

2022-2024

MEMORANDUM OF AGREEMENT

between the

CITY OF MAPLE RIDGE

and the

MAPLE RIDGE FIREFIGHTERS' UNION, IAFF LOCAL 4449

THE UNDERSIGNED BARGAINING REPRESENTATIVES, ACTING ON BEHALF OF THE CITY OF MAPLE RIDGE (hereinafter called "the Employer"), AGREE TO RECOMMEND TO THE MAPLE RIDGE CITY COUNCIL;

AND

THE UNDERSIGNED BARGAINING REPRESENTATIVES ACTING ON BEHALF OF THE MAPLE RIDGE FIREFIGHTERS' UNION, IAFF LOCAL 4449 (hereinafter called "the Union"), AGREE TO RECOMMEND TO THE UNION MEMBERSHIP;

THAT THEIR COLLECTIVE AGREEMENT COMMENCING 2022 JANUARY 01 AND EXPIRING 2024 DECEMBER 31 (hereinafter called the "new Collective Agreement"), SHALL CONSIST OF THE FOLLOWING:

**1. Previous Conditions**

All of the terms of the 2020-2021 Collective Agreement continue except as specifically varied below.

**2. Article 1 – Term of Agreement**

The term of the new Collective Agreement shall be for three (3) years from 2022 January 01 to 2024 December 31, both dates inclusive. Subsections (2) and (3) of Section 50 of the Labour Relations Code shall be specifically excluded from and shall not apply to the new Collective Agreement.

**3. General Wage Increases**

The Employer and the Union agree that the new Collective Agreement shall reflect wage adjustments as follows:

- (a) Effective 2022 January 01, the monthly 4<sup>th</sup> year Firefighter rate in effect on 2021 December 31<sup>st</sup> shall be increased by three and one-half percent (3.5%) and be rounded to the nearest whole dollar. All other existing rank indices shall be maintained.

- (b) Effective 2023 January 01, the monthly 4<sup>th</sup> year Firefighter rate in effect on 2022 December 31<sup>st</sup> shall be increased by four and one-half percent (4.50%) and be rounded to the nearest whole dollar. All other existing rank indices shall be maintained.
- (c) Effective 2024 January 01, the monthly 4<sup>th</sup> year Firefighter rate in effect on 2023 December 31<sup>st</sup> shall be increased by four and one-half percent (4.50%) and be rounded to the nearest whole dollar. All other existing rank indices shall be maintained.
- (d) Retroactive payments arising from (a), (b), and (c) will be made as soon as possible following the date of ratification of this Memorandum of Agreement.

**4. Article 8 – Promotions**

Effective the date of ratification of this Memorandum of Agreement, the Employer and the Union agree to amend Article 8 to read as follows:

“In making promotions, the skill, knowledge, ability and capacity for leadership of the applicants shall be the primary consideration, and where such factors are equal, seniority as a full-time employee in the City of Maple Ridge Fire Department, shall be the determining factor.”

**5. Article 10.01 – Hours of Work**

Effective the date of ratification of this Memorandum of Agreement, the Employer and the Union agree to amend the third paragraph of Article 10.01(a) to read as follows:

“Notwithstanding the above, the Fire Chief may implement shifting patterns that vary from the schedule of two (2) 10-hour days followed by two (2) 14-hour nights for employees who are designated as “pool employees”. In establishing a pool the Employer may assign no fewer than eight (8) employees and no greater than ten percent (10%) of the total number of suppression firefighters to be included in the pool. Those employees assigned to the pool shall be the least senior employees. Employees assigned to work as pool employees shall not be assigned to a permanent shift and shall not necessarily work a schedule of two (2) 10-hour days followed by two (2) 14-hour nights rotation; rather they shall be assigned by the Fire Chief as need dictates, and shall have their hours of work balanced over each fifty-six (56) day cycle as follows:”

**6. Article 10.03 – Overtime**

Effective the date of ratification of this Memorandum of Agreement, the Employer and the Union agree to add a new paragraph to read as follows:

“An employee who is required to work overtime of fifteen (15) minutes of more in excess of and immediately preceding or following the completion of the employee’s regular duty shift on a Statutory Holiday, shall be paid at two and one-quarter (2¼) times the regular hourly rate of the employee for the first two (2) hours, and three (3) times the regular hourly rate of the employee for all overtime hours worked beyond two hours, such calculation to include the fifteen (15) minute trigger period.”

