

**LETTER OF UNDERSTANDING**  
**BY AND BETWEEN**  
**PENRYN FIRE PROTECTION DISTRICT**  
**AND**  
**NEWCASTLE FIRE PROTECTION DISTRICT**

This Letter of Understanding is entered into by and between Penryn Fire Protection District and Newcastle Fire Protection District (“the Parties”) and is intended to provide the ability of each District to fully staff one fire station/engine company, at the level of three firefighters per station/engine on days on which either District has insufficient minimum paid staff available to fully staff a station/engine without the support of the other District.

**RECITALS**

WHEREAS, the Parties hereto are geographically contiguous and frequently provide mutual aid during emergency calls; and

WHEREAS, the Parties are currently subject to an Agreement for Chief and Administrative Services, which is attached hereto and incorporated by reference; and

WHEREAS, the Governing Boards of the Parties have determined that each District is currently experiencing staffing challenges relating to recent attrition of paid firefighting staff.

**AGREEMENT**

In order to bridge the above-described staffing challenges while longer term solutions are developed and implemented by both Districts, it is in the public interest to allow the joint Fire Chief or Duty Officer for the Parties to cross-assign employees between the Districts, such that on days during which one or more Districts has less than minimum staff available (two paid staff at each station is minimum) one or more firefighters employed by one District may be assigned to work out of the station of the other District.

The Parties recognize that this Letter of Understanding may result in negotiable impacts and effects of union-represented employees. Therefore, the collective bargaining units affected hereby will be invited to meet and confer with the Districts regarding such impacts and effects, if any.

This Letter of Understanding may be terminated by either Party with thirty (30) days written notice to the other Party. Unless otherwise terminated by either Party, it shall remain in effect for the same period as that set forth in the attached Agreement for Chief and Administrative Services (and will be extended automatically by any extension of such Agreement). All applicable

terms of the Agreement for Chief and Administrative Services shall govern this Letter of Understanding.

PENRYN FIRE PROTECTION  
DISTRICT

NEWCASTLE FIRE PROTECTION  
DISTRICT

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
AARON WILLSON,  
BOARD PRESIDENT

By: \_\_\_\_\_  
JIM JORDAN,  
BOARD PRESIDENT