



**SHORELINE FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY (RFA)
BOARD OF COMMISSIONERS MEETING**

AGENDA

November 6, 2025

5:30 p.m.

**Regular Meeting will be held via Zoom conferencing and
on-site at Station 61 17525 Aurora Avenue North**

Join Zoom Meeting

<https://us02web.zoom.us/j/83414034545?pwd=QVJhWGxPMetvaEdvMjJZSWFMMnBoQT09>

Meeting ID: 834 1403 4545

Passcode: 554785

Dial by your location: 1 253 215 8782

I. Call to Order

II. Pledge of Allegiance

III. Public Comment

Public Comment Procedures:

Individuals wishing to comment must do so by signing the Public Comment Sign-In Sheet or if appearing virtually by "raising their hand" or the equivalent. Each individual must state their name, the organization they are affiliated with, if applicable, and their city of residence. The chair shall recognize those persons and provide them the opportunity to comment. Individuals may speak up to two minutes and those representing recognized organizations may speak up to four minutes.

IV. Consideration and Approval of Agenda

V. Approval of Past Meeting Minutes

- October 16, 2025 – Regular Meeting Minutes / MOTION
- October 30, 2025 – Special Meeting Minutes / MOTION
- November 3, 2025 – Special Meeting Minutes / MOTION

VI. Correspondence

VII. Impact Mitigation Fee and Fire Marshal Office Updates

VIII. Standing Agenda

1. Warrants – Motion to Approve
2. Commissioners' Report
3. Financial Report (*second meeting of each month*) **September's Financial Report will be reported**
4. Statistics Report (*reported annually at the 2nd meeting of January*)
5. Strategic Activity Report
6. RFA Activity Reports

IX. Old Business

- None.

X. New Business

- Presentation of 2026 Budget / DISCUSSION
- Resolution 25-18 PEMB-CPI 2026 / MOTION
- Chief Officer Collective Bargaining Agreement / MOTION
- Future Board Meeting Locations / DISCUSSION
- Board Minutes Signatures / DISCUSSION
- January 1 Board Meeting Reschedule / DISCUSSION

XI. Projected Agendas

XII. Adjournment

**SHORELINE FIRE DEPARTMENT REGIONAL FIRE AUTHORITY
VOUCHER COVER SHEET**

**Second Board Meeting
OCTOBER 16, 2025**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	251010001 - 251010034	78,101.66	10/8/25
	251016001 - 251016037	335,532.91	10/15/25
Post Retirement Medical Benefits	ACH	11,094.07	10/9/25
Payroll Vouchers	101525A - 101525D	15,808.69	10/15/25
ACH Payment Request - Payroll Direct Deposit	ACH	129,871.18	10/13/25
ACH Payment Request - Dept. of Retirement Systems	ACH	21,980.35	10/29/25
ACH Payment Request - Payroll Taxes	ACH	18,650.40	10/14/25

\$ 611,039.26

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	251006001 - 251006006	2,031.98	10/8/25
	251015002 - 251015021	136,979.77	10/15/25
Post Retirement Medical Benefits	ACH	14,348.32	10/9/25
Payroll Vouchers	ALS101525A - ALS101525D	4,727.72	10/15/25
ACH Payment Request - Payroll Direct Deposit	ACH	75,658.57	10/13/25
ACH Payment Request - Dept. of Retirement Systems	ACH	13,761.86	10/29/25
ACH Payment Request - Payroll Taxes	ACH	15,364.05	10/14/25

\$ 262,872.27

RFA ALS CAPITAL FUND: 10-064-6060			
Vendor Voucher(s)		No Activity	

\$ -

RFA MIH EXPENSE FUND: 10-064-6070			
Vendor Voucher(s)	251011001	198,831.09	10/15/25

\$ 198,831.09

RFA CAPITAL FUND: 10-0643-010			
Vendor Voucher(s)	251009001	3,265.97	10/8/25
Vendor Voucher(s)	251013001 - 251013008	30,451.55	10/15/25

\$ 33,717.52

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)	251008001 - 251008002	2,074.45	10/8/25
	251014001	300.00	10/15/25

\$ 2,374.45

RFA FIRE BENEFIT FEE: 10-064-0030			
Vendor Voucher(s)	251012001 - 251012004	8,222.17	10/15/25

\$ 8,222.17

RFA BENEFITS FUND: 10-064-6050			
Vendor Voucher(s)	251007001	11,368.04	10/8/25

\$ 11,368.04

RFA DONATION FUND: 10-064-6030			
Vendor Voucher(s)		No Activity	

\$ -

RFA RESERVE FUND: 10-064-6010			
Vendor Voucher(s)		No Activity	

\$ -

MOTION

Move to accept disbursements in the amount of :

\$ 1,128,424.80

MOTION: *Commissioner Harris moved, and Commissioner Sullivan seconded a motion to accept the disbursements for \$1,128,424.80 per the detail above. The motion passed; nine ayes.*

2. Commissioners' Report:

- None.

3. Financial Report

- The September 2025 Financial Summary Report will be provided at the November 6 Board meeting.

4. Statistics Report:

- No report.

5. Strategic Activity Report:

- No report.

6. RFA Activity Reports:

- **Chief Cowan** provided a written RFA activity report, which is attached and incorporated by reference.
- **Deputy Chief Hochstein** provided a written RFA activity report, which is attached and incorporated by reference.
 - Commissioner Fischer requested clarification regarding why the utility bills at Station 51 are significantly higher than those at other stations. Chief Cowan will follow up and provide an explanation for the differences.
- **Deputy Chief Orams** provided a written RFA activity report, which is attached and incorporated by reference.

VIII. OLD BUSINESS:

- The Uniformed Collective Bargaining Agreement (CBA) discussion was moved to the Executive Session pursuant to RCW 42.30.140(4)(b) for the purpose of discussing negotiations. The Executive Session was advanced on the agenda for discussion.

IX. NEW BUSINESS:

- **Chief Officer Collective Bargaining Agreement (CBA):**
 - The motion to approve the Chief Officer Collective Bargaining Agreement was tabled to allow for additional preparation and the finalization of negotiations.
- **Future Board Meeting Locations:**
 - The future board meeting discussion was tabled to the next meeting.

X. EXECUTIVE SESSION:

The regular meeting of the Governing Board moved into Executive Session at 5:55 p.m. until 6:15 p.m. for approximately 20 minutes, pursuant to RCW 42.30.140(4)(b) for the purpose of discussing negotiations. A decision was expected following the Executive Session.

The executive meeting moved to open session at 6:15 p.m. and was extended for an additional 15 minutes until 6:30 p.m.

The executive meeting moved to open session at 6:30 p.m. and was extended for an additional 10 minutes until 6:40 p.m.

At 6:40 p.m., the Governing Board reconvened in open session, with a decision to approve the Uniformed Collective Bargaining Agreement.

MOTION: *Commissioner Adman moved, and Commissioner Heivilin seconded a motion to authorize the Shoreline Fire Department RFA Governing Board to approve the Uniformed Collective Bargaining Agreement for January 1, 2025, through December 31, 2027. The motion passed; nine ayes.*

XI. PROJECTED AGENDA:

- Commissioner Webster will be attending meetings via Zoom October 20 through end of December.

- The Washington Fire Commissioners’ Annual Fall Seminar will be held from October 22–25, 2025.
- The Department’s Leadership Retreat is scheduled for October 27–29, 2025.
- The special meeting for the Fire Benefit Charge public hearing is scheduled for October 30, 2025, at Station 61. Commissioner Heivilin will not attend the special meeting on October 30.
- Commissioner Nye will have an excused absence at the November 20, 2025, meeting.
- Commissioner Adman will have an excused absence at the December 18, 2025, meeting.

The Governing Board of Commissioners adjourned the regular meeting at 6:44 p.m.

Minutes prepared by: Beatriz Goldsmith

Boupha K. Siharath
Secretary to the Governing Board

Eric Adman, Commissioner

Tyler Byers, Commissioner

Kimberly A. Fischer, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

Rick Nye, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner

DRAFT

IV. Public Hearing Comments:

- No public comments were received. No members of the public were in attendance.

V. ADJOURNMENT

The Governing Board of Commissioners closed the public hearing at 6:04 p.m., and adjourned the Special Meeting at 6:06 p.m.

Minutes prepared by: Beatriz Goldsmith

Boupha K. Siharath
Secretary to the Governing Board

Eric Adman, Commissioner

Tyler Byers, Commissioner

Kimberly A. Fischer, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

Rick Nye, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner

DRAFT



SHORELINE FIRE DEPARTMENT (RFA) GOVERNING BOARD MEETING

SPECIAL SHORELINE FIRE DEPARTMENT (RFA) MEETING MINUTES NOVEMBER 3, 2025

Commissioner Fischer called the Special Meeting of the Shoreline Regional Fire Authority (RFA) Governing Board to order at 5:30 p.m. on November 3, 2025, at Station 61, 17525 Aurora Ave. N., Shoreline, WA. 98133.

PRESENT:

Kimberly Fischer , Chair	Matt Cowan , Chief
Eric Adman , Commissioner	
Tyler Byers , Commissioner	
David Harris , Commissioner	
Rod Heivilin , Commissioner	
Rick Nye , Commissioner	
Josh Pratt , Commissioner (attended via Zoom)	
Barb Sullivan , Commissioner	
Rick Webster , Commissioner (attended via Zoom)	
Lisa Wollum , Commissioner (attended via Zoom)	

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. 2026 BUDGET DISCUSSION:

- As required by RCW 42.30, notice of the Special Meeting was posted on October 7, 2025.
- Chief Cowan presented an overview of the proposed 2026 Shoreline Fire Department RFA Budget, and the Governing Board held discussion.

IV. ADJOURNMENT:

The Special Meeting of the Governing Board adjourned at 6:38 p.m.

Minutes prepared by: Beatriz Goldsmith

Boupha K. Siharath
Secretary to the Governing Board

Eric Adman, Commissioner

Tyler Byers, Commissioner

Kimberly A. Fischer, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

Rick Nye, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner

RECEIVED

NOV 03 2025

FRONT DESK
SHORELINE FIRE DEPARTMENT

Dear Shoreline Fire Department
Thank you so much for sponsoring this years
Ridgecrest Halloween Parade. Your support helped
make the event a fun, safe and memorable
celebration for our community. We truly appreciate
your commitment to our local tradition.

With sincere gratitude,

-The RC Halloween
Parade Committee

HELLO
≡ GOURD-GEOUS ≡



Fire Marshals Office

Quarterly Commissioner Report

Shoreline Fire Department
BOARD MEETING DATE: July 24th, 2025
Fire Marshal Ryan Burgess

FIRE IMPACT FEES and Project UPDATE

- Refer to handout

COMMERCIAL BUILDING CONSTRUCTION UPDATE

Active projects

- City of Shoreline
 - 2 active projects
- City of Kenmore
 - 3 active projects

Proposed Commercial projects

- City of Shoreline
 - 13
- City of Kenmore
 - 4

INSPECTIONS

Annual Fire Safety Inspections and Fire System Compliance

- Annual Fire Life Safety Inspections completed to date:
 - 1,349 (FMO – 1,146, Engine Crews – 203)
- Fire System Compliance (Inspection, Testing & Maintenance)
 - Last Quarter: Total systems = 1,909. Compliant = 82.29%, Deficient = 17.71%, Increase of 0.698% since Last report.
 - Current total systems = 1,913, Complaint 1,649 (86.20%), Deficient = 246 (13.80%), Decrease of 3.37% since last report.

FIRE INVESTIGATIONS

- 14 Origin and Cause fire Investigations Completed in 3rd quarter for a total of 38 year to date.

Fire Marshals Office

Quarterly Commissioner Report

PIO/PEO

Community Impact: Michelle continues to be impactful throughout the Cities of Shoreline, Lake Forest Park and Kenmore with community engagement events and safety talks. All of this hard work reflects our dedication to education, prevention, and readiness, keeping our cities safe and informed. This of course is not possible without the help of fire Prevention staff and fire crews.

Engagement and Education

- Car seat installed and checked: 12
- CPR Classes: 16
- Fire Safety Talks: 29
- Community Events: 14
- Classes and Meetings: 18
- Educational Conference: 1
- PIO Emergency Response: 18

FIRE MARSHAL REPORT

- FMO Standards have been completed and uploaded to the fire prevention page on the website.
- Fire permit conditions have been updated including a new process for getting these conditions attached with approved fire system permits.
- Work has begun on creating procedures for all fire marshal office work types (plan review, fire investigations, inspections etc.).
- Continuing to work with City of Shoreline on instituting a fining process for nuisance alarms for fire alarm systems. Once completed, I will work to mirror this process with the cities of Lake Forest Park and Kenmore. This will hopefully assist in decreasing the number of false alarms crews respond to.
- Great emphasis has been put on The Compliance Engine program to bring our fire system compliance to 90%. This will hopefully have a positive affect on decreasing the amount of false alarm calls.
- Planning 2026 FMO goals to include:
 - Improving communication
 - Improving permit review process with City of Kenmore
 - Aligning Fire Codes across all Jurisdictions

Fire Impact Fee Report

Date Range	Fire Permits	Impact Fees	Operational Permits
Jan 2025	\$ 13,556.80	\$ 24,333.00	\$ 300.00
Feb 2025	\$ 5,504.00	\$ 5,787.16	\$ 1,000.00
Mar 2025	\$ 14,506.40	\$ 30,696.20	\$ 14,850.00
Apr 2025	\$ 4,839.20	\$ 676,947.94	
May 2025	\$ 16,925.60	\$ 30,043.00	
Jun 2025	\$ 19,620.00	\$ 130,296.44	
Jul 2025	\$ 19,048.00	\$ 22,331.00	
Aug 2025	\$ 15,164.00	\$ 37,272.00	
Sep 2025	\$ 37,730.40	\$ 14,323.00	
Oct 2025			
Nov 2025			
Dec 2025			
2025 TOTAL	\$ 146,894.40	\$ 972,029.74	\$ 16,150.00

Total Fees collected =
\$1,135,074.14

Issued - FIFs Received or to be Received		Address	Project	New Units	FIF	Status	Notes	Date Issued	Updated
Permit Number	COM24-0804	15230 15th Ave Ne	Fircrest Nursing facility		\$ 633,038.94	ISSUED	Under Construction	4/2/2025	10/14/2025
Permit Number	COM24-0876	15230 15th Ave Ne	Fircrest Laundry Facility		\$ 36,820.98	ISSUED	Under Construction	6/20/2025	10/14/2025
				0	\$669,859.92				

Building Permit Submitted Likeley to be executed		Address	Name	New Units	FIF's	Notes	Current Status	Updated	
Permit Number	MFR21-0132	18005 12TH AVE NE	SHORELINE 12TH AVE APTS	28	\$ 51,434.00		WAITING CUSTOMER INFO	10/14/2025	
Permit Number	MFR22-1684	305 NE 152nd	Pelletier and Schaar	115	\$ 223,297.00	FIF not paid	WAITING FOR PAYMENT	10/14/2025	
Permit Number	MFR22-1644	18005 Aurora Ave N	Blueline Group	189	\$ 233,612.00	Highlands Ice	WAITING FOR PAYMENT	10/14/2025	
Permit Number	MFR22-1645	18005 Aurora Ave N	Blueline Group	197	\$ 394,394.00	Highlands Ice	WAITING FOR PAYMENT	10/14/2025	
Permit Number	MFR22-0501	14802 5th NE	The Burl	172	\$ 330,478.00	Encore Architects	WAITING CUSTOMER INFO	10/14/2025	
Permit Number	MFR22-3357	18910 8th NE	Shoreline 185	197	\$ 385,150.00	Across From North City El	WAITING CUSTOMER INFO	10/14/2025	
Permit Number	MXU22-3376	14525 6TH AVE NE	SHORELINEPEAK LLC	302	\$ 604,604.00		WAITING FOR PAYMENT	10/14/2025	
Permit Number	MFR23-1916	18840 8th Ave NW	Acoya Senior Living	230	\$ 435,087.00	Building Review in proces	WAITING CUSTOMER INFO	10/14/2025	
Permit Number	MXU23-3073	104 NE 147th St	Evergreen Point 5	360	\$ 706,053.32		WAITING CUSTOMER INFO	10/14/2025	
Permit Number	PRE23-0021	1610 NE 150th St.	Washington State Health Lab	0	\$ 91,450.00	Waiting on customer info	APPROVED	10/14/2025	
Permit Number	MFR24-1397	15124 5TH AVE NE	Axis	266	\$ 594,594.00	PRE-app on 1-10-2023 CL	WAITING CUSTOMER INFO	10/14/2025	
Permit Number	MXU24-0609	1206 N 185th Street	Vale Apartments LLC	121	\$ 226,675.96		WAITING CUSTOMER INFO	10/14/2025	
				2177	\$4,276,829.28				

Still Possible (Maybe)		Address	Name	New Units	FIF's	Notes	Current Status	Updated	
Permit Number	PRE21-0212	18324 3rd Ave NE	WP West	350	\$ 691,300.00	Still Active In Planning	CLOSED	10/14/2025	
Permit Number	PRE24-0075	2303 N 149th	North By Northwest	451	\$ 856,682.00	Still Active In Planning	CLOSED	10/14/2025	
Permit Number	PRE24-0141	16301 Aurora Ave N	Tiscareno Project	145	\$ 290,955.00	Still Active In Planning	CLOSED	10/14/2025	
Permit Number	PRE24-0151	15601-15636 Westminst	Shoreline Place	399	\$ 845,013.32	Still Active In Planning	CLOSED	10/14/2025	
Permit Number	PRE25-0070	18818 3rd Ave NW		24 units	\$ 38,804.00	Still Active In Planning	CLOSED	10/14/2025	
Permit Number	PRE25-0074	Parcel 2227300096		16	\$ 32,000.00	Still Active In Planning	CLOSED	10/14/2025	
				801	\$1,547,982.00				

Total Units:	2978
FIF Total:	\$6,494,671.20

**SHORELINE FIRE DEPARTMENT REGIONAL FIRE AUTHORITY
VOUCHER COVER SHEET**

**First Board Meeting
NOVEMBER 6, 2025**

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	251022001 - 251022027	70,969.33	10/22/25
Vendor Voucher(s)	251026001 - 251026034	30,263.73	10/29/25
Vendor Voucher(s)	251105001 - 251105024	69,961.60	11/5/25
Payroll Vouchers	102225A - 102225M	157,365.51	10/22/25
ACH Payment Request - Payroll Direct Deposit	ACH	1,171,287.20	10/28/25
ACH Payment Request - Payroll Taxes	ACH	279,194.52	10/29/25
ACH Payment Request - HRA/VEBA	ACH	82,048.67	10/30/25
ACH Payment Request - ALERUS (457 Plan)	ACH	104,585.94	10/30/25
ACH Payment Request - WA DCP	ACH	57,522.85	10/30/25
ACH Payment Request - Dept. of Retirement Systems	ACH	250,935.02	10/30/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	25,920.72	10/30/25
ACH Payment Request - DSHS	ACH	5,234.38	10/30/25
Payroll Voucher	111225A - 111225E	25,059.83	11/12/25
ACH Payment Request - Payroll Direct Deposit	ACH	191,007.44	11/12/25
Payroll - Taxes	ACH	29,139.77	11/13/25
Dept of Retirement Systems	ACH	32,934.02	11/26/25
Interfund Transfer- OUT to RESERVE fund		No Activity	
Interfund Transfer- OUT to CAPITAL fund		No Activity	
Interfund Transfer- OUT to BENEFIT fund		No Activity	

\$ 2,583,430.53

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	251018001 - 251018009	9,355.14	10/22/25
	251023001 - 251023006	3,417.73	10/29/25
	251102001 - 251102002	827.82	11/5/25
Payroll Vouchers	ALS102225A - ALS102225I	35,539.82	10/22/25
ACH Payment Request - Payroll Direct Deposit	ACH	306,082.06	10/28/25
ACH Payment Request - Payroll Taxes	ACH	80,825.14	10/29/25
ACH Payment Request - HRA/VEBA	ACH	22,499.93	10/30/25
ACH Payment Request - ALERUS (457 Plan)	ACH	31,772.47	10/30/25
ACH Payment Request - WA DCP	ACH	23,176.86	10/30/25
ACH Payment Request - Dept. of Retirement Systems	ACH	71,124.70	10/30/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,555.06	10/30/25
ACH Payment Request - DSHS	ACH	2,069.00	10/30/25
Payroll Voucher	ALS111225A - ALS111225D	5,518.98	11/12/25
ACH Payment Request - Payroll Direct Deposit	ACH	90,185.62	11/12/25
Payroll - Taxes	ACH	16,078.86	11/13/25
Dept of Retirement Systems	ACH	16,065.47	11/26/25

Interfund Transfer- OUT to ALS CAPITAL fund		No Activity	

\$ 721,094.66

RFA ALS CAPITAL FUND: 10-064-6060			
Vendor Voucher(s)	251017001	803.28	10/22/25
Vendor Voucher(s)	251101001	978.17	11/5/25

\$ 1,781.45

RFA MIH EXPENSE FUND: 10-064-6070			
Vendor Voucher(s)	251025001	2,728.42	10/29/25

\$ 2,728.42

RFA CAPITAL FUND: 10-0643-010			
Vendor Voucher(s)	251020001 - 251020008	94,675.26	10/22/25
Vendor Voucher(s)	251024001 - 251024005	9,136.04	10/29/25
Vendor Voucher(s)	251104001 - 251104005	1,909,101.32	11/5/25

\$ 2,012,912.62

RFA NKCTC FUND: 10-064-0100

Vendor Voucher(s)	251021001 - 251021003	24,579.17	10/22/25
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\$ 24,579.17

RFA FIRE BENEFIT FEE: 10-064-0030

Vendor Voucher(s)		No Activity	
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\$ -

RFA BENEFITS FUND: 10-064-6050

Vendor Voucher(s)	251019001	14,469.37	10/22/25
Vendor Voucher(s)	251103001 - 251103003	14,178.77	11/5/25

\$ 28,648.14

RFA DONATION FUND: 10-064-6030

Vendor Voucher(s)		No Activity	
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\$ -

RFA RESERVE FUND: 10-064-6010

Vendor Voucher(s)			
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\$ -

MOTION

Move to accept disbursements in the amount of :

\$ 5,375,174.99



**Shoreline Fire Department
Regional Fire Authority**

Monthly Financial Report

SEPTEMBER 2025

- ✚ **Financial Summary Report**
- ✚ **Fund Balance Summary-Statement C-4**
(Fund resources and uses arising from cash transactions)
- ✚ **2025 Budget Position Report (Expense fund)**
- ✚ **Overtime Costs (Expense Fund, Fire Suppression/BLS EMS)**
- ✚ **Cash on Hand (Expense fund)**

FINANCIAL SUMMARY REPORT: SEPTEMBER 2025

Regular Board Meeting: November 6, 2025

ALL FUNDS- FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS (Statement C-4)

This report identifies the beginning cash balance, revenues, expenditures and other increases and decreases