**7. Article 11.02 – Extended Health Care Plan**

Effective as soon as possible following the date of ratification of this Memorandum of Agreement, the Employer will instruct the Extended Health Care Plan carrier to amend Article 11.02 coverage as follows:

- (a) increase vision care from “four hundred and fifty dollars (\$450)” to “five hundred dollars (\$500)” per person in a twenty-four (24) month period;
- (b) increase eye exams from “one hundred dollars (\$100)” to “two hundred dollars (\$200)” per person in a twenty-four (24) month period;
- (c) amend combined paramedical services from “three thousand dollars (\$3,000) payable per person per calendar year for the services of any one or any combination of the following practitioners: Psychologist, Chiropractor, Naturopath, Physiotherapist, Massage Therapist, Acupuncturist, Speech Language Pathologist and Podiatrist” to “four thousand dollars (\$4,000) payable per person per calendar year for the services of any one or any combination of the following practitioners: Chiropractor, Naturopath, Physiotherapist, Massage Therapist, Acupuncturist, Speech Language Pathologist and Podiatrist”; and
- (d) establish a standalone benefit for mental health services to read as follows:

“The plan also includes total coverage up to five thousand dollars (\$5,000) payable per person per calendar year for the services of any one or any combination of the following practitioners: Clinical Counsellor, Psychologist, Marriage and Family Therapist, Online Cognitive Behavioural Therapy and Social Worker, all subject to the provisions of the plan.”

**8. Article 11.03 – Dental Plan**

Effective as soon as possible following the date of ratification of this Memorandum of Agreement, the Employer will instruct the Dental Plan carrier to amend Article 11.03 coverage as follows:

- (a) while not to be included in the new Collective Agreement, increase the Plan A and B maximum payable per person, per calendar year from two thousand dollars (\$2,000) to four thousand dollars (\$4,000);
- (b) increase Prosthetics, Crowns and Bridges (Plan ‘B’) coverage from “seventy percent (70%)” to “eighty percent (80%)” of the approved schedule of fees;
- (c) increase Orthodontics (Plan ‘C’) coverage from “fifty percent (50%)” to “seventy percent (70%)” of the approved schedule of fees; and
- (d) increase Orthodontics (Plan ‘C’) lifetime maximum from “four thousand five hundred dollars (\$4,500)” to “seven thousand five hundred dollars (\$7,500)” for adults and dependent children as defined by the Plan.

**9. Article 12.01 – Annual Vacation (Suppression Entitlement)**

Effective the date of ratification of this Memorandum of Agreement, the Employer and the Union agree to amend Article 12.01(a)(ii) through (vii) to read as follows:

- “(ii) In the first part calendar year of service, vacations will be granted to employees on the basis of one-twelfth (1/12) of eight (8) duty shifts for each month or portion of a month greater than one-half (½) worked by December 31st.
- (iii) During the second (2nd) calendar year of service, eight (8) duty shifts.
- (iv) During the third (3rd) to and including the tenth (10th) calendar years of service - twelve (12) duty shifts.
- (v) During the eleventh (11th) to and including the twentieth (20th) calendar year of service - sixteen (16) duty shifts.
- (vi) During the twenty-first (21st) and all subsequent calendar years of service - twenty (20) duty shifts.”

**10. Article 12.01 – Annual Vacation (Non-Suppression Placement)**

Effective the date of ratification of this Memorandum of Agreement, the Employer and the Union agree to add a new sub-clause 12.01(b)(viii) to read as follows:

“A new employee at the time of hire may be placed at any level on the vacation schedule set out above at the discretion of the Employer. New employees who receive recognition for previous service under this provision will not receive recognition in any other areas such as, but not limited to, seniority or length of service or supplementary vacation.”

