



To: Administration and Finance Executive Committee
From: Aaron Petrin, Human Resources Manager
Date: February 28, 2017
Subject: Draft letter of understanding re additional firefighter

On February 21, Council approved a resolution which authorized the Corporation to employ an additional full-time firefighter effective April 1.

On February 24, the Town's Administration met with the Fort Frances Professional Fire Fighters Association and the parties agreed to the language of the attached draft letter of understanding, which is being presented for your awareness.

On behalf of the Administration, I recommend that this draft letter of understanding be presented to Council for consideration at its next regular meeting.

Respectfully,

A handwritten signature in blue ink, appearing to read "A. Petrin".

Aaron Petrin
Human Resources Manager

SCHEDULE “D” – LETTER OF UNDERSTANDING

BETWEEN:
THE CORPORATION OF THE TOWN OF FORT FRANCES
(Hereinafter referred to as the Employer)
AND
FORT FRANCES PROFESSIONAL FIRE FIGHTERS ASSOCIATION
(Hereinafter referred to as the Association)

Staffing Level

1. The intent of this Letter of Understanding is to enhance the organizational efficiency of the Department by improving its overall training function in a cost-effective manner that reduces the amount of overtime incurred by members of the Association.
2. The current staffing level of five (5) full-time Fire Fighters has been in effect since May 1, 2013. Despite this established precedent, the Employer has decided to increase the staffing level to six (6) full-time Fire Fighters, effective April 1st, 2017.
3. The Captain of Fire Prevention & Education, and the Captain of Training shall adhere to a “4-on/4-off” schedule, which shall consist of four (4) consecutive 12-hour day shifts, from 07:00h to 19:00h.
4. If a Fire Fighter scheduled for night shift is absent due to illness, injury, bereavement, union business, lieu time, training credit time, and/or training coverage, one (1) day shift Fire Fighter would be placed off-duty to provide backfill coverage.
 - a) Said Fire Fighter would be directed to return to duty on the current block of night shifts at straight time, subject to the Fire Fighter’s availability.
 - b) Said Fire Fighter would only be paid overtime for hours worked in excess of the regular workweek, as per Article 3 [a], and notwithstanding the overtime provisions of Article 3 [c].
 - c) If the outcome of 4 [a] is not possible, the next available Fire Fighter’s scheduled for the following block of day shifts would be rescheduled to work the current block of night shifts at straight time, subject to that Fire Fighter’s availability.

DATED this ____ day of March 2017.

SIGNED FOR THE FORT FRANCES PROFESSIONAL
FIRE FIGHTERS ASSOCIATION

SIGNED FOR THE CORPORATION OF
THE TOWN OF FORT FRANCES