End of SEP Balance	\$	30,124,897.54
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General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of SEP 2025		Notes
Percentage Remaining	45.3%	
Targeted Percentage Remaining	37.5%	
Over/Under Targeted Budget Remaining	7.8%	Under Budget

General Expense Fund- OVERTIME COSTS

Data as of SEP 2025		Notes
Total Overtime	\$ 261,126.53	
Firefighting Staffing Overtime	\$ 183,955.24	Overtime processing period: Aug 15, 2025 - Sept 12, 2025
BLS/EMS Staffing Overtime	\$ 77,171.29	Overtime processing period: Aug 15, 2025 - Sept 12, 2025

General Expense Fund- CASH ON HAND

Data as of SEP 2025		Notes
Cash on hand, end of SEP balance	\$ 16,882,246.41	

Transfers:

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
EXPENSE	<i>from SFD</i>	\$ 10,800,000.00	Special Transfer IN to RFA
EXPENSE	<i>from NSD</i>	\$ 6,500,000.00	Special Transfer IN to RFA
CAPITAL	<i>from SFD</i>	\$ 1,210,000.00	Special Transfer IN to RFA
NKCTC	<i>from SFD</i>	\$ 600,000.00	Special Transfer IN to RFA
BENEFITS	<i>from SFD</i>	\$ 430,000.00	Special Transfer IN to RFA
ALS EXP	<i>from SFD</i>	\$ 340,000.00	Special Transfer IN to RFA
TOTALS		\$ 19,880,000.00	

Fund Balance Summary- STATEMENT C-4
MAY - SEPTEMBER 2025

FUND Name	Fund Number	Beginning Balance	Receipts	Disbursements	Ending Balance
General Expense FUND	10-064-0010	\$ -	\$ 30,849,856	\$ 13,967,609	\$ 16,882,246
Reserve FUND	10-064-6010	\$ -	\$ 6,040,235	\$ 1,471	\$ 6,038,764
Benefits FUND	10-064-6050	\$ -	\$ 2,201,436	\$ 246,306	\$ 1,955,130
Donations FUND	10-064-6030	\$ -	\$ 309,270	\$ 75	\$ 309,195
ALS Expense FUND	10-064-6080	\$ -	\$ 5,224,065	\$ 4,452,959	\$ 771,106
MIH FUND	10-064-6070	\$ -	\$ 483,113	\$ 207,340	\$ 275,774
Capital FUND	10-064-3010	\$ -	\$ 3,230,484	\$ 1,173,561	\$ 2,056,922
ALS Captital FUND	10-064-6060	\$ -	\$ 1,878,533	\$ 42,772	\$ 1,835,761
Total		\$ -	\$ 50,216,991	\$ 20,092,093	\$ 30,124,898

2025 BUDGET POSITION

Shoreline Regional Fire Authority

Summary

Time: 12:17:38 Date: 10/31/2025

Page: 1

001 General Expense Fund: 10-064-0010

Expenditures	Amt Budgeted	September	YTD	Remaining	
					Target Percentage Remaining: 37.5%
510 ADMINISTRATIVE					
522 10 11 01-00 Salaries- Administration	1,050,405.34	127,249.85	662,690.99	387,714.35	36.9%
522 10 12 01-00 Overtime	107,146.64	17,932.75	52,923.80	54,222.84	50.6%
001 Salaries & Wages	1,157,551.98	145,182.60	715,614.79	441,937.19	38.2%
522 10 21 01-00 State Retirement	117,270.68	7,034.88	44,937.44	72,333.24	61.7%
522 10 21 02-00 WA Paid Family & Medical Leave	3,222.00	332.86	1,725.19	1,496.81	46.5%
522 10 22 01-00 Med/Den/HRA VEBA/Life Ins	144,238.68	18,829.50	80,629.37	63,609.31	44.1%
522 10 22 02-00 Medicare	16,946.26	1,841.96	9,546.80	7,399.46	43.7%
522 10 22 03-00 Sick Leave Incentive Pay	22,323.41	3,005.84	13,274.18	9,049.23	40.5%
522 10 22 05-00 Long Term Disability Insurance	5,267.50	562.50	2,955.00	2,312.50	43.9%
522 10 24 01-00 Labor & Industries	2,589.63	219.28	1,118.67	1,470.96	56.8%
522 10 24 02-00 Unemployment	25,000.00	0.00	0.00	25,000.00	100.0%
522 10 26 01-00 Employee Assistance Program	18.00	3.50	14.00	4.00	22.2%
522 10 27 01-00 Clothing Allowance	943.08	0.00	250.00	693.08	73.5%
522 10 29 01-00 Employee Recognition Program	2,750.00	0.00	0.00	2,750.00	100.0%
522 10 29 02-00 Tuition Reimbursement	25,975.66	2,189.28	21,213.17	4,762.49	18.3%
002 Personnel Benefits	366,544.90	34,019.60	175,663.82	190,881.08	52.1%
522 10 31 01-00 Operating Supplies	22,257.90	734.74	6,645.76	15,612.14	70.1%
522 10 31 02-00 Employee Recognition Program	4,934.63	0.00	1,268.35	3,666.28	74.3%
522 10 31 03-00 Promotions	983.68	0.00	0.00	983.68	100.0%
003 Supplies	28,176.21	734.74	7,914.11	20,262.10	71.9%
522 10 41 01-00 Legal Services	30,000.00	11,223.50	31,837.00	(1,837.00)	0.0%
522 10 41 02-00 Payroll Services	30,440.43	2,585.24	15,148.89	15,291.54	50.2%
522 10 41 03-00 Consulting Services <i>Interface Systems (FBC)</i>	93,771.45	22,146.00	66,918.80	26,852.65	28.6%
522 10 41 04-00 Annual Drivers Record Audit	785.00	0.00	0.00	785.00	100.0%
522 10 41 05-00 Printing	1,746.08	0.00	110.40	1,635.68	93.7%
522 10 41 06-00 Recruitment	30,500.00	3,720.00	6,040.77	24,459.23	80.2%
522 10 41 08-00 Courier Services	2,200.00	211.12	918.36	1,281.64	58.3%
522 10 41 09-00 Outside Instructors	24,050.00	0.00	6,100.00	17,950.00	74.6%
522 10 42 01-00 Postage	3,461.00	(0.69)	1,022.78	2,438.22	70.4%
522 10 43 01-00 Travel- Chief	16,176.55	110.00	4,737.52	11,439.03	70.7%
522 10 43 02-00 Travel- Administrative Staff	15,017.23	40.67	5,290.90	9,726.33	64.8%
522 10 43 03-00 Travel- Leadership Team Retreat	8,500.00	0.00	0.00	8,500.00	100.0%
522 10 43 04-00 Travel-DEIB	11,950.00	0.00	0.00	11,950.00	100.0%
522 10 43 05-00 Promotions- Food	368.18	0.00	0.00	368.18	100.0%
522 10 43 06-00 Meeting Meals	460.98	330.43	380.59	80.39	17.4%
522 10 43 07-00 Employee Recognition Program	5,000.00	0.00	2,616.91	2,383.09	47.7%
522 10 44 01-00 Adverstising	250.00	0.00	199.00	51.00	20.4%
522 10 45 01-00 Employee Recognition Program	3,000.00	0.00	3,032.92	(32.92)	0.0%
522 10 45 03-00 Leadership Team Retreat-Facility/Meals	7,000.00	0.00	0.00	7,000.00	100.0%
522 10 46 01-00 Insurance	10,281.36	0.00	(2,208.01)	12,489.37	121.5%
522 10 49 01-00 Registrations- Chief	6,425.00	0.00	0.00	6,425.00	100.0%
522 10 49 02-00 Registrations- Administrative Staff	12,420.00	145.00	3,320.00	9,100.00	73.3%
522 10 49 03-00 Registrations- DEIB	5,560.00	0.00	0.00	5,560.00	100.0%
522 10 49 04-00 Memberships	4,368.21	500.00	500.00	3,868.21	88.6%
522 10 49 05-00 Credit Cards Service Fee	196.42	0.00	0.00	196.42	100.0%
522 10 49 06-00 Strategic Initiatives	9,386.84	1,028.65	1,028.65	8,358.19	89.0%
522 10 49 07-00 Subscriptions	500.00	0.00	0.00	500.00	100.0%
522 10 49 08-00 Toll Fees (Good2Go Pass)	500.00	0.00	15.75	484.25	96.9%

2025 BUDGET POSITION

Shoreline Regional Fire Authority

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001 General Expense Fund: 10-064-0010

Expenditures	Amt Budgeted	September	YTD	Remaining	
510 ADMINISTRATIVE					
522 10 49 09-00 State Audit	28,000.00	0.00	3,475.00	24,525.00	87.6%
522 10 49 10-00 KC Finance-Invstmnt/Taxes Fees	210,500.00	1,757.21	23,742.07	186,757.93	88.7%
522 10 49 11-00 Claims- Self Insured	5,000.00	0.00	0.00	5,000.00	100.0%
522 10 49 12-00 Northshore ILA Reconciliation	0.00	0.00	0.00	0.00	100.0%
004 Services	577,814.73	43,797.13	174,228.30	403,586.43	69.8%
510 ADMINISTRATIVE	2,130,087.82	223,734.07	1,073,421.02	1,056,666.80	49.6%
511 LEGISLATIVE					
522 11 11 01-00 Salaries- Commissioners	105,000.00	2,898.00	27,531.00	77,469.00	73.8%
522 11 12 01-00 Overtime- Board Meetings	1,000.00	0.00	0.00	1,000.00	100.0%
001 Salaries & Wages	106,000.00	2,898.00	27,531.00	78,469.00	74.0%
522 11 21 00-00 State Retirement (DRS)	2,000.00	53.90	441.31	1,558.69	77.9%
522 11 22 01-00 Medicare/Social Security Tax	6,500.00	161.81	1,716.83	4,783.17	73.6%
522 11 22 02-00 WA Paid Family & Medical Leave	300.00	7.59	72.13	227.87	76.0%
522 11 24 01-00 Labor and Industries	150.00	2.56	26.75	123.25	82.2%
522 11 27 01-00 Clothing Allowance	750.00	0.00	191.64	558.36	74.4%
002 Personnel Benefits	9,700.00	225.86	2,448.66	7,251.34	74.8%
522 11 43 01-00 Travel-Commisioner Conferences	25,000.00	130.63	4,859.54	20,140.46	80.6%
522 11 43 02-00 KCFCA- Meeting Food	150.00	0.00	0.00	150.00	100.0%
522 11 49 01-00 Registration- WFCA Conf/Seminars	9,000.00	2,445.00	3,015.00	5,985.00	66.5%
522 11 49 03-00 Memberships	2,417.00	0.00	0.00	2,417.00	100.0%
522 11 49 04-00 Elections-Education Information	10,000.00	0.00	0.00	10,000.00	100.0%
522 11 49 05-00 Elections-County Fee	75,000.00	0.00	0.00	75,000.00	100.0%
004 Services	121,567.00	2,575.63	7,874.54	113,692.46	93.5%
511 LEGISLATIVE	237,267.00	5,699.49	37,854.20	199,412.80	84.0%
520 FIRE SUPPRESSION					
522 20 11 01-00 Salaries	8,837,916.63	960,550.82	4,603,111.05	4,234,805.58	47.9%
522 20 12 01-00 Overtime	923,055.77	183,955.24	694,036.49	229,019.28	24.8%
001 Salaries & Wages	9,760,972.40	1,144,506.06	5,297,147.54	4,463,824.86	45.7%
522 20 21 01-00 State Retirement	556,804.62	60,418.73	302,600.89	254,203.73	45.7%
522 20 21 02-00 WA Paid Family & Medical Leave	28,513.89	2,914.89	14,722.89	13,791.00	48.4%
522 20 22 01-00 Med/Den/HRA VEBA/Life Ins	1,363,571.27	190,085.45	777,606.76	585,964.51	43.0%
522 20 22 02-00 Medicare	147,295.94	15,540.49	78,524.07	68,771.87	46.7%
522 20 22 03-00 MERP-Med Exp Reimb. Plan	73,100.00	8,200.00	42,200.00	30,900.00	42.3%
522 20 22 04-00 Sick Leave Incentive	31,010.31	891.61	4,458.05	26,552.26	85.6%
522 20 23 01-00 Disability Insurance	1,100.00	100.00	595.70	504.30	45.8%
522 20 24 01-00 Labor & Industries	740,404.26	65,101.18	341,285.45	399,118.81	53.9%
522 20 27 01-00 Clothing Allowance	80,463.87	(290.02)	28,230.00	52,233.87	64.9%
522 20 27 02-00 Dress Uniforms (Class A)	11,204.99	0.00	3,840.49	7,364.50	65.7%
002 Personnel Benefits	3,033,469.15	342,962.33	1,594,064.30	1,439,404.85	47.5%
522 20 31 01-00 SCBA Supplies	2,400.00	368.13	368.13	2,031.87	84.7%

2025 BUDGET POSITION

Shoreline Regional Fire Authority

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001 General Expense Fund: 10-064-0010

Expenditures	Amt Budgeted	September	YTD	Remaining	
520 FIRE SUPPRESSION					
522 20 31 02-00 Bunker Gear	37,052.92	3,357.96	18,961.21	18,091.71	48.8%
522 20 31 03-00 Firefighting Operations Supplies	54,452.01	3,508.26	8,059.16	46,392.85	85.2%
522 20 31 04-00 Haz Mat Supplies/Equipment	11,531.41	0.00	218.59	11,312.82	98.1%
522 20 31 05-00 Uniform Supplies	3,646.11	0.00	1,647.13	1,998.98	54.8%
522 20 31 06-00 Disaster Supplies	2,400.00	728.46	728.46	1,671.54	69.6%
522 20 31 07-00 Communications Supplies/Equipment	3,373.71	0.00	125.55	3,248.16	96.3%
522 20 31 08-00 Firehouse Supplies	5,377.83	0.00	1,619.17	3,758.66	69.9%
522 20 31 09-00 TRT Supplies/Equipment	8,900.00	0.00	2,105.11	6,794.89	76.3%
522 20 31 10-00 Incident Management (Supplies/Maint)	500.00	1,145.00	1,145.00	(645.00)	0.0%
522 20 31 12-00 Deployment Supplies- In/Out	0.00	2,114.92	4,648.89	(4,648.89)	0.0%
522 20 35 01-00 Other Small Tools & Equipment	3,151.71	0.00	0.00	3,151.71	100.0%
003 Supplies	132,785.70	11,222.73	39,626.40	93,159.30	70.2%
522 20 41 01-00 Mapping / Pre-Fire Printing	1,500.00	0.00	0.00	1,500.00	100.0%
522 20 48 01-00 Firefighting Operations Equipment Maint & Repair	32,678.28	(684.72)	22,305.04	10,373.24	31.7%
522 20 48 03-00 Communications	9,131.12	369.84	369.84	8,761.28	95.9%
522 20 48 04-00 TRT Maintenance & Repairs	1,000.00	0.00	203.96	796.04	79.6%
522 20 48 05-00 Service Contracts- Maintenance & Repair	17,529.87	678.58	10,828.52	6,701.35	38.2%
522 20 48 06-00 Other Repairs	1,000.00	0.00	424.89	575.11	57.5%
522 20 48 07-00 Dispatch Services <i>4th Quarter</i>	372,715.00	184,157.50	368,315.00	4,400.00	1.2%
522 20 48 08-00 Radio Services	36,993.52	0.00	16,503.24	20,490.28	55.4%
522 20 48 09-00 Eastside Hazmat Consortium	33,897.76	0.00	0.00	33,897.76	100.0%
004 Services	506,445.55	184,521.20	418,950.49	87,495.06	17.3%
520 FIRE SUPPRESSION	13,433,672.80	1,683,212.32	7,349,788.73	6,083,884.07	45.3%
530 FIRE MARSHAL					
522 30 11 01-00 Salaries - FM, AFM, CO	406,920.44	46,019.89	230,099.45	176,820.99	43.5%
522 30 11 02-00 Salaries - Deputy FM	568,753.00	67,842.82	336,898.18	231,854.82	40.8%
522 30 11 04-00 Salaries- Administrative Assistant	124,465.38	14,725.03	75,943.51	48,521.87	39.0%
522 30 12 01-00 Overtime- FMO	51,644.40	6,657.87	27,053.95	24,590.45	47.6%
001 Salaries & Wages	1,151,783.22	135,245.61	669,995.09	481,788.13	41.8%
522 30 21 01-00 State Retirement	77,942.43	8,159.74	40,181.53	37,760.90	48.4%
522 30 21 02-00 WA Paid Family & Medical Leave	3,148.00	404.93	1,932.51	1,215.49	38.6%
522 30 22 01-00 Med/Den/HRA VEBA/Life Ins	169,677.39	21,872.53	90,816.34	78,861.05	46.5%
522 30 22 02-00 Medicare	20,762.43	2,240.89	10,694.59	10,067.84	48.5%
522 30 22 03-00 MERP-Med Exp Reimb Plan	6,400.00	800.00	4,000.00	2,400.00	37.5%
522 30 22 04-00 Sick Leave Incentive	2,276.23	0.00	0.00	2,276.23	100.0%
522 30 23 01-00 Disability Insurance	400.00	50.00	250.00	150.00	37.5%
522 30 24 01-00 Labor & Industries	42,424.53	4,015.44	18,473.80	23,950.73	56.5%
522 30 27 01-00 Clothing Allowance	5,340.55	0.00	1,699.38	3,641.17	68.2%
002 Personnel Benefits	328,371.56	37,543.53	168,048.15	160,323.41	48.8%
522 30 31 01-00 Supplies - FMO	5,794.50	47.45	275.59	5,518.91	95.2%
522 30 35 01-00 FMO-Small Equipment	904.31	0.00	276.86	627.45	69.4%

2025 BUDGET POSITION

Shoreline Regional Fire Authority

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001 General Expense Fund: 10-064-0010

Expenditures	Amt Budgeted	September	YTD	Remaining	
530 FIRE MARSHAL					
003 Supplies	6,698.81	47.45	552.45	6,146.36	91.8%
522 30 41 01-00 Consulting Fee	4,075.00	0.00	0.00	4,075.00	100.0%
522 30 43 01-00 Travel- FMO	14,111.46	0.00	3,909.47	10,201.99	72.3%
522 30 49 01-00 Membership- FMO	650.00	110.00	353.00	297.00	45.7%
522 30 49 02-00 Registration-FMO	10,732.50	900.00	1,920.00	8,812.50	82.1%
522 30 49 03-00 Subscriptions- FMO	9,846.20	0.00	0.00	9,846.20	100.0%
004 Services	39,415.16	1,010.00	6,182.47	33,232.69	84.3%
530 FIRE MARSHAL	1,526,268.75	173,846.59	844,778.16	681,490.59	44.7%
531 COMMUNITY OUTREACH					
522 31 11 01-00 Salaries- PIO <i>Includes MIH Salary & Benefits</i>	62,166.81	66,480.66	175,289.40	(113,122.59)	0.0%
522 31 12 01-00 Community Outreach Overtime	81,484.15	3,899.99	24,867.36	56,616.79	69.5%
001 Salaries & Wages	143,650.96	70,380.65	200,156.76	(56,505.80)	0.0%
522 31 21 01-00 State Retirement	6,599.50	4,375.72	9,821.73	(3,222.23)	0.0%
522 31 21 02-00 WA Paid Family & Medical Leave	467.98	208.75	522.01	(54.03)	0.0%
522 31 22 01-00 Med/Den/HRA VEBA/Life Ins	8,604.66	9,461.85	19,462.65	(10,857.99)	0.0%
522 31 22 02-00 Medicare	2,036.91	1,155.17	2,888.43	(851.52)	0.0%
522 31 22 03-00 MERP- Med Exp Reimb Plan	100.00	500.00	1,600.00	(1,500.00)	0.0%
522 31 23 01-00 Disability Insurance	0.00	0.00	(375.00)	375.00	100.0%
522 31 24 01-00 Labor & Industries	2,108.55	1,713.28	198.64	1,909.91	90.6%
522 31 27 01-00 Clothing Allowance	700.00	0.00	0.00	700.00	100.0%
002 Personnel Benefits	20,617.60	17,414.77	34,118.46	(13,500.86)	0.0%
522 31 31 01-00 Supplies - PIO	15,466.59	176.58	7,101.75	8,364.84	54.1%
522 31 31 02-00 Supplies- Chaplain Program	100.00	0.00	0.00	100.00	100.0%
522 31 31 03-00 Supplies- CPR Program	7,512.80	0.00	1,987.20	5,525.60	73.5%
003 Supplies	23,079.39	176.58	9,088.95	13,990.44	60.6%
522 31 43 01-00 Travel- PIO	3,550.00	249.00	2,834.60	715.40	20.2%
522 31 45 01-00 Advertising	100.00	0.00	0.00	100.00	100.0%
522 31 48 01-00 Maintenance & Repairs- PIO	650.00	0.00	0.00	650.00	100.0%
522 31 49 02-00 Membership- PIO	200.00	0.00	0.00	200.00	100.0%
522 31 49 03-00 Registration- PIO	4,450.00	0.00	1,914.00	2,536.00	57.0%
522 31 49 05-00 Other Services & Charges	7,800.00	0.00	1,501.15	6,298.85	80.8%
004 Services	16,750.00	249.00	6,249.75	10,500.25	62.7%
531 COMMUNITY OUTREACH	204,097.95	88,221.00	249,613.92	(45,515.97)	0.0%
545 TRAINING					
522 45 11 01-00 Salaries - Chief Officer	153,439.56	17,890.11	89,450.55	63,989.01	41.7%
522 45 11 02-00 Salaries- Company Officer	266,377.64	30,905.59	154,527.95	111,849.69	42.0%
522 45 11 03-00 Salaries-Administrative Asst.	77,670.56	9,332.36	46,661.80	31,008.76	39.9%
522 45 12 01-00 Overtime-Training	204,335.63	19,433.52	46,599.80	157,735.83	77.2%
522 45 12 02-00 OT Training Firefighters	0.00	0.00	17,591.99	(17,591.99)	0.0%
001 Salaries & Wages	701,823.39	77,561.58	354,832.09	346,991.30	49.4%

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Shoreline Regional Fire Authority

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001 General Expense Fund: 10-064-0010

