

**SIDE LETTER AGREEMENT  
BETWEEN  
ORANGE COUNTY FIRE AUTHORITY  
AND  
ORANGE COUNTY FIRE AUTHORITY CHIEF OFFICERS ASSOCIATION**

The Orange County Fire Authority (OCFA) and the Orange County Fire Authority Chief Officers Association (COA) (collectively the "Parties") enter into this Agreement on the subject of educational incentive pay. This Agreement adds equivalency language related to the California State Fire Marshal Chief Officer Certification program, which was changed by the State in January 1, 2017. Article XXII, Section 3.B. is amended as follows:

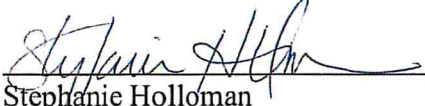
B. Educational Incentive Pay

1. An employee who has satisfactorily completed the equivalent of sixty (60) college-level semester units or has obtained a California State Fire Marshal Chief Officer Certification (or Chief Fire Officer after January 1, 2017) shall receive educational incentive pay of two and one half percent (2.5%) of the employee's base salary per month, prorated on an hourly basis for all regular hours paid.
2. An employee who has satisfactorily completed the equivalent of sixty (60) college-level semester units and has also obtained a California State Fire Marshal Chief Officer Certification (or Chief Fire Officer after January 1, 2017) shall receive educational incentive pay of five percent (5%) of the employee's base salary per month, prorated on an hourly basis for all regular hours paid.
3. An employee who has obtained a Bachelor's degree or higher, or has obtained a National Fire Academy Executive Fire Officer Certification (or Executive Chief Fire Officer after January 1, 2017), shall receive educational incentive pay of seven and one-half percent (7.5%) of the employee's base salary per month, prorated on an hourly basis for all regular hours paid.
4. The maximum attainable educational incentive pay is seven and one-half percent (7.5%) of base salary per month.
5. Educational incentive pay is not applied to overtime/backfill hours.
6. To receive educational incentive pay, the employee must:
  - a. Submit a written request to receive the educational incentive pay, and;
  - b. Submit proof of qualification satisfactory to the Human Resources Director (grade cards, transcripts, and/or other verification from an accredited college-level educational institution shall constitute satisfactory proof of qualification).
7. Payment of the educational incentive pay shall begin with the pay period following verification of the employee's eligibility.

8. The educational incentive pay shall apply to workers' compensation and be considered as part of the employee's base pay for the earning of other benefits as provided by law.
9. During the term of the current Memorandum of Understanding (July 1, 2020 through June 30, 2023), employees who successfully completed the California State Fire Marshal Chief Officer Certification requirements listed below prior to December 31, 2016, will be considered to possess the equivalent of this certification:
- a. Chief Officer Courses:
    - i. Fire Command 2A, 2B, 2C, 2D, and 2E
    - ii. Fire Management 2A, 2B, 2C, 2D, and 2E
    - iii. ICS 400
  - b. Possess a minimum of five (5) years of full-time, paid experience in a California fire department as a firefighter performing suppression duties.
  - c. Possess a minimum of two (2) years of full-time, paid experience at the rank of Fire Captain or above.

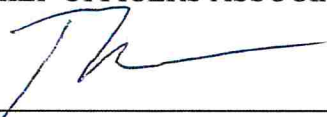
ORANGE COUNTY FIRE AUTHORITY

  
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Lori Zeller  
Deputy Chief, Administration & Support Bureau

  
\_\_\_\_\_  
Stephanie Holloman  
Assistant Chief / Human Resources Director

5/12/21  
\_\_\_\_\_  
Date

ORANGE COUNTY FIRE AUTHORITY  
CHIEF OFFICERS ASSOCIATION

  
\_\_\_\_\_  
Tim Perkins  
COA President

  
\_\_\_\_\_  
Jim Henery  
COA Vice President

5/25/21  
\_\_\_\_\_  
Date