**11. Article 12.02 – Annual Vacation (Scheduling)**

Effective the date of ratification of this Memorandum of Agreement, the Employer and the Union agree to amend Article 12.02(g) to read as follows:

“All annual vacation requests are subject to the approval of the Fire Chief or a designate.”

**12. Article 13 – Statutory Holidays**

Effective the date of ratification of this Memorandum of Agreement, the Employer and the Union agree to amend Article 13 as follows:

- (a) amend Article 13(a) by added the National Day for Truth and Reconciliation;

- (b) add new sub-clause Article 13(b)(1) to read as follows:

“The National Day for Truth and Reconciliation shall be administered in strict accordance with the provisions of the *Employment Standards Act*.”

- (c) renumber existing sub-clauses of Article 13(b) accordingly; and

- (d) amend Article 13(c), allowing for the payout of unused statutory holidays for any employee, to read as follows:

“Requests for time off in lieu of Statutory Holidays shall be submitted to the Fire Chief for approval. The Employer may pay employees cash in lieu of all or part of their unscheduled Statutory Holiday entitlement in any year.”

**13. Article 14.06 – Maternity/Parental Leave**

Effective the date of ratification of this Memorandum of Agreement, the Employer and the Union agree to amend Article 14.06(f)(4) to read as follows:

“The SEIB Plan payment is based on the difference between the Employment Insurance benefit plus any other earnings received by an employee and one hundred percent (100%) of their gross weekly earnings and is paid for the first seventeen (17) weeks, which includes the Employment Insurance waiting period.”

**14. Article 23 – Training**

Effective the date of ratification of this Memorandum of Agreement, the Employer and the Union agree to add new sub-clause Article 23(b) to read as follows:

“Department scheduled training and instruction will be paid at straight time.”

**15. Article 24 – Public Education**

Effective the date of ratification of this Memorandum of Agreement, the Employer and the Union agree to add new Article 24 to read as follows:

“Public education provided by off-duty suppression staff will be paid at straight time.”

**16. Schedule “A” – Rates of Pay**

Effective the date of ratification of this Memorandum of Agreement, the Employer and the Union agree to amend Schedule “A” by removing the note associated with the 10<sup>th</sup> year rates. It is the intent of the Employer and the Union to have employees advance through rates according to completed years of service based on the employee’s date of hire, subject to eligibility requirements.

**17. Letters of Understanding**

Effective the date of ratification of this Memorandum of Agreement, the Employer and the Union agree to the following:

- (a) Terminate the following Letter(s) of Understanding:
  - (i) Letter of Understanding – Health and Wellness Policy
  - (ii) Letter of Understanding – Movement Due to Long Term Illness or Absence
  - (iii) Letter of Understanding – Policy for Acting Officers Pool
  - (iv) Letter of Understanding – Policy for Promotion to Officer Ranks
  - (v) Letter of Understanding – Policy for Promotion to Training Officer
  - (vi) Letter of Understanding – Policy for Working Consecutive Shifts
  - (vii) Letter of Understanding – Uniforms
  
- (b) While not to be included in the new Collective Agreement, revise and renew the following Letter(s) of Understanding attached to this Memorandum of Agreement:
  - (i) Letter of Understanding – Extra Shifts
  - (ii) Letter of Understanding – Sick Leave for Bridging to Long Term Disability
  
- (c) While not to be included in the new Collective Agreement, establish the following new Letter(s) of Understanding attached to this Memorandum of Agreement:
  - (i) Letter of Understanding – Joint Health and Wellness Program Framework
  - (ii) Letter of Understanding – 24-Hour Shift Pilot Plan Framework

**18. Business Letters**

Effective the date of ratification of this Memorandum of Agreement, the Employer and the Union agree to terminate the following Business Letters:

- (a) Interpretation of term ‘Historic Levels’ contained in the Letter of Understanding – Extra Shifts and Consecutive Shifts (2013 March 25);
- (b) Changes to Promotional Requirements (2018 January 8);
- (c) Backfill Due to EOCP (2018 November 5); and
- (d) Uniform (2019 January 16).