Expenditures	Amt Budgeted	September	YTD	Remaining	
545 TRAINING					
522 45 21 01-00 State Retirement	51,174.73	5,447.54	21,665.19	29,509.54	57.7%
522 45 21 02-00 WA Paid Family & Medical Leave	1,848.46	264.00	1,020.96	827.50	44.8%
522 45 22 01-00 Med/Den/HRA VEBA/Life Ins	62,699.41	8,722.45	36,201.46	26,497.95	42.3%
522 45 22 02-00 Medicare	11,230.21	1,460.94	5,650.01	5,580.20	49.7%
522 45 22 03-00 MERP- Med Exp Reimb Plan	2,400.00	300.00	1,500.00	900.00	37.5%
522 45 22 04-00 Sick Leave Incentive	2,166.08	0.00	0.00	2,166.08	100.0%
522 45 23 01-00 Disability Insurance	400.00	50.00	250.00	150.00	37.5%
522 45 24 01-00 Labor & Industries	20,784.63	2,410.62	9,204.03	11,580.60	55.7%
522 45 27 01-00 Clothing Allowance	2,041.38	0.00	0.00	2,041.38	100.0%
002 Personnel Benefits	154,744.90	18,655.55	75,491.65	79,253.25	51.2%
522 45 31 01-00 Training Supplies <i>Sound Transit- Reimbursable</i>	20,530.47	8,497.96	46,080.24	(25,549.77)	0.0%
003 Supplies	20,530.47	8,497.96	46,080.24	(25,549.77)	0.0%
522 45 41 01-00 Outside Instructors	4,960.00	0.00	0.00	4,960.00	100.0%
522 45 43 01-00 Travel	13,915.16	314.23	13,367.93	547.23	3.9%
522 45 48 01-00 Repairs & Maintenance	500.00	0.00	258.44	241.56	48.3%
522 45 49 01-00 Registrations	65,797.00	0.00	2,624.00	63,173.00	96.0%
522 45 49 02-00 Memberships/NKCTC Per Capita	0.00	0.00	0.00	0.00	100.0%
004 Services	85,172.16	314.23	16,250.37	68,921.79	80.9%
545 TRAINING	962,270.92	105,029.32	492,654.35	469,616.57	48.8%
550 FACILITIES					
522 50 11 01-00 Salary	337,439.86	34,005.38	157,569.37	179,870.49	53.3%
522 50 11 02-00 Salary- Maintenance Supervisor	104,905.08	11,549.54	57,766.09	47,138.99	44.9%
522 50 11 03-00 Salaries- Mechanic, Facilities Maintenance	391,995.56	27,718.88	136,402.76	255,592.80	65.2%
522 50 12 01-00 Overtime	9,100.09	10,585.91	33,120.39	(24,020.30)	0.0%
001 Salaries & Wages	843,440.59	83,859.71	384,858.61	458,581.98	54.4%
522 50 21 01-00 State Retirement	86,730.92	4,006.91	22,494.58	64,236.34	74.1%
522 50 21 02-00 WA Paid Family & Medical Leave	2,504.23	225.20	1,022.34	1,481.89	59.2%
522 50 22 01-00 Med/Den/HRA VEBA/Life Ins	141,954.52	10,578.96	43,997.08	97,957.44	69.0%
522 50 22 02-00 Medicare	12,034.46	2,093.73	8,442.66	3,591.80	29.8%
522 50 22 03-00 MERP- Med Exp Reimb Plan	4,400.00	400.00	2,000.00	2,400.00	54.5%
522 50 22 04-00 Sick Leave Incentive	7,431.38	904.04	4,520.20	2,911.18	39.2%
522 50 23 01-00 Disability Insurance	1,800.00	100.00	500.00	1,300.00	72.2%
522 50 24 01-00 Labor & Industries	15,610.76	1,258.37	5,592.53	10,018.23	64.2%
522 50 27 01-00 Clothing Allowance	4,573.52	440.00	388.06	4,185.46	91.5%
002 Personnel Benefits	277,039.79	20,007.21	88,957.45	188,082.34	67.9%
522 50 31 01-00 General Supplies	4,628.40	242.22	3,765.75	862.65	18.6%
522 50 31 02-00 Cleaning Supplies	24,544.07	4,607.65	11,162.07	13,382.00	54.5%
522 50 31 03-00 Staff/Support Vehicle Fluid Parts/Supplies	28,729.67	1,050.65	6,153.89	22,575.78	78.6%
522 50 31 04-00 Fire Apparatus Parts & Supplies	95,719.02	16,215.42	97,343.19	(1,624.17)	0.0%
522 50 31 05-00 Apparatus Placards/Lettering	2,500.00	0.00	0.00	2,500.00	100.0%
522 50 32 01-00 Fuel (all Divisions)	77,033.35	6,789.24	37,970.75	39,062.60	50.7%
522 50 35 01-00 Misc Tools-Fleet	3,120.01	195.12	1,101.36	2,018.65	64.7%

2025 BUDGET POSITION

Shoreline Regional Fire Authority

Summary

Time: 12:17:38 Date: 10/31/2025

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001 General Expense Fund: 10-064-0010

Expenditures	Amt Budgeted	September	YTD	Remaining	
550 FACILITIES					
522 50 35 02-00 Misc Tools-Facilities	1,944.86	135.94	233.76	1,711.10	88.0%
522 50 35 03-00 Facilities Equipment	15,674.22	3,289.05	8,108.00	7,566.22	48.3%
003 Supplies	253,893.60	32,525.29	165,838.77	88,054.83	34.7%
522 50 41 01-00 Landscape Professional Services	34,952.25	5,854.30	18,352.86	16,599.39	47.5%
522 50 41 02-00 Janitorial Contract- Sta 61 & 51	24,079.32	3,491.35	11,301.69	12,777.63	53.1%
522 50 41 03-00 HVAC/Boiler Maint Contract	26,998.67	5,298.05	17,625.26	9,373.41	34.7%
522 50 41 06-00 Extinguisher Refill Service	750.00	0.00	0.00	750.00	100.0%
522 50 41 07-00 Fire System Contract	1,232.08	0.00	2,979.19	(1,747.11)	0.0%
522 50 41 08-00 UL Test L61	4,000.00	0.00	2,300.00	1,700.00	42.5%
522 50 41 09-00 Pest Control	13,722.54	1,829.16	9,866.09	3,856.45	28.1%
522 50 43 01-00 Travel	1,000.00	0.00	1,494.12	(494.12)	0.0%
522 50 45 02-00 Misc. Rentals	732.00	0.00	0.00	732.00	100.0%
522 50 45 03-00 Laundry Service - Coveralls	1,917.87	237.14	1,030.61	887.26	46.3%
522 50 47 01-00 Electricity	74,067.06	8,305.44	34,404.72	39,662.34	53.5%
522 50 47 02-00 Garbage	18,053.83	2,457.40	12,183.25	5,870.58	32.5%
522 50 47 03-00 Sewer	22,997.83	1,451.41	12,742.87	10,254.96	44.6%
522 50 47 04-00 Water	29,367.33	3,240.16	9,941.63	19,425.70	66.1%
522 50 47 05-00 Natural Gas	92,169.32	7,328.09	29,876.73	62,292.59	67.6%
522 50 47 06-00 KC Taxes / Surface Water Management	0.00	0.00	0.00	0.00	100.0%
522 50 48 01-00 Facilities Repair & Maint. <i>St 65 AC Repair</i>	42,052.64	12,853.47	46,415.05	(4,362.41)	0.0%
522 50 48 02-00 Apparatus/Equipmnt (Rep & Maint)	3,837.77	5,523.87	42,931.34	(39,093.57)	0.0%
522 50 48 03-00 Generator Maint.	8,905.75	0.00	404.34	8,501.41	95.5%
522 50 48 04-00 Heavy Maintenance- Facilities	37,816.98	0.00	9,331.57	28,485.41	75.3%
522 50 48 07-00 Exhaust Syst. Repair & Maint.	5,500.00	0.00	0.00	5,500.00	100.0%
522 50 48 11-00 Quarterly Elevator Maintenance	5,000.00	0.00	2,760.23	2,239.77	44.8%
522 50 48 12-00 Overhead Doors Maintenance	15,530.82	0.00	6,328.85	9,201.97	59.2%
522 50 49 01-00 Registrations	854.62	3,300.00	(413.86)	1,268.48	148.4%
004 Services	465,538.68	61,169.84	271,856.54	193,682.14	41.6%
550 FACILITIES	1,839,912.66	197,562.05	911,511.37	928,401.29	50.5%
551 IT					
522 51 31 01-00 Computer Supplies	16,665.74	274.43	562.48	16,103.26	96.6%
003 Supplies	16,665.74	274.43	562.48	16,103.26	96.6%
522 51 41 01-00 Software License/Maintenance <i>ESO & Windows</i>	99,259.76	38,270.95	54,129.26	45,130.50	45.5%
522 51 41 02-00 Website Services	1,000.00	196.00	(12,304.00)	13,304.00	*****
522 51 42 01-00 Voice/Data/Fax Lines	57,163.43	2,569.13	48,397.24	8,766.19	15.3%
522 51 42 02-00 IT Services	111,438.08	13,602.09	54,922.18	56,515.90	50.7%
522 51 42 03-00 Cell Phone Airtime	51,977.75	1,808.92	7,279.02	44,698.73	86.0%
522 51 48 01-00 Facilities Repair & Maintenance	5,000.00	0.00	1,537.77	3,462.23	69.2%
522 51 48 02-00 IT Repair and Support	1,951.69	0.00	0.00	1,951.69	100.0%
522 51 48 03-00 Copy Machines-per Copy Charges, Toners,repairs	7,837.39	124.05	3,965.41	3,871.98	49.4%
522 51 48 04-00 Voice/Data System Repair & Maint	0.00	0.00	0.00	0.00	100.0%
522 51 48 05-00 Server/Network Maintenance	1,050.00	0.00	0.00	1,050.00	100.0%

2025 BUDGET POSITION

Shoreline Regional Fire Authority

Summary

Time: 12:17:38 Date: 10/31/2025

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001 General Expense Fund: 10-064-0010

Expenditures	Amt Budgeted	September	YTD	Remaining	
551 IT					
004 Services	336,678.10	56,571.14	157,926.88	178,751.22	53.1%
551 IT	353,343.84	56,845.57	158,489.36	194,854.48	55.1%
560 OTHER SERVICES					
522 60 12 01-00 Overtime	22,665.57	7,155.84	8,667.52	13,998.05	61.8%
001 Salaries & Wages	22,665.57	7,155.84	8,667.52	13,998.05	61.8%
522 60 22 01-00 Wellness Physicals, Shots, Hearing Tests	13,848.50	1,561.49	2,301.87	11,546.63	83.4%
002 Personnel Benefits	13,848.50	1,561.49	2,301.87	11,546.63	83.4%
522 60 31 01-00 Safety Officer Supplies	3,920.51	0.00	1,684.44	2,236.07	57.0%
522 60 35 01-00 Fitness Wellness Equipment/Supplies	1,000.00	0.00	0.00	1,000.00	100.0%
003 Supplies	4,920.51	0.00	1,684.44	3,236.07	65.8%
522 60 41 01-00 Professional Services	1,500.00	0.00	0.00	1,500.00	100.0%
522 60 43 01-00 Travel	2,254.00	0.00	0.00	2,254.00	100.0%
522 60 48 01-00 Fitness Equip Maint/Repair	8,000.00	0.00	1,165.82	6,834.18	85.4%
522 60 49 01-00 Registrations	8,400.00	99.00	99.00	8,301.00	98.8%
004 Services	20,154.00	99.00	1,264.82	18,889.18	93.7%
560 OTHER SERVICES	61,588.58	8,816.33	13,918.65	47,669.93	77.4%
571 EMS/BLS					
522 71 11 01-00 Salaries- Firefighters	3,103,661.32	298,584.67	1,849,019.55	1,254,641.77	40.4%
522 71 12 01-00 Overtime	345,767.87	77,171.29	376,426.86	(30,658.99)	0.0%
001 Salaries & Wages	3,449,429.19	375,755.96	2,225,446.41	1,223,982.78	35.5%
522 71 21 01-00 State Retirement	194,374.24	19,282.79	96,413.95	97,960.29	50.4%
522 71 21 02-00 WA Paid Family & Medical Leave	11,033.97	897.73	4,488.65	6,545.32	59.3%
522 71 22 01-00 Med/Den/HRA VEBA/Life Ins.	588,625.00	67,778.70	281,202.30	307,422.70	52.2%
522 71 22 02-00 Medicare	55,402.75	5,558.75	27,793.75	27,609.00	49.8%
522 71 22 03-00 MERP- Med Exp Reimb Plan	27,200.00	3,100.00	15,500.00	11,700.00	43.0%
522 71 23 01-00 Disability Insurance	500.00	0.00	0.00	500.00	100.0%
522 71 24 01-00 Labor & Industries	200,400.00	16,650.00	83,250.00	117,150.00	58.5%
002 Personnel Benefits	1,077,535.96	113,267.97	508,648.65	568,887.31	52.8%
522 71 31 01-00 Supplies - EMS/BLS	61,207.01	2,471.53	24,933.41	36,273.60	59.3%
522 71 31 02-00 EMS Apparatus Parts & Supplies	49,520.33	5,558.76	14,869.95	34,650.38	70.0%
522 71 32 01-00 Fuel - BLS	26,745.87	2,312.65	11,543.47	15,202.40	56.8%
003 Supplies	137,473.21	10,342.94	51,346.83	86,126.38	62.6%
522 71 48 01-00 Repair & Maintenance	17,502.48	460.32	1,370.54	16,131.94	92.2%
522 71 48 02-00 EMS Apparatus Repair & Maintenance	11,575.38	0.00	0.00	11,575.38	100.0%
522 71 48 03-00 Transport Billing Office	73,705.90	5,749.20	23,935.08	49,770.82	67.5%

2025 BUDGET POSITION

Shoreline Regional Fire Authority

Summary

Time: 12:17:38 Date: 10/31/2025

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001 General Expense Fund: 10-064-0010

Expenditures	Amt Budgeted	September	YTD	Remaining	
571 EMS/BLS					
004 Services	102,783.76	6,209.52	25,305.62	77,478.14	75.4%
571 EMS/BLS	4,767,222.12	505,576.39	2,810,747.51	1,956,474.61	41.0%
591 Lease Payments					
591 22 70 01-00 Lease Payments	287.97	0.00	174.42	113.55	39.4%
591 22 70 02-00 Subscription Based IT (SBITA)	25,000.00	0.00	24,657.55	342.45	1.4%
591 Lease Payments	25,287.97	0.00	24,831.97	456.00	1.8%
Fund Expenditures:	25,541,020.41	3,048,543.13	13,967,609.24	11,573,411.17	45.3%
Fund Excess/(Deficit):	(25,541,020.41)	(3,048,543.13)	(13,967,609.24)		

September 2025

Target Percentage Remaining: 37.5%

Overall Percentage Remaining: 45.3%

Under Budget by **7.8%**

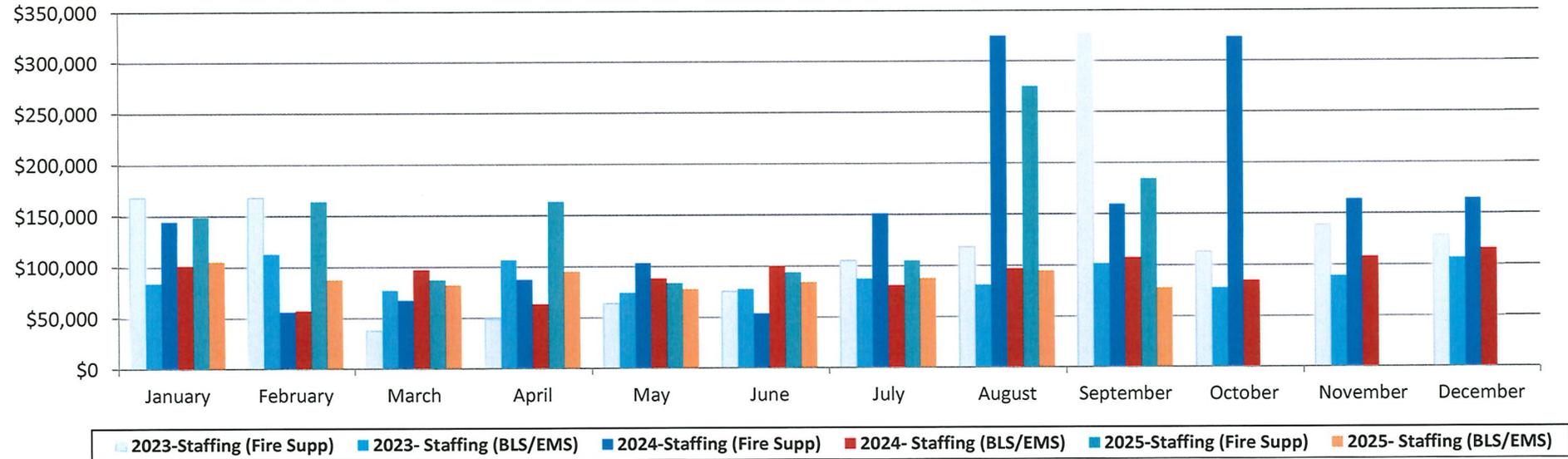
OVERTIME COST (EXP fund)- FIRE SUPPRESSION & BLS/EMS

SEP 2025

OT Budget: 522.20.12: Staffing, FF SL, Disability Vacancy, Meetings, Committee, Deployments, Comp cash out / **522.71.12:** Aid Car Prem Pay, Staffing BLS

	2023-Staffing (Fire Supp)	2023- Staffing (BLS/EMS)	2024-Staffing (Fire Supp)	2024- Staffing (BLS/EMS)	2025-Staffing (Fire Supp)	2025- Staffing (BLS/EMS)	OT Processing Period
January	\$ 167,716.70	\$ 83,651.93	\$ 144,271.86	\$ 100,992.20	\$ 148,299.84	\$ 105,095.49	Dec 13, '24 - Jan 10, '25
February	\$ 167,477.13	\$ 112,579.57	\$ 55,709.81	\$ 56,813.23	\$ 163,626.04	\$ 86,959.47	Jan 10 - Feb 14, 2025
March	\$ 37,382.47	\$ 76,487.52	\$ 67,109.34	\$ 96,709.19	\$ 86,750.13	\$ 81,612.78	Feb 14 - Mar 14, 2025
April	\$ 48,553.87	\$ 106,386.77	\$ 86,878.84	\$ 63,118.27	\$ 163,305.85	\$ 94,773.16	Mar 14 - Apr 11, 2025
May	\$ 63,363.17	\$ 73,448.12	\$ 103,038.99	\$ 87,511.59	\$ 82,984.83	\$ 77,169.26	Apr 11- May 09, 2025
June	\$ 74,803.00	\$ 77,091.20	\$ 53,462.76	\$ 99,416.93	\$ 93,434.17	\$ 83,559.12	May 09 - Jun 13, 2025
July	\$ 104,925.31	\$ 86,873.71	\$ 150,812.78	\$ 80,054.44	\$ 104,808.17	\$ 87,089.57	Jun 13 - Jul 11, 2025
August	\$ 117,843.66	\$ 80,379.77	\$ 324,779.38	\$ 96,539.92	\$ 275,022.97	\$ 94,018.67	Jul 11 - Aug 15, 2025
September	\$ 328,376.40	\$ 101,395.46	\$ 159,302.54	\$ 107,313.78	\$ 183,955.24	\$ 77,171.29	Aug 15 - Sep 12, 2025
October	\$ 112,643.94	\$ 77,020.20	\$ 323,260.74	\$ 84,364.70			Sep 12 - Oct 10, 2025
November	\$ 138,444.43	\$ 88,718.94	\$ 163,734.91	\$ 107,568.69			Oct 10 - Nov 14, 2025
December	\$ 128,225.92	\$ 106,381.75	\$ 164,126.40	\$ 115,484.02			Nov 14 - Dec 12, 2025
Total	\$ 1,489,756.00	\$ 1,070,414.94	\$ 1,796,488.35	\$ 1,095,886.96	\$ 1,302,187.24	\$ 787,448.81	
<i>Monthly Average</i>	<i>\$ 124,146.33</i>	<i>\$ 89,201.25</i>	<i>\$ 149,707.36</i>	<i>\$ 91,323.91</i>	<i>\$ 144,687.47</i>	<i>\$ 87,494.31</i>	

	SEP 2025	Year to Date	2025 Budget	Remaining Bal.	% Remaining	Target % remaining	Miscellaneous Note
OT-Staffing (Fire Supp)	\$ 1,302,187.24	\$ 1,483,798.00	\$ 181,610.76	12.24%	25.00%	Inc. in FF staffing, sick leave, deployments	
OT-Staffing (BLS/EMS)	\$ 787,448.81	\$ 711,500.00	\$ (75,948.81)	-10.67%	25.00%	Includes A157 Upstaffing	



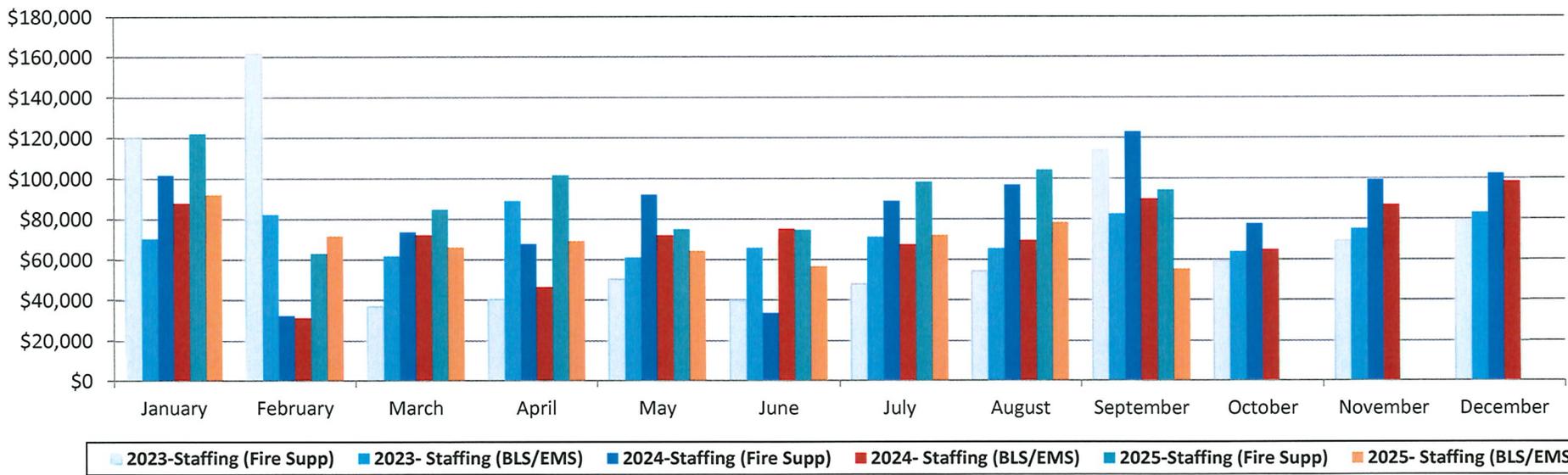
OVERTIME COST (EXP fund)- FIRE SUPPRESSION & BLS/EMS - STAFFING ONLY

SEP 2025

OT Budget: 522.20.12.01-01: Staffing, FF SL, Disability Vacancy / 522.71.12.01-01: Staffing BLS

