

**SIDE LETTER OF AGREEMENT  
BETWEEN  
ORANGE COUNTY FIRE AUTHORITY  
AND  
ORANGE COUNTY PROFESSIONAL FIREFIGHTERS ASSOCIATION  
IAFF-LOCAL 3631 FOR THE FIREFIGHTER UNIT**

This Side Letter of Agreement (“Agreement”) between the Orange County Fire Authority (“Authority”) and the Orange County Professional Firefighters Association, IAFF-Local 3631 (“Association”), (collectively “Parties”) is entered into with respect to the following:

**WHEREAS**, the Parties are subject to a Memorandum of Understanding (“MOU”) in effect for the period of March 23, 2023 through March 22, 2027; and

**WHEREAS**, the Parties wish to modify certain provisions of the MOU in Article XXVIII, Section 2.B (Release Time for Association Business) to allow for a new method of charging straight-time to the Union Time Bank (UTB) rather than time and one half (1.5) when the employee using the UTB leave is a staff employee (or light duty), rather than a shift employee.

**THEREFORE**, the Parties hereby agree to the following:

1. A one-time adjustment will be made to credit \$20,994.45 to the Union Time Bank, to reduce the previous charge of \$62,983.22 (which was the equivalent of time and one half), to a revised charge of \$41,988.77 (which is the equivalent of straight-time), thereby restoring the half time charged to the Bank for four Association members working in staff assignments as identified by the Association. This adjustment shall be made on or before November 1, 2024.
2. Effective November 1, 2024 (pay period #24), Article XXVIII, Section 2.B of the MOU is amended as shown by the track changes set forth below.

**Section 2. Release Time for Association Business**

- A. Notwithstanding release time provided under the Meyers-Milias-Brown Act (MMBA), the Authority shall provide a mechanism whereby members of the bargaining unit (i.e., classifications represented by the Association) shall have a portion of their holiday compensation hours in lieu of pay designated to a “Union Time Bank” as outlined in this Section and referenced in Article VI. Such Union Time Bank will be solely maintained and used at the discretion of the Association’s Board of Directors, for conducting Association business.
- B. The Authority shall apply the following steps regarding the designated hours:
  1. The hours will be converted to dollars based on each employee’s current hourly base rate.
  2. When Union Time Bank is used by members of the Association who are shift employees, it will be charged the dollars equivalent to the current hourly base rate at time and one half (1.5) of the employee using the leave. This will ensure a capture of backfill cost for the use of the leave.

3. When Union Time Bank is used by members of the Association who are staff employees (or on light duty assignment), it will be charged the dollars equivalent to the current hourly base rate at straight-time of the employee using the leave. This will ensure a capture of cost for the use of the leave.

2.4.The designation of holiday hours to the Union Time Bank will not apply to the two (2) hour spring holiday compensation, as identified in Article VI, Section 2.A.3 and Section 3.A.7.

**ORANGE COUNTY FIRE AUTHORITY**



Lori Zeller  
Deputy Chief, Administration & Support Bureau



Robert Cortez  
Assistant Chief/Business Services



Stephanie Holloman  
Assistant Chief/Human Resources Director

**Peter J. Brown**

Peter J. Brown  
Labor Negotiator

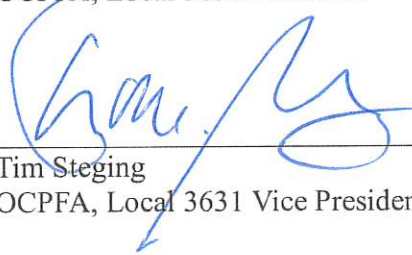
10/29/24

Date

**ORANGE COUNTY PROFESSIONAL  
FIREFIGHTERS ASSOCIATION**



Chris Hamm  
OCPEA, Local 3631 President



Tim Steging  
OCPFA, Local 3631 Vice President



Michael A. McGill  
Labor Negotiator

10/29/24

Date