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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

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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:
BBC0DA7CF10B433...
Jamie Le
Assistant to the City Manager

Signed by:
David A Dumais
44C28D1E69754B2...
David Dumais
Fire Chief

Torrance Fire Fighters Association (TFFA)

Signed by:
8CE8311B90E34AF...
Ryan Mendivil
President

Signed by:
Chris Koch
74DBC3071F894F1...
Chris Koch
Vice President

docusign

Certificate Of Completion

Envelope Id: F3D61EBA-5C8A-4444-A4B3-02DC99726712
Status: Completed
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)

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

Record Tracking

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

Signer Events	Signature	Timestamp
Ryan Mendivil RMendivil@TorranceCA.Gov Security Level: Email, Account Authentication (None)	Signed by: 6CE8311B90E34AF... Signature Adoption: Drawn on Device Using IP Address: 47.152.33.124 Signed using mobile	Sent: 7/15/2025 10:52:36 AM Viewed: 7/15/2025 11:05:29 AM Signed: 7/15/2025 12:51:58 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Chris Koch CKoch@TorranceCA.gov Security Level: Email, Account Authentication (None)	Signed by: 740BC3071F894F1... Signature Adoption: Drawn on Device Using IP Address: 2a09:bac2:66dc:1246::1d2:2 Signed using mobile	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
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: 44C28D1E69754B2... Signature Adoption: Pre-selected Style Using IP Address: 204.145.129.190	Sent: 7/23/2025 12:40:55 PM Resent: 7/23/2025 2:18:30 PM Viewed: 7/23/2025 3:15:09 PM Signed: 7/23/2025 3:15:40 PM
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: B8C6DA7CF10B433... Signature Adoption: Uploaded Signature Image Using IP Address: 204.145.129.190	Sent: 7/23/2025 3:15:42 PM Viewed: 7/23/2025 3:20:03 PM Signed: 7/23/2025 3:20:22 PM
Electronic Record and Signature Disclosure:		

Signer Events	Signature	Timestamp
Accepted: 7/23/2025 3:20:03 PM ID: c950ad11-82ed-4db9-b212-82b509b93a8d Company Name: City of Torrance CA		

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

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

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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- Until or unless you notify City of Torrance CA as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Torrance CA during the course of your relationship with City of Torrance CA.