



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

AGENDA

October 2, 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. **Station 57 HVAC Request for Proposals / DISCUSSION / MOTION**
- VI. **Approval of Past Meeting Minutes**
 - September 18, 2025 – Regular Meeting Minutes / MOTION
- VII. **Correspondence**
- VIII. **Standing Agenda**
 1. Warrants – Motion to Approve
 2. Commissioners' Report
 3. Financial Report (*second meeting of each month*) **August'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**
- X. **New Business**
 - BLS Transport Fee Appendix A to Resolution 12-05 / MOTION
 - Sole Source Purchase of Lifepak Equipment from Stryker / MOTION
 - Uniformed Collective Bargaining Agreement / MOTION
 - Adding Finance Specialist and Facilities Technician Positions / MOTION
 - December Meetings and Election of Chair and Vice Chair / DISCUSSION
- XI. **Projected Agendas**
- XII. **Adjournment**



Shoreline Fire Department
Dedicated to the Protection of Life and Property
Serving our Communities for Over 85 Years, Since 1939

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**

☐ Informational Only

☒ Approval by Motion

Meeting Date:	October 2, 2025
Agenda Title:	Awarding the Request for Proposal for Station 57 HVAC Replacement and Installation
Background Information: Shoreline Fire Department issued a Request for Proposals (RFP) from qualified firms to provide HVAC replacement and installation services at Station 57. To ensure the selection of the most qualified vendor, the RFP was distributed through the Municipal Research and Services Center (MRSC).	
Recommendation: The Department's Support Services Chiefs, in consultation with the Department's architectural firm, reviewed the proposals and recommend awarding the Request for Proposal (RFP) for Station 57 HVAC Replacement and Installation to _____, and authorize the Fire Chief to proceed with and execute a contract with the selected firm.	
Financial Impact:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
Cost Impact:	Anticipated costs will be reflective of the awarded RFP,
Attachments:	<ul style="list-style-type: none">• <i>Department's Request for Proposal for HVAC Replacement and Installation</i>• <i>Vendor Submitted Proposal (forthcoming)</i>

BOARD OF COMMISSIONERS MOTION

I move to authorize Chief Cowan to award the Request for Proposal (RFP) for Station 57 HVAC Replacement and Installation to _____, and authorize Fire Chief Matt Cowan to enter into and execute a contract with the selected firm.

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

SHORELINE FIRE DEPARTMENT

STATION 57 HVAC REPLACEMENT

INTRODUCTION/PURPOSE OF REQUEST

The Shoreline Fire Department is requesting proposals from qualified HVAC design-build contractors to upgrade the HVAC systems at Fire Station 57. The project's goal is to replace 3 existing forced air systems with modern, all-electric solutions that comply with Washington State's Clean Buildings Standard, ensuring reliable ventilation, improved energy efficiency, and minimal disruption to operations.

DEPARTMENT BACKGROUND

Shoreline Fire Department serves the communities of Shoreline, Lake Forest Park, Kenmore, and the Town of Woodway. The Department covers a service area of approximately 25-square miles and a population of 96,500 residents.

We employ more than 180 full-time personnel, providing the following services: fire suppression, emergency medical services, special operations, fire prevention, community education and outreach.

We are proud of our close connections within our communities and of the support given to us over the past many years. Our Department continues to grow and evolve to meet new challenges and changes in the communities we serve.

SCOPE OF WORK

The selected company will be expected to provide the following services at:

FIRE STATION 57

17020 Brookside Blvd NE
Lake Forest Park, WA 98155

Base Bid, including WSST:

- Propose a solution that gives the kitchen/dayroom, sleeping quarters, office, existing exercise room (to be configured into (2) future sleeping rooms), and firefighter work room individualized temperature control; proposed system must operate on single-phase power and emit low or no noise and allow for simultaneous heating and cooling in separate rooms to allow users to ability to individually control room temperatures from within each room.
- Existing hallways, laundry room, toilet/shower rooms to remain conditioned.
- Explore options for space-efficient ERV configurations (multiple smaller units acceptable if they reduce disruption and piping modifications).
- Implement phased construction approach ensuring a minimum of three (3) operational sleeping quarters at all times.

