

## **SIDE LETTER AGREEMENT**

BETWEEN

NOVATO PROFESSIONAL FIREFIGHTERS ASSOCIATION

AND

NOVATO FIRE PROTECTION DISTRICT

**May 23, 2023**

**WHEREAS**, the Novato Fire Protection District (“District”) and the Novato Professional Firefighters Association (“NPFA”) entered into a Memorandum of Understanding, dated December 1, 2021 (“MOU”); and

**WHEREAS**, the District and NPFA desire to add a classification to the bargaining unit, as specified below; and

**NOW THEREFORE**, effective July 1, 2023 the District and NPFA agree as follows:

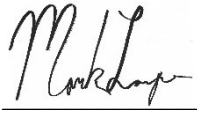
1. The classification of Engineer/Paramedic is hereby established.
2. The job description for the new classification of Engineer/Paramedic is attached hereto as Exhibit A.
3. The creation of a permanent Engineer/Paramedic classification is in line with the fire districts’ goal of maintaining ALS staffing on all front-line apparatus, and to help relieve instances of mandatory OT for the frontline FF/PM classification. The Engineer/Paramedic will be utilized to facilitate this goal.
4. The Engineer/Paramedic plan will be comprised of four tiers, based on current Marin County EMS Agency accreditation status, and how long it has been since the Engineers in question have worked specifically as a firefighter/paramedic.
  - Tier 1: Engineers with less than 12 months out of the FF/PM rank and still accredited will immediately be qualified for paramedic duties.
  - Tier 2:
    - i. Engineers with more than 12 months, but less than two years, out of the FF/PM rank will participate in a 2 to 4 hour lesser used skills class with the Medical Director or EMS Educator, or their designee.
    - ii. Engineers who were promoted less than two years prior, and are still MCEMSA accredited will become Engineer/Paramedic qualified after completing a lesser used skills class.
  - Tier 3:
    - i. Engineers that are MCEMSA accredited with over two years from promotion will need to complete an evaluation ride-a-long as the third person.

- ii. This will consist of at least one 12 hour evaluation ride on Medic 61 from the hours of 0730-1930hrs as the “third person”. During this period the Engineer/Paramedic candidate will need at least three ALS contacts.
  - iii. During this evaluation period, a standard paramedic “6 Shift” patient evaluation form will be utilized to keep track of patient contacts and skill. A paramedic, who has been employed with the District for a minimum of three years, from the shift will be utilized to evaluate the candidate.
  - iv. If there are training issues that need attention additional attention, time will be given to the candidate to provide more patient contacts and skill development. However, the Engineer/Paramedic candidate will be given a total of (6) shifts to successfully complete the evaluation process.
  - v. If not successful, the Engineer/Paramedic candidate must wait a total of three months to resubmit their name for consideration for this evaluation process. During this time, a training plan will be put in place if the candidate would like to continue in the process. A training plan will be developed by the Medical Director, the shift captain, and the lead evaluator. Additionally, training will be provided by shift personnel and members of the EMS Division.
- Tier 4: Inactive MCEMSA Accreditation - These candidates will need to follow the MCEMSA Accreditation Policy.
  - i. Accreditation becomes inactive if one or more of the following occur:
    - 1. Paramedic is not currently employed by an approved Marin County paramedic service provider, OR
    - 2. Paramedic has not met the local requirements for continued accreditation as listed above and is less than one year into the new licensure period, OR
    - 3. Paramedic license has expired OR
    - 4. Application for continuous accreditation has not been submitted to Marin County EMS Agency.
  - ii. Accreditation will be continued if, prior to 180 days into the new licensure period:
    - 1. Paramedic presents a copy of the new/current license.
    - 2. Paramedic presents proof of completion of the most recent annual Policy and Procedure Update Training.
    - 3. A letter confirming employment is received by Marin County EMS Agency, if applicable.
  - iii. Lapsed accreditation
    - 1. If accreditation becomes inactive for any reason and is not continued prior to 180 days into the new licensure period, the paramedic must provide proof of completion of most recent annual Policy and Procedure update.
    - 2. If accreditation becomes inactive for greater than one year the paramedic must complete the initial accreditation process.
- 5. The side letter dated July 25, 2022 to Memorandum of Understanding between NFPD and NPFA regarding the Engineer/Paramedic plan will expire upon ratification of this side letter.

*To be eligible to attain the rank of “Engineer” from FF/PM see the 2019 Novato Fire District “Career Development Guide”*

6. When assigned to their bid position, Engineer/Paramedic will not replace a firefighter/paramedic as the primary paramedic on an engine. However, the Engineer/Paramedic will assume that role in periods of down staffing. Examples include:
  - i. When an individual goes home sick or injured and the engine becomes 2.0 staffed
  - ii. When the fire engine firefighter/paramedic is detailed to another emergency assignment
  - iii. When firefighter/paramedic shift openings are going to mandatory overtime
7. Firefighter/Paramedics will retain the first right of refusal for firefighter/paramedic overtime.
8. Engineer/Paramedics will be subject to mandatory overtime in the same manner as “acting positions” only when there are no firefighter/paramedics available for mandatory overtime.
9. Engineer/Paramedics also qualified as an “acting captain” will still maintain priority in this position based on lowest hours worked as an acting captain and availability of paramedics to work in a voluntary status when needed.
10. The following fire district policies will be amended to accommodate the classification of Engineer/Paramedic based on current trends and guidance working with this position since instituting the July 25, 2022 side letter: Overtime, Trades, Out of County and Telestaff procedures
11. Engineer/Paramedics may revoke their engineer/paramedic classification at any time, upon giving 30 days’ notice. This will reclassify them as an Engineer/EMT with corresponding pay.
12. The classification of Engineer/Paramedic is represented by NPFA.
13. The salary schedule for the classification of Engineer/Paramedic is attached as Exhibit B.
14. This Side Letter Agreement is subject to the ratification of the District’s Board of Directors.

**NOVATO PROFESSIONAL FIREFIGHTERS ASSOCIATION**

By:   
President, NPFA

Date: 6/7/2023

**NOVATO FIRE PROTECTION DISTRICT**

By:   
Fire Chief, Novato Fire District

Date: 6/7/2023