**19. Housekeeping**

Effective the date of ratification of this Memorandum of Agreement, the Employer and the Union agree to make the following amendments:

- (a) correct Article 11.01 Medical Services Plan of B.C. by deleting “a lifetime maximum of one million dollars (\$1,000,000) per person”;

- (b) delete Article 11.01 Medical Services Plan of B.C. and renumber subsequent clauses;
- (c) amend Article 11.02 Extended Health Care Plan to improve readability.
- (d) correct Article 11.09(b) Long Term Disability Plan by replacing “sixty-six and two-thirds percent (66 2/3%)” with “seventy percent (70%)” and “six thousand five hundred dollars (\$6,500)” with “ten thousand dollars (\$10,000)”;
- (e) amend the agreement to be gender neutral;
- (f) delete expired effective dates; and
- (g) any changes mutually agreed to between the parties during the drafting of the new Collective Agreement.

**20. Drafting of New Collective Agreement**

The Employer and the Union agree that in all instances where an amendment to the Collective Agreement is effective on a specific date, only the amendment shall appear in the new Collective Agreement together with a sentence referencing its effective date.

**21. Ratification**

The parties expressly agree that, upon the completed signing of this Memorandum of Agreement, the parties shall recommend the approval of this Memorandum to their respective principals and schedule the necessary meetings to ensure that their principals vote on the recommendations not later than sixty (60) calendar days from the date on which this Memorandum of Agreement is signed.

DATED this 29<sup>th</sup> day of February, 2024 in the City of Maple Ridge.

BARGAINING REPRESENTATIVES ON BEHALF  
OF THE EMPLOYER:

\_\_\_\_\_  
“Dave Samson”  
\_\_\_\_\_  
“Michelle Lewis”  
\_\_\_\_\_  
“Cynthia Ulrich”  
\_\_\_\_\_  
“Chris Gonev”  
\_\_\_\_\_  
“Geoffrey Spriggs”  
\_\_\_\_\_

BARGAINING REPRESENTATIVES ON BEHALF  
OF THE UNION:

\_\_\_\_\_  
“Chris McKee”  
\_\_\_\_\_  
“Jordan Delmonico”  
\_\_\_\_\_  
“Craig Davis”  
\_\_\_\_\_  
“Dayne Michaud”  
\_\_\_\_\_

LETTER OF UNDERSTANDING

between the

CITY OF MAPLE RIDGE  
(hereinafter called "the Employer")

and the

MAPLE RIDGE FIREFIGHTERS' UNION, IAFF LOCAL 4449  
(hereinafter called "the Union")

(collectively, "the Parties")

RE: EXTRA SHIFTS

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The Parties to this Letter of Understanding agree to the following effective the date of ratification of the Memorandum of Agreement which establishes the 2022-2024 Collective Agreement:

Where an employee agrees to work a shift(s) or portion thereof, in excess of the employee's scheduled work week, the employee will receive pay at the rate of pay, as defined in (a) through (e) below, for such excess hours worked, with a minimum of three (3) hours.

- (a) Effective the date of ratification to December 31, 2024, all backfill shifts or portion thereof shall be paid at the special rate of 1.10 time of normal salary for all hours worked.
- (b) From January 1, 2025, to December 31, 2025, all backfill shifts or portion thereof shall be paid at the special rate of 1.20 time of normal salary for all hours worked.
- (c) From January 1, 2026, to December 31, 2026, all backfill shifts or portion thereof shall be paid at the special rate of 1.30 time of normal salary for all hours worked.
- (d) From January 1, 2027, to December 31, 2027, all backfill shifts or portion thereof shall be paid at the special rate of 1.40 time of normal salary for all hours worked.
- (e) Effective January 1, 2028, Article 10.02 Extra Shifts shall apply.
- (f) All backfill shifts deemed required by the Employer will be paid out at a special rate of 1.50 time of normal salary for all hours worked for the duration of this letter.

DATED this 29<sup>th</sup> day of February, 2024 in the City of Maple Ridge.