- Provide a sequencing plan that identifies potential crew disruption including a strategy to address anticipated impacts.
- Contractor must be able to perform all engineering in-house and obtain all permits and inspections necessary to complete the work.
- Contractor must self-perform demolition and removal of decommissioned systems, electrical, plumbing, sheet metal, testing & air balancing (TAB), and commissioning scopes of work in addition to cutting, patching and repair of any and all impacted finishes to their current state.
- Contractor must be able to meet an aggressive timeline with permitting, engineering, and project completion by the end of 2025.
- Baseline Controls: Include manufacturers standard digital control system.

Additive Pricing Alternates

ALT 1: Provide all-inclusive additive cost, including WSST, for Alternate Controls System as follows:

- Basis of Design: Tridium Niagara 4.x Framework (current stable release).
- Acceptable Products: Niagara Supervisor and JACE/Edge controllers by Niagara-certified OEMs; or equal meeting all Open Access/Interoperability Minimums in this section.
- Serviceability: Must be supportable by an independent Niagara-certified integrators within 150 miles.
- Owner Rights: Owner is licensee; provide admin credentials, engineering tool access, and unlocked project deliverables at closeout.
- Web Technology: HTML5 web UI; no browser plug-ins.
- Protocols: Native BACnet/IP or MS/TP (BBMD/FDT), Modbus TCP/RTU; avoid proprietary gateways where open options exist.

ALT 2: Provide all-inclusive additive cost, including WSST, to add fault detection, monitoring, and energy optimization (smart building system preferred) to ALT 1.

SAFETY REQUIREMENTS

The selected Contractor must demonstrate a proven safety record, including submission of their current Experience Modifier Rate (EMR) and OSHA recordable incident history. Contractors with an EMR greater than 1.0 may be disqualified. Shoreline Fire Department values safety as a core requirement and will prioritize proposals from contractors who can demonstrate industry-recognized safety excellence (e.g., AGC Contractor of the Year Safety Awards).

PROPOSAL REQUIREMENTS

Proposals shall be sent electronically in PDF format via email to both project coordinators **on or before September 30, 2025 at 4:00 PM**. Late submittals will not be accepted. Responding companies accept all risks of late delivery of submittals, regardless of fault. The Shoreline Fire Department assumes no responsibility for any circumstances resulting in late submittals.

Proposals should include the following information:

1. **Qualifications:** Provide an overview of your companies experience in fencing and gate installation, particularly in the public safety sector. Include information on key team members who will be involved in the project, including their qualifications and relevant experience.
2. **Timeline:** Outline your timeline addressing the description of services outlined above.
3. **Budget:** Provide a detailed breakdown of costs associated with the proposed services, including prevailing wages, additional expenses, tax, and exclusions.
4. **Contact Information:** Including the Contractor's name, proof of licensing and certification, address, telephone number, and name and contact information for an identified representative.

Shoreline Fire Department reserves the right to reject any and all proposals, to waive any irregularities in any proposal, and to accept the proposal that is deemed to be in the best interest of the Department.

EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Demonstrated expertise and experience.
- Experience working with local governments or similar public sector organizations.
- Clarity and thoroughness of proposed approach.
- Qualifications and experience of key team members.
- Estimated timeline for completion of project.
- Cost-effectiveness and value for money.

Onsite visits are allowed provided they are prescheduled with DC Matt Hochstein. Contact information below.

CONTACT INFORMATION

For questions or further information, please contact:

- Deputy Chief Matt Hochstein: mhochstein@shorelinefire.com
- Capital Project Manager Anders Hansson: ahansson@shorelinefire.com

EXCEPTIONS

Proposals must clearly identify all exceptions that a responding agency takes to this request including but not limited to, any terms and conditions listed in the document.

CONTRACT NEGOTIATION AND AWARD

The Shoreline Fire Department reserves the right to negotiate with the selected responding agency that, in the opinion of the Shoreline Fire Department, has submitted a proposal that is the best value and is not

obligated to contract with the responding agency that has submitted the absolute lowest cost proposal. It is the intent of the Shoreline Fire Department to ensure it has the flexibility it needs to arrive at a mutually acceptable agreement. Negotiations may include, but not be limited to, matters such as: minor changes to scope of work, contract details, contract payment details, and service requirements.

