

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

**Subject: 2023 Christmas Holiday Scheduling**

**Background:**

The City of Tacoma Fire Department and Tacoma Firefighters IAFF Local 31 agree to the following terms related to compensation and scheduling of staff for the Christmas holiday in calendar year 2023. This one-time agreement was reached in recognition of the temporary staffing shortages experienced by Tacoma Fire Department in 2023. Unless otherwise agreed in writing, this Letter of Agreement (LOA) is a one-time, non-precedent setting agreement and shall apply only to Christmas 2023. This LOA shall be retroactive and will expire on December 31, 2023, independently from the 2023-2025 Local 31 Collective Bargaining Agreement (CBA).

**Christmas Day 2023 Scheduling and Compensation**

To reduce the necessity of mandatory overtime on Christmas Day 2023 (observed for shifts starting on December 25, 2023), the parties agree to the following:

1. TFD management will call employees for voluntary overtime at least forty eight (48) hours in advance of the Christmas holiday to fill schedule vacancies for Christmas Day. Overtime order of call will be consistent with existing callback practices.
2. As incentive to encourage volunteers and to avoid or minimize mandatory overtime on Christmas Day, employees who volunteer during this window will be paid at the double time (2.0) rate for work performed on Christmas Day.
3. Any remaining vacancies filled on Christmas Day will be paid at the double time (2.0) rate for work performed on Christmas Day.
4. TFD management retains the right to determine staffing levels. This commitment does not include offers to fill peak hour cars or special events; and is only intended to meet minimum staffing targets.

This LOA shall not establish precedent for the parties, nor or any other employees in the Fire Department or City of Tacoma which are represented by any other union or for unrepresented employees.

**For Tacoma Fire Fighters  
IAFF Local 31**

Allyson Hinzman 12/22/2023  
Allyson Hinzman, President Date

**For the City of Tacoma:**

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Tory Green, Fire Chief Date

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City Manager Date

Approved as to form:

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Cheryl Comer  
Deputy City Attorney

Date