding the Fire Chief—will transition to become employees of CCCFPD.

Employees transitioning into roles represented by labor groups including the International Association of Firefighters (IAFF) Local 1230, United Chief Officers Association (UCOA), and the International Federation of Professional and Technical Engineers (IFPTE) will be subject to the terms and conditions of employment as outlined by CCCFPD. These include the current Memoranda of Understanding (MOUs), effective July 1, 2023, through June 30, 2027, as well as all applicable rules, regulations, and governing laws affecting wages, hours, and working conditions.

To ensure a smooth and equitable transition, Side Letter Agreements have been executed between CCCFPD and each respective labor group—Local 1230 (Attachment 1), UCOA (Attachment 2), and IFPTE (Attachment 3)—defining the specific terms applicable to RHFPD employees at the point of annexation. These agreements address several transitional matters, with particular emphasis on vacation accrual adjustments and the elimination of compensatory time off (CTO), which is not supported under CCCFPD policies.

DISCUSSION**Vacation Accrual Adjustments**

The CCCFPD MOUs with Local 1230 and UCOA outline vacation accrual rates and maximum allowable cumulative balances for 56-hour shift employees as follows:

Length of Service Monthly Accrual (Hours) Maximum Cumulative Hours

Less than 5 years	14	336
5 – 10 years	16	384
11 – 15 years	18	432
16 – 20 years	21	504
21 – 25 years	26	624
26 – 30 years	30	720
31+ years	33	792

For the one administrative employee represented by IFPTE, the accrual schedule is as follows:

Years of Service Monthly Accrual (Hours) Maximum Cumulative Hours

Under 11 years	10	240
11 years	10 2/3	256
12 years	11 1/3	272
13 years	12	288
14 years	12 2/3	304
15–19 years	13 1/3	320
20–24 years	16 2/3	400
25–29 years	20	480
30+ years	23 1/3	560

Under the Side Letter Agreements, employees will have their existing vacation balances transferred to CCCFPD up to **75% of the applicable maximum balance** based on their years of service. Any accrued vacation in excess of this threshold must be bought out prior to annexation.

Currently, RHFPD MOUs (attachments 4 and 5) allow higher accruals—up to 840 hours for employees with over 30 years of service—and offer limited vacation cash-out options. These provisions are inconsistent with CCCFPD policy, necessitating a one-time vacation buyout to bring balances into compliance. The estimated cost of this buyout is approximately \$103,000..

Compensatory Time Off (CTO) Buyout

Under existing RHFPD MOUs, CTO is accrued at 1.5 times the regular hourly rate, with limited cash-out availability. As CCCFPD does not permit CTO accrual or usage, all accrued CTO must be fully paid out prior to annexation.

The estimated cost to fully eliminate CTO balances is approximately \$12,000.

FISCAL IMPACT

The total estimated cost to execute the vacation and CTO buyouts is approximately \$115,000. Following the buyouts, eligible vacation and sick leave balances will be transferred to CCCFPD as ongoing liabilities in accordance with annexation agreements.

Cash-out transactions are expected to occur between June 1, 2025, and the effective date of annexation.

RECCOMENDATION

Staff recommends that the Board of Directors approve Resolution No. 2025-12, authorizing the Fire Chief to:

1. Buy down accrued vacation leave for RHFPD personnel whose balances exceed 75% of the maximum allowed under CCCFPD policy, as specified in the Side Letter Agreements.
2. Fully compensate all accrued CTO for RHFPD personnel to eliminate such balances prior to annexation.

Attachments

1. Side letter CCCFPD and Local 1230
2. Side Letter CCCFPD and Battalion Chief
3. Side Letter CCCFPD and IFPTE
4. MOU RHFPD and local 1230
5. Side Letter RHPFD and Battalion Chief
6. Resolution 2025-12