

CITY OF KENTWOOD

-and-

KENTWOOD PROFESSIONAL FIRE FIGHTERS UNION

LETTER OF AGREEMENT

Inclusion of New Fire Training Captain Position in the CBA

This Letter of Agreement ("LOA") is entered into between the **CITY OF KENTWOOD, MICHIGAN** ("City") and the **KENTWOOD PROFESSIONAL FIRE FIGHTERS UNION, LOCAL 3174** ("Union") and is effective August 3, 2023.

The City has established a new classification of "Fire Training Captain". The parties agree that the Training Captain classification shall be recognized as part of the collective bargaining unit represented by the Union and that the Collective Bargaining Agreement will be modified as follows:

1. Section 1.1 will be modified as follows:

Section 1.1 Collective Bargaining Unit. The City hereby recognizes the Kentwood Professional Fire Fighters Union, Local No. 3174, hereinafter referred to as the "Union," as the exclusive bargaining representative for the purpose of collective bargaining with respect to wages, hours of employment and other conditions of employment for all employees in the following described bargaining unit:

All full-time fire employees of the City of Kentwood occupying the rank of Fire Fighter, Fire Engine Operator, Fire Lieutenant Inspector, Fire Captain, Fire Training Captain, Fire Battalion Chief, Fire Marshal, and Fire Inspector or other supervisors in the Fire Department, BUT EXCLUDING the Fire Chief, Deputy Fire Chief, all clerical employees, and all other employees.

2. Section 8.5(b) will be modified as follows:

Section 8.5 Indefinite Layoff. When an employee is to be laid off due to a reduction of the work force, the following procedure will be applied:

- (b) If it is necessary to reduce a Battalion Chief from the force, such employee may replace a Captain, Training Captain, Lieutenant Inspector, Engine Operator or Fire Fighter if such employee has the greater seniority and the experience and training to perform the required work. If it is necessary to reduce a Captain or Training Captain from the force, such employee may replace a Lieutenant Inspector, Engine Operator, or Fire Fighter if such employee has the greater seniority and the experience and training to perform the required work. If it is necessary to reduce a Lieutenant Inspector from the force, such employee may replace an Engine Operator or Fire Fighter if such employee has the greater seniority and the experience and training to perform the required work. If it is necessary to reduce an Engine Operator from the force, such employee may replace a Fire Fighter if

such employee has the greater seniority and the experience and training to perform the required work. A Battalion Chief/Captain/Training Captain/Lieutenant Inspector/Engine Operator who replaces a Captain/Training Captain/Lieutenant Inspector/Fire Fighter under the procedure established herein shall receive the appropriate rate of pay.

3. Section 8.8 will be modified as follows:

Section 8.8 Promotions. All promotions within the Fire Suppression Division shall be from the bargaining unit employees. Promotions in the Fire Prevention Division may be from non-bargaining unit employees. The promotional procedure will be conducted in the following manner:

- (a) The promotional procedure shall consist of a competitive process to determine a pool of the most qualified applicants. The procedure for Battalion Chief, Captain, Training Captain, Lieutenant Inspector, Fire Inspector, and Fire Marshal shall include a written examination and an oral board examination. The procedure for Engine Operator shall include a written examination and a practical examination. All examination material, tests and scores shall be confidential and maintained by the Fire Chief and Personnel Department. Test scores shall be posted by test numbers only. In determining each applicant's score, the written examination shall be weighted fifty percent (50%) and the oral examination or the practical examination shall be weighted fifty percent (50%). A composite passing score, written and oral or practical examinations of seventy-five percent (75%) is required in order to be considered further in the process. One twelfth (1/12) point for each full month of service as a full time Fire Fighter with the City of Kentwood, maximum of ten (10) points, will be awarded for seniority. The cutoff point for calculating seniority will be the posted deadline for filing applications for the position(s).
- (b)
 - (1) A Fire Fighter with a minimum of two (2) years seniority is eligible to take the exam for Engine Operator.
 - (2) A Fire Fighter or Engine Operator with a minimum of four (4) years seniority is eligible to take the exam for Lieutenant Inspector and Fire Inspector.
 - (3) A Lieutenant/Inspector who has completed their six-month probationary period is eligible to take the exam for Fire Inspector, Fire Marshal, Captain, and Training Captain. A Lieutenant/Inspector who has completed their six-month probationary period is eligible to take the exam for Battalion Chief only if two or less Captains have applied for Battalion Chief.
 - (4) A Fire Inspector who has completed the six-month probationary period is eligible to take the exam for Lieutenant/Inspector, Fire Marshal, Captain, and Training Captain. A Fire Inspector who has completed their six-month probationary period is eligible to take the exam for Battalion Chief only if two or less Captains have taken the exam for Battalion Chief.

