



BOARD OF DIRECTORS MEETING MINUTES
Wednesday, April 8, 2026, Regular Meeting

1. CALL TO ORDER

The meeting was called to order at 4:03 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Chair Peter Stevenson joined the meeting by Teleconference. Board Members Chuang, Cole, and Thayer were present in person.

4. PUBLIC COMMENTS – NON-AGENDA

There were no public comments.

5. REPORT OUT FROM CLOSED SESSION

a. Report out from February 19th closed session

General Counsel, Jean Savaree, reported there was no reportable action.

6. APPROVAL OF MINUTES

a. Minutes from February 19th, regular meeting

b. Minutes from March 16th, special meeting

Board Member Chuang motioned to approve. Board Member Thayer seconded the motion.
Approved 4-0-0.

7. CONSENT CALENDAR

a. Resolution Authorizing the Chief Administrative Officer to Approve Payment of Invoice from Life Scan Wellness Centers for Wellness Testing

b. Resolution Approving the Annual Fire Inspection Compliance Report and the publication of the report on the Department website

Board Member Chuang motioned to approve. Board Member Thayer seconded the motion.

8. PUBLIC HEARING

a. Public Hearing to approve the Resolution to Adopt the Fiscal Year 2026-2027 Budget for the Central County Fire Department

Finance Director, Jan Cooke, presented the [proposed budget](#) for Fiscal Year 2026-2027.

- The overall budget is increasing by 12.9 % (\$5.3M)
- The main drivers include:

- Personnel costs are increasing by 9.7 % (MOU raises, COLA, CalPERS, and OPEB).
- Materials and Services are increasing by 29 % due to new costs associated with new admin-office lease, new financial software implementation, insurance, and CPI adjustments.
- Capital expenditures are budgeted at \$1.6 M including \$900K for tenant improvements for the new administration location
- Revenue:
 - Contributions for the participating agencies will increase by 14%
 - SAFER Grant reimbursements are estimated at \$2.7M

Board Members asked for clarification on the cost associated with the new administration location and the SAFER grant reimbursements.

There were no public comments. Board Member Thayer motioned to approve; Chair Stevenson seconded the motion. Approved 4-0-0.

b. Public Hearing to approve the Resolution to Adopt the Master Fee Schedule for the Central County Fire Department

Finance Director Jan Cooke presented the Master Fee Schedule for Fiscal Year 2026-2027. There were no questions from the Board and no public comments. Board Member Chuang motioned to approve; Chair Stevenson seconded the motion. Approved 4-0-0.

9. STAFF REPORTS

a. Fire Chief's Update

- Staff is working with a community partner to start a CCFD Foundation (501(c)(3) to raise funds for future needs, including capital projects and apparatus purchases
- Hired five new firefighters
- Four new fire engines ordered; estimated deliver will be in 2028-2029
- Prevention staff are working on community WUI education campaign; door-hangers, mailers, and inspector outreach on new state fire maps.
- Staff is working with the consultant for the District Feasibility Study; currently in data-collection phase.

10. NEW BUSINESS

a. Resolution approving classification and compensation changes for the Fire Operational Support Services (FOSS) employee group

b. Resolution approving classification and compensation changes for the Management employee group

HR Director, Jennifer Crims, introduced Shelley Anderson from Bryce Consulting. Ms. Anderson completed the Classification and Compensation study for positions in the Fire Operational Support Services employee group and the Management employee group. The study was a comprehensive evaluation of the non-safety positions in these two employee groups to evaluate job classifications and compensation.

- Two positions will be reclassified:
 - Community Risk & Resiliency Specialist will be reclassified to Emergency Management Program Manager
 - Administrative Services Manager will be reclassified to Administrative Services Director
- The Accounting Technician position will now be Accounting Technician I/II

- The Administrative Assistant position in the Training Division has been reclassified to Management Assistant
- The compensation study included a market survey benchmarked against peer agencies
 - Compensation to be adjusted to be near median

The new job classifications and compensation will be effective July 13, 2026. Board Members thanked Ms. Anderson for the presentation. Board Member Chuang motioned to approve; Board Member Thayer seconded the motion. Approved 4-0-0.

11. BOARD OF DIRECTORS' COMMENTS

Board Members expressed their appreciation for CCFD personnel's involvement in community events. It is always well-received by the community.

12. ADJOURN TO CLOSED SESSION

Board Members adjourned to closed session at 4:58 p.m.

13. CLOSED SESSION

a. Conference with Legal Counsel regarding Existing Litigation, Workers' Compensation pursuant to Paragraph (1) of subdivision (d) of Government Code Section 54956.9; Name of Case: Kevin Mernick; #19007587 Agency Designated Representative(s): Sean Monaghan, Laughlin Falbo Levy & Moresi

14. ADJOURN FROM CLOSED SESSION

Board Members returned from closed session at 5:16 p.m.

15. REPORT OUT FROM CLOSED SESSION

General Counsel, Jean Savaree, stated there was no reportable action taken.

16. ADJOURNMENT

The meeting was adjourned at 5:19 p.m. in memory of Dena Gunning, Community Risk and Resiliency Specialist.