The Shoreline Fire Department shall not be bound, nor in any way be obligated, until both parties have executed a contract. No party may incur any chargeable costs prior to the execution of the final contract.

Proposals will be evaluated based on the following weighted scoring model:

CRITERIA	Points	Weighting	Scoring
Technical Proposal	100	35%	
- Project Approach & Methodology	30		
- HVAC/ERV Solution & Clean Energy Compliance	35		
- Deliverables (Drawings, Commissioning, Documentation)	35		
Management Proposal	100	25%	
- Firm Experience (Fire Stations & 24/7 Facilities)	30		
- Key Staff Qualifications & In-House Capabilities	20		
- Demonstrated Safety Record (EMR, Awards)	30		
- Schedule Feasibility	20		
Cost Proposal	100	40%	
- Total Project Cost & Alternates	80		
- Value for Money & Cost Control	20		
Grand Total Points	300	100%	

EQUAL OPPORTUNITY EMPLOYMENT

A successful Contractor must comply with Shoreline Fire Department equal opportunity requirements. Shoreline Fire Department is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation.

TITLE VI

It is the Shoreline Fire Department's policy to assure that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

COMPLIANCE WITH LAWS AND REGULATIONS

In addition to nondiscrimination compliance requirements previously listed, a successful Contractor shall comply with applicable federal, state, and local laws, statutes, and ordinances.

VII. STANDING AGENDA:

1. Warrants:

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

Second Board Meeting
SEPTEMBER 18, 2025

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	250910001 - 250910031	49,022.66	9/10/25
Vendor Voucher(s)	250911001 - 250911029	563,105.38	9/17/25
Vendor Voucher(s)	250919001 - 250919030	72,632.91	9/24/25
Payroll Vouchers		will be presented at next meeting	
ACH Payment Request - Payroll Direct Deposit		will be presented at next meeting	
ACH Payment Request - HRA/VEBA		will be presented at next meeting	
ACH Payment Request - ALERUS (457 Plan)		will be presented at next meeting	
ACH Payment Request - WA DCP		will be presented at next meeting	
ACH Payment Request - Dept. of Retirement Systems		will be presented at next meeting	
ACH Payment Request - IAFF Local 1760 (Union Dues)		will be presented at next meeting	
ACH Payment Request - DSHS		will be presented at next meeting	
ACH Payment Request - Payroll Taxes		will be presented at next meeting	

\$ 684,760.95

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	250909001 - 250909008	6,725.09	9/10/25
	250915001 - 250915007	141,096.57	9/17/25
	250916001 - 250916005	16,232.32	9/24/25
Payroll Vouchers		will be presented at next meeting	
ACH Payment Request - Payroll Direct Deposit		will be presented at next meeting	
ACH Payment Request - HRA/VEBA		will be presented at next meeting	
ACH Payment Request - ALERUS (457 Plan)		will be presented at next meeting	
ACH Payment Request - WA DCP		will be presented at next meeting	
Dept of Retirement Systems		will be presented at next meeting	
ACH Payment Request - IAFF Local 1760 (Union Dues)		will be presented at next meeting	
ACH Payment Request - Payroll Taxes		will be presented at next meeting	

\$ 164,053.98

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

\$ -

RFA MIH EXPENSE FUND: 10-064-6070			
Vendor Voucher(s)		No Activity	

\$ -

RFA CAPITAL FUND: 10-0643-010			
Vendor Voucher(s)	250908001 - 250908009	119,642.16	9/10/25
Vendor Voucher(s)	250913001	194.77	9/17/25
Vendor Voucher(s)	250917001 - 250917006	50,817.28	9/24/25

\$ 170,654.21

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)	250912001	12,862.50	9/17/25
Vendor Voucher(s)	250918001	274.47	9/24/25

\$ 13,136.97

RFA FIRE BENEFIT FEE: 10-064-0030			
Vendor Voucher(s)		No Activity	

\$ -

RFA BENEFITS FUND: 10-064-6050			
Vendor Voucher(s)	250907001	3,165.60	9/10/25
Vendor Voucher(s)	250914001 - 250914005	35,629.20	9/17/25

\$ 38,794.80

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 :		\$ 1,071,400.91

MOTION: Commissioner Pratt moved, and Commissioner Wollum seconded a motion to accept the disbursements for \$1,071,400.91 per the detail above. The motion passed; ten ayes.