- (5) Captains and Training Captains are eligible to take the exam for Fire Marshal or Battalion Chief regardless of whether or not they are in the six-month probationary period.
- (c) The oral board shall consist of four individuals: the Fire Chief or designee; the Human Resources Director (or designee); and at least one of the two remaining individuals shall be from outside of the department from other fire departments holding the rank of Lieutenant Inspector or above. The fourth individual shall be at the sole discretion of the Fire Chief. The practical examiner(s) shall consist of individual(s) from outside the department having specific knowledge of driving, pumping, vehicle, and equipment operations. The oral board and practical examination records shall be kept confidential by the Fire Chief.
- (d) For the position of Engine Operator, the five (5) highest ranking Fire Fighter applicants shall constitute a pool of applicants from which the Fire Chief shall select the person(s) who will be promoted.

For the position of Lieutenant/Inspector, the ten (10) highest ranking Fire Fighter applicants shall constitute a pool of applicants from which the Fire Chief shall select the person(s) who will be promoted.

For the positions of Captain and Training Captain, the pool of applicants shall consist only of Lieutenant Inspectors/Fire Inspector who have successfully completed the Captain's promotional testing process.

For the position of Battalion Chief, the pool of applicants shall consist only of Captains and Training Captains who have successfully completed the Battalion Chief's promotional testing process. If two or less Captains or Training Captains apply for Battalion Chief, then Lieutenant Inspectors/Fire Inspector would be eligible test for the Battalion Chief position.

In the event of a promotion in the Fire Prevention Division, and there are fewer than five (5) bargaining unit employees who apply and/or fail to achieve a passing composite score, the Fire Chief may seek applicants from outside of the bargaining unit in order to have a minimum of five (5) candidates from which to make selections.

The Fire Chief shall have absolute discretion in the selection from among the five (5) highest ranking applicants for Engine Operator, Captain, Training Captain, and Battalion Chief and the ten (10) highest ranking applicants for Lieutenant/Inspector. The Fire Chief shall not be limited to the order of ranking within the pool.

- (1) Following selection of one (1) candidate, the applicant who had ranked sixth (6th) will then be added to the pool list and will be eligible for consideration during the next opening that occurs during the active period of the pool list.
- (2) The pool list shall remain active for a period of two (2) years from the date that it was posted following the promotional procedure; however, in the event that there are fewer than five (5) applicants within the pool, at the discretion of the Fire Chief, the pool list may be voided and a new promotional process conducted.

- (e) All promotions will carry a six-month probationary period. During this period either the employee or the City may make the determination that the employee is not suited for the position. If this is determined, the employee may return to the position held prior to the promotion, if it has not been filled. If it has been filled the employee will be returned to the rank of Fire Fighter.

4. Section 14.1 will be modified as follows:

Section 14.1 Wages and Classifications. Attached as Appendix A is a schedule of salary rates for all classifications included within the bargaining unit. Appendix A reflects the following wage increases for Fire Fighter wages at Four (4) Years and the resulting wages for all other positions:

- (a) Effective July 1, 2022 a four percent (4%) increase
- (b) Effective July 1, 2023 a three percent (3%) increase
- (c) Effective July 1, 2024 a two percent (2%) increase

Fire Fighter step progressions shall equal five percent (5%) between steps. Increases to Fire Fighter wages shall be applied to the highest paid step and the five percent (5%) step shall be calculated down from that salary, thus always maintaining a five percent (5%) pay increase with each movement through the steps and subsequent annual pay increases described above.

Engine Operator, Fire Inspector, and Fire Marshal step progressions shall equal five percent (5%) between steps.

There will be a three percent (3%) differential between the maximum wages of Engine Operator and Fire Fighter, a ten percent (10%) differential between the maximum wages of Lieutenant Inspector/Fire Inspector and Fire Fighter, a fourteen percent (14%) differential between the maximum wages of Captain/Training Captain and Fire Fighter, and an eighteen percent (18%) differential between the maximum wages of Battalion Chief/Fire Marshal and Fire Fighter.

