ROSS VALLEY FIRE DEPARTMENT
STAFF REPORT

For the meeting of November 10, 2026

To: Board of Directors

From: Dan Mahoney, Fire Chief

Subject: Adopt Resolution 26-09 Authorizing the Fire Chief to initiate, execute and submit employer-originated applications for disability retirements; and authorize the Executive Officer to make determinations regarding disability retirement applications

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RECOMMENDATION:

Adopt Resolution 26-09 delegating authority to the Fire Chief to initiate, execute and submit employer-originated disability retirement applications; and authorize the Executive Officer to make determinations regarding disability retirement applications pursuant to Government Codes 21152 and 21173.

BACKGROUND AND DISCUSSION:

Under the Ross Valley Fire Department's ("Department") California Public Employees' Retirement System (CalPERS) contract, the Department members may be eligible for disability retirement if they are incapacitated physically or mentally and unable to perform their usual job duties and qualify per the requirements set forth by CalPERS.

An application for disability retirement may be made by either the Department or by the employee. Pursuant to California Government Code 21152(c), a Department initiated application may be made by the Board of Directors ("Board") or an official designated by the Board to act on its behalf. Staff is requesting the Board delegate to the Fire Chief the authority to initiate applications.

Following the filing of an employer-initiated application, CalPERS will request that the Department determine whether or not the employee is substantially incapacitated from performing their usual job duties and certify its decision to CalPERS. Under Government Code § 21156, these determinations must be based on competent medical opinion.

Staff recommends that the authority to make determinations regarding disability retirement applications based on medical evidence, whether they are employer or employee initiated, be delegated to the Executive Officer as allowed under Government Code 21173.

Delegating this authority in this manner aligns responsibilities with the Department's administrative structure, streamlines the administrative process when the submission of

documents may be under deadlines that fall outside of regular Board meetings, and supports the confidential handling of sensitive employee medical and personnel information. The delegation is authorized under California Government Code Section 21173 and is consistent with CalPERS procedures for local safety agencies.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

ATTACHMENTS:

Attachment #1 - Resolution 26-09 Authorizing the Fire Chief to initiate, execute and submit employer-originated applications for disability retirements; and authorize the Executive Officer to make determinations regarding disability retirement applications