



# Memo

**To:** All personnel  
**From:** Robert Torres, Fire Chief  
**Subject:** Bidding and leave criteria for FY 2025/26  
**Date:** June 1, 2025

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In accordance with the Collective Bargaining Agreement the following bidding criteria will be in effect October 1, 2025.

## Article 7 -- Seniority

The Fire Chief shall publish a bid list each June 1st to take effect the following October 1st, and be in effect for one (1) year. Bidding will be based on classification seniority and the rank required for the position. The bid list shall apply to the member's normally assigned shift only, and may be varied on occasions requiring training for the members, or emergencies.

For this next fiscal year, the only biddable positions in the fire department will be the Officer's and the Driver-Engineer's position on the suppression units. These positions will be filled according to seniority in those positions; once the biddable spots are filled, the remainder of the positions will be filled as a "request" and will be filled according to the departmental seniority list. If a member passes on a biddable spot during the process, they will then pick according to their department seniority.

Captains may only bid for the four Suppression Unit assignments; once those are filled, remaining Captains must submit requests for available Rescue Units, with only one Captain allowed to request each specific Rescue Unit.

## Article 27 – Hours (Kelly Days)

1. Kelly Days shall be chosen by departmental seniority and operational needs.
2. Kelly Days shall not have less than four personnel off, with a maximum of five.
3. Each shift will have a minimum of one (1) EMT on Kelly Day.
4. At least one Officer will be on Kelly Day per shift with no more than two (2).
5. Battalion Chiefs and District Chiefs will be prohibited from choosing the same Kelly Day.

## **Article 20 – Vacation**

The following criteria shall be used annually department-wide in the vacation selection process.

1. Departmental Seniority and department operational needs.
2. A total of three (3) Officers or three (3) Driver-Engineers may be off at one time, regardless of the Kelly Day and Vacation combination.
3. During the selection process, only two persons may be slotted off with accrued leave. For operational reasons, a third slot shall only be awarded only if a shift's accrued leave allows for more than the two original slots that need to be filled.
4. Banked Holidays must be taken in conjunction with vacation leave.
5. The Battalion Chief and District Chief are only eligible to take accrued leaves *twice* at the same time, unless approved by the Fire Chief.
6. Probationary employees (new hires only) may use vacation and banked holiday time during this upcoming PTO cycle *after* the 105-shifts of probation have been completed; banked holidays may be carried over by the probationary employee to the next fiscal year to prevent accrued PTO loss when scheduling does not permit. Accrued leave during probation must be utilized in conjunction with your year two vacation picks if there is no availability for vacation days during the vacation picking process.

Providing superior service is the primary goal of the department. Through natural attrition, progression or reassignment, personnel may be transferred to another shift. If reassignment occurs, individuals may not have the same vacation days upon transfer. Every attempt shall be made to accommodate vacation time as close to the originally scheduled dates as possible.

As always, scheduling is designed to maintain the highest quality of staffing, meet the operational needs of the department and reduce the need for any scheduled overtime.