2. Commissioners' Report:

- No report.

3. Financial Report

- The August 2025 Financial Summary Report will be provided at the October 2 Board meeting.

4. Statistics Report:

- No report.

5. Strategic Activity Report:

- DC Hochstein provided a brief update on the Station 57 HVAC project.
 - The Department submitted a Request for Proposal (RFP) for the Station 57 HVAC Replacement and Installation project. The RFP was posted through the MRSC small works roster to over 130 listed vendors.
 - Final proposals are due the afternoon of September 30. The Department will evaluate the proposals and provide a recommendation to the Governing Board at its October 2 meeting for approval to award the contract.
 - Commissioner Adman asked if the project proposal included the potential for additional bedrooms. DC Hochstein confirmed that language was added to the proposal to allow for the configuration of two (2) future sleeping rooms within the existing framework of the building.
- Chief Cowan noted the Department has also submitted an RFP for mental health consulting services to support the Peer Support Program and assist with employee health.

6. RFA Activity Reports:

- **Chief Cowan** provided a written RFA activity report, which is attached and incorporated by reference.
 - The Department continues to work on finalizing the Uniformed and Chief Officer Collective Bargaining Agreements (CBA). Final drafts will be provided to the Commissioners for review, followed by a briefing under executive session if needed, with potential approval at the October 2 Governing Board meeting.
 - Chief Cowan also provided a brief update on recent public records requests and personnel rescue training.
 - Chief Cowan attended the Regional Crisis Response (RCR) Operations Board meeting. The RCR program is a collaborative mobile crisis response service in north King County that dispatches Mental Health Professionals (MHPs) to behavioral health crises instead of law enforcement. Topics discussed included usage data, ongoing and future needs, and challenges to expanded use.
- **Deputy Chief Hochstein** provided a written RFA activity report, which is attached and incorporated by reference.
 - DC Hochstein provided an update on the Department's strategic communications vendor contract with Gallatin Public Affairs. The contract includes ongoing website and internal portal training and has resulted in significant improvements to the Department's RFP and recruitment processes.

- The Department's new ladder truck is scheduled to arrive at Hughes Fire Equipment later this month and will be delivered to the Department this fall for final preparation. It will replace Ladder Truck 161, which will be retained as a reserve. A push-in ceremony will be scheduled upon delivery.
- DC Hochstein also provided a brief update on fire apparatus service arrangements with the Bothell Fire Department.

VIII. OLD BUSINESS:

- No Report.

IX. NEW BUSINESS:

- **Lifepak Purchase Discussion:**

- The Department's current stock of LIFEPAK portable, multi-functional devices is nearing end of life.
- The purchases were identified in the 20-year replacement strategy and budgeted for 2026; however, the Department will need to initiate the purchases sooner to avoid a significant price increase.
- Commissioner Pratt recommended that replacement costs be set aside in a specific fund for these purchases moving forward.

- **Resolution 25-17 Transfer of Credit Card Accounts to RFA:**

- The Governing Board recognizes the need to provide access to funds in a timelier manner than the standard vouchering process allows, and to accommodate time-critical purchases, as outlined in Policy Admin 126.3 – Financial Procedures.

MOTION: *Commissioner Webster moved, and Commissioner Wollum seconded a motion to authorize the Governing Board of Commissioners to sign Resolution 25-17 and authorize the Fire Chief or designee to authorize the transfer of all existing Department credit card accounts to the Regional Fire Authority, and authorize the use, cancellation, or re-assignment of US Bank credit cards under the Regional Fire Authority. The motion passed; ten ayes.*

- **Pre-Payment Pierce Heavy Duty Rescue:**

- A quote and contract with Hughes Fire Equipment for the purchase of a Pierce heavy duty rescue apparatus was provided to the Commissioners for review. The pre-payment option offers significant savings. Although budgeted for 2027 as part of the 20-year strategic plan, Chief Cowan requested consensus from the Governing Board to initiate the purchase this year to take advantage of the savings. The Governing Board agreed, with the exception of Commissioner Byers, who had stepped out of the meeting.

- **Embroidery/Logo Discussion:**

- The Board discussed logo and clothing embroidery for the new RFA Governing Board.
- Commissioner Fischer volunteered to prepare a mockup logo including the RFA Governing Board title.