SIGNED ON BEHALF OF IAFF LOCAL 4449:

SIGNED ON BEHALF OF THE CITY OF MAPLE RIDGE:

"Chris McKee"

"Dave Samson"

Signature

Signature



LETTER OF UNDERSTANDING

between the

CITY OF MAPLE RIDGE  
(hereinafter called "the Employer")

and the

MAPLE RIDGE FIREFIGHTERS' UNION, IAFF LOCAL 4449  
(hereinafter called "the Union")

(collectively, "the Parties")

**SICK LEAVE FOR BRIDGING TO LONG TERM DISABILITY**

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This Letter of Understanding is effective the date of ratification of the Memorandum of Agreement which establishes the 2022-2024 Collective Agreement.

All terms of the 2022-2024 Collective Agreement remain in effect except as varied below:

In recognition that employees may not have sufficient credits to provide income coverage during the qualification period for Long Term Disability (LTD) benefits the parties agree to establish a Sick Leave Pool as follows:

1. Each permanent employee on staff, upon accumulating sixteen (16) sick days, shall contribute four (4) days to the bank.
2. The days in this sick bank shall be available for use by employees once they have exhausted their available sick leave credits, vacation, lieu-time and general holiday credits prior to being eligible for Long Term Disability.
3. The use of these sick days shall be subject to the same restrictions as an employee using their own sick leave entitlement.
4. Any employee that accesses this sick leave pool must make an application for Long Term Disability (LTD) benefit coverage during the qualifying period.
5. Payment from the sick leave pool will cease at the end of the Long-Term Disability qualifying period, regardless of the acceptance or denial decision of a claim.

6. In the event the number of sick days in this bank is reduced to zero, a further deduction of sick credits shall be taken in accordance with paragraph 1 to establish a balance of available sick credits; however in no circumstance can a deduction from an individual employee’s sick bank be made more than once per calendar year

This Letter of Understanding will remain in effect until notice is served by either party during a period of collective bargaining. The Letter of Understanding will remain in effect until the date of ratification of the Memorandum of Agreement that renews the Collective Agreement that is the subject of negotiations at that time. If neither party serves notice this Letter of Understanding will continue to remain in effect.

DATED this 29<sup>th</sup> day of February, 2024 in the City of Maple Ridge.

SIGNED ON BEHALF OF IAFF LOCAL 4449:

SIGNED ON BEHALF OF THE CITY OF MAPLE  
RIDGE:

“Chris McKee”

“Dave Samson”

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

LETTER OF UNDERSTANDING

between the

CITY OF MAPLE RIDGE  
(hereinafter called "the Employer")

and the

MAPLE RIDGE FIREFIGHTERS' UNION, IAFF LOCAL 4449  
(hereinafter called "the Union")

(collectively, "the Parties")

**JOINT HEALTH AND WELLNESS PROGRAM FRAMEWORK**

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The Parties to this Letter of Understanding agree to the following effective the date of ratification of the Memorandum of Agreement which establishes the 2022-2024 Collective Agreement:

The Parties recognize the importance of prioritizing the health and wellness of employees. This framework outlines the initial steps and considerations for the development of a collaborative Joint Health and Wellness Program (hereinafter called "the Program") between the Parties. The objective is to enhance the overall well-being of firefighters while establishing clear terms of reference, providing for the ongoing evaluation of program elements, estimating potential costs, ensuring an effective distribution of resources and addressing specific health concerns unique to firefighters.

Objectives

- Enhance the physical, mental and emotional well-being of firefighters.
- Prevent and mitigate occupational hazards and illnesses associated with firefighting duties.
- Provide health and wellness resources and supports to employees.
- Foster a culture of caring, support, resilience and collaboration within the organization.

Key Components

1. Terms of Reference Development:
  - Establish the Joint Health and Wellness Program Committee (hereinafter called "the Committee") comprising of representatives from the Parties to draft the Terms of Reference for the Program.
  - The Parties will be equal partners in the design, development, and management of the Program
  - Schedule and conduct a series of initial meetings (estimated 8 meetings) to outline the scope, objectives of the program with the initial meeting outlining the roles and responsibilities of Committee members.
  - The Committee will regularly report out on Program progress to the regularly scheduled Labour Management meetings.

