



City of Woodland

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**DATE:** May 18, 2021  
**TO:** Ryan Morrison  
Woodland Professional Firefighter Association (WPPFA)  
**FROM:** Ken Hiatt, City Manager  
**SUBJECT:** Memorandum of Understanding (MOU) Side Letter of Agreement

This Side Letter of Agreement serves to memorialize the agreement between the City of Woodland and the Woodland Professional Firefighters' Association (WPPFA) and amends and restates the Side Letter of Agreement dated October 15, 2020 as follows.

The following modifications shall be made to the Memorandum of Understanding, including the Side Letters of Agreement between the City and the WPPFA covering the period from July 1, 2019 through June 30, 2023.

**Section 2.1.1 Salary**

The three percent (3%) COLA increase that became effective July 1, 2020, was temporarily suspended from October 1, 2020 through April 30, 2021; the COLA will be reinstated effective May 1, 2021.

**Section 7.2.1.1 Sick Leave**

In recognition of the suspended three percent (3%) COLA increase, each Fire Operations Staff employee will receive an additional eight (8) hours of sick leave per month and Fire Administrative staff will receive six (6) hours of sick leave per month added to their sick leave bank from October 1, 2020 through April 30, 2021. Additional accruals will cease in May 2021. The additional sick leave granted from October 2020 through April 2021 is not eligible for conversion to an employee's retirement health savings plan (RHSP).

**Section 9.5 Modified Duty for Work Related Injuries is modified as follows:**

Subject to the requirements of the physician's release and the discretionary modified duty assigned by the Fire Chief or designee, modified duty may be accommodated. Employees assigned to a 24-hour shift schedule who are placed on modified duty will be offered a 24-hour operational shift from the date of release to modified duty, pending that the physician's release supports a 24-hour shift work assignment consistent with workers' compensation rules and regulations. The employee may opt to work a 40-hour work week (i.e. Monday-Friday) or alternative schedule if the schedule enhances the mission and goals of the Department, including; special projects, training, and or

assigned to the West Valley Regional Fire Training Consortium, or Fire Academy. Special assignments and projects are a way to enhance the employee's knowledge, skills, and ability.

**Section 9.17 is added as follows:**

9.17 Effective June 30, 2023, the Woodland Fire Department will maintain a minimum of thirteen (13) personnel on suppression staffed companies at all times. Existing engines (3) and truck (1) will maintain staffing with a minimum of a Captain, Engineer, and Firefighter(s), or approved actors. The City reserves the right to increase staffing on existing apparatus, or on additional apparatus at any time. In the event that the City declares a fiscal emergency; through council proclamation, this language will be temporarily suspended. If the City does declare a fiscal emergency, the City will meet and confer with the association upon the impacts of modified staffing. For the purposes of this Agreement, a fiscal emergency exists when it is estimated by the City's finance department that, in order to maintain existing levels of services, the City's General Fund reserve would drop below the 20% minimum outlined in the reserve fund balance policy.

AGREED TO THIS DATE:

5.19.2021

FOR THE CITY OF WOODLAND

FOR THE WOODLAND PROFESSIONAL  
FIREFIGHTERS' ASSOCIATION

  
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Ken Hiatt, City Manager

  
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Ryan Morrison, President