

**SIDE LETTER OF AGREEMENT  
BETWEEN  
ORANGE COUNTY FIRE AUTHORITY  
AND  
ORANGE COUNTY PROFESSIONAL FIREFIGHTERS ASSOCIATION  
FOR THE FIREFIGHTER UNIT**

This Side Letter of Agreement between the Orange County Fire Authority and the Orange County Professional Firefighters Association, Local 3631 ("Association"), (collectively, "Parties"), in recognition of the desire to include Standard Operating Procedure OP.06.80 Off-Duty Use of OCFA Facilities in the MOU , the Parties agree as follows:

**WHEREAS**, the Parties' Memorandum of Understanding (MOU) has a term of March 23, 2023 to March 22, 2027; and

**WHEREAS**, the Parties agree to the terms and conditions provided for in Standard Operating Procedure OP.06.80 Off Duty Use of OCFA Facilities, attached herein; and

**WHEREAS**, Appendix H, Standard Operating Procedures and General Orders Incorporated in to the MOU, specifies which SOPs and GOs may not be changed during the term of the MOU without mutual consent;

**THEREFORE**, the Parties agree to add SOP OP.06.08 Off Duty Use of OCFA Facilities to Appendix H of the MOU.

**ORANGE COUNTY FIRE AUTHORITY**



Terry (TJ) McGovern  
Deputy Chief, Emergency Operations Bureau




Lori Zeller  
Deputy Chief, Administration & Support Bureau



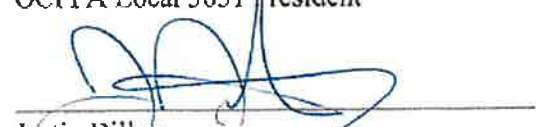
Stephanie Holloman  
Assistant Chief/Human Resources Director

Date

**ORANGE COUNTY FIRE AUTHORITY  
PROFESSIONAL FIREFIGHTERS  
ASSOCIATION**



Chris Hamm  
OCPFA Local 3631 President



Justin Dillon  
OCPFA Local 3631 Vice President

Date

8/1/25

## OFF-DUTY USE OF OCFA FACILITIES

Prepared By: *Operations*

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### PURPOSE

To establish operational guidelines for off-duty employees to occupy Orange County Fire Authority fire stations and/or facilities while off-duty.

### BACKGROUND

OCFA facilities are public facilities designed and intended for the sole purpose of housing on-duty personnel, apparatus, and equipment to provide emergency response to citizens within a specific area. Off-duty personnel are not permitted to utilize OCFA facilities as temporary, alternate housing, or as a place to conduct off-duty business except in accordance with the Procedure set forth below.

### DEFINITIONS

None

### PROCEDURE

1. Emergency Operations Bureau personnel may occupy an OCFA fire station or facility with the on-duty Fire Captain's approval under one of the following circumstances:
  - a. When an employee is assigned on-call duty by the department and must be able to report to work within 4 hours.
  - b. 4 hours after the end or 4 hours prior to the beginning of the next shift.
  - c. When an employee has twelve (12) hours or less between the end of a shift and/or special assignment detail and the start of the next scheduled shift and/or special assignment detail.
    - i. Shift trades or leave banks will not be used as justification to remain in the facility while off-duty for this 12-hour criteria.
  - d. If driving a vehicle home may have safety consequences, due to the lack of sleep, caused by performing OCFA operations/duties.

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2. Emergency Operations Bureau personnel requesting to occupy an OCFA fire station or facility for reasons not outlined above, may request an exception through the approval of the respective Division Chief.
  - a. The member requesting to utilize a fire station while off duty, will email the respective Division Chief before the use.
    - i. The email request must include:
      1. Name of Employee
      2. Date the Employee is requesting to stay in the station and/or facility.
      3. Reason for requesting to utilize the station and/or facility.
      4. Impacted facility/station #
    - ii. A new request must be made for each date requested.
3. When space is needed for cover units and up-staffing, the respective Division Chief and/or Duty Chief has the authority to have the off-duty members vacate the fire station.
4. Employees granted approval to remain in facility or station are not permitted to respond to emergency incidents while off-duty, or shift trade with another member, without going through the proper staffing/approval procedures.

### RELATED REFERENCES

None

### LEGAL CITES/ REFERENCES

None

### ATTACHMENTS

None