2. Evaluation of Program Elements:

- Assess and review existing health and wellness initiatives to identify gaps and areas for improvement.
- Conduct best practice research for firefighter health and wellness initiatives.
- Collaboratively design Program elements, including, mental health support, stress management strategies and preventative health supports.
- Explore opportunities for educational workshops and resources on topics relevant to firefighter health.
- Address the inclusion of presumptive firefighter illnesses in the Program, ensuring timely detection, treatment and support.
- Develop protocols for monitoring and reporting presumptive illnesses to facilitate access to appropriate medical care and benefits.

3. Evaluation of Potential Costs:

- Conduct a comprehensive evaluation of the potential costs associated with implementing and sustaining the Program.
- Explore funding opportunities, grants and partnerships to support the financial sustainability of the Program.
- Consider options for optimizing available resources.

4. Frequency of Health Checks:

- Determine the frequency and nature of health checks and medical assessments for firefighters, considering industry best practices, regulatory requirements, preventative measures and reactive assessments.
- Establish protocols for timely, confidential, and comprehensive health screenings to monitor firefighter health status and identify potential risks early.

5. Inclusivity:

- Ensure Program elements and initiatives are inclusive and address the diverse needs of firefighters, recognizing the unique challenges members face.

6. Data Security and Confidentiality:

- Establish strict protocols for data security and confidentiality to protect the privacy of participating firefighters.
- Ensure compliance with relevant privacy regulations and standards.
- Provide for meaningful reporting of Program data that allows for well-informed shared decision making and encourages program participation while respecting privacy and confidentiality of participants.

7. Program Communications:

- Develop a communication plan to keep firefighters informed about the Program.
- Utilize various channels, such as newsletters, meetings and digital platforms.

8. Periodic Review and Adaptation:
  - Schedule regular reviews of the Program's effectiveness and adapt its elements as needed.
  - Use feedback from management and firefighters as well as industry best practices to enhance and optimize the Program over time.
9. Reporting Mechanism:
  - Establish a reporting mechanism to track key performance indicators, including participation rates, health improvements and overall program impact.
10. Continuous Collaboration:
  - Promote ongoing collaboration between the Parties to ensure the program remains responsive to evolving health needs and organizational dynamics.

#### Timeline and Deliverables

- Phase 1:** Development of Program Terms of Reference and Framework (Estimated completion: Apr 15, 2024)
- Phase 2:** Evaluation of Program Elements and Cost Assessment (Estimated completion: Sep 30, 2024)
- Phase 3:** Receive Program funding and resourcing approval in alignment with the municipal budget submission and approvals.
- Phase 4:** Implementation and Rollout of Health & Wellness Program (Ongoing beginning Jan 2025)

#### Funding Model and Allocation

The Employer will establish an allocation of funds to finance the initial pilot program up to fifty thousand dollars (\$50,000.00). These funds will form part of the Fire Service annual budget.

Annual allocation of funds will be based on recommendations, from the Committee to the Fire Chief, Chief Administrative Officer and Executive Director of Human Resources, to determine the appropriate program allocation on an annual basis.

#### Conclusion

The Program signifies the Parties' commitment to prioritizing the health, safety and overall well-being of member firefighters and first responders. Through collaboration, innovation and continuous evaluation, the Parties aim to create a supportive and resilient firefighting community that thrives both on and off-duty.

This framework will serve as a guide in establishing and implementing a comprehensive Joint Health and Wellness Program that meets the evolving needs of member firefighters, with the understanding that ongoing dialogue and flexibility will be key to its success.

This Letter of Understanding will remain in effect unless either party serves thirty (30) calendar days written notice of its intent to cancel the Letter of Understanding,

DATED this 29<sup>th</sup> day of February, 2024 in the City of Maple Ridge.

