

# LETTER OF AGREEMENT

**By and Between  
The City of Tacoma Fire Department And  
Tacoma Firefighters IAFF Local 31**

Effective: \_\_\_\_\_, 2024

Subject: Establishing Fire Marshal Job Classification

The City of Tacoma and Tacoma Firefighters IAFF Local 31 (together “the parties”) enter into this Letter of Agreement (“LOA”) regarding the new classification of “Fire Marshal”.

The Parties agree that employees in the newly created classification of “Fire Marshal” (CSC 4017) will be represented by Local 31 for the purposes of collective bargaining.

Effective following City Council approval, the Fire Marshal classification will have two salary steps. The rates of pay for calendar year 2024 are listed below, and rates of pay for subsequent years will be set pursuant to the terms of the Parties’ 2023-2025 CBA.

Code	A	Job Title	1	2
4017		Fire Marshal 40hr	81.67	85.77

The Fire Marshal classification will be Classified and subject to the Personnel Rules contained under chapter 1.24 of the Tacoma Municipal Code. The Fire Marshal classification will be salaried Class D employees under Section 1.12.080 of the Tacoma Municipal Code and are not eligible for overtime compensation or compensatory time off.

Selection/recruitment for this Day Shift position in Prevention will be pursuant to Appendix A, Applications of Rate, Section F, of the Parties’ 2023-2025 CBA .

This LOA is not to be used as precedent with respect to other collective bargaining agreements in other divisions or departments of the City or any other union.

**For the City of Tacoma**

**For Tacoma Firefighters Local 31**

\_\_\_\_\_  
Elizabeth Pauli,  
City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Allyson Hinzman,  
President

\_\_\_\_\_  
Date

Shelby Fritz, \_\_\_\_\_ Date \_\_\_\_\_  
Human Resources Director

Dylan Carlson, \_\_\_\_\_ Date  
Labor Relations Division Manager

Approved as to form:

Cheryl Comer, \_\_\_\_\_ Date  
Deputy City Attorney