	2023-Staffing (Fire Supp)	2023- Staffing (BLS/EMS)	2024-Staffing (Fire Supp)	2024- Staffing (BLS/EMS)	2025-Staffing (Fire Supp)	2025- Staffing (BLS/EMS)	OT Processing Period
January	\$ 119,963.66	\$ 70,348.08	\$ 101,457.42	\$ 87,812.50	\$ 122,116.00	\$ 92,008.67	Dec 13, '24 - Jan 10, '25
February	\$ 161,369.98	\$ 82,208.30	\$ 32,384.79	\$ 31,371.68	\$ 63,085.55	\$ 71,605.84	Jan 10 - Feb 14, 2025
March	\$ 36,575.73	\$ 61,743.42	\$ 73,504.88	\$ 72,124.85	\$ 84,539.09	\$ 66,119.40	Feb 14 - Mar 14, 2025
April	\$ 40,004.50	\$ 88,868.37	\$ 67,626.09	\$ 46,500.19	\$ 101,662.67	\$ 69,236.82	Mar 14 - Apr 11, 2025
May	\$ 50,236.09	\$ 61,160.72	\$ 91,932.42	\$ 71,954.21	\$ 74,974.46	\$ 64,275.80	Apr 11- May 09, 2025
June	\$ 39,499.82	\$ 65,795.46	\$ 33,649.62	\$ 75,205.13	\$ 74,645.62	\$ 56,548.52	May 09 - Jun 13, 2025
July	\$ 47,702.48	\$ 71,100.83	\$ 88,719.04	\$ 67,422.23	\$ 98,283.47	\$ 71,898.45	Jun 13 - Jul 11, 2025
August	\$ 54,228.90	\$ 65,562.63	\$ 96,742.64	\$ 69,431.03	\$ 104,108.46	\$ 78,235.68	Jul 11 - Aug 15, 2025
September	\$ 113,703.11	\$ 82,567.76	\$ 122,757.02	\$ 89,889.99	\$ 94,164.78	\$ 55,292.68	Aug 15 - Sep 12, 2025
October	\$ 59,074.43	\$ 63,895.04	\$ 77,476.25	\$ 64,888.54			Sep 12 - Oct 10, 2025
November	\$ 69,038.03	\$ 75,162.63	\$ 99,254.51	\$ 86,794.04			Oct 10 - Nov 14, 2025
December	\$ 78,699.89	\$ 83,004.55	\$ 102,251.11	\$ 98,397.59			Nov 14 - Dec 12, 2025
Total	\$ 870,096.62	\$ 871,417.79	\$ 987,755.79	\$ 861,791.98	\$ 817,580.10	\$ 625,221.86	
<i>Monthly Average</i>	<i>\$ 72,508.05</i>	<i>\$ 72,618.15</i>	<i>\$ 82,312.98</i>	<i>\$ 71,816.00</i>	<i>\$ 90,842.23</i>	<i>\$ 69,469.10</i>	

	SEP 2025	Year to Date	2025 Budget	Remaining Bal.	% Remaining	Target % remaining	Miscellaneous Note
OT-Staffing (Fire Supp)	\$ 817,580.10	\$ 806,000.00	\$ (11,580.10)	-1.44%	25.00%		FF Staffing/SL, DL
OT-Staffing (BLS/EMS)	\$ 625,221.86	\$ 494,000.00	\$ (131,221.86)	-26.56%	25.00%		includes A157 Upstaffing



General Expense Fund- CASH ON HAND

Fund Number: 10-064-0010

10/31/2025

YEAR 2025	Beginning Cash Balance	Receipts	Disbursements	Ending Balance
Beginning Cash Balance	\$ -			
January				
February				
March				
April				
May		10,000,000.00	2,142,499.44	7,857,500.56
June		2,333,868.98	3,160,364.94	7,031,004.60
July		147,441.92	2,663,055.72	4,515,390.80
August		601,897.73	2,953,146.01	2,164,142.52
September		17,766,647.02	3,048,543.13	16,882,246.41
October				
November				
December				
Total	\$ -	30,849,855.65	13,967,609.24	16,882,246.41
<i>Monthly Average</i>		<i>6,169,971</i>	<i>2,793,522</i>	

low
high

NOTES:

MAY 2025: Transferred in \$10,000,000 from Shoreline Fire District & Northshore Fire District

SEP 2025: Transferred in \$17,300,000 from Shoreline Fire District & Northshore Fire District

Shoreline Fire Department

BOARD MEETING DATE: November 6th, 2025

Chief Cowan

RFA Activity Reports

The following are noteworthy activities and/or meetings completed since the last Governing Board meeting:

Hiring/Succession Development

- We have filled the Finance Specialist with an internal candidate, Gina Chanthavong.
- We have started advertising for the Facilities Manager, again, and for the Facilities Technician at the same time.
- We are still awaiting approval from PERC for administrative positions being added to Union.

Staffing

- We are now at 7 conditional offers for entry level Firefighter positions as we have lost one to an injury they sustained.

Negotiations

- Union voted and approved the Chief Officer CBA, will be brought to Board at the November 6 meeting.

Contracts

- Cities are working on extending the NEMCO ILA for 2026.
- We continue to work on implementing Vector Solutions management for BFD personnel.

North King County Training Consortium

- Nothing significant to report.

Budget

- Our 2026 budget development is complete, with final draft being presented at November 6 meeting. Final resolutions will be prepared and approved at the November 20 meeting.
- Initial reports from County indicate an average increase of about 9.3% in overall AV for 2026.

Strategic Activity

- Continue working on Station 57 Generator and HVAC Replacement.
- New ladder truck is here, but will not be put into service until late this year. Fire engine to follow in early 2026.
- Robust conversation about short and medium-term admin staffing needs, some to be added later this year and early 2026.

Public Records Requests

- Significant requests at this time.

Noteworthy Meetings/Activities

- October 15 – KCFCA Meeting
 - Attended bi-monthly meeting.
- October 16 – Finance Meeting
 - Reviewed and continued to work on 2026 budget.
- October 16 – Joint City of Bothell and Snohomish County FD#10
 - Attended joint meeting to provide a “State of the Department” report out.
- October 21 – BFD LMC Meeting
 - Met to discuss ongoing issues and concerns.
 - Conversation about Vector Solutions implementation and other CBA impacts.
- October 23 – Finance Meeting
 - Reviewed and continued to work on 2026 budget.
- October 25 – Medic One Lifesavers Gala
 - Attended gala to help represent Shoreline FD and to raise money for the foundation.
- October 27-29 – Leadership Retreat
 - Led our annual Retreat to address main issues identified in the climate survey.
 - Main topics were Bothell joining RFA, communication challenges, and leadership consistency.
- October 30 – Finance Meeting
 - Met and finalized 2026 DRAFT budget.
- October 30 – Special RFA Board Meeting
 - Provided strategic overview of 2026 budget including FBC public hearing.
- November 3 – Special RFA Board Meeting
 - Presented in depth review and Q&A on 2026 budget.

Incorporated into the above Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan

RFA Activity Highlights

Shoreline Fire Department RFA

BOARD MEETING DATE: November 6, 2025

Deputy Chief Matt Hochstein

Facilities:

- Ongoing service ticket repairs.
- First Arriving platform project underway.
- Continued work with TCA for design of new carport over south drill ground parking stalls.
- Continued work with TCA regarding Shop expansion.
- St. 57 HVAC and generator capital project underway.
- St. 62 and next door property maintenance.
- St. 63 SCBA compressor ventilation system design work underway.
- St. 63 hot water heater repairs 11/5/25.

Fleet:

- Ongoing preventative maintenance and repairs of all district apparatus.
- Annual services and PMs are ongoing.
- New ladder truck is at Station 63 for tool mounting for tool and equipment upfitting, and training.
- Fleet Manager Swanson traveled to Sutphen in Ohio last week to inspect the refurb on Bothell's ladder
- Final inspection on new Shoreline pumper at Hughes is scheduled for 11/5/25
- Majority of shop reorganization/improvements for this year are complete, still a few things to wrap up
- L161 out of service (OOS) at Tacoma Hughes for ladder rung repair.

IT:

- Microsoft Windows 10 is now end-of-life.
- Microsoft Windows updates for November 2025
- Replacing computers at all stations. (65+ swaps when completed)
- Installed electronic lock in ST61 app bay storage room
- Received new Pelco cameras – will need to coordinate installation with Facilities, weather permitting.
- Sent out 11 Dell keyboards to be repaired.
- Repairing and replacing ESO tablets as needed
- Misc tasks around stations.

Near Future:

RFA Activity Highlights

- Critical vulnerabilities announced for VMware ESXi server - New updates need to be installed on all servers
- Researching new Remote Control software, for IT helpdesk support
- Researching new Monitoring software, for proactive monitoring of infrastructure equipment.
- Researching new Pelco / Motorola software VMS (video management system)
- Network maintenance needed at ST51. Not scheduled yet – estimated 2 hour downtime.
- Network maintenance needed at ST57. Not scheduled yet – estimated 2 hour downtime.
- Network maintenance needed at ST65. Not scheduled yet – estimated 2 hour downtime.
- Network maintenance needed at ST61. Not scheduled yet – estimated 4 hour downtime.

Ongoing:

- Deploying new 5G modems to various apparatus when possible

DC of Support Services:

- Weekly coordination meetings with Fire Prevention, I.T., Facilities, Fleet, Support Services Project Manager, and Executive Team.
- TCA bi-weekly check in x 2
- Bothell Labor Management
- Hochstein/Hansson weekly check in
- Bi-weekly Gallatin meeting x 2
- Meeting w/ Shop personnel
- FM Burgess & DC Hochstein meet w/ City of Shoreline
- Heavy Duty Rescue (HDR) air compressor meeting
- Finance Committee meetings x 2
- Shoreline Leadership Retreat 10/27 – 10/29.
- City of Bothell Facilities meeting
- Final inspection of new engine at Hughes
- City of Bothell Fleet ILA meeting
- St. 57 HVAC replacement progress meeting w/ contractor
- Work with HR to post Facilities Manager and Facilities Technician positions

Regional Fire Authority Activity Highlights

Shoreline Fire Department

BOARD MEETING DATE: November 6, 2025

Deputy Chief Andres Orams

The following items of note were completed during the period of October 17 to November 6, 2025:

Deputy Chief Orams – Projects and Meetings

- Annual Department Leadership retreat
- Weekly Division Chief meetings
- Gallatin/Shoreline Fire bi-weekly meeting
- Meeting with Bothell City Manager and Chief Cowan
- Bothell Labor/Management meeting
- Regional MIH meeting
- Finance Committee meeting
- Shoreline Emergency Management Council meeting
- Executive Team meeting
- SCFD 10 Board meeting
- Monthly NKCTC Training meeting
- Zone 1 Tech Committee meeting

Fire Suppression (Pitts)

- Annual Department Leadership retreat
- Weekly Division Chief meetings
- Finance Committee meeting
- School safety and security walk-through at Briarcrest Elementary
- Extrication workshop
- Washington Fire Safety Officers Association meeting
- Monthly Shoreline/Bothell BC/MSO meeting
- ESO Regional User Group meeting

EMS and MIH (Kennison):

- Annual Department Leadership retreat
- EMS World conference in Indianapolis
- Weekly Division Chief meetings
- MSA/Paramedic Training monthly meeting
- NERIS training implementation meeting
- Paramedic Run Review and Tuesday Series
- Central Region EMS Board meeting
- Wellness Committee meeting
- ESO Regional User Group meeting

Training (Majeed):

- 2026 Training Team planning
- Budget meeting with the Fire Chief
- Annual Department Leadership Retreat
- New Ladder 161 EVIIP training
- Live fire training
- Joint agency training/planning

2026 Budget Summary

Personnel

Operations	Adding 8 Entry Level Firefighters and 1 Training Driver/Engineer. Anticipating known vacancies this will increase suppression shift staffing to 29 assigned.
ALS	We have 3 Paramedics graduating in 2026 and are anticipating sending 6 more candidates to start training in August.
Administration	Continuing to contract for social media and communication work, adding Finance Specialist and HR Lead positions in 2026.
Support Services	Adding a Facilities Manager, Mechanic, and Facilities Technician position.

Funds

Carryover	Maintain a carryover target of at least 25% of operating expenses, minus average revenues, plus \$700 thousand for unanticipated expenses. We are currently estimating that we have about \$9.1 million in unallocated general funds above the necessary level to end 2026.
Reserve Funds	Maintain 15% minimum reserve of annual operating expenses, about \$6.2 million. Total for all general and reserve funds is approximates \$29 million.
General Benefits Fund	We will not need to transfer funds to cover anticipated liabilities and expenses. We ensure full coverage of all anticipated and potential liabilities by maintaining a reserve at approximately \$1.8 million.
General Capital Fund	Transferring funds in as part of our annual commitment to cover annual and future purchases. We made an early payment for the heavy rescue ion 2025 that will decrease the fund to nearly \$1.3 million, but with transfers from general fund we will replenish the fund to about \$3.2 milliion by end of 2026.

Budget

Assessed Valuations	Current estimates for assessed valuations indicate an average of 9.3% increase across all communities.
Revenues	We continue to look for efficiencies and are anticipating an overall decrease in our equivalent levy rate (Tax levy and FBC) of about \$.089, or a 8.4% decrease. Our overall revenues from taxes and FBC will be about the same as 2025 levels.
Expenses	Overall increase in expenses of approximately 8.7% (not including ALS and MIH). Increases are primarily due to COLA of 2.7%, and high inflationary costs for equipment and supplies.

2026 Budget

Last Update: 11/4/2025

Revenue vs. Expenses- GENERAL EXPENSE Fund (10-004-0010)

REVENUES (tax and FBC)				
Property Tax & FBC	2026 Estimate	Notes	Tax Revenue Calculation	
Property Tax Levy	\$22,227,211		\$ 0.7000	Fire Levy Rate
Excise Tax	\$ -		65.7%	Fire Levy Rate %
<i>1% Adjs. and Appeals</i>	<i>(\$222,272.11)</i>	1.00%	\$ 0.3622	Equiv FBC Rate
Fire Benefit Charge	\$11,500,000		34.3%	Equiv FBC Rate %
<i>Adjs. and Appeals</i>	<i>(\$500.00)</i>	Adjusted	\$ 1.0552	Actual Levy Equiv
Total Property Taxes and FBC	\$ 33,504,439		(\$0.0887)	Diff from Prev Year

REVENUE (other)	2026 Estimate	Change	2025	Change
Net Property Taxes and FBC	\$ 33,504,439	79.08%	\$ 31,180,318	7.45%
ALS Overhead	\$ 418,149	0.99%	\$ 407,156	2.70%
BLS Allocation- KCEMS (no core, MIH)	\$ 1,910,990	4.51%	\$ 1,622,710	17.77%
BLS Transports	\$ 1,300,000	3.07%	\$ 1,200,000	8.33%
FMO Operational Permits	\$ 150,000	0.35%	\$ 150,000	0.00%
FMO Plans Review	\$ 200,000	0.47%	\$ 200,000	0.00%
Fire Service Contracts	\$ 1,064,417	2.51%	\$ 1,087,465	-2.12%
WA DOT	\$ -			#DIV/0!
Dep of Health (DOH)	\$ 38,172		\$ 36,011	6.00%
Town of Woodway	\$ 600,654	incl -10% ALS	\$ 583,159	3.00%
DSHS (Fircrest)	\$ 69,449		\$ 123,586	-43.81%
Paramount Petroleum-Snohomish	\$ 16,936		\$ 15,978	6.00%
Shoreline CC	\$ 74,472		\$ 70,257	6.00%
King County Properties	\$ 127,105		\$ 127,117	-0.01%
Ronald Wastewater	\$ 3,237		\$ 3,054	6.00%
Shoreline School	\$ 1,317		\$ 1,242	6.00%
Northshore School	\$ 4,149		\$ 3,914	6.00%
SPU (hydrants)	\$ 75,926		\$ 73,147	3.80%
Sound Transit Operations	\$ 53,000		\$ 50,000	6.00%
Rental Property (NW 195th St)	\$ 19,200		\$ 17,400	10.34%
St Edwards State Park	\$ 4,448		\$ 4,196	6.00%
Bothell Exec Serv ILA	\$ 150,000		\$ 173,508	-13.55%
Bothell Fleet ILA*	\$ 250,000		\$ 58,800	325.17%
Fall City Fleet ILA*	\$ 75,000		\$ 35,280	112.59%
Deployments (reimb, matches OT exp)	\$ 400,000	0.94%	\$ 400,000	0.00%
GEMT (increased transport fees & true up)	\$ 3,000,000	7.08%	\$ 3,050,000	-1.64%
CPR/Other	\$ 15,000	0.04%	\$ 15,000	0.00%
Investment Interest (KC Treasury)	\$ 350,000	0.83%	\$ 380,000	-7.89%
Misc. Revenues **	\$ 52,500	0.12%	\$ 40,000	31.25%
Total Other Revenues	\$ 8,861,056		\$ 8,552,331	3.61%
TOTAL- Revenue	\$ 42,365,495	100.00%	\$ 39,732,649	6.63%

* Fleet ILAs are estimates only based off expectation of annual work.

** Misc Revenues: Zone 1, Training refunds, NCW fuel, registration fees charged, USAR, Rebates, Other Misc revenues

EXPENSES			EXPENSES	
EXPENSES CATEGORY	2026 Estimate	Change	2025 Estimate	Change
Salary & Benefits	\$ 35,627,071	85.49%	\$33,338,266	6.87%
Maintenance & Operations	\$ 6,047,273	14.51%	\$5,010,655	20.69%
Inter-Governmental		0.00%	\$0	#DIV/0!
Inter-Fund Operational Transfers (from Rev)	\$ -	0.00%	\$0	#DIV/0!
TOTAL- Budget	\$ 41,674,344	100.00%	\$ 38,348,921	8.67%

REVENUES		Calculation and Comparison	
2025	Change	\$ 13,272,000	2025 FBC Amount
\$20,178,661	10.15%	\$ 11,500,000	2026 FBC Amount
\$0		\$ 500	FBC Adjustment- Appeals
-		\$ 11,500,500	this is the NEW FBC for 2026
\$ 13,272,000	-13.35%	-13.35%	FBC Increase over 2025
\$1.1439	-8.41%		
\$ 33,450,662	0.16%	\$29,048,044,910	2025 AV
<i>Note: Combined SFD/NFD</i>		\$31,753,158,618	2026 AV (at time of adoption)
		9.31%	AV Change
		\$31,753,158,618	2026 AV (per County of 10-30-25)
		\$20,178,661	2025 Tax Levy Amount
		\$22,227,211	2026 Tax Levy Amount
		10.15%	Fire Levy Increase

Services Contracts	FORECAST
WA DOT	\$ -
Dep of Health (DOH)	\$ 38,172
Town of Woodway	\$ 600,654
DSHS (Fircrest)	\$ 131,001
Paramount Petroleum	\$ 16,936
Shoreline CC	\$ 74,472
Transit/Water, KCHA	\$ 141,795
Ronald Wastewater	\$ 3,237
Shoreline School	\$ 1,317
Northshore School	\$ 4,149
SPU (hydrants)	\$ 75,926
Sound Transit	\$ 53,000
Rental Property	\$ 17,400
St Edwards St Park	\$ 4,448
Bothell Exec Serv ILA	\$ 173,508
Bothell Fleet ILA*	\$ 58,800
Fall City Fleet ILA*	\$ 35,280
Total	\$ 1,430,095

6%

Library Currently FBC
DOT Should be \$74k FBC

Projected Balance	\$	691,151
% Over or Under Revenue		1.66%

+ Exp UNDER Rev / - Exp OVER Rev

GEN RESERVE FUND		Amount
Minimum RESERVE fund balance (Res. 14-08)	\$	6,251,152
Reserve ENDING cash balance	\$	6,066,237
2026 Transfer into Reserve Fund	\$	184,915

Min. 15% Operating expenses (not incl. transfers)

Per KC Finance daily cash balance report

Reserve needed minus Reserve ending cash balance



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FIRE CHIEF
 Matt Cowan

COMMISSIONERS
 Eric Adman Tyler Byers
 Kim Fischer David Harris
 Rod Heivilin Josh Pratt
 Rick Nye Barb Sullivan
 Rick Webster Lisa Wollum

**GOVERNING BOARD OF COMMISSIONERS
 REGIONAL FIRE AUTHORITY MEETING**

Meeting Date:	November 6, 2025
Agenda Title:	Resolution 25-18 - <i>Post Employment Medical Benefits Coverage</i>
Background Information:	Revisions to the Post-Employment Medical Benefits Coverage Resolution are updated to reflect yearly increases for CPI-U. Changes to Resolution 25-18 have been made to incorporate the CPI increase of 2.7% effective beginning on January 1, 2026.
Recommendation:	Recommend that the Board of Commissioners approve and sign Resolution 25-18– <i>Post Employment Medical Benefits Coverage</i> .
Financial Impact:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
Cost Impact:	CPI increase will change the monthly reimbursement, but this is an expected cost of the program.
Other Options:	
Attachments:	Resolution 25-18 Post Employment Medical Benefits Coverage

BOARD OF COMMISSIONERS MOTION

I move to authorize the Governing Board of Commissioners to sign and adopt Resolution 25-18 Post Employment Medical Benefits Coverage effective beginning on January 1, 2026.

Follow Up Action(s):	
Follow up Person(s):	Chief Cowan
Follow up Date(s):	



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Rick Nye	Barb Sullivan
Rick Webster	Lisa Wollum

RESOLUTION 25-18

POST-EMPLOYMENT MEDICAL BENEFITS COVERAGE

Effective Date: January 1, 2026

This Resolution addresses medical premium assistance to LEOFF or PERS retiring employees based on individual sick leave hours remaining on the record at the time of their official LEOFF or PERS service retirement. The terms of the previous resolutions (17-10, 17-01, 14-03, 13-08, 13-06, and 13-02, 19-07, 20-12, 21-04, 22-03, 22-06, 23-01, 24-07) remain in place for those employees retiring within those time frames.

WHEREAS, the Shoreline Fire Department's Governing Board of Commissioners ("Governing Board") recognizes it is in the best interest of the Fire Department and its LEOFF and PERS employees to establish a post-employment medical benefit plan, and

WHEREAS, the Governing Board recognizes the costs associated with medical insurance to cover the gap between an eligible retirement and when Medicare provides coverage delays the retirement of many senior employees, and

WHEREAS, the Governing Board recognizes the savings generated by senior employees retiring offsets some of the cost of providing a post-employment medical benefit plan;

THEREFORE BE IT RESOLVED, employees with service retirements from the Shoreline Fire Department under the Washington State LEOFF or PERS retirement systems shall be eligible in the program under the conditions described below:

Due to the differences in retirement systems, there are different age requirements and other criteria for this program. For all LEOFF personnel the retirement age is 53 years of age. For all PERS employees the retirement age is 62 years of age. PERS requirement and premium assistance is also modified to account for employees with no previous PERS affiliation. Up to six Union-represented, and one non-represented employee are eligible per year for this program, based on seniority. However, employees with a personal services contract are outside of these limits.

