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May 24, 2021

Jaime E. Moore, President  
Los Angeles Fire Department Chief Officers Association  
P.O. Box 532287  
Los Angeles, CA. 90053-2287

**LETTER OF AGREEMENT  
OUT-OF-RANK HIRING FOR BATTALION CHIEF VACANCIES**

Fire Department Management and the Los Angeles Fire Department Chief Officers Association (COA) have agreed to the following procedures for Battalion Chief Candidates to work out-of-rank in unfillable Battalion Chief vacancies.

Candidates in Bands 1 through 7 of the current Battalion Chief eligible list who have taken the Three Whole Score interview may volunteer to work out-of-rank in unfillable Battalion Chief field vacancies subject to the following provisions:

- A. Candidates must be fully field qualified and be current with all required training and certifications to be eligible to participate.
- B. Candidates who volunteer to work out of rank in a Battalion Chief position are expected to, and shall perform, all the routine duties and responsibilities for the position they are working.
- C. The hiring procedure for field Battalion Chief vacancies shall be as follows:
  - 1) Normal hiring procedures shall be followed beginning on the ninth day prior to the date of the vacancy.
  - 2) All Battalion Chief signups shall be exhausted.
  - 3) All Assistant Chiefs interested in working out-of-rank shall be exhausted (pursuant to separate LOA dated November 6, 2020).
  - 4) After all Battalion Chief and Assistant Chief signups have been exhausted, Management shall retain the option of detailing a Chief Officer from Special Duty to fill the vacancy, compensating the Chief Officer for any hours worked beyond his/her regular schedule in accordance with MOU 22.
  - 5) Beginning at 2000 hours the day prior to the vacancy, Management shall have the option of hiring Battalion Chief candidates on a first-come, first-served basis after all above steps have been exhausted. The Command 22 Adjutant shall be the point of contact for filling Battalion Chief vacancies pursuant to this agreement.

Letter of Agreement, Out of Rank Hiring for Battalion Chief Vacancies

May 24, 2021

Page 2


- D. Battalion Chief candidates hired out-of-rank will not receive a work number nor will the work hours be counted towards their 120 consecutive or 144 monthly hour limits.
  
- E. Battalion Chief candidates cancelling an out-of-rank hire must find a replacement. (Exception: If a Battalion Chief candidate wishes to cancel an out-of-rank hire and there is/are Battalion Chief(s) signed up, normal hiring procedures must be exhausted prior to hiring the replacement.)

Battalion Chief candidates hired out-of-rank will be compensated pursuant to Memorandum of Understanding (MOU) 23.

Note: Nothing in this agreement shall allow a Battalion Chief candidate to serve as a guarantor for a Battalion Chief wishing to request time off (F-361).

Sunset Provision: This agreement shall expire after July 31, 2021 and shall not be extended unless mutually agreed upon by both parties.

For COA:

  
JAIME E. MOORE  
President

6/4/21  
Date

For the Department:

  
RALPH M. TERRAZAS  
Fire Chief

6/4/21  
Date