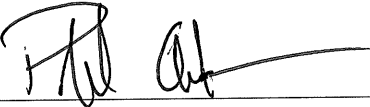
5. Section 16.15 will be modified as follows:

Section 16.15 Definitions. Fire prevention personnel shall include the classifications of Fire Inspector, Fire Marshal and Training Captain. Fire suppression personnel shall include the classifications of Fire Fighter, Fire Engine Operator, Fire Lieutenant Inspector, Fire Captain, and Fire Battalion Chief.

6. Appendix A will be modified for years 2023 and 2024 as shown in Exhibit A.

AGREED TO AND ACCEPTED BY:

KENTWOOD PROFESSIONAL FIRE FIGHTERS UNION

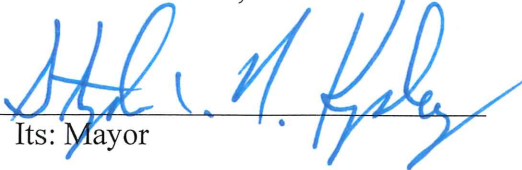
By: 
Its: President

Dated: 8-3-2023

CITY OF KENTWOOD, MICHIGAN

By: _____

Its: Mayor



Dated: _____

8/3/2023

Exhibit A

APPENDIX A

Wage Detail

Effective July 1, 2023

Fire Fighter

Rates	Start	6 Months	1 Year	2 Years	3 Years	4 Years
Annual	\$61,764	\$64,852	\$68,095	\$71,500	\$75,075	\$78,829
Hourly	\$22.62	\$23.76	\$24.94	\$26.19	\$27.50	\$28.88

Engine Operator

Rates	Start	6 Months	1 Year	2 Years	3 Years	4 Years
Annual				\$73,646	\$77,328	\$81,194
Hourly				\$26.98	\$28.33	\$29.74

Lieutenant Inspector

Rates						4 Years
Annual						\$86,712
Hourly						\$31.76

Captain / Training Captain

Rates						4 Years
Annual						\$89,865
Hourly						\$32.92

Battalion Chief

Rates						4 Years
Annual						\$93,018
Hourly						\$34.07

Inspector

Rates	Start	6 Months	1 Year	2 Years	3 Years	4 Years
Annual	\$67,941	\$71,338	\$74,905	\$78,650	\$82,583	\$86,712
Hourly	\$32.66	\$34.30	\$36.01	\$37.81	\$39.70	\$41.69

Marshal

Rates	Start	6 Months	1 Year	2 Years	3 Years	4 Years
Annual	\$72,882	\$76,526	\$80,352	\$84,370	\$88,589	\$93,018
Hourly	\$35.04	\$36.79	\$38.63	\$40.56	\$42.59	\$44.72

APPENDIX A
Wage Detail
Effective July 1, 2024

Fire Fighter

Rates	Start	6 Months	1 Year	2 Years	3 Years	4 Years
Annual	\$63,000	\$66,150	\$69,457	\$72,930	\$76,577	\$80,406
Hourly	\$23.08	\$24.23	\$25.44	\$26.71	\$28.05	\$29.45

Engine Operator

Rates	Start	6 Months	1 Year	2 Years	3 Years	4 Years
Annual				\$75,118	\$78,874	\$82,818
Hourly				\$27.52	\$28.89	\$30.34

Lieutenant Inspector

Rates						4 Years
Annual						\$88,447
Hourly						\$32.40

Captain / Training Captain

Rates						4 Years
Annual						\$91,663
Hourly						\$33.58

Battalion Chief

Rates						4 Years
Annual						\$94,879
Hourly						\$34.75

Inspector

Rates	Start	6 Months	1 Year	2 Years	3 Years	4 Years
Annual	\$69,301	\$72,766	\$76,404	\$80,224	\$84,235	\$88,447
Hourly	\$33.32	\$34.98	\$36.73	\$38.57	\$40.50	\$42.52

Marshal

Rates	Start	6 Months	1 Year	2 Years	3 Years	4 Years
Annual	\$74,340	\$78,057	\$81,960	\$86,058	\$90,361	\$94,879
Hourly	\$35.74	\$37.53	\$39.40	\$41.37	\$43.44	\$45.61