If more than four ALS employees wish to take advantage of this program, then for each additional ALS position above four (4), to receive the post-employment medical benefit the Department must be able to:

- Have an employee willing and eligible to fill that position
- Acquire an additional seat at Harborview paramedic training:

Note: If an additional ALS position doesn't become available, then the ALS employee will be able to withdrawal their letter of retirement intent without permanently forfeiting their option for this program. The next most senior Chief Officer or Uniformed (suppression) contract employee, if there is one, would be able to use the vacated post-employment medical benefit position.

All represented employees that wish to take advantage of this program must submit a letter of intent to retire prior to February 1st with their last day of employment prior to July 1st of the following year. Non-represented personnel must submit a letter prior to September 1st. If the employee's letter has been accepted by the Department, but then the employee does not retire prior to July 1st of the next year then the employee will permanently forfeit their option for this program. However, if an employee submits a letter of retirement intent prior to February 1st and is not within the six most senior employees to give notice, the employee will be allowed to withdraw their letter.

Employees may request a later retirement date, which will be considered by the Department. Exceptions to these time frames for notification and retirement will be considered on a case-by-case basis and, if deemed mutually beneficial to the employee and to the Department, may be approved by the Fire Chief and the Governing Board.

The Governing Board hereby gives formal notice that the Post-Employment Medical Benefits (PEMB) program established under Resolution 25-18 will be **terminated effective November 6, 2028**, in accordance with the required three-year notice provision.

All employees enrolled in the PEMB program prior to the effective date of dissolution will continue to receive benefits in accordance with the terms of the Resolution that exists at the time of the employee's enrollment. No enrolled employee shall lose eligibility or have their benefit amount reduced as a result of this dissolution. Benefits will continue until each affected employee's previously determined PEMB end date or age 65, whichever occurs first.

The Department shall continue to administer benefits for all enrolled participants through their full eligibility period. Upon dissolution of the program, no new participants shall be accepted, and no further program modifications shall be made except as required to administer benefits for existing participants.

LEOFF Employees:

To be eligible for the Post-Employment Medical Benefits Program, LEOFF Employees shall meet the requirements necessary to establish a prime year and officially retire from the LEOFF system.

The prime year is established when an employee has met all of the following criteria:

1. Employee shall be a minimum of 53 years of age.
2. Employee shall have a minimum of 25 years of LEOFF service credits. For previous Evergreen Medics, 25 years combined years between LEOFF and years of service with Evergreen as a medic.
3. Employee shall have served their final 10 years with Shoreline Fire Department or combined years between Shoreline and Northshore Fire Departments prior to official LEOFF retirement.

For the purposes of this salary savings program this point will be called the "prime year." If an employee has 25 years of service prior to the age of 53 then their prime year is at age 53. If 25 years of service occurs after the age of 53 then whatever age the employee is the year they attain 25 years of service is their prime year. For example:

- An employee is hired at age 25. Their prime year is age 53.
- An employee is hired at age 30. Their prime year is age 55.
- An employee is hired at age 33, but worked 5 years of retirement credits at another agency with LEOFF or PERS. Their prime year is age 53.

Employees will be eligible to apply for the program if their prime year starts before July 1 of the following year. For individuals who reach eligibility on or after July 1, the following year will be used as their prime year.

LEOFF Employees who meet the prime year requirements shall receive premium assistance based on the following table starting January 1, 2026. Every year thereafter on January 1 the monthly premium assistance shall be increased by CPI consistent with Uniform CBA.

LEOFF - TABLE OF BENEFITS	
Employees who meet the requirements shall receive premium assistance based on the following table.	
Retirement Year	Premium Assistance
Prime Year	\$1,215.32 per mo.
Prime Year plus 1 year	\$1,063.41 per mo.
Prime Year plus 2 years	\$911.48 per mo.
Prime Year plus 3 years	\$759.57 per mo.
Prime Year plus 4 or more years	\$683.61 per mo.

LEOFF Employees shall receive one (1) year of post-employment medical and dental plan premium assistance based on the above table for each one hundred (100) hours of accrued sick leave on the official records of the Department at the time-of-service retirement. Application of premium assistance is based on rounding down from each one hundred (100) hour increments. Example: An employee with three hundred and seventy (370) hours on the record would receive three (3) years of premium assistance.

PERS Employees:

To be eligible for the Post-Employment Medical Benefits Program, PERS Employees shall meet the requirements necessary to establish a prime year and officially retire from the PERS system.

When an employee has met the following criteria, they shall be eligible for the program:

1. Employee shall be a minimum of 62 years of age. If an employee decides to retire earlier than age 62, which represents the prime year, the Fire Chief has the option to apply the prime year calculation.
2. Employee shall have served their final 15 years with Shoreline Fire Department prior to official PERS retirement.

Employees will be eligible to apply for the program if their prime year starts before July 1 of the following year. For individuals who reach eligibility on or after July 1, the following year will be used as their prime year.

PERS Employees who meet the requirements and have a minimum of 25 years of PERS retirement credits shall receive premium assistance based on the following table starting January 1, 2023. Every year thereafter on January 1 the monthly premium assistance shall be increased by CPI consistent with Uniform CBA.

PERS - TABLE OF BENEFITS - 25 YEARS OF PERS SERVICE CREDITS

Employees who meet the minimum requirements and have 25 years of PERS retirement credits shall receive premium assistance based on the following table.

Retirement Year	Premium Assistance
Prime Year	\$1,215.32 per mo.
Prime Year plus 1 year	\$1,063.41 per mo.
Prime Year plus 2 years	\$911.48 per mo.
Prime Year plus 3 years	\$759.57 per mo.
Prime Year plus 4 or more years	\$683.61 per mo.

PERS Employees who meet the minimum requirements and have less than 25 years of PERS service credits shall receive premium assistance based on the following table:

PERS - TABLE OF BENEFITS - LESS THAN 25 YEARS OF PERS SERVICE CREDITS

Employees who meet the minimum requirements with **LESS THAN** 25 years of PERS retirement credits shall receive prorated premium assistance based on the following table. (*See sample calculation)

Retirement Year	Premium Assistance
Prime Year	\$1,063.41 per mo.
Prime Year plus 1 year	\$911.48 per mo.
Prime Year plus 2 years	\$759.57 per mo.
Prime Year plus 3 years	\$683.61 per mo.
Prime Year plus 4 or more years	\$607.66 per mo.

*** SAMPLE PRORATED CALCULATION**

The premium assistance is calculated based on an employee meeting the minimum requirements with 20 years of PERS service credit (or 80% of 25 years)

Retirement Year	Premium Assistance	Prorated %	Adjusted Assistance
Prime Year	\$989.92 per mo.	80%	\$791.94 per mo.
Prime Year plus 1 year	\$866.18 per mo.	80%	\$692.94 per mo.

PERS Employees shall receive one (1) year of post-employment medical and dental plan premium assistance based on the above tables for each one hundred (100) hours of accrued sick leave on the official records of the Department at the time-of-service retirement. Application of premium assistance is based on rounding down from each one hundred (100) hour increments. Example: An employee with three hundred and seventy (370) hours on the record would receive three (3) years of premium assistance. Day shift employees (non-uniformed and non-represented only), for the sole purpose of this post-employment medical benefit, shall have their sick leave balance converted to the equivalent of shift personnel for calculating their potential years of benefit.

Premium Assistance Payments for LEOFF and PERS Retirees:

The Department's contribution shall be made to the retiree's HRA VEBA account on a monthly basis. In the event the retiree passes away prior to utilizing all of their benefit, the benefit will cease at the end of the month following death. In no event shall the Department's contribution extend beyond the employee's eligibility for Medicare coverage or age 65, whichever is earlier. Any employee that is enrolled in this program shall be guaranteed that benefit as stated in this Resolution, regardless of whether or not this program has been modified or if the structure of the Department has changed. If the Medicare age is modified, individuals on the plan will receive the benefit until age 65 years of age.

The Department agrees to manage and fund the associated costs of this program. The Department shall retain the sole discretion to delegate administration of the HRA to a designated third-party administrator or plan service provider of the Department's choosing. In the event that the Department determines that this program is no longer in the best interest of the organization, then the Department shall confer with the Union prior to terminating the program. Any retired member receiving benefits pursuant to this program at the time of program termination shall continue to receive payments until age 65 or until their death, whichever is earlier. In the event that the Department joins an RFA, merges with another department, or is acquired by another agency, the employees who retired under this program shall continue to receive benefits or be paid their entire benefit in a lump sum payment.

This Resolution is applicable to employees retiring on or following the date of approval of this Resolution.

ADOPTED AND APPROVED by the Governing Board of Fire Commissioners of the Shoreline Fire Department, King County, Washington, at a regular meeting thereof, held on November 6, 2026.

Attest:

**GOVERNING BOARD OF THE SHORELINE FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY**

Boupha K. Siharath
Secretary to the Governing Board

Eric Adman, Commissioner

Tyler Byers, Commissioner

Kimberly A. Fischer, Commissioner

David M. Harris, Commissioner

Rod Heivilin, Commissioner

Rick Nye, Commissioner

Josh Pratt, Commissioner

Barb Sullivan, Commissioner

Rick Webster, Commissioner

Lisa Wollum, Commissioner



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**GOVERNING BOARD OF COMMISSIONERS
REGIONAL FIRE AUTHORITY MEETING**

Informational Only

Approval by Motion

Meeting Date:	November 6, 2025
Agenda Title:	Chief Officer Collective Bargaining Agreement for January 1, 2025, through December 31, 2027
Background Information:	IAFF Local Union 1760 and Management negotiated and finalized the Chief Officer Collective Bargaining Agreement for January 1, 2025, through December 21, 2027.
Recommendation:	Recommend that the Governing Board of Fire Commissioners approve the Chief Officer Collective Bargaining Agreement for January 1, 2025, through December 31, 2027.
Financial Impact:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
Cost Impact:	Cost of living adjustment and other indirect costs.
Attachments:	<ul style="list-style-type: none">Chief Officer Collective Bargaining Agreement for January 1, 2025, through December 31, 2027

BOARD OF COMMISSIONERS MOTION

I move to authorize the Shoreline Fire Department RFA Governing Board to approve the Chief Officer Collective Bargaining Agreement for January 1, 2025, through December 31, 2027.

Follow Up Action(s):	
Follow up Person(s):	Fire Chief, Matt Cowan
Follow up Date(s):	



Agreement By and Between

SHORELINE FIRE DEPARTMENT

and

SHORELINE FIREFIGHTERS LOCAL 1760

INTERNATIONAL ASSOCIATION OF FIREFIGHTERS

AFL-CIO



**Collective Bargaining Agreement Representing
Fire Marshal, Battalion Chiefs, and Division Chiefs**

January 1, 2025 through December 31, 2027

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ARTICLE 1: Recognition

Section A The Department recognizes the Union as the exclusive bargaining representative for the Fire Marshal, Battalion Chiefs and Division Chiefs.

It is also recognized that employees from the Uniform CBA may also temporarily perform work covered by the Chief Officer CBA.

ARTICLE 2: Successors and Assigns

Section A This Agreement shall be binding on the successors and assigns of the parties hereto, and no provisions, terms, or obligations contained herein shall be affected, modified, altered, or changed in any respect whatsoever by the consolidation, merger, annexation, incorporation, transfer, or assignment of either party hereto, or by any change geographically or otherwise in the location or place of business of either party hereto.

Any members that are moving from the Uniform CBA to this CBA, that qualify for a “freezing” of wages shall still have their wages frozen as appropriate and identified in the Uniform CBA.

ARTICLE 3: Savings Clause

Section A If any provisions of this Agreement, or the application of such provision, should be rendered or declared invalid by any court action or by reason of any existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect.

ARTICLE 4: Union Membership and Security

Section A Union Membership

All full-time employees covered by this agreement shall have the opportunity to become members of the Union within thirty-one (31) days after employment with the Department, or, thirty-one (31) days after the signing of this Agreement, whichever is first. This will be accomplished by an “Opt In” or an “Opt Out” letter. The employee will make the choice of being in the Union or not. If opting in then each employee shall tender dues and initiation fees uniformly required as a condition of membership.

Employees opting out will knowingly not be eligible for certain benefits through affiliation with the Union. Subsequently, the employee will not have any Union dues or fees withheld from their paycheck.

Section B Non-Association

Such employees, who through the right of non-association based on bona fide religious tenants or teachings of a church or religious body of which such employee is a member, shall comply with [RCW 41.56.110](#), new Section 2, Paragraph 1.

Section C Duration

All employees that opt in to the Union shall have the opportunity to remain members for the term of this agreement consistent with applicable laws and IAFF Constitution & Bylaws.

Section D Hold Harmless

The Union agrees to hold the Department harmless from any claims filed by employees against the Department arising out of the Department's activities to enforce the provisions of this Article, except those caused by negligence by the Department.

ARTICLE 5: Collection and Payment of Union Dues

Section A Payroll Deduction

Upon receipt of the written and signed form from the employee authorizing payroll deduction, the Department will deduct Union dues and assessments on a monthly basis from the employee's wages in the manner prescribed by law. The total amount so deducted as Union dues and assessments shall be collected and given to the Union at the end of each payroll accounting month.

Section B Hold Harmless

The Union agrees to hold the Department harmless from any claims filed by employees against the Department arising out of the Department's activities to enforce the provisions of this Article, except those caused by negligence by the Department.

ARTICLE 6: Non-Discrimination Clause

Section A Department

The Department agrees not to discriminate against any employee for activity on behalf of, or membership in, the Union.

Section B Department and Union

The Department and Union agree not to discriminate unlawfully against any person or employee because of color, sex, sexual orientation, gender identity, race, religion, national origin, age, marital status, or the presence of physical, mental, or sensory handicap, unless there is a bona fide occupational qualification disability.

ARTICLE 7: Union Communication

- Section A The Department agrees to maintain a suitable board, provided by the Union, in a convenient place in all staffed stations, to be used exclusively by the Union. The Union shall limit its physical posting of notices and bulletins to such bulletin board.
- Section B The Department agrees to allow Union members the ability to access the Union website from Department computers. The Department agrees not to access the Union website directly or indirectly.
- Section C The Department agrees to allow the Union to communicate via Department email regarding Union matters with the understanding that those emails are subject to public disclosure laws.
- Section D The Department agrees to allow a minimum amount of printing on Department printers for union activity.
- Section E The Department agrees to allow the Union to use a mutually agreed to office not used by an assigned officer and/or a storage room at an occupied station.

ARTICLE 8: Union Business and Trades

Section A Union Business

The Union agrees to conduct its business outside of work hours whenever possible. Union meetings may be held at Department facilities, provided they do not interfere with the Department's routine operations or overall effectiveness.

Official Union representatives may confer with on-duty Union employees during scheduled breaks, meal periods, or other periods of down time.

Employees designated by the Union President shall be granted time off—outside the provisions of Administrative Policy 108—to carry out Union-related duties, including participation in conferences, conventions, seminars, and similar events. This time off shall not result in any additional wage cost to the Department for Union business.

The total amount of paid time off for Union activities shall not exceed 144 hours per calendar year, collectively, for all represented employees.

Section B Union Leave Bank

A Union Leave Bank shall be maintained by the Department. Each month, the Department will transfer vacation leave from the vacation banks of Uniform contract employees into the Union Leave Bank. The amount transferred will be based on the number of hours approved by the Union in September for the following calendar year. For 2025, the transfer amount will be determined by the Union upon contract approval. Union leave shall:

- a. Only be approved by the Union President or designee
- b. Follow admin 108 Optional Time off and Trades for scheduling time off
- c. If there are no additional time off positions available Union Leave shall still be granted; however, the hours will be deducted at one and half (1.5) times.

Unused Union Leave hours will carry over to the following year, with a maximum accumulation cap of 1,000 hours.

Union Leave hours have no cash value and are not eligible for cash-out. Donated hours will not be returned to the individual employees who contributed them.

Section C Union Trades

The Union shall provide a replacement employee at no cost to the Department to maintain required shift staffing for each employee participating in a Union Trade. If the scheduled replacement fails to report for duty, the Union shall be responsible for any costs incurred by the Department in securing a replacement.

Section D Department Reimbursement

The Union President or their designee may approve an off-duty Union member's attendance at designated activities and will notify the Deputy Chief of Operations. The employee will be compensated by the Department through overtime. The Union shall reimburse the Department for all actual costs incurred for that employee's compensation, including salary, applicable taxes, and LEOFF2 contributions paid by the Department.

Section E Union Negotiations

The Union shall provide the Department with a list of up to six (6) employees—more may be designated with mutual agreement—who will serve as negotiators and/or observers during labor negotiations. These employees may participate in negotiations but remain subject to being called back to duty if they are unable to secure a shift trade.

ARTICLE 9: Subcontracting

Section A The Department shall not subcontract out or use computers/artificial intelligence/non-biological intelligence to perform first response firefighting or EMS work that is presently being performed by employees covered by this Collective Bargaining Agreement without first bargaining with the Union.

ARTICLE 10: Management Rights

Section A Subject to the terms of this Agreement or applicable law, Management shall retain the right and authority to operate and direct the affairs of the Department. Management's rights and responsibilities shall include, but not be limited to:

- a. Determining the mission, budget, and organizational structure of the Department;
- b. Managing and directing personnel, facilities, and equipment.
- c. Hiring, promoting, retaining, and laying off employees due to lack of work or other legitimate reasons;
- d. Suspending, demoting, disciplining or discharging for just cause;
- e. Contracting for goods and services not presently performed by bargaining unit members;
- f. Determining whether goods or services should be purchased;
- g. Maintaining the efficiency of the operation of the Department by making and enforcing reasonable rules and regulations, provided that such rules and regulations are not in conflict with this Agreement;
- h. Changing or eliminating existing equipment, facilities, or levels of service;
- i. Determining the utilization of technology for new, improved or automated methods and equipment. Any changes to wages, hours, or working conditions of represented employees due to technology changes shall be subject to bargaining; and
- j. Performing all other functions not expressly limited by this Agreement or law.

Section B Management agrees that a continuing duty to bargain exists as to changes in wages, hours, and working conditions as may be required by [RCW Chapter 41.56](#).

Section C Management further reserves the right to take whatever actions are necessary to carry out the mission of the Department in responding to natural and man-made disasters such as a mass disaster, significant civil disturbance, earthquake, epidemic disease, terrorism or other event having an equivalent impact on service delivery which may necessitate a temporary change in operational procedures.

ARTICLE 11: Maintaining a Drug-Free Workplace

Section A Purpose

The Shoreline Fire Department (Department) and Shoreline Firefighters, IAFF Local 1760 (Union) recognize that inappropriate drug and/or alcohol use by employees threatens public welfare and the safety of Department personnel. It is the goal of the Department and Union to eliminate or absolve illegal drug use, the abuse of legal drugs and alcohol abuse through education and rehabilitation of the affected employee. The possession, use or being under the influence of alcoholic beverages or unauthorized drugs shall not be permitted in the Department's stations, work sites or while an employee is on duty or representing the Department in an official capacity.

The Department and Union agree to negotiate a Policy that assures compliance with the [Federal Drug Free Workplace Act of 1988](#) (PL. 100-690). The Department and Union agree to a Policy and Procedure that are responsive to the unique working conditions of a fire department and the potentially dangerous and responsible work that is performed by its members.

Section B Informing Employees about Drug and/or Alcohol Testing

All employees shall be fully trained and informed of the Department's drug and alcohol policy and testing procedures. Employees shall be provided with information concerning the impact of drug and/or alcohol use on job performance. In addition, the Department shall inform employees on how the test/s are conducted, what the test/s can determine and the implications of testing positive for drugs and/or alcohol. All new employees will be provided with this information on their initial date of hire. No employee shall be tested before this information is provided to him/her.

NOTE: Prior to any testing, the employee will be required to sign a consent and release form.

Employees who voluntarily come forward prior to initiation of an investigation and ask for assistance to deal with a drug and/or alcohol problem shall not be disciplined by the Department.

Section C Union Held Harmless

The Department assumes sole responsibility for the administration of this Article and the Department's Policy and Procedure and shall be solely liable for any legal obligations and costs arising out of the provisions of the Policy and/or Procedure and/or application of this Collective Bargaining Agreement related to drug and/or alcohol testing. The Union shall be held harmless for the violation of any worker rights arising from the administration of the drug and alcohol testing program.

Section D Changes in Testing Procedures

The Union and the Department recognize that there may be improvements in the technology of testing procedures, legislative changes or other circumstances that may warrant opening this Article or associated Policy and/or Procedure. In that event, both parties agree to bargain in good faith whether to amend the Policy and/or Procedure to include such improvements.

Section E Conflict with Other Laws

This Article is in no way intended to supersede or waive any constitutional or other rights that the employee may be entitled to under Federal, State or local statutes.

ARTICLE 12: Off-Shift Participation

Section A The Union agrees that its employees, if available, shall respond to emergencies during normal off-shift hours when advised to do so by any of the normal methods of alerting, including telephone and text message.

Section B If an employee is advised to report for duty for an emergency and is not available, the employee will provide an estimated soonest time that they will be able to report, if requested.

Section C The Department agrees to notify off-shift employees of overtime opportunities, call-out situations, and other important notifications using text to phone, automated phone, verbal by phone means or via electronic messaging..

Section D The Union agrees that all personnel, to the best of their ability, shall provide the Department with a reliable off-duty text number, mobile phone number, and/or a residence phone number.

ARTICLE 13: Disciplinary Procedure

Section A The Department and the Union agree that the primary emphasis of disciplinary action is to ensure correct employee behavior and performance. Disciplinary actions should reinforce expected performance standards and correct and/or rehabilitate misconduct or substandard performance. The goal of discipline is to improve employee performance.

Section B The Department and the Union agree that a progressive approach to resolving an employee's inappropriate behavior will be utilized unless the infraction is of such a serious and/or immediate nature that it warrants skipping the steps outlined in the mutually agreed to Disciplinary Procedure.

Section C The Department will take no action against an employee of this bargaining unit without just cause.

Just cause shall be determined by answering the following questions. The answers to questions one through seven (7) should be "Yes" to establish just cause:

1. Did the employee have prior notice of the possible/probable consequences of his or her conduct?
2. Is the Department's rule, order or policy reasonable?
3. Was there a fair and objective investigation?
4. Is there substantial evidence to prove the Department's allegations?
5. Has the Department applied these rules and penalties evenly to all employees?
6. Was the degree of discipline that is recommended reasonably related to the seriousness of the offense?
7. Are there mitigating factors, such as the employee's work record, discipline history, minimal harm, lack of intent to cause harm, etc. that can be offered?

Section D The Department and the Union will abide by a mutually agreed on Disciplinary Procedure, as published by the Department.

Section E The Department and Union agree that maintaining proper discipline is the duty of every supervisor in the organization.

Section F Artificial Intelligence (AI)/Non-Biological Intelligence shall not be used in any manner in the discipline/discipline process of an employee. Including, but not limited to, analysis for discipline and/or recommendation for level of discipline.

ARTICLE 14: Grievance Procedure

Section A Purpose

For the purpose of this Article, a grievance is defined as *any dispute which may arise between the Union and the Department regarding the interpretation, application, or alleged violation of any Article of this Agreement.*

Section B Grievance Procedure

It is the purpose of this procedure to provide an orderly and expeditious method of resolving grievances. It is the intent of the parties to resolve grievances at the lowest step if possible.

Grievances shall be submitted with the following information:

- a. A general statement explaining the conditions or actions under which the alleged grievance occurred.
- b. The specific Article, Policy, and Section of the Agreement, and/or past practice, alleged to have been improperly administered or violated.
- c. The remedial action requested.

The process for submittal and resolution is as follows (grievance only moves forward if it remains unresolved):

Step 1:

Submit grievance to the Union grievance committee, Human Resources and the Fire Chief or designee within thirty (30) calendar days from the Union Executive Board becoming aware of the event giving rise to the potential grievance.

Step 2:

The Union grievance committee shall investigate the grievance and provide a written response to the grievant, Human Resources and the Fire Chief as to their findings and recommendation within fourteen (14) calendar days of their receiving the grievance. The written response shall include a statement from the supervisor or person as to why the action occurred, if applicable.

Step 3:

The Union and the Department shall meet and confer within ten (10) calendar days from the notification to Human Resources and the Fire Chief to resolve the grievance.

Step 4:

After thirty (30) calendar days from the meet and confer date, if the grievance remains unresolved, the grievance shall be submitted to binding arbitration utilizing the following process:

- a. A list of nine (9) names shall be jointly requested from the Federal Mediation and Conciliation Services (FMCS). The Department and the Union shall alternately strike one name from the list until only one name remains. The order of striking shall be determined by a coin toss. The one remaining shall be the Arbitrator. One working day may be allowed for the striking of each name.
- b. The Arbitrator shall hold a hearing at which the parties may submit their cases concerning the grievance. The hearing shall be kept private and shall include only such parties in interest and/or designated representatives.
- c. The Arbitrator shall have no power to render a decision that will add to, subtract from, or alter, change, or modify the terms of this Agreement. The Arbitrator's power shall be limited to the interpretation or application of the expressed terms of this agreement. All other matters shall be excluded from arbitration. The Arbitrator shall not substitute their judgment on a matter or condition for that of the Department where the Department has not negotiated and limited its authority on the matter or condition.
- d. The decision of the Arbitrator shall be final, conclusive, and binding upon the Department, the Union, and the employees involved.
- e. The cost of the Arbitrator shall be borne equally by the Department and the Union, and each party shall bear the cost of representing its own case.
- f. The Arbitrator's decision shall be made in writing and shall be issued to the parties within thirty (30) calendar days after the hearing is closed.
- g. Arbitration or grievance settlements shall not be made retroactive beyond the date of the occurrence or nonoccurrence upon which the grievance is based, that date being ten (10) or less calendar days prior to the initial filing of the grievance.
- h. It is specifically and expressly understood and agreed that taking a grievance appeal to arbitration constitutes an election of remedies and a waiver of any and all rights by the appealing employee, the Union, and all employees it represents to litigate or otherwise contest the appealed subject matter in any court or other available forum shall

constitute an election of remedies and a waiver of the right to arbitrate the matter.

- i. In the event the Arbitrator finds that they have no authority or power to rule in the case, the matter shall be referred back to the parties without decision or recommendation on the merits of the case.

Section C

Time Limits

Any time limits stipulated in this article shall be extended by seven (7) calendar days by notification to Human Resources and/or the Union grievance committee by email or other written method prior to the timeline expiring. Any further modification to the timelines will be made only by agreement in writing of the Department and the Union. The parties may also, by mutual written agreement, waive any steps of the Grievance Procedure to advance said grievance to expedite a resolution. If at any step in the Grievance Procedure, the Department's answer is deemed unsatisfactory, the Union's and/or the aggrieved employee's reasons for non-acceptance must be presented in writing. Failure by an employee and or the Union to comply with any time limitation of the procedure in this Article shall constitute withdrawal of the grievance. Failure of the Department to respond within the time limitations of the procedure in this Article shall default the grievance to Arbitration as per the procedure described in Step 4, a-i., of this Article.

ARTICLE 15: Seniority, Reduction in Force and Reduction in Classification

Section A Seniority

“Seniority” as used in this Article shall be defined as the length of continuous full-time service with the Shoreline Fire Department beginning with the last date of hire with not more than one break in service of thirty-one (31) calendar days. Employees having the same date of full-time hire and/or length of continuous service shall be placed on the seniority list in accordance with the Fire Chief interview ranking or lateral entry Paramedic promotion list in order of the highest ranking first.

If there were two different hiring groups for the same start date then seniority will be based on original offer date from the Fire Chief interview ranking.

Lateral Paramedics who were hired through the Shoreline Fire Department Paramedic testing promotional process, shall have their hire date based on the Fire Department they were hired from and considered, for seniority purposes, the employee’s hire date for the Shoreline Fire Department.

Section B In the event it becomes necessary for the Department to reduce employees, the Department will utilize the seniority list and reduce employees by classification as it pertains to the source of revenue loss necessitating the reduction. Revenue is defined as *King County EMS Levy and/or Shoreline Fire Department General Fund income*. A reduction in force may result in a *Reduction in Classification (RIC)* and/or a *Reduction in Force (RIF)*. It is recognized that this might cause an employee to move from this CBA to the Shoreline Uniform CBA.

Section C Reduction in Classification

A *Reduction in Classification* is a reduction in: Fire Marshal, Battalion Chiefs and Division Chiefs.

In case of a reduction in classification, the employee’s salary shall be frozen until the employee’s salary in the new position matches or exceeds the previous position, if the employee has been in that position for at least two years.

EXAMPLE:

If a Division Chief position were to be reduced, that employee, based on their time in the classification (the most recently promoted employee would be the first employee to be reduced in classification), shall reduce to their last held position within the Shoreline Fire Department or Firefighter, whichever is higher. If a Division Chief was reduced to a Battalion Chief, then the least senior Battalion Chief would have the ability to move to a Company Officer classification in the Shoreline Firefighters

CBA, which in turn could result in other reductions and the least senior firefighter being laid off.

- Section D Reduction in Force
A *Reduction in Force* occurs when the total number of employees is reduced. The employee having the least seniority in the Shoreline Fire Department based on the seniority list shall be reduced (subject to Section B of this Article)
- Section E Employees subject to a *Reduction in Classification* or a *Reduction in Force* shall be recalled by the Department in the inverse order provided that those recalled have the ability to meet the qualifications to serve in the classifications in which the opening exists.
- Section F The Union shall cooperate with the Department to maintain a list of employee contact information of all employees who have been laid off. Notice(s) of recall shall be sent by the Department to the employee(s) at their last known address by certified mail with return receipt requested with a copy to the Union. If any employee fails to report to work within twenty-one (21) calendar days from the date of mailing of the notice of recall, that employee shall be considered to have terminated employment with the Department, shall cease to have seniority, and the employee's name will be removed from the recall list.
- Section G Recall right for any employee shall expire twenty-four (24) months from the date of layoff. A written notice of expiration or loss of recall rights shall be sent to the employee's last known address by certified mail with return receipt requested with a copy to the Union.
- Section H Benefits and seniority shall not accrue during the layoff period.
- Section I The Department shall provide the Union with a current seniority list in January of each year.
- Section J Employees from Fire Department(s), listed in policy Admin 124 Promotional Guidelines that participate in Shoreline Fire Department's Paramedic testing shall be notified of this article.

ARTICLE 16: EMS Certification Performance

Section A In the event that an EMT or Paramedic fails to perform to the standard level of medical care consistent with King County EMS, the Washington State Department of Health (DOH), and/or Shoreline Medic One, as defined by the Medical Director and Washington State Law, that EMT or Paramedic may be provided with a performance improvement plan (PIP). This PIP shall not exceed 12 months in length and it is understood that the Department may take other necessary corrective actions consistent with this Collective Bargaining Agreement including Article 13: Disciplinary Procedure. A copy of any PIP shall be provided to the Union President.

In addition to a PIP, at the end of a PIP, or in lieu of a PIP, an EMT or Paramedic's performance or conduct issue may be referred to the Washington State DOH consistent with RCW 18.130 Uniform Disciplinary Act (UDA).

Section B The UDA's intent is to strengthen and consolidate disciplinary and licensure procedures for the licensed health and health-related professions and businesses by providing a uniform disciplinary act with standardized procedures for the licensure and certification of health care professionals and the enforcement of laws the purpose of which is to assure the public of the adequacy of professional competence and conduct in the healing arts.

ARTICLE 17: Wellness-Fitness Participation

Section A The Department and the Union mutually recognize the vital importance of an employee's physical and mental health and its relationship in fulfilling the mission of the Department. The Department and the Union also agree that physical fitness is an essential job requirement and it is in the best interest of the employee and shift teams to fully participate in the Wellness Fitness Program on a regular basis.

Section B The Wellness Fitness program shall be coordinated by a Labor/Management committee as detailed in Safety & Health Policy 517.

Section C All employees shall participate in the Wellness Fitness Program as detailed in Safety & Health Policy 517.

ARTICLE 18: Probationary Term of Employment

Section A The probationary period allows the Department to terminate an employee outside of the normal disciplinary process applied to non-probationary employees.

Section B The probationary period for new employees, shall end twelve (12) months following start of employment. Successful completion of the probationary period shall include completion of applicable first-year expectations. Excessive absences during the employee’s probationary period may be grounds for extending probation. Failure to successfully complete probation as stated above shall result in termination or possible extension of probation if mutually agreed to between the Union and Department.

Section C An employee’s Employment Probationary period may be extended by mutual agreement between the Union and Department in order to meet the necessary requirements. Any extension of probation shall have a specific date when the extension will end, not to exceed three (3) months. In the event a probation is extended, a specific work plan shall be created to assist the employee in identifying and verifying the requirements are met. An employee who does not meet the requirements of the work plan shall be terminated.

Section D A Department employee promoted to fill a vacant position within the bargaining unit shall be subject to a twelve (12) calendar month probationary period. In the event the employee does not successfully complete the probationary period, such employee shall be reassigned to their former job classification and pay.

ARTICLE 19: Promotional Positions

Section A The Fire Marshal, Operational Battalion Chief, Dayshift Battalion Chief, Training Battalion Chief, and Division Chief ranks shall be considered promotions.

All advancement opportunities within the bargaining unit shall be offered to bargaining unit employees. If the position is not filled through this process, the Department may open the selection process to non-Department candidates.

ARTICLE 20: Conflict of Interest

Section A Employees that fall into the category of relationship as defined in Section D shall be constrained in their work schedule with each other subject to the following conditions identified in Sections B and C. Employees that have entered into these defined relationships shall notify Human Resources as soon as practical.

Section B Peer/Peer employees may be assigned to the same shift but shall not be assigned to the same station on a regular basis. Every effort shall be made to assign affected employees to different emergency apparatus.

Section C Supervisory or Administrative employees shall not be assigned to the same shift or division where they will be in a supervisory or administrative role with the person defined in Section D.

If during the course of any investigation or personnel matter it is determined that the investigator is in a relationship with the person of interest, the investigator must immediately notify their supervisor and recuse him/herself from any further involvement in the process. Under no circumstances shall any individuals who are defined in Section D be included in any disciplinary or investigative actions.

Section D Defined Relationships:

Relative: This includes the following relationships: spouse, children, step-children, parent, step-parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, cousins, niece, nephew, parent-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, domestic partner and/or anyone with whom the employee shares a house, apartment or other living arrangement.

Close Personal Relationship: This includes a romantic, dating, cohabitating, sexual, or intimate relationship.

Section E Supervisory employees that enter into a relationship defined in Section D that choose to relinquish their supervisor position and enter a peer-to-peer relationship and assignment defined in Section D shall continue on the acting list as a workbook Acting Officer for that rank and position and shall have their wage frozen until their wage for the new position meets or exceeds their current wage.

ARTICLE 21: Contractual Hours

Section A General Provisions

All basic shift arrangements and duty hours are established in accordance with FLSA Section 7K (Fair Labor Standards Act, 29 U.S.C. §201).

Four-Platoon Shift

Employees on a four-platoon schedule shall work a total of 2,496 hours per year, averaging 47.8 hours per week over 52.18 weeks, using a 24-day FLSA work cycle.

Shifts are 24 hours, starting at 0800 hours, rotating as follows:

- a. 1 day ON
 - b. 1 day OFF
 - c. 1 day ON
 - d. 5 days OFF
- Additional "work back days" are scheduled as needed to meet the 2,496-hour obligation, per Administrative Policy 108.

Battalion Chiefs and Acting Battalion Chiefs, when in an acting role, are expected to report for work at 15 minutes before start of shift, which will result in the reduction of contractual hours or receive straight pay.

The reason for starting 15 minutes early is to ensure a proper tie in with the off-going Battalion Chief and to assist with any work in transitioning to the new shift.

Until the contract is ratified the tie in shall be 30 minutes and will only be for changes in BC at 08:00

FLSA Compliance

- a. The maximum number of non-overtime hours worked during a 24-day FLSA cycle shall not exceed 182 hours.
- b. Trades do not impact the FLSA hour count.
- c. Employees shall not schedule more than one debit day per FLSA cycle. If the Department schedules a debit day that causes the employee to exceed 182 hours, the excess hours actually worked will be compensated at time-and-a-half. Paid time-off does not count as hours worked when determining FLSA mandated overtime.

Note: The 24-day FLSA period does not affect other overtime obligations defined in the CBA.

Day-Shift Battalion Chiefs (DBC)

- a. Employees shall work 2,080 hours per year, averaging 39.86 hours per week over 52.18 weeks, using a 24-day FLSA cycle.
- b. Will work four (4) ten and three-quarter (10.75) hour shifts in a row on either an AB, or CD assignment to the platoon shifts, followed by four days off.
- c. Shifts will start at 0615 and end at 1700 hours.
- d. A DBC may trade with another DBC or BC, but a four-platoon assigned BC cannot work in place of a DBC.

Day-Shift

Employees shall work 2,080 hours per year, averaging 40 hours per week over a 28-day FLSA cycle.

Shifts typically start between 0600–0800 hours, with lunch breaks of 30 or 60 minutes.

Possible Schedules (at Fire Chief’s discretion):

- a. Monday–Friday: 8 hours/day
- b. Monday–Thursday and alternating Fridays: 9 hours/day (M–Th), 8 hours every other Friday. (Alternate Mondays off allowed.)
- c. Monday–Thursday or Tuesday–Friday: 10 hours/day

Flexibility: Schedule variations may be approved by mutual agreement to meet position-specific needs.

Operations Day Shift

For personnel assigned to response apparatus during peak hours.

Annual work schedule: 2,080 hours, with a paid lunch, using a 28-day FLSA cycle.

Possible Schedules (adjusted to meet 2,080-hour requirement):

- a. Four 12-hour days on / four days off
- b. Four 10-hour days on/ four days off
- c. Monday–Friday: 9 hours/day

Disaster Operations Shift

In the event of a major incident, the Fire Chief or designee may declare a Department Disaster, triggering alternative work schedules for up to 72 hours, with Union notification.

If the alternative schedule is not a 24-hour shift, employees will receive the day shift premium.

If operations must continue beyond 72 hours, the Department and Union shall meet and confer to determine further scheduling.

Section B Schedule Changes

The Department shall provide at least 16 calendar days' notice for scheduling changes. Changes may occur sooner with mutual agreement. Employees recovering from duty-related disability may be reassigned as soon as medically appropriate.

Section C Annual Schedule Publication

The full work schedule for the following year shall be published no later than October 15.

Section D Trades

All shift trades shall be managed in accordance with Administrative Policy 108: Scheduling Optional Time Off and Trades.

ARTICLE 22: Working Out of Classification

Section A Short-Term Position Change (less than 60 days)

When an Officer position or other designated Department position becomes vacant due to vacation leave, sick leave, school, or other similar circumstances lasting less than 60 days the position shall be filled by qualified personnel, in accordance with *Training Policy 618 Qualification of Members for Positions/Duties*. If an overtime shift is created, the vacancy will be filled using the normal overtime procedure (refer to Administration Policy 136 Employee Overtime).

The Department shall make these replacements in accordance with *Admin Policy 136 Employee Overtime*. When Acting Officers and Acting Driver/Engineers are used to fill vacancies, the hourly rate of pay for these replacements shall be based upon the starting pay for the position being replaced, as stated in Article 24 Wage Scale Matrix.

If an employee is unable to or chooses not to accept a short-term position change, the Department will fill the position with another available authorized employee. Employees that do not accept the short term acting shift may not have the same acting hours at the end of the year due to passing up on opportunities to act.

Section B Long-Term Position Change

When an Officer position becomes vacant for 60 days or longer, the Fire Chief or designee, shall appoint an employee qualified in accordance with *Training Policy 618 Qualification of Members for Positions/Duties*. The appointment shall be placed no later than 30 days from the starting date of the vacancy, and/or when it becomes known that there will be a vacancy of 60 days or longer. The position is considered vacant from the first shift or partial shift the employee is on leave.

The first long-term acting position will be offered to employee with the most senior completed workbook matching the vacancy. The next vacancy shall be offered to the next person with the most senior workbook, and so on. At the start of a long-term acting position, the employee will be moved to the bottom of the list. When a person completes their workbook, they shall be placed on the bottom of the workbook seniority list, below any other employees who have already started a long-term acting position.

If a Battalion Chief vacancy creates more than one long-term acting position, all positions shall be filled no later than 30 days from the date of the original vacancy.

EXAMPLE: The Battalion Chief goes out on Long-Term Disability, which causes a Captain to be moved into a long-term role, which causes a Lieutenant to be moved into a long-term role, which causes a

Driver/Engineer to be moved into a long-term role. All positions shall be filled on the same day. The exception would be if the notifications, processes, etc. exceed 30 days. If this occurs then the Union shall be notified of the delay.

Employees assigned by the Fire Chief or designee to an Acting position shall receive the hourly rate of pay for these replacements, which shall be based upon the starting pay for the position being replaced, as stated in Article 24, Wage Scale Matrix, or a minimum of 104% of the employee's current rate of pay, whichever is greater.

In the event that an employee has been reduced in classification, that employee shall stay on top of the applicable Long-Term Acting List for the respective position. If there is more than one employee who has been reduced in classification (from the same rank), the employee who was originally promoted to the respective position first shall be on top of the Long-Term Acting List. Multiple employees Reduced in Classification for the same position shall rotate Long-Term Acting opportunities. If the Department is unable to fill a long-term acting position with an employee who was reduced in classification, the Department shall follow the normal Long-Term Acting List.

Employees shall not be moved or alternated to avoid a promotion. If an appointment for a specific long-term acting position extends beyond nine (9) months then the Department shall complete the promotion per policy and offer the promotion within one week after the nine-month date of vacancy. If the Department does not identify and promote a candidate within one week (seven days) after the nine-month date of vacancy, the employee(s) who are promoted shall receive retroactive pay for the promotion from the deadline. The promotion and retroactive pay may not be nullified by the employee creating the vacancy returning after the vacancy. EXCEPTION: The above time frame may be adjusted if mutually agreed upon by the Union and the Department. The employee has up to 24 hours after confirmed contact to accept or decline the offered position.

If the Department receives written notification from the employee's physician that the length of the disability will exceed nine months then the Department shall attempt to promote an employee using the normal process within two weeks of receiving the notification. If it can't be completed in two weeks, the Union shall be notified as to why and when the promotion shall occur.

Employees who are promoted at the nine-month date of vacancy shall begin accruing time in grade and begin their probation based on Article 18 Probationary Term of Employment or Promotion. These employees shall start their probation after they have been promoted on the ninth month plus one day. They shall accrue a month of credit towards their probation

for every full 30-day increment that they work, in case they are later reduced in classification.

EXAMPLE: A Company Officer is assigned a long-term acting assignment for an injured Battalion Chief. The Battalion Chief is off for nine (9) months, triggering the promotion. The Battalion Chief returns to work 80 days later. The Company Officer gets promoted after (nine) 9 months, starts their probation and then is reduced in rank back to Company Officer with two (2) months of probation and time in grade completed.

If there is a reduction of force or reduction in classification (Article 15 Reduction in Force and Reduction in Classification), the promoted employee(s) shall not lose their accumulated time in grade. Those employees affected by the reduction in classification will not continue to accumulate time in grade until those employees move back to their promoted position, which they were reduced from.

Section C Training Battalion Chief

The typical term is 3 years, with flexibility by mutual agreement.

If employee leaves position after 36 months, or is forced to leave by Department prior to 36 months, then the premium pay is frozen upon reassignment until new position pay catches up.

Vacancies shall be filled per Admin Policy 124.2 Promotional Guidelines (Appointed Positions).

If there are no applicants, the assignment shall be made based on reverse classification seniority, provided the employee has a minimum of three years as a Battalion Chief. If no Battalion Chief meets the three-year requirement, the position shall be assigned to the most senior Battalion Chief.

An employee cannot be assigned if they just completed a three-year term in the Training Division.

The position is a provisional promotion as a result of their assignment to the Training Division. If a position is filled by a permanent (hard-bar) promotion, the resulting shift vacancy shall be filled through the normal promotional process.

Any changes to the number of any positions within the North King Training Consortium shall be negotiated with the Union to mitigate the impacts.

ARTICLE 23: Salary Calculations and Pay Periods

Section A Employees covered by this Agreement shall be compensated in accordance with the Wage Scale Matrix as prescribed in Article 24.

Section B An employee's monthly salary includes the position pay, longevity pay and applicable specialty pay and premiums as indicated per the contractual wage scale matrix.

The annual salary is determined by multiplying the monthly salary by twelve (12).

The employee's hourly rate of pay is determined by dividing the annual salary by the appropriate number of hours assigned to the employee in a typical year.

Section C Payroll will be processed twice per month under the following schedule.

Full payroll will be processed the Monday prior to the second regularly scheduled Commissioners meeting each month. This processing will include all overtime hours accounted for on the certified daily log up to the processing day noted above, plus the monthly salaries. Payroll for this processing will be released the second to the last working day of the month.

An overtime only payroll will be processed the second to last working day of the month. This processing will include only overtime hours accounted for on the certified daily logs by this date. Payroll for this processing period will be paid on the 15th of each month. If the 15th falls on a Saturday, payment will be made on the preceding Friday. If the 15th falls on a Sunday, payment will be made on the following Monday.

ARTICLE 24: Wage Scale Matrix

- Section A All percentage amounts listed on the Wage Scale Matrix contained in this Article 24 are based on the Battalion Chief wage (100%) unless otherwise stated in the contract article(s).
- Section B Effective January 1, 2025, the Battalion Chief salary shall increase by seven percent (7%), to \$15,965.32 per month.
- Section C Effective January 1, 2026, the Battalion Chief salary shall be increased by two and seven tenths (2.7%), CPI-U June 2024 to June 2025 - All Users Seattle / Tacoma / Bellevue, to \$16,396.38 per month.
- Section D Effective January 1, 2027, the Battalion Chief salary shall be increased by CPI-U June 2025 to June 2026 - All Users Seattle / Tacoma / Bellevue. If CPI-U is negative there shall be no change to Battalion Chief salary.

Wage Scale Matrix:

2025 WAGE SCALE: January 1, 2025 through December 31, 2027

(5.7% COLA)

Monthly Salary: Chief Officer CBA (Fire Marshal, Battalion Chiefs, and Division Chiefs)

Rank/Grade:			
Battalion Chief			15,965.32
Percentage of Battalion Chief			100%
Hourly Rate			76.76
Training Battalion Chief	109.0%	100.40	17,402.20
Day Shift Battalion Chief	109.0%	100.40	17,402.20
Fire Marshal	110.0%	101.32	17,561.85
Division Chief	110.0%	101.32	17,561.85
Premiums and Special Pay - BASED OFF OF POSITION SALARY:			
Day Shift Premium	4.0%		
*King County ODA Certification	0.5%		
*Associate's Degree & Above	1.5%		
*Bachelor's Degree	2.0%		
*Master's Degree or Higher	2.5%		
Mgmt of EMS & Adv Leadership EMS	0.5%		
Seattle ELA	0.5%		
NFA EFO	1.5%		
ICC Fire Marshal Cert (FM Only)	0.75%		
Longevity Premiums - BASED OFF OF POSITION SALARY:			
5 Years	2.0%		
10 Years	4.0%		
15 Years	6.0%		
20 Years	8.0%		
25 Years	10.0%		
30 Years	12.0%		
35 Years	14.0%		
40 Years	16.0%		

Note: The Fire Marshal salary will remain at 106% for 2025, or \$16,923.24, and effective January 1, 2026 it shall become the 110% as shown in above matrix.

Section F Position Pay

The pay for each position listed in the wage scale matrix and is based on Battalion Chief.

Section G Short Term Acting Pay

Short Term Actors will only receive acting pay when assigned to acting position by a Battalion Chief/MSO or filling a promoted position on a general recall.

Section D Dayshift Premium

The day shift premium shall be applied to an employee's salary when they are temporarily, for up to one year, assigned to a day shift position or another special assignment as appointed by the Fire Chief or designee. Shift premium pay does not apply to employees assigned to days as a result of a light duty assignment.

ARTICLE 25: Longevity Pay

Section A Longevity pay shall be based on Battalion Chief wages (100%) and the employee's fire department LEOFF2 entry date as follows:

<u>Years of Service</u>	<u>Longevity Pay</u>
5 Years	2%
10 Years	4%
15 Years	6%
20 Years	8%
25 Years	10%
30 Years	12%
35 Years	14%
40 Years	16%

Section B If an employee has a gap in service credits, prior to employment with the Department, their longevity date will be adjusted accordingly. A gap in service will be determined by looking at the employee's DRS Entry Date and total service credits per DRS. Upon request, an employee's service record will be evaluated and discussed between Labor and Management.

For example, if Battalion Chief Smith's DRS entry date is 8/1/2014 for a total of 132 months of service, but only has 130 service credit months per DRS, then BC Smith's longevity date would be 10/1/2014.

ARTICLE 26: Replacement Shifts and Overtime Compensation

Section A Replacement Shifts

When a vacancy is created by vacation leave, sick leave, school, disability leave, or any other reason which lowers the shift below the Department's established minimum staffing level as defined in Administrative Policy 127, Apparatus Staffing – Personnel Utilization, it shall be filled utilizing replacements consistent with Administrative Policy 136 Scheduling of Employee Overtime.

- a. Qualified employees assigned to day shift shall be eligible to fill replacement shifts up to twenty (20) hours per month during their regular forty (40) hour work week. This shall not preclude them from filling shifts in non-routine situations such as classes and meetings or as a regular overtime shift replacement outside of their regular forty (40) hour work week.
- b. Employees filling replacement shifts shall be entitled to overtime pay at the rate of time and one-half their hourly rate of pay, or time and one-half the starting rate of pay for the position filled, whichever is greater. See Article 30 Holiday Time Off and Holiday Pay for pay when working on a Holiday.

Section B Overtime for Non-Exempt Employees

An employee shall be entitled to overtime pay at the rate of time and one-half the employee's regular hourly rate of pay, and any amount worked past set time amounts shall receive further compensation in increments of fifteen (15) minutes, under the following conditions:

- a. When the employee is required to work beyond the employee's regular shift, they will be compensated for a minimum of thirty (30) minutes at time and one-half.
- b. When an employee has to provide another employee early relief so they can change stations they shall be compensated for a minimum of thirty (30) minutes at time and one-half. The amount of time depends on distance between stations and time of day.
- c. When an off-duty employee is required or toned-out to respond to an emergency or service call, they shall be compensated with a minimum of two (2) hours of overtime pay. This shall also include employees that have arrived for an overtime shift that has been canceled.
- d. When an off-duty employee is required to attend meetings in person or be on standby at court on behalf of the Department, meetings such as staff meetings, special training, or other such meetings, they shall

be compensated for a minimum of two (2) hours of overtime. When approved to attend a meeting virtually, the minimum overtime is reduced to 30 minutes.

- e. When an off-duty employee is scheduled to instruct a class on behalf of the Department, they shall be compensated for actual hours instructing and reasonable preparation and clean-up time with a two (2) hour minimum.

Section C Compensatory Time for Non-Exempt Employees

Any employee entitled to overtime pay under this Article may elect to receive compensatory time at the rate of time and one-half in lieu of monetary payment at the same rate. Unscheduled Compensatory time may be accrued up to a maximum of ninety-six (96) hours. Compensatory time shall be allowed to be carried over from one year to the next. Upon termination or retirement, employees shall be compensated at their regular hourly rate of pay for all compensatory hours accrued.

Compensatory time and debit compensatory time shall be used in accordance Administration Policy 108 Scheduling Optional Time Off and Trades.

Each employee's bank of compensatory time will be maintained at a maximum balance of ninety-six (96) hours or less using the following process:

The maximum balance of ninety-six (96) hours will be calculated by applying compensatory time as it is earned minus all pre-approved and scheduled compensatory time off (within the current calendar year).

The maximum comp time that an employee can carry over into the following year is 96 hours. Employees have the option to schedule comp time off in the following year. Comp time scheduled off in the following year, will count towards the max the employee can rollover into the following year. Comp time hours in excess of 96 will be cashed out at the employee's current (regular) rate of pay.

All excess hours will be automatically processed for payment to the employee within 45 days of the shift that brought the balance over the max. At the end of the year, all excess hours will be cashed out immediately unless scheduled off. This will occur in the January end of the month payroll in the following year.

When an employee cancels compensatory time, the time will be added back in to the employee's bank of compensatory time. In circumstances when the cancellation of compensatory time off, or accumulation of comp

time, results in a balance exceeding the maximum allowable hours, one of the following shall occur:

- The employee shall (at the same time of cancellation) request and receive approval for compensatory time off to reduce the compensatory bank to, or below, the maximum ninety-six (96) hours.
OR
- Transfer the excess to their Debit Compensatory Time Off Bank
OR
- All excess hours will be automatically processed for payment to the employee within the next 45 days.

Debit Compensatory time can be accrued up to 144 hours. The hours can only be used to reduce Work Back (WB) days. They can be used for the current year, during WB scheduling, used for the next year or rolled over. Once the hours are in the WB Comp Time bank they have to be used to reduce WB days. WB Comp hours that exceed 144 hours can be cashed out or transferred. Refer to policy Admin 108, Scheduling Optional Time Off and Trades for specific details.

The maximum balance of one hundred forty-four (144) hours will be calculated by applying Debit Compensatory time as it is earned minus all pre-approved and scheduled Debit Compensatory time off (within the current calendar year).

The maximum debit comp time that an employee can carry over into the following year is 144 hours. Employees have the option to schedule debit comp time off in the following year. Debit comp time scheduled off in the following year, will count towards the max the employee can rollover into the following year.

Section D Exempt Employees

Division Chiefs will have the ability to earn “exempt time on” when required to work outside their normal schedule. The employee may elect to request straight time, hour for hour compensation for additional hours worked in a calendar year. These hours are known as “exempt time on” and accounted for in the staffing reporting system. These hours can be used to take exempt time off, or at any point during that calendar year, the employee may request reimbursement for these hours by submitting the appropriate time accounting form, along with their staffing report showing “exempt on” hours worked. The amount of hours for “exempt time on” reimbursement shall not exceed 300 hours in a calendar year, with the first 150 hours paid at time and a half (1 ½) their hourly rate. The remaining hours will be compensated at straight time.

Exempt employees may work overtime to avoid mandatory overtime when possible. They are also allowed to work overtime, when it occurs on their time

off. They shall not schedule exempt time off for the purpose of working overtime. Employees who work overtime shall be compensated at time and one-half (1 ½) their hourly rate.

ARTICLE 27: Holiday Time Off and Holiday Pay

Section A Department Holiday Schedule – Day Shift

The following dates are recognized as legal holidays and shall be observed by Department employees working the day shift schedule:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Native American Heritage Day	Fourth Friday in November
Christmas Day	December 25

Section D Holidays – Day Shift
Annual Allotment

Day-shift employees receive 120 hours of holiday leave per calendar year. These hours are used for each recognized Department holiday. Employees hired during the year shall receive 10 hours of holiday leave per month, starting with the month of hire and will receive Department holidays off during their first month, regardless of holiday hour accrual.

Holidays on Scheduled Days Off

If a Department holiday falls on an employee's regular day off, another day off will be scheduled within the same calendar year, following vacation scheduling guidelines. This requires prior approval from the employee's supervisor.

Unused Holiday Hours

Any holiday hours not used must be scheduled like vacation and taken before the end of the calendar year.

Fire Investigators on Holidays

If an on-call Fire Investigator is deployed on a holiday, they are paid double time for all hours worked.

Section B Holidays – Four-Platoon Shift

Annual Reduction in Scheduled Hours

All employees working a four-platoon shift shall have their yearly scheduled contractual required hours reduced by one hundred twenty (120) hours in lieu of the recognized holidays. Employees hired during the calendar year shall receive

credit for the full month in which they start, with holiday hours pro-rated at ten (10) hours per month for auditing and scheduling purposes.

Christmas Day Premium Pay

All employees scheduled to work a four-platoon shift on Christmas Day between 0000 hours and 2400 hours shall receive two (2) times their base hourly rate of pay for all hours worked during that period.

Holiday Overtime Compensation

Employees working overtime on any of the recognized holidays shall be paid at a rate of double time their hourly rate of pay, or double time the starting rate of pay for the position filled—whichever is greater. Employees working mandatory overtime on a holiday shall receive triple time their rate of pay. These holiday pay rates apply to the 0800–0800 shift.

Holidays for the purposes of this section shall be:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25

ARTICLE 28: Sick Leave

Section A Sick Leave Accrual

Employees enrolled in the LEOFF2 Retirement System accumulate sick leave as follows:

- a. Employees assigned to the four-platoon shift shall accumulate paid sick leave at the rate of eighteen (18) hours for each full month. A maximum of 1,416 hours for 2025 and 1,440 for 2026 and forward of accumulated sick leave shall be allowed to be carried over each succeeding year.
- b. Employees assigned to day shift shall accumulate paid sick leave at the rate of fourteen and one half (14.5) hours for each full month of service. A maximum of 1,416 hours for 2025 and 1,440 for 2026 and forward of accumulated sick leave shall be allowed to be carried over each succeeding year.
- c. Sick leave shall not accrue during layoff, unpaid leave of absence or when utilizing Article 34 Leave of Absence.

Section B New employees will be provided with two hundred sixteen (216) hours for shift personnel of sick leave at their time of hire, but will not accrue further sick leave consistent with Section A until starting their 13th month of employment. If the employee separates from the Department before completing twelve months of service, the initial awarded sick leave will be subject to repayment on a prorated basis.

Section C Temporary Duty Disability (TDD) – Wellness Exam Participants

When an employee completes the *full* wellness exam (physical, hearing and TB test) in a given calendar year and they experience TDDs in the subsequent year, they shall be covered for a period of time not to exceed a total of six (6) months (182 days) at their current rate of pay. This shall be accomplished through a combination of Labor and Industries time loss payments with the balance supplemented by the Department to make the employee whole. Such supplement shall not be charged against the employee's sick leave. During the Labor and Industries' approved time loss, the employee shall continue to receive benefits. The same claim that carries over to the following year may get additional time depending on the wellness exam status for that year. However, an employee cannot exceed 182 days for any single claim, even if it carries over into another year where they have more days available. However, the employee can have multiple claims in a year and receive up to a total of 182 days. When an employee completes the *annual* wellness physical off duty, they shall be paid three (3) hours of overtime.

When an employee completes the *modified* wellness exam (physical, hearing and TB test) in a given calendar year and they experience TDDs in the subsequent year, they shall be covered for a period of time not to exceed a total of three (3) months (91 days) at their current rate of pay. This shall be accomplished through a combination of Labor and Industries time loss payments with the balance supplemented by the Department to make the employee whole. Such supplement shall not be charged against the employee's sick leave. During the Labor and Industries' approved time loss, the employee shall continue to receive benefits. The same claim that carries over to the following year may get additional time depending on the wellness exam status for that year. However, an employee cannot exceed 91 days for any single claim, even if it carries over into another year where they have more days available. However, the employee can have multiple claims in a year and receive up to a total of 91 days. When an employee completes the *modified* annual wellness physical off duty, they shall be paid one and one half (1.5) hours of overtime.

Using DRS Method 1, the Department shall report full monthly salary and service credit for all LEOFF2 employees receiving wellness program supplement during periods of TDD. The required member contributions shall be deducted from the employee's monthly paycheck upon receipt of notice of the time loss payment. In circumstances where the employee receives combined time loss payments for periods in excess of one month, the contributions shall be deducted over several consecutive months. The contribution shall be processed as a post-tax deduction. *Reference: DRS Employer Notice: 17-007*

If the TDD exceeds the wellness supplement period, then the Department shall provide additional supplement in accordance with RCW 41.04.500 using the approved Form. DRS Method 1 shall not be applied and actual reportable hours and compensation shall be recorded with the Department of Retirement Systems. Prior to retirement, the employee shall have the option to contact the Department of Retirement Systems directly to purchase up to twenty-four (24) months of additional service credit, of which six (6 months) is interest free.

SPECIAL NOTE: Employer contributions to the disability leave supplement provision do not qualify as basic salary and are not reportable; however, accrued leave hours are reportable.

EXAMPLES: See below scenarios for examples of the benefit.

Example 1	
2019	Full Wellness exam completed
2020	182 Days available for 2020
2020	No wellness exam completed
2021	L&I Approved Claim – <u>no</u> days available for 2021

Scenario: Employee has an approved Labor and Industries claim for December 1 – 31, 2020. This is the first claim for the employee for 2020. The employee is made whole for 31 days since there are 182 days remaining for 2020. Since the employee did not complete a wellness exam in 2020 (even if they are still receiving time loss), they are not eligible for make whole in 2021. So, total days is 31.

Example 2	
2019	Full Wellness exam completed
2020	182 Days available for 2020
2020	Modified Wellness exam completed
2021	L&I Approved Claim – <u>91</u> days available for 2021

Scenario: Employee has an approved Labor and Industries claim for December 1 – April 30, 2021. This is the first claim for the employee for 2020. The employee is made whole for 31 days in 2020 (Dec 1-31) since there is still some of the 182 days remaining from 2020. While the claim is eligible for 182 days total, the employee is only eligible for an additional 91 days in 2021 since they took a modified in 2020. The total this claim shall receive is 31 days (Dec 2020), 31 (Jan, 2021), 28 (Feb 2021), 31 (Mar 2021) and 1 (Apr 1) for a total of 122 hours. This represents 31 days in 2021 and 91 days in 2021, which is the maximum available for 2021. If the employee has another claim in 2021, they shall not be eligible to be made whole since they only had a modified exam the previous year.

Section D Temporary Duty Disability (TDD) – No Wellness Exam

Employees not completing either wellness exam in a given calendar year who have a TDD in the subsequent year shall be supplemented by the Department in accordance with [RCW 41.04.500](#) to make their gross monthly base pay check whole. However, the employee shall use accrued paid leave hours to supplement the time loss. Actual reportable hours and compensation shall be recorded with the Department of Retirement Systems. The employee shall have the option to contact the Department of Retirement Systems directly to purchase up to twenty-four (24) months of additional service credit, of which six (6 months) is interest free. During the Labor and Industries’ approved time loss, the employee shall continue to receive benefits.

The *full* wellness exam, *modified* wellness exam, and time loss supplement forms may be updated and/or changed by mutual agreement of the Labor Management Committee.

A new employee shall be covered during their first and second calendar year of employment as though they completed the *full* wellness exam. To be covered during the third year of employment, the new employee will need to complete either wellness exam.

Section E When on extended sick leave, employees may be assigned to light duty according to policy Admin 118 (Assignment to Light Duty).

Section F If an employee has an injury or illness associated with Department promotional testing or Department approved outside training the Department will support the condition as an on-the-job injury or illness.

Section G Paid sick leave may be used for the following reasons:

For self-care or to care for a family member:

- a. Due to a mental or physical illness, injury, or health condition;
- b. To obtain medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions; or
- c. To receive preventative care.

For absences that qualify for leave under the Domestic Violence Leave Act, RCW49.76;

- a. In the event that Shoreline Fire Department is closed by a public official for any health-related reason, or when an employee's child's school or place of care is closed by a public official for a health-related reason;
- b. To increase the employee's or a family member's safety, when the employee or the employee's family member has been a victim of trafficking under RCW 9A.40.100; or
- c. For family and medical leave available under federal law, state law, or local ordinance.

For purposes of paid sick leave, a "family member" is:

- a. Child (including a biological, adopted, foster, step, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent regardless of age or dependency status);
- b. Biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or state registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
- c. Spouse or state registered domestic partner (including care for a pregnant spouse or state registered domestic partner and for prenatal examinations);
- d. Grandparent;
- e. Grandchild; or
- f. Sibling.

Section H Employees must notify the Department of sick leave usage per Policy Admin 110 Sick Leave, Extended Sick Leave, Disability Leave. Failure to do so may result in leave without pay or being considered absent without leave.

Section I Requesting Verification

For an employee who has used sick leave exceeding three (3) consecutive platoon shifts (24-hour shifts) or three (3) consecutive day shifts in a row (Dayshift), the Fire Chief may require verification that an employee's use of paid sick leave is for an authorized purpose in accordance with RCW49.46. If the Fire Chief requires verification, verification must be provided to the Department within a reasonable time period during or after the leave, not to exceed 16 calendar days from start date of leave, an extension may be mutually agreed. The Fire Chief's requirement for verification may not result in an unreasonable burden or expense on the employee and may not exceed privacy or verification requirements. The employee may use sick leave to obtain verification from their personal doctor.

For long-term absences, a reasonable interactive process may continue after an initial request for leave has been granted without a fairly specific return date. For a fixed return date, the Department may not ask the employee to provide periodic updates, though it may reach out, on a reasonable basis, to check on the employee's progress.

Section J Fit for Duty

The Department may require an employee on active duty to undergo an individualized fit-for-duty evaluation to ensure that employee is physically, mentally, and emotionally capable of performing their essential job functions

Reasons that may trigger fit for duty evaluations are:

- a. Employees who have been out on extended medical leave or job-related injury.
- b. When a supervisor has a documented, reasonable basis to believe that an employee may be unable to perform essential job functions safely.
- c. Observable performance issues or behavioral concerns.

The Administrative Director (HR) will oversee a fit-for-duty process for the Department.

Employees required to undergo the fit for duty evaluation will be put on Administrative Paid Leave, and will be evaluated by a Department assigned Doctor. Employees on Administrative Paid Leave are considered to be on duty and are required to attend evaluations as scheduled by the Department.

If an employee is found to be fit for duty, then the employee shall return to duty.

If the employee is found to be fit for modified duty, then the employee will return to modified duty.

If an employee is found to be unfit for duty, moving forward (not retrospectively) the employee shall be able to use sick leave or optional time off in the order of their preference to cover time off

Statement:

Management and Labor recognize the importance of employee well-being and workplace safety. To support these priorities, both parties agree on the need for a clear, fair, and medically sound process to determine when an employee is fit to perform their duties. This process must respect employee rights while ensuring the safety of all personnel.

The full Fit for duty procedures, including evaluation criteria, timelines, and employee rights, will be outlined in a separate policy and procedure document developed and maintained in collaboration with the Union.

Section K An employee who gives birth shall be made financially equivalent to “whole” by the department for up to 12 consecutive weeks of medical recovery time immediately following birth and parental leave. The Department will contribute “top off” pay above Paid Family Medical Leave (PFML) (medical leave), if using PFML (medical leave). If the employee is not using PFML, then the Department would pay the equivalent supplemental benefit amount as if they were using PFML. The employee will have the option to use other accrued leave (example: sick, vacation, comp) if wanting to be made whole. See Article 46 Paid Family Medical Leave for more information on PFML.

Section L Sick Leave Incentive

On January 1 of each year, employees with sick leave balances over the maximum allowable carry over amount listed in Section A shall have their sick leave balance reduced to the maximum allowable carry-over amount. The amount of hours the employee’s sick leave balance is reduced shall be paid at 50% of their hourly rate of pay into the 401(a) Plan by February 15. The hourly rate of pay will be their normal rate which the employee was paid on December 31 of the previous year.

Section M Retirement

Upon LEOFF retirement (does not include termination for cause), employees shall have 50%* of any unused sick leave hours remaining in their sick leave bank converted to a dollar value and contributed to either their IAFF MERP (Medical Expense Reimbursement Plan) account on a pre-tax basis or their HRA VEBA or equivalent health care trust account recognized by IRS code 501(c)(9). The conversion rate shall be 50% of their

actual sick leave hours at the time of retirement multiplied by their final hourly rate of pay.

*The 50% numbers in the above paragraph will be 75% for any employee who gives notification by February 1st of the previous year and is not receiving the Post Employment Medical Benefits program.

In the event of a line of duty death, employees shall have 100% of any unused sick leave hours remaining in their sick leave bank converted to a dollar amount based upon their hourly rate of pay. That amount shall be paid to their Department of Retirement Systems beneficiary(s).

ARTICLE 29: Vacation Leave

Section A During 2025, vacation hours shall accrue monthly based on the following schedule, and will become available for use on January 1 of the following year.

Starting January 1, 2026, vacation hours shall accrue monthly and become available for use in the following month.

Years of Service	MONTHLY ACCRUAL RATE	
	Day Shift	Four Platoon Shift
0	10.25 hours	12.25 hours
1	11.25 hours	14.25 hours
2	13.25 hours	16.25 hours
3	15.25 hours	18.25 hours
4	17.25 hours	20.25 hours
9	18.25 hours	22.25 hours
14	20.25 hours	24.25 hours
19	22.25 hours	26.25 hours
24	23.25 hours	28.25 hours
29	25.25 hours	30.25 hours

Firefighters who lateral into the Shoreline Fire Department through the Paramedic promotional process shall have their vacation accrual tier determined based on their original hire date with Bothell.

