

Arcata Fire District and Arcata Professional Firefighter's Local 4981

Side Letter Agreement

The Arcata Fire District (District) and the Arcata Professional Firefighter's Local 4981 (Local) have met and conferred in good faith pursuant to the Meyers-Milias-Brown Act and have reached the following agreement:

- A. 48/96 Schedule Transitioned to 72/96 hour Schedule – The District and the Local agree to transition to a 72/96 schedule. This side letter agreement will take effect in the first FLSA cycle in April of 2021 and remain in effect until a successor MOU is negotiated. The Parties therefore agree to amend:
- B. The Fire Suppression Employees shall be assigned six (6) work shifts within each 14 day FLSA work period.
- C. The shift schedule shall be three consecutive shifts on with four consecutive days off, with the exception of the Relief Fire Captain.
- D. The work shift for shift personnel shall be a period of twenty-four (24) consecutive hours, starting at 0800 hours one day, and ending at 0800 hours the following day.
- E. Leaves (vacation, holiday, and sick) shall be considered time worked and shall not be deducted from hours worked for the purposes of calculating FLSA overtime.
- F. The shift schedule shall be as depicted on the attached Appendix "D" and shall continue in sequence as depicted on the Appendix throughout the term of this MOU.
- G. The shift schedule shall be made and posted in all stations each October for the following calendar year.
- H. Relief personnel are those employees who are not assigned to a platoon, except for vacation scheduling.
- I. Changes in the relief schedule within two weeks of the coverage date shall have the relief person's approval. The District has the right to change the schedule to meet the needs of the District in unforeseen circumstances or emergencies.
- J. The normal business day shall be from 0800-1700, except in the case of an emergency, special assignments or situation requiring immediate attention.
- K. 72/96 Work schedule:
 - District shift personnel are assigned to work 144 hours in a 106 hour FLSA work period pursuant to Section 207(k) of the Fair Labor Standards Act. Employees are paid an additional one-half hour at the regular rate of pay for the last thirty-eight hours of each FLSA work period as required by law.

- L. Relief Fire Captain Position – The Local and the District agree to the designation of the relief Fire Captain position (FC5 in Appendix D). This position is held by the least senior Fire Captain unless mutually agreed upon by the least senior Fire Captain and another Fire Captain.
- The Relief Fire Captain will follow the Districts and the Local’s FLSA practices in regard to the number of hours worked per FLSA cycle. The Relief Fire Captain will work six days in a fourteen-day FLSA cycle.
 - The Relief Fire Captain may either work the normal relief days as scheduled or any other open OT days as long as the minimum number shifts are worked in that FLSA cycle.
 - Holiday and vacation will be scheduled based on the Relief Fire Captain’s normal days as referenced in Appendix D.
- M. In the event that the administration deems it necessary to change platoon assignments, the administration will collaborate with the Local in an effort to come to a mutually agreed upon method for the process of effecting the change.

N. Appendix D be replaced with:

72/96	S	M	T	W	T	F	S	S	M	T	W	T	F	S
MCK	FC1	FC1	FC1	FC5	FC2	FC2	FC2	FC1	FC1	FC1	FC5	FC2	FC2	FC2
	FAE1	FAE1	FC5	FAE2	FAE2	FAE2	FAE1	FAE1	FAE1	FC5	FAE2	FAE2	FAE2	FAE1
ARC	FC5	FC3	FC3	FC3	FC4	FC4	FC4	FC5	FC3	FC3	FC3	FC4	FC4	FC4
	FAE3	FAE3	OT	FAE4	FAE4	FAE4	FAE3	FAE3	FAE3	OT	FAE4	FAE4	FAE4	FAE3

O. Article 7(E)

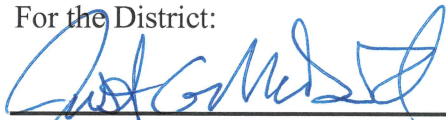
Hourly base wage: Effective April 1, 2021

	Step 1	Step 2	Step 3
Firefighter	\$14.76	\$15.49	\$16.27
Engineer	\$17.08	\$17.93	\$18.83
Captain	\$19.77	\$20.76	\$21.80

- P. Article 26(C) is removed. Working limits are better addressed in the Time Off/Hire Back document
- Q. Priority Vacation and Holiday – The Local agrees to rebid priority vacation and resubmit it into the scheduling program. The District will allow the Local members to resubmit Holiday for the month of April prior to the new schedule being made.
- R. Shift and Station Assignments – The Local agrees to bid shift and station assignments. Bids will be done either based on time in rank or seniority, at the discretion of the Local.

This constitutes the Parties complete agreement. All other wages, hours, term and conditions of employment remain unchanged.

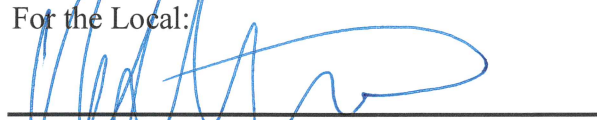
For the District:



Justin McDonald, Fire Chief

Date: 3/25/2021

For the Local:



Marcus Lillard, Vice-President

Date: 03/25/2021