X. PROJECTED AGENDA:

- Commissioner Nye will attend the October 2, 2025, meeting via Zoom or will have an excused absence.
- Commissioner Adman will attend the October 2, 2025, meeting via Zoom or will have an excused absence.
- Commissioner Webster will be attending meetings via Zoom October 20 through end of December.
- Commissioner Nye will have an excused absence at the November 20, 2025, meeting.
- The Washington Fire Commissioners’ annual fall seminar will be held October 22–25, 2025.
- The Department’s Leadership Retreat is scheduled for October 27–29, 2025.

XI. EXECUTIVE SESSION:

- The Governing Board moved into Executive Session pursuant to RCW 42.30.110(1)(i) – Litigation at 6:40 p.m. for approximately five minutes, to 6:45 p.m.
- The Executive Session concluded at 6:45 p.m., and the regular meeting of the Governing Board reconvened at 6:46 p.m.

The regular meeting of the Governing Board of Commissioners adjourned at 6:46 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

TOWN OF WOODWAY
23920 113th Place W.
Woodway, WA 98020

SEATTLE WA 980
20 SEP 2025 PM 2 L



1775-2025

UNITED STATES
OF AMERICA

FOREVER/USA

Fire Department

A heartfelt thank you for your support and presence during our town fair and parade. Your dedication to safety and service helped make the event smooth and secure for all. We truly appreciate everything you do for our community. Add our Mayor loves riding in the fire engine.

Woodway Town Staff

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

First Board Meeting
OCTOBER 2, 2025

TYPE OF TRANSACTION	INVOICE NUMBER	DISBURSEMENT AMOUNT	RELEASE DATE
RFA EXPENSE FUND: 10-064-0010			
Vendor Voucher(s)	251005001 - 251005024	44,404.72	10/1/25
Payroll Vouchers	92425A - 92425L	150,339.32	9/24/25
ACH Payment Request - Payroll Direct Deposit	ACH	1,176,794.90	9/25/25
ACH Payment Request - Payroll Taxes	ACH	278,343.11	9/26/25
ACH Payment Request - HRA/VEBA	ACH	83,148.66	9/29/25
ACH Payment Request - ALERUS (457 Plan)	ACH	103,805.18	9/29/25
ACH Payment Request - WA DCP	ACH	56,809.33	9/29/25
ACH Payment Request - Dept. of Retirement Systems	ACH	250,587.78	9/29/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	25,797.31	9/29/25
ACH Payment Request - DSHS	ACH	5,234.38	9/29/25

\$ 2,175,264.69

RFA ALS EXPENSE FUND: 10-064-6080			
Vendor Voucher(s)	251002001 - 251002007	10,117.76	10/1/25
Payroll Vouchers	ALS92425A - ALS92425I	36,530.26	9/24/25
ACH Payment Request - Payroll Direct Deposit	ACH	333,066.36	9/25/25
ACH Payment Request - Payroll Taxes	ACH	89,938.27	9/26/25
ACH Payment Request - HRA/VEBA	ACH	22,899.93	9/29/25
ACH Payment Request - ALERUS (457 Plan)	ACH	31,772.47	9/29/25
ACH Payment Request - WA DCP	ACH	24,964.24	9/29/25
ACH Payment Request - Dept. of Retirement Systems	ACH	77,022.15	9/29/25
ACH Payment Request - IAFF Local 1760 (Union Dues)	ACH	6,741.88	9/29/25
ACH Payment Request - DSHS	ACH	2,069.00	9/29/25

\$ 635,122.32

RFA ALS CAPITAL FUND: 10-064-6060			
Vendor Voucher(s)	251001001 - 251001002	95,870.06	10/1/25

\$ 95,870.06

RFA MIH EXPENSE FUND: 10-064-6070			
Vendor Voucher(s)		No Activity	

\$ -

RFA CAPITAL FUND: 10-0643-010			
Vendor Voucher(s)	251003001 - 251003003	14,586.84	

\$ 14,586.84

RFA NKCTC FUND: 10-064-0100			
Vendor Voucher(s)	251004001 - 251004002, 251004005 - 251004006	7,698.47	10/1/25

