



Windsor Fire Protection District

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Resolution No. 446

Dated: March 15,
2016

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WINDSOR FIRE PROTECTION DISTRICT, COUNTY OF SONOMA, STATE OF CALIFORNIA, ADOPTING A LAYOFF POLICY FOR UNREPRESENTED EMPLOYEES AND AUTHORIZING A ONE-TIME LAYOFF SEVERANCE PACKAGE

WHEREAS, at its meeting on January, 19, 2016, the Board authorized the creation of new positions identified as Finance Manager and Accounting Assistant, to accomplish a reorganization of administrative staff of the Windsor Fire Protection District; and

WHEREAS, on February 16, 2016, the Board authorized the initiation of recruitment for the newly created positions; and

WHEREAS, to accomplish the reorganization of administrative staff, and fund the recruitment of employees to fill the newly created positions, it is now necessary and appropriate to eliminate the existing administrative staff positions of Finance Assistant and Administrative Assistant, and provide for the layoff of employees currently filling the eliminated positions; and

WHEREAS, staff has developed and recommends the adoption of a procedure whereby the District may layoff unrepresented employees (attached as Exhibit A), to implement the adopted reorganization; and,

WHEREAS, staff recommends that the District offer a one-time severance package including salary and benefit continuation for a term determined by years of service upon employee's acceptance of a separation agreement in order to mitigate the impact of the layoff on incumbent employees,

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NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Windsor Fire Protection District, hereby eliminates the existing staff positions of Finance Assistant and Administrative Assistant, effective upon hiring personnel to fill the newly created positions of Finance Manager and Accounting Assistant, and

BE IT FURTHER RESOLVED that the Board of Directors of the Windsor Fire Protection District, approves the adoption of the attached layoff procedure for unrepresented employees, and authorizes the Fire Chief to negotiate and offer individual separation agreements subject to the severance package limitations described above for employees impacted by the administrative reorganization.

THE FOREGOING RESOLUTION was introduced by Director _____, who moved its adoption, seconded by Director _____, and adopted by the following vote:

Director Brolan _____
Director Klick _____
Director Curreri _____
Director Nelson _____
Director Plamann _____

AYES _____ NOES _____ ABSENT/ABSTAIN _____

WHEREUPON, the President declared the foregoing resolution adopted; and **SO ORDERED**.

ATTEST:

Secretary of the Board

EXHIBIT A

LAYOFF PROCEDURE:

A. Reasons for Layoff:

The District may layoff an employee or reduce an employee's hours of work whenever it is necessary because of a lack of work or funds, or whenever it is advisable in the interest of efficiency and economy to reduce or reorganize the number and types of regular employees.

B. Order of Layoff:

Employees shall be laid off within each job classification, and layoff will occur within the affected job class by reverse order of seniority in District service.

C. Exception to Order of Layoff:

Where the Fire Chief deems it to be in the best interest of the District, he/she may retain an employee in an affected job class who has specific qualifications, despite the order of the layoff provided above, if the Fire Chief determines:

- 1) Such action is in the best interest of the District;
- 2) The employee retained has such special qualifications;
- 3) The employee laid off does not have such special qualifications; and
- 4) Such special qualifications are important in the performance of the work of the District.

D. Procedure:

The Fire Chief may lay off employees pursuant to the following procedures:

- 1) Affected employees will receive notice at least ten (10) calendar days prior to layoff.
- 2) Employees so notified will have three calendar days to respond to the District's action. If an affected employee believes the District has incorrectly determined to lay off his/her position, he/she may submit an explanation in writing to the Fire Chief within three (3) working days from receipt of the layoff notice. The Fire Chief will render his/her decision within three (3) working days after receipt of the letter. The Fire Chief's decision is final.
- 3) At the Fire Chief's discretion, employees scheduled for layoff may be placed on paid Administrative Leave.