

July 8, 2025

TO: Rebecca Poirier, City Clerk
FROM: Jamie Le, Assistant to the City Manager
RE: **MANAGEMENT and TORRANCE FIRE FIGHTERS ASSOCIATION (TFFA) JOINT LETTER OF AGREEMENT REGARDING STRIKE TEAM LODGING**

Management and Torrance Fire Fighters Association met and have reached agreement as noted on the attached document. Section 14.8.14.b of the Torrance Municipal Code reads:

*"If agreement is reached by management and a recognized employee organization or recognized employee organizations, on matters subject to approval by the City Council, they shall jointly prepare a written and signed memorandum of such understanding and present it to the City Council for determination. **If agreement is reached on matters not subject to approval by the City Council, those conferring shall jointly prepare a written and signed memorandum of such agreement which shall be filed with the City Clerk.**"*

Pursuant to the last sentence of the above paragraph, the City Manager's Office is filing the attached agreement with your office.

Management

Torrance Fire Fighters Association
(TFFA)

/s/ Jamie Le

/s/Ryan Mendivil

/s/ Fire Chief David Dumais

/s/ Chris Koch

Joint Agreement between the City of Torrance and Torrance Fire Fighters Association (TFFA)
Regarding Strike Team Lodging

The Joint Agreement between the City of Torrance and Torrance Fire Fighters Association (TFFA) regarding Strike Team Lodging reads as follows:

Effective July 1, 2025 the parties agree to the following:

The Parties recognize that fire strike team deployments often involve dynamic and unpredictable working conditions. While efforts are made to ensure adequate accommodations are provided in the field (e.g., base camps, sleeping trailers, or equivalent field conditions), there may be circumstances where such accommodations are inadequate or unavailable.


- A. When deployed on a Strike Team or Overhead assignment and the incident does not provide "adequate accommodations" during rest periods, the City will pay/reimburse for reasonable hotel accommodations.
 - a. "Adequate accommodations" for the purpose of this agreement are defined as facilities that offer sufficient shelter, rest, hygiene (e.g., access to restrooms/showers), and safety to support employee rest and recovery in accordance with wildland firefighting standards.
 - b. Each room will house two (2) personnel unless rooms with two beds are unavailable at the hotel.
 - c. The room cost including taxes shall not exceed the current General Services Administration ("GSA") lodging rate. <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- B. Authorization
 - a. Accommodations must be permitted by the Strike Team Leader if part of a Strike Team and approved by the Fire Chief based on operational needs and when practical.
- C. Consideration of Operational Needs and Location
 - i. When evaluating the need for hotel accommodations, the Agency shall consider:
 - ii. The distance between the incident location and potential lodging facilities.
 - iii. The availability of safe, reasonable accommodations within operational proximity.
 - iv. The necessity to ensure that personnel remain rested and fit for duty without compromising response capability or logistical effectiveness

Signed this 8th day of July 2025.

Management

Signed by:


B8C0DA7CF10E433
Jamie Le
Assistant to the City Manager

Signed by:


44C28D1E69754B2
David Dumais
Fire Chief

**Torrance Fire Fighters Association
(TFFA)**

Signed by:


8CF8311B90E34AF...
Ryan Mendivil
President

Signed by:


740BC3071F804F1...
Chris Koch
Vice President

Certificate Of Completion

Envelope Id: F3D61EBA-5C8A-4444-A4B3-02DC99726712
 Subject: Complete with Docusign: TFFA Side Letter Agreement - 07-08-25.pdf
 Source Envelope:
 Document Pages: 2 Signatures: 4
 Certificate Pages: 5 Initials: 0
 AutoNav: Enabled
 EnvelopeId Stamping: Enabled
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed
 Envelope Originator:
 Sonia Delgado
 3031 Torrance Blvd
 Torrance, CA 90503
 SDelgado@torranceca.gov
 IP Address: 204.145.129.190

Record Tracking

Status: Original Holder: Sonia Delgado Location: DocuSign
 7/15/2025 10:49:32 AM SDelgado@torranceca.gov

Signer Events

Ryan Mendivil
 RMendivil@TorranceCA.Gov
 Security Level: Email, Account Authentication
 (None)

Signature

Signed by:

 6CE8311B90E34AF

Timestamp

Sent: 7/15/2025 10:52:36 AM
 Viewed: 7/15/2025 11:05:29 AM
 Signed: 7/15/2025 12:51:58 PM

Signature Adoption: Drawn on Device
 Using IP Address: 47.152.33.124
 Signed using mobile

Electronic Record and Signature Disclosure: Not Offered via Docusign

Chris Koch
 CKoch@TorranceCA.gov
 Security Level: Email, Account Authentication
 (None)

Signed by:

 740BC3071F804F1

Sent: 7/15/2025 12:52:00 PM
 Resent: 7/18/2025 3:26:37 PM
 Resent: 7/21/2025 8:54:45 AM
 Resent: 7/23/2025 8:53:14 AM
 Resent: 7/23/2025 11:08:51 AM
 Viewed: 7/23/2025 12:40:08 PM
 Signed: 7/23/2025 12:40:53 PM

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 Signed using mobile

Electronic Record and Signature Disclosure: Accepted: 7/23/2025 12:40:08 PM ID: 91dd8011-f2f1-4c32-b1b7-b8f44f11511e Company Name: City of Torrance CA

David A Dumais
 DDumais@TorranceCA.gov
 Security Level: Email, Account Authentication
 (None)

Signed by:

 44C28D1E6D754B2

Sent: 7/23/2025 12:40:55 PM
 Resent: 7/23/2025 2:18:30 PM
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 Signed: 7/23/2025 3:15:40 PM

Signature Adoption: Pre-selected Style
 Using IP Address: 204.145.129.190

Electronic Record and Signature Disclosure: Accepted: 7/23/2025 3:15:08 PM ID: 3f7d5ba4-169c-4000-aeef-bf88a25d3154 Company Name: City of Torrance CA

Jamie Le
 JLe@TorranceCA.Gov
 Security Level: Email, Account Authentication
 (None)

Signed by:

 BBC0DA7CF10B433

Sent: 7/23/2025 3:15:42 PM
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 Signed: 7/23/2025 3:20:22 PM

Signature Adoption: Uploaded Signature Image
 Using IP Address: 204.145.129.190

Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Theresa Yniguez tyniguez@TorranceCA.gov Deputy City Clerk I City of Torrance Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 7/23/2025 3:20:23 PM
Sonia Delgado sdelgado@torranceca.gov Deputy City Clerk City of Torrance Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 7/23/2025 3:20:24 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/15/2025 10:52:36 AM
Certified Delivered	Security Checked	7/23/2025 3:20:03 PM
Signing Complete	Security Checked	7/23/2025 3:20:22 PM
Completed	Security Checked	7/23/2025 3:20:24 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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How to contact City of Torrance CA:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: RPoirier@torranceca.gov

To advise City of Torrance CA of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at RPoirier@torranceca.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to RPoirier@torranceca.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Torrance CA

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

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ii. send us an email to RPoirier@torranceca.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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