\$ 7,698.47

RFA FIRE BENEFIT FEE: 10-064-0030			
Vendor Voucher(s)		No Activity	

\$ -

RFA BENEFITS FUND: 10-064-6050			
Vendor Voucher(s)		No Activity	

\$ -

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 :		\$ 2,928,542.38	



**Shoreline Fire Department
Regional Fire Authority**

Monthly Financial Report

AUGUST 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: AUGUST 2025

Regular Board Meeting: October 2, 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 AUG Balance	\$	13,517,093.56

General Expense Fund - BUDGET OVERVIEW (BIAS- budget position report)

Data as of AUG 2025		Notes
Percentage Remaining	57.2%	
Targeted Percentage Remaining	50.0%	
Over/Under Targeted Budget Remaining	7.2%	Under Budget

General Expense Fund- OVERTIME COSTS

Data as of AUG 2025		Notes
Total Overtime	\$ 369,041.64	
Firefighting Staffing Overtime	\$ 275,022.97	Overtime processing period: Jul 11, 2025 - Aug 15, 2025
BLS/EMS Staffing Overtime	\$ 94,018.67	Overtime processing period: Jul 11, 2025 - Aug 15, 2025

General Expense Fund- CASH ON HAND

Data as of AUG 2025		Notes
Cash on hand, end of AUG balance	\$ 2,164,142.52	

Transfers: No Activity

FUND NAME	TRANSFERS-OUT	TRANSFERS-IN	Purpose
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Fund Balance Summary- STATEMENT C-4

MAY - AUGUST 2025

FUND Name	Fund Number	Beginning Balance	Receipts	Disbursements	Ending Balance
General Expense FUND	10-064-0010	\$ -	\$ 13,083,209	\$ 10,919,066	\$ 2,164,143
Reserve FUND	10-064-6010	\$ -	\$ 6,006,464	\$ 1,024	\$ 6,005,440
Benefits FUND	10-064-6050	\$ -	\$ 1,765,205	\$ 189,937	\$ 1,575,268
Donations FUND	10-064-6030	\$ -	\$ 307,555	\$ 52	\$ 307,503
ALS Expense FUND	10-064-6080	\$ -	\$ 4,841,930	\$ 3,519,129	\$ 1,322,802
MIH FUND	10-064-6070	\$ -	\$ 361,480	\$ 206,159	\$ 155,321
Capital FUND	10-064-3010	\$ -	\$ 2,016,130	\$ 996,000	\$ 1,020,130
ALS Captital FUND	10-064-6060	\$ -	\$ 1,008,580	\$ 42,093	\$ 966,487
Total		\$ -	\$ 29,390,554	\$ 15,873,460	\$ 13,517,094