SIGNED ON BEHALF OF IAFF LOCAL 4449:

SIGNED ON BEHALF OF THE CITY OF MAPLE  
RIDGE:

“Chris McKee”

“Dave Samson”

Signature

Signature

LETTER OF UNDERSTANDING

between the

CITY OF MAPLE RIDGE  
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and the

MAPLE RIDGE FIREFIGHTERS' UNION, IAFF LOCAL 4449  
(hereinafter called "the Union")

(collectively, "the Parties")

**24-HOUR SHIFT PILOT PLAN FRAMEWORK**

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The Parties to this Letter of Understanding agree to the following effective the date of ratification of the Memorandum of Agreement which establishes the 2022-2024 Collective Agreement:

The Parties recognize the importance of prioritizing operational efficiency and service to the public, while ensuring the well-being and work-life balance of employees. The Parties will develop a plan to implement a pilot 24-hour shift schedule for employees in the Fire Suppression Division with a duration of three (3) years from the date of implementation. This framework outlines the initial steps and considerations for the development of this 24-hour Shift Pilot Plan (hereinafter called the "Pilot Plan") between the Parties.

Objectives

To understand and identify benefits, operational challenges, potential costs and efficiencies, impact on the Collective Agreement and any other evidence related to implementing and operationalizing a 24-hour shift schedule for suppression fire fighters.

Key Components

1. Plan Development:

- Establish a 24-Hour Shift Pilot Plan Committee (hereinafter called "the Committee") comprising representatives from the Parties to draft the Terms of Reference for the Pilot Plan.
- Establish milestones and deliverables of plan components in preparation for the implementation of the pilot program.
- Schedule and conduct a series of initial meetings (estimated 10 meetings) with the initial meeting outlining the roles and responsibilities of Committee members.
- The Committee will regularly report out on plan progress to the Fire Chief and/or Chief Administrative Officer, or delegate(s).

2. Plan Process:

- Conduct best practice research for firefighter twenty-four (24) hours shift initiatives.
- Seek to understand and identify any implications of the following:
  - Models of 24-hour shift systems;
  - Implications to hours of work, rest periods, shift assignment, training and callout;
  - Absence backfilling;
  - Benefits of shift pattern change;
  - Potential efficiencies;
  - Administrative challenges of shift pattern change;
  - Operational challenges and service delivery;
  - Impacts to mutual aid;
  - Identify other Collective Agreement articles and provisions impacted or requiring amendment;
  - Health and safety impacts of 24-hour or greater shifts;
  - Legislative impacts and risk
  - Identify any potential hard and/or soft costs of a 24-hour shift system;
  - Residency requirements
  - Establish a process to monitor and evaluate scheduling; and
  - Any other evidence related to implementing and operationalizing a 24-hour suppression shift schedule.

3. Evaluation of Potential Program Costs:

- Conduct a comprehensive evaluation of the potential costs associated with implementing and sustaining a 24-hour shift program.
- Assess and review potential limitations to staffing due to rest and recovery and potential overtime costs.
- Assess the return on investment in terms of improved service and employee satisfaction.
- Consider options for optimizing available resources.

4. Program Performance Evaluation Metrics:

- Provide for meaningful reporting of program data that allows for well-informed decision making.
- Define and establish key performance indicators to measure the success of the pilot program (i.e., response times, employee satisfaction, incident reports, absenteeism rates, etc.).
- Monitor and address any negative impacts of firefighter well-being.

5. Program Communication:

- Develop a communication plan to keep firefighters informed about the program and any updates.
- Utilize various channels, such as newsletters, meetings and digital platforms.

6. Periodic Evaluation and Final Review:

- Schedule regular reviews of the program's effectiveness and adapt its elements as needed.
- Use feedback from management and firefighters as well as industry best practices to enhance and optimize the program over the three (3) year pilot.



7. Continuous Collaboration:

- Promote ongoing collaboration between the Parties to ensure the pilot program remains responsive to evolving needs and organizational dynamics.

Conclusion

This framework will serve as a plan for implementing a comprehensive three (3) year 24-Hour Shift Pilot Program that meets the evolving needs of our firefighters and community, with the understanding that ongoing dialogue and flexibility will be key to its success. The Parties shall endeavour to implement the Pilot program by the second quarter of 2025.

DATED this 29<sup>th</sup> day of February, 2024 in the City of Maple Ridge.

SIGNED ON BEHALF OF IAFF LOCAL 4449:

SIGNED ON BEHALF OF THE CITY OF MAPLE  
RIDGE:

“Chris McKee”

“Dave Samson”

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature