

MEMORANDUM OF UNDERSTANDING

Chief Officer 25-04

Day Shift BC Staffing

This **MEMORANDUM OF UNDERSTANDING (MOU)**, December 8, 2025, between IAFF Local 1760 and the Shoreline Fire Department.

Background

The intent of this MOU is to formalize the Day Shift Battalion Chief's role as the default staffing officer for all Operations Division personnel, including ALS personnel and ensure coordinated staffing decisions that support ALS Program needs, regional obligations, and regulatory requirements.

Proposal

Effective upon signature, the Day Shift Battalion Chief shall continue as the default staffing officer for the Operations Division, with this role now explicitly expanded to include ALS personnel. In this capacity, the Day Shift BC is responsible for executing all staffing-related responsibilities in accordance with Department policy and the collective bargaining agreement, including but not limited to:

1. Ensuring staffing for both suppression and ALS personnel in compliance with labor contract articles and policies governing staffing, leave, overtime, and personnel utilization.
2. Working closely with the Payroll Department to ensure accurate timekeeping and correct application of relevant contract provisions.

To ensure that staffing decisions align with ALS operational needs, the Day Shift BC is expected to closely coordinate with the Division Chief of EMS to understand the regulatory framework governing the ALS Program. This coordination includes:

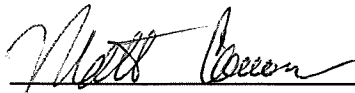
1. Ensuring staffing levels support ALS program goals and daily operational requirements.
2. Regional ALS commitments, such as support for Paramedic Training and Seattle Special Events Staffing are understood and fulfilled.

When the Day Shift BC is not on duty or when the position is vacant, the on-duty Platoon Shift Battalion Chief shall assume the role of staffing officer for both suppression and ALS personnel. Medical Services Officers (MSOs) will not perform routine staffing functions except where clinical or programmatic issues require direct EMS leadership involvement.

The Division Chief of EMS and the Medical Services Officer will continue to provide ALS programmatic oversight, clinical leadership, and EMS system management, but will no longer be responsible for routine day-to-day ALS staffing except where clinical or programmatic issues require direct EMS leadership involvement.

This MEMORANDUM OF UNDERSTANDING (MOU) becomes effective upon signature and shall be incorporated into the 2025–2027 Collective Bargaining Agreement and applicable Department policies.

Signed and agreed by the following:



Matt Cowan
Fire Chief

12/8/25



Doug Loeser
President, IAFF Local 1760

12/10/2025