2025 BUDGET POSITION

Shoreline Regional Fire Authority

Summary

Time: 12:05:39 Date: 09/24/2025

Page: 1

001 General Expense Fund: 10-064-0010

Target Percentage Remaining: 50%

Expenditures	Amt Budgeted	August	YTD	Remaining	
510 ADMINISTRATIVE					
522 10 11 01-00 Salaries- Administration	1,050,405.34	133,179.88	535,441.14	514,964.20	49.0%
522 10 12 01-00 Overtime	107,146.64	3,388.98	34,991.05	72,155.59	67.3%
001 Salaries & Wages	1,157,551.98	136,568.86	570,432.19	587,119.79	50.7%
522 10 21 01-00 State Retirement	117,270.68	7,426.91	37,902.56	79,368.12	67.7%
522 10 21 02-00 WA Paid Family & Medical Leave	3,222.00	343.83	1,392.33	1,829.67	56.8%
522 10 22 01-00 Med/Den/HRA VEBA/Life Ins	144,238.68	20,213.57	61,799.87	82,438.81	57.2%
522 10 22 02-00 Medicare	16,946.26	1,902.64	7,704.84	9,241.42	54.5%
522 10 22 03-00 Sick Leave Incentive Pay	22,323.41	3,005.84	10,268.34	12,055.07	54.0%
522 10 22 05-00 Long Term Disability Insurance	5,267.50	600.00	2,392.50	2,875.00	54.6%
522 10 24 01-00 Labor & Industries	2,589.63	212.85	899.39	1,690.24	65.3%
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	10.50	7.50	41.7%
522 10 27 01-00 Clothing Allowance	943.08	250.00	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	0.00	19,023.89	6,951.77	26.8%
002 Personnel Benefits	366,544.90	33,959.14	141,644.22	224,900.68	61.4%
522 10 31 01-00 Operating Supplies	22,257.90	1,931.48	5,911.02	16,346.88	73.4%
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	1,931.48	7,179.37	20,996.84	74.5%
522 10 41 01-00 Legal Services	30,000.00	8,721.00	20,613.50	9,386.50	31.3%
522 10 41 02-00 Payroll Services	30,440.43	0.00	12,563.65	17,876.78	58.7%
522 10 41 03-00 Consulting Services <i>Gallatin</i>	93,771.45	5,000.00	44,772.80	48,998.65	52.3%
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	110.40	110.40	1,635.68	93.7%
522 10 41 06-00 Recruitment	30,500.00	273.53	2,320.77	28,179.23	92.4%
522 10 41 08-00 Courier Services	2,200.00	222.88	707.24	1,492.76	67.9%
522 10 41 09-00 Outside Instructors <i>DEIB Workshop</i>	24,050.00	5,500.00	6,100.00	17,950.00	74.6%
522 10 42 01-00 Postage	3,461.00	0.00	1,023.47	2,437.53	70.4%
522 10 43 01-00 Travel- Chief	16,176.55	1,303.05	4,627.52	11,549.03	71.4%
522 10 43 02-00 Travel- Administrative Staff	15,017.23	1,044.00	5,250.23	9,767.00	65.0%
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	0.00	50.16	410.82	89.1%
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	7,000.00	0.00	0.00	7,000.00	100.0%
Retreat-Facility/Meals					
522 10 46 01-00 Insurance	10,281.36	(7,635.01)	(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	2,675.00	3,175.00	9,245.00	74.4%
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	0.00	0.00	4,368.21	100.0%
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	0.00	0.00	9,386.84	100.0%
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

Summary

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001 General Expense Fund: 10-064-0010

Expenditures	Amt Budgeted	August	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	20,494.65	21,984.86	188,515.14	89.6%
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	37,709.50	130,431.17	447,383.56	77.4%
510 ADMINISTRATIVE	2,130,087.82	210,168.98	849,686.95	1,280,400.87	60.1%
511 LEGISLATIVE					
522 11 11 01-00 Salaries- Commissioners	105,000.00	4,508.00	24,633.00	80,367.00	76.5%
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	4,508.00	24,633.00	81,367.00	76.8%
522 11 21 00-00 State Retirement (DRS)	2,000.00	62.89	387.41	1,612.59	80.6%
522 11 22 01-00 Medicare/Social Security Tax	6,500.00	274.99	1,555.02	4,944.98	76.1%
522 11 22 02-00 WA Paid Family & Medical Leave	300.00	11.81	64.54	235.46	78.5%
522 11 24 01-00 Labor and Industries	150.00	4.43	24.19	125.81	83.9%
522 11 27 01-00 Clothing Allowance	750.00	0.00	191.64	558.36	74.4%
002 Personnel Benefits	9,700.00	354.12	2,222.80	7,477.20	77.1%
522 11 43 01-00 Travel-Commisioner Conferences	25,000.00	834.03	4,728.91	20,271.09	81.1%
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	570.00	570.00	8,430.00	93.7%
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	1,404.03	5,298.91	116,268.09	95.6%
511 LEGISLATIVE	237,267.00	6,266.15	32,154.71	205,112.29	86.4%
520 FIRE SUPPRESSION					
522 20 11 01-00 Salaries	8,837,916.63	981,525.81	3,642,560.23	5,195,356.40	58.8%
522 20 12 01-00 Overtime	923,055.77	275,022.97	510,081.25	412,974.52	44.7%
001 Salaries & Wages	9,760,972.40	1,256,548.78	4,152,641.48	5,608,330.92	57.5%
522 20 21 01-00 State Retirement	556,804.62	67,401.13	242,182.16	314,622.46	56.5%
522 20 21 02-00 WA Paid Family & Medical Leave	28,513.89	3,258.12	11,808.00	16,705.89	58.6%
522 20 22 01-00 Med/Den/HRA VEBA/Life Ins	1,363,571.27	186,021.90	587,521.31	776,049.96	56.9%
522 20 22 02-00 Medicare	147,295.94	17,439.91	62,983.58	84,312.36	57.2%
522 20 22 03-00 MERP-Med Exp Reimb. Plan	73,100.00	8,500.00	34,000.00	39,100.00	53.5%
522 20 22 04-00 Sick Leave Incentive	31,010.31	891.61	3,566.44	27,443.87	88.5%
522 20 23 01-00 Disability Insurance	1,100.00	195.70	495.70	604.30	54.9%
522 20 24 01-00 Labor & Industries	740,404.26	75,353.45	276,184.27	464,219.99	62.7%
522 20 27 01-00 Clothing Allowance	80,463.87	4,749.90	28,520.02	51,943.85	64.6%
522 20 27 02-00 Dress Uniforms (Class A)	11,204.99	937.68	3,840.49	7,364.50	65.7%
002 Personnel Benefits	3,033,469.15	364,749.40	1,251,101.97	1,782,367.18	58.8%
522 20 31 01-00 SCBA Supplies	2,400.00	0.00	0.00	2,400.00	100.0%