Section B Vacation Payout at Separation

Upon separation (including termination or retirement), employees shall receive payment for all unused and accrued vacation based on the number of full months worked and their regular hourly rate.

If the employee has ten (10) or more years of service with Shoreline Fire Department, the payout will be split equally: 50% paid in cash and 50% contributed to their 401(a) Plan.

If the employee has less than ten (10) years of service, the entire payout will be made in cash.

Section C Vacation Scheduling

Vacation scheduling shall be administered equitably and in accordance with Administrative Policy 108: Scheduling Optional Time Off and Trades.

Section D Vacation Bank

The maximum allowable vacation balance for any employee is 459 hours. If an employee's vacation bank exceeds this limit by more than one month of accrued vacation, the department will schedule time off on their behalf to reduce the balance to the 459-hour maximum.

Section E Retirement Carryover Exceptions

For retirements occurring in 2025 or 2026:

Employees may carry over an additional year's worth of accrued vacation, provided they submit written notice of their intent to retire by February 1 of the current year.

Sample Calculations for a 10-Year Four-Platoon Shift Employee:

Retirement in 2025 (notice submitted 2/1/2024, retirement effective 6/30/2025)

- Maximum carryover from 2024 to 2025: 264 hours
- Vacation accrued in 2024 for use in 2025: 264 hours
- Vacation accrued from Jan 1 to Jun 30, 2025: 133.5 hours
- Total payout on 6/30/2025: 661.5 hours

Retirement in 2026 (notice submitted 2/1/2025, retirement effective 6/30/2026)

- Maximum vacation balance: 459 hours
- Vacation accrued in 2025 for use in 2026: 267 hours
- Vacation accrued from Jan 1 to Jun 30, 2026: 133.5 hours
- Total payout on 6/30/2026: 859.5 hours

Retirement in 2027 (retirement effective 6/30/2027)

- Maximum Allowable Vacation Bank: 459 Hours
- Total payout on 6/30/2027: 459 hours

Section F Employees will have the option to cash out up to 50% of accrued vacation. The employee will need to submit their request for vacation cash out to payroll by June 1 (for pay) and/or October 1 (for contributions to their 401A) of each year. The vacation hours will be cashed out at the employee's normal hourly rate of pay as of June 1 and/or October 1 and will be processed in their next full-pay cycle.

ARTICLE 30: Special Leaves

Section A Bereavement Leave

All 24-hour shift employees shall be allowed up to forty-eight (48) hours* of Bereavement Leave, and all-day shift employees shall be allowed up to forty (40) hours of Bereavement Leave from the date of occurrence, to be used within thirty (30) calendar days. Additional time off will be reviewed by the Fire Chief or designee and may be approved on a case-by-case basis.

Bereavement Leave is defined as time off for a death in the employee's immediate family as defined below per [RCW 29B.10.280](#).

Immediate Family includes the spouse or domestic partner, dependent children, and other dependent relatives, if living in the household. For the purposes of the definition of "intermediary" in RCW [29B.10.320](#), "immediate family" means an individual's spouse or domestic partner, and child, stepchild, grandchild, parent, stepparent, grandparent, brother, half-brother, sister, or half-sister of the individual and the spouse or the domestic partner of any such person and a child, stepchild, grandchild, parent, stepparent, grandparent, brother, half-brother, sister, or half-sister of the individual's spouse or domestic partner and the spouse or the domestic partner of any such person.

*For 24-hour shift employees, an additional twenty-four (24) hours will be allowed off if a work back day or trade is scheduled in the five (5) days preceding or five days (5) following one complete rotation (48 hours) that is taken off on Bereavement Leave.

Section B Home Emergency Leave

All employees shall be allowed one occurrence of Home Emergency Leave annually. The intent of Home Emergency Leave is to allow the employee time off using vacation or compensatory time for emergencies as described below. Twenty-four (24)-hour shift employees shall be allowed up to twenty-four (24) hours and all day-shift employees shall be allowed up to one (1) work shift of Home Emergency Leave annually

Home Emergencies are defined as *an emergent home crisis, emergent or pending damage to the home, personal property and/or the inability for the employee to travel to work due to storm, fire, flooding, earthquake or other similar accidents or acts of nature where advanced planning could not have mitigated the employee's work obligation.*

It is expected that, if possible, the employee shall return to work after the emergent situation has been stabilized.

If the employee does not have accrued leave, then the hours will be deducted from the following calendar year's vacation bank. If the employee requires additional time to stabilize the home emergency, and cannot arrange for a trade, the employee will be granted the use of other optional time off by the Fire Chief or designee. Other situations not specifically covered in this article will be reviewed by the Fire Chief or designee and may be approved on a case-by-case basis.

Section C Parental Leave

All 24-hour shift employees shall be allowed up to forty-eight (48) hours of paid Parental Leave annually, and all-day shift employees shall be allowed up to forty (40) hours of paid Parental Leave annually for the birth or adoption of their child. The Parental Leave shall be used no later than thirty (30) days after the birth or adoption of the employee's child.

*For 24-hour shift employees, an additional twenty-four (24) hours will be allowed off if a work back day or trade is scheduled in the five (5) days preceding or five days (5) following one complete rotation (48 hours) that is taken off on Parental Leave.

Section D Pregnancy Light Duty

Upon documentation to the Department of a pregnancy the employee will automatically be allowed the option to work on light duty for the length of their pregnancy.

ARTICLE 31: Leave of Absence

- Section A Employees with five (5) years of service or more may apply for a leave of absence from the Shoreline Fire Department. Leaves of absence (LOA) will be granted at the sole discretion of the Fire Chief, based on the operational needs of the Department. A LOA is granted for personnel that expect to return to work at Shoreline and will not be granted for individuals seeking other employment.
- Section B LOA will not be longer than one (1) year.
- Section C Employees on LOA will not receive any salary and benefits during their absence. Further, employees on LOA will not accrue seniority, time in grade (related to promotions), will not be eligible for any overtime, will not be eligible for promotion, and will not receive any other benefit that they otherwise may have been the beneficiary of during their LOA. Accrued vacation and/or sick leave hours may be converted to health care benefits at the employee's request. Otherwise, per COBRA law, employees may elect to stay on the Department plan provided it is done at the employee's own expense. During LOA, the employee will be exempt from Article 5 and will be responsible for paying dues directly to Local 1760.
- Section D Upon the employee's return to duty, in accordance with Administrative Policy 142, the employee will be placed back at their last held position or assignment and will resume the accrual of salary, benefits, seniority and other such privileges/responsibilities as other full-time employees per the terms of this contract and Department SOP's. An audit will be conducted to ensure that the employee meets their obligation under the terms of this agreement for any remaining time in the calendar year of their absence. The Department longevity list will be updated with the employee's loss of seniority for the time they were away.
- Section E In no case will a LOA result in the permanent appointment/promotion of any employee filling a vacancy for an employee on LOA. Article 22 of this agreement is waived as it relates to the nine (9) month period at which promotions shall occur.
- Section F This Article shall not apply to individuals who remain employees or contract employees of the Shoreline Fire Department.
- Section G Rehire Process
Former employees of the Shoreline Fire Department may be considered for rehire based on their previous good standing and the availability of open positions. Refer to policy Admin 142, Return to Work After Extended Leave, for specific details.

ARTICLE 32: Jury Duty and Other Legal Matters

Section A The Department agrees to allow time off with no loss of pay or benefits for any employee for Department related legal matters or if selected for jury duty.

Specific to jury duty, the number of days are not limited and based on the following criteria:

- a. An employee that is scheduled to work the night before the required day to report for jury service shall be released from duty at 2000 hours.
- b. An employee asked to report for jury duty but not assigned to a jury will return to work after being released each day as soon as practical.
- c. An employee seated on a jury is exempt from returning to work until such a time that they have been released from service.
- d. An employee assigned to a jury which spans a weekend or holiday shall be required to work all assigned shifts during that span with the exception of the 12 hours preceding the next scheduled jury duty day.

Section B Any funds received for jury duty while on-shift, exclusive of mileage reimbursement, will be returned to the Department.

Section C The following documentation is required for jury duty and shall be submitted to Human Resources:

- Jury Summons (turned in prior to service)
- Compensation documentation
- Release from service documentation (provided from the court)

ARTICLE 33: Medical and Dental Insurance

Section A Medical coverage shall be provided in accordance with the prevailing laws of the State of Washington.

Section B The Department shall pay 100% of the applicable premium costs per month for employee, spouse, domestic partner (as defined by LEOFF Health and Welfare Trust) and eligible dependents for the LEOFF Health & Welfare Trust (LEOFFT) Plan B, a high deductible medical insurance plan.

Employees shall receive a monthly contribution to their HRA VEBA account equal to \$166.67 if single and \$333.33 for employees with a spouse, domestic partner, and/or dependents. The Department shall make the HRA VEBA contributions on a monthly basis. If an employee leaves employment mid-year they will receive a prorated amount of the yearly contribution equal to the number of months they worked. Employees hired in the middle of a month will also receive prorated contributions.

Union and Management agree that a Labor/Management committee will provide continued oversight and evaluation of health care issues including health care savings vehicles, such as but not limited to HSA's, HRA's and FSA's that may be incorporated into medical coverage offered by the Department. Either party may open this Article. If there are any changes to be made, then the decision will be agreed to by November 15 of the current year. If no decision is reached by November 15, then this Article will remain status quo.

Section C The Department agrees to pay 100% of the applicable premium costs per month to the LEOFF Health & Welfare Trust Dental Plan 2 for all full-time employees, their spouse, domestic partner, and their dependents during the term of this Agreement.

ARTICLE 34: LEOFF2 Long-Term Disability Insurance

Section A The Department shall contribute \$500 per year per represented employee as wages for long-term disability insurance. A one-time payment shall be included in each employee's January paycheck. One hundred percent (100%) of the long-term disability policy premium chosen by the Union and the Department will be paid on a monthly basis by each employee utilizing payroll deduction.

ARTICLE 35: Health Care Trust: Medical Expense Reimbursement Plan (MERP)

Section A The Department agrees to enroll all bargaining unit employees in the International Association of Firefighters (IAFF) Health Care Trust – Medical Expense Reimbursement Plan (MERP) (hereafter, the “Trust”).

Section B The monthly contribution shall be made for each employee by the Department in the amount of \$100.00 beginning January 1, 2015 on a pre-tax basis.

Section C Participation, consistent with MERP plan rules, shall be mandatory for all bargaining unit employees.

Section D Reporting to the Trust Office

The Department shall electronically submit to the Trust Office a monthly report of contributing employees for each contribution sent to the Trust, in the format requested by the Trust, and received by the Trust Office within five (5) days of receipt of the contribution funds.

The Department shall also provide an initial report of information for all contributing employees, as reasonably requested by the Trust; and shall send updates to this information to the Trust Office whenever the Employer has notice of changes to the information.

Section E By January 1 of each year, Local 1760 may establish a supplemental contribution rate utilizing payroll deduction consistent with MERP policy.

ARTICLE 36: 457 Plan / Deferred Compensation Program

Section A The Department shall continue to provide the current Deferred Compensation Plan(s) during the term of this Agreement. Employee participation in the Deferred Compensation Program is mandatory.

Section B The employee shall contribute a minimum of 3% of their monthly salary to deferred compensation.

Section C January 1st of each year employees will increase their contribution to deferred compensation by 1% up to the annual max and it will be considered optional. An employee can opt-out of the increase(s), future contributions, or pause contributions at any time.

If the increase to CPI-U/other increase to Battalion Chief wages is less than 1% on January 1st than the Department shall not make an increase to deferred compensation unless the employee requests it.

ARTICLE 37: Health Reimbursement Arrangement – Voluntary Employees’ Beneficiary Association (HRA VEBA)

Section A All employees shall participate in a HRA VEBA or equivalent health care reimbursement trust account program recognized by IRS code 501(c)(9). Contributions to the HRA VEBA account shall be a set dollar amount based on Tier 1, Tier 2 or Tier 3 definitions.

On December 1st of each year, the Union shall notify the Administrative Director of the dollar amount to be applied to each tier for the following year, if changes need to be made.

The tiers are defined as follows:

- Tier 1 Employees *without* dependents.
- Tier 2 Employees *with* spouses and/or dependents.
- Tier 3 Military Exclusion (no contribution)
Employees and/or spouses, through career military service, are and will be covered by the U.S. Government for all medical expenses.

ARTICLE 38: Life Insurance

Section A The Department shall pay the premium for each employee on a group rate for the following life insurance benefits through the WSCFF's partner, DiMartino & Associates. The cost of this program to the Department shall not exceed \$450 annually. Any costs exceeding that amount will be covered by a payroll deduction for that employee. Employees will have the option to purchase additional coverage at their own expense:

- \$100,000 Employee Life
- \$1,000 Dependent Life
- \$100,000 Accidental Death and Disability
- \$100,000 Line of Duty Death Benefit

The provider of life insurance for the Department shall be reviewed on an annual basis and compared to other programs to ensure that it is the best option available to the employees. This review will be conducted by an established insurance review committee as established by the Labor Management Committee.

ARTICLE 39: Clothing Quartermaster

Section A Quartermaster

All Uniform, clothing and equipment referred to in this article shall be provided via a Shoreline Fire Department quartermaster system.

Section B Policy Admin 102-B Uniform Clothing Standard for Uniformed Employees details the uniform clothing required. The Department shall replace clothing when it is worn or damaged.

Section C No payroll deductions will be authorized when making purchases with the exception for Wildland Team members wanting to make PPE/Clothing purchases from Department of Natural Resources (DNR) for additional personal clothing supplies.

Section D After a new employee successfully completes their one-year probationary period, the Department will supply them with the appropriate Class A dress clothing. Updating for change in rank or status, worn, and/or damaged Class A uniforms will be handled via quartermaster (as long as the damage was not due to negligence). Changes in sizes will be the employee's responsibility.

SPECIAL NOTE FOR 2025: Employees needing more than \$660 worth of replacement clothing, or for employees that have two different colors of uniforms it will be \$720, for 2025 will have the amount exceeding that dollar figure as a payroll deduction. This will be reviewed on a case by case basis.

Section E All protective clothing, equipment, and devices required for employees to perform their duties shall be furnished to the employee by the Department. Approved clothing items are also listed in the Department's Policy Admin 102-B and 102-E Uniform Clothing Standard for Uniformed Employees and Specialized Equipment.

All protective clothing and devices, supplied by the Department (or personalized items purchased by an employee) for on-duty use, shall conform to Washington State Vertical Standards and the Department's Clothing Policy.

Section F Employee Responsibility

Each employee shall be responsible to wear appropriate and well-maintained clothing at all times. It shall be the employee's responsibility to provide for the maintenance and care of their clothing, and request new clothing and equipment as needed.

Section G Department Property

All clothing, protective clothing, uniform boots, equipment, and devices purchased by the Department shall remain the sole property of the Department. Employees are responsible for the reasonable care of all such

Department clothing, equipment, and devices. Any disposal of said items shall conform to Administrative Policy 102 Uniform Clothing.

Section H Wildland Equipment

All employees on the Wildland Fire Team shall have Department provided equipment and protective wildland PPE meeting WAC 296-305-07012 and as detailed in Policy Admin 102-B Uniform Clothing Standard for Uniformed Employees and Admin 102-E Specialized Equipment.

All protective equipment and clothing shall meet the 2005 NFPA 1977 standards or current standard if the above standard becomes obsolete.

Section I Technical Rescue Clothing and Equipment

All employees referenced in Article 29 Specialty Assignments and Pay, shall be provided clothing and equipment as defined in the Admin 102-B Uniform Clothing Standard for Uniformed Employees and Admin 102-E Specialized Equipment.

Section J Promotions

An employee promoting to a different position, that requires a new color of uniform, shall receive a full set of replacement clothing. as referred to in Policy 102-B Uniform Clothing Standard for Uniformed Employees.

ARTICLE 40: Education Incentive

Section A Tuition and books shall be paid by the Department upon approval of the curriculum by the Fire Chief or appointed designee. Failure to receive a passing grade of 2.5 will result in tuition being reimbursed to the Department through payroll deduction. Refer to Admin Policy 139 Establishing a College Education Program for specifics details.

Section B Employees who earn degrees or certifications, as described in this section, shall be granted incentive pay as a percentage increase of their position pay as described in Article 24 Wage Scale Matrix. Only one of the below pay increases may be applied to each employee’s pay:

- King County Fire Officers Development Academy (ODA) or IFSAC Fire Officer II 0.5%
- Associate’s Degree 1.5%
- Bachelor’s Degree 2.0%
- Master’s Degree or above 2.5%

Section C The following certifications and corresponding incentive will be added onto the items identified in Section B and do not depend on achieving any of the educational levels as described in Section B:

- Completion of Management of EMS (R0150) and Advanced Leadership Issues in EMS (R0151) at the NFA or approved course by the Fire Chief .5%
- Completion of the Seattle Executive Leadership Academy (ELA) .5%
- Completion of the Executive Fire Officer (EFO) program at the NFA 1.5%
- ICC Fire Marshal certification (specific only to the Fire Marshal position) .75%

ARTICLE 41: Fire Marshal's Office On-Call Compensation

Section A The Fire Marshal shall meet the requirements of FMO 300 to participate in the on-call program.

Section B The Fire Marshal shall be assigned on-call shifts on a rotating fair and equitable basis with employees in the FMO.

Section C The Fire Marshal shall not be eligible for suppression operations staffing and will not be required to maintain mandatory Firefighter training requirements.

Section D The Fire Marshal, while assigned to an on-call shift, shall be compensated at 10% of their hourly rate of pay for only the hours of their assigned on-call shift. When called out to an event, on-call pay shall cease for the time that overtime is being earned. Should the employee fail to respond to a call during their assigned on-call shift, they shall forfeit the pay for the entire assigned shift and may be subject to disciplinary action.

ARTICLE 42: Electrical Use for Personally-Owned Vehicles

Section A The Department shall allow employees, while conducting bona fide Department business or work, to charge electric and/or electric/hybrid vehicles while parked at Department-owned property where the ability to charge a vehicle is possible. The Department encourages the reduction of fossil fuel emissions and that this benefits both the environment and the employee.

Section B The Department shall install charging stations as demand, logistics, and finances can accommodate. Charging stations at facilities outside of the Department will be dependent on those organizations agreeing to the implementation.

Section C The Department and Union both recognize, due to a gradual installation of charging stations or meters, that some employees may have a better opportunity to take advantage of this program than others. This disparity does not represent a situation where some employees are being treated different than others, but rather a commitment over the long-term to build a program that can eventually benefit everyone.

ARTICLE NEW 43: Paid Family Medical Leave

Section A Supplementation

Employees may choose to use sick leave, vacation, and/or compensatory time to supplement Paid Family Medical Leave (PFML) in order to receive their full-time salary.

Bonding Leave (birth of a baby or the adoption/placement of a child younger than 18 years of age) - Supplementation for bonding leave is restricted for up to 12 consecutive weeks immediately following birth and paternal leave.

- a. During the bonding supplementation period employees may not:
 - a. Work in operations.
 - b. Move work back days into supplementation period.
 - c. Do trades within supplementation period.
- b. Once the employee returns to operational work, the supplementation period ends.
- c. The employee may attend meetings and non-operational activities.
- d. Employees may choose to use, partially use, or not use supplementation.
- e. Supplementation does not affect an employee's right to take PFML bonding leave as state law allows.
- f. Employees with a WA-ESD approved bonding event that occurred before the ratification of the 2025 contract may continue to use PFML bonding supplementation in accordance with the PFML MOU dated March 1, 2023.

Section B Leave Usage

Employees may use the following leave types in any order or combination.

- Paid Family Medical Leave (State)
- Sick Leave
- Vacation Leave
- Compensatory Time

Section C An employee who gives birth shall be made financially equivalent to "whole" by the department for up to 12 consecutive weeks of medical recovery time and family bonding immediately following birth and parental leave. The Department will contribute "top off" pay above PFML if using PFML. If the employee is not using PFML, then the Department would pay the equivalent weekly supplemental benefit amount as if they were using PFML. The employee will have the option to use other accrued leave (example: sick, vacation, comp) if wanting to be made whole. The employee can use their own hours to supplement for an additional six consecutive weeks.

Section D Human Resources Support

Human Resources will assist employees with:

- a. Answering questions about the PFML program.
- b. Helping resolve issues or complications related to the State PFML program.
- c. Acting as an advocate when appropriate.

Section E Benefit Impacts

Using PFML does not affect an employee's seniority or longevity.

Section F Employees may access PFML benefits within the timelines and eligibility periods established by Washington State law.

ARTICLE 44: Term of Agreement

The term of this Agreement shall become effective January 1, 2025, unless otherwise specified herein, and shall remain in effect through December 31, 2027.

Amended on _____ day of _____, 2026.

**Shoreline Fire Department
Board of Fire Commissioners**

Local 1760, IAFF

Kimberly A. Fischer, Chair

Doug Loeser, President, IAFF L-1760

Tyler Byers, Vice Chair

Troy Crossley, Vice President

Eric Adman, Commissioner

Jerett Rumph, Vice President

David Harris, Commissioner

Alan Christou, Secretary

Rod Heivilin, Commissioner

Mike Mentzos, Treasurer

Rick Nye, Commissioner

Josh Pratt, Commissioner

Attest:

Barb Sullivan, Commissioner

Secretary to the Board

Rick Webster, Commissioner

Lisa Wollum, Commissioner

Matt Cowan, Fire Chief



**SHORELINE FIRE DEPARTMENT
REGIONAL FIRE AUTHORITY (RFA)
Tentative Projected Agendas**

Regional Fire Authority Board meetings are held monthly on the 1st and 3rd Thursday of the month

- Items may not be in the same order as they will appear on the preliminary agenda.

D = Discussion
A = Action
PH = Public Hearing

November 6, 2025

Planned Absence: _____

5:30 PM (Public Meeting Station 61)

SUBJECT	RESOLUTION	TYPE	STAFF

November 20, 2025

Planned Absence: Commissioner Nye will have an excused absence

5:30 PM (Public Meeting Station 51)

SUBJECT	RESOLUTION	TYPE	STAFF
Adoption of 2026 budget and supporting Resolutions			

December 4, 2025

Planned Absence: _____

5:30 PM (Public Meeting Station 61)

SUBJECT	RESOLUTION	TYPE	STAFF
SFD/RFA Election of Chair/Vice Chair			

December 18, 2025

Planned Absence: Commissioner Adman will have an excused absence

5:30 PM (Public Meeting Station 51)

SUBJECT	RESOLUTION	TYPE	STAFF
NSFD Election of Chair/Vice Chair			

OTHER DETAILS:

- **January 1, 2026, Board meeting – falls on Holiday**
- Commissioner Webster will attend via Zoom October 20 through end of December