2025 BUDGET POSITION

Shoreline Regional Fire Authority

Summary

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001 General Expense Fund: 10-064-0010

Expenditures	Amt Budgeted	August	YTD	Remaining	
520 FIRE SUPPRESSION					
522 20 31 02-00 Bunker Gear	37,052.92	1,288.42	15,603.25	21,449.67	57.9%
522 20 31 03-00 Firefighting Operations Supplies	54,452.01	2,135.23	4,550.90	49,901.11	91.6%
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	0.00	0.00	2,400.00	100.0%
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	782.21	1,619.17	3,758.66	69.9%
522 20 31 09-00 TRT Supplies/Equipment	8,900.00	591.74	2,105.11	6,794.89	76.3%
522 20 31 10-00 Incident Management (Supplies/Maint)	500.00	0.00	0.00	500.00	100.0%
522 20 31 12-00 Deployment Supplies- In/Out	0.00	2,398.96	2,533.97	(2,533.97)	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	7,196.56	28,403.67	104,382.03	78.6%
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	16,994.83	22,989.76	9,688.52	29.6%
522 20 48 03-00 Communications	9,131.12	0.00	0.00	9,131.12	100.0%
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	3,187.01	10,149.94	7,379.93	42.1%
522 20 48 06-00 Other Repairs	1,000.00	424.89	424.89	575.11	57.5%
522 20 48 07-00 Dispatch Services	372,715.00	0.00	184,157.50	188,557.50	50.6%
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	20,606.73	234,429.29	272,016.26	53.7%
520 FIRE SUPPRESSION	13,433,672.80	1,649,101.47	5,666,576.41	7,767,096.39	57.8%
530 FIRE MARSHAL					
522 30 11 01-00 Salaries - FM, AFM, CO	406,920.44	46,019.89	184,079.56	222,840.88	54.8%
522 30 11 02-00 Salaries - Deputy FM	568,753.00	67,842.82	269,055.36	299,697.64	52.7%
522 30 11 04-00 Salaries- Administrative Assistant	124,465.38	14,725.03	61,218.48	63,246.90	50.8%
522 30 12 01-00 Overtime- FMO	51,644.40	5,665.63	20,396.08	31,248.32	60.5%
001 Salaries & Wages	1,151,783.22	134,253.37	534,749.48	617,033.74	53.6%
522 30 21 01-00 State Retirement	77,942.43	7,618.12	32,021.79	45,920.64	58.9%
522 30 21 02-00 WA Paid Family & Medical Leave	3,148.00	380.04	1,527.58	1,620.42	51.5%
522 30 22 01-00 Med/Den/HRA VEBA/Life Ins	169,677.39	21,872.53	68,943.81	100,733.58	59.4%
522 30 22 02-00 Medicare	20,762.43	2,103.19	8,453.70	12,308.73	59.3%
522 30 22 03-00 MERP-Med Exp Reimb Plan	6,400.00	800.00	3,200.00	3,200.00	50.0%
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	200.00	200.00	50.0%
522 30 24 01-00 Labor & Industries	42,424.53	3,103.28	14,458.36	27,966.17	65.9%
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	35,927.16	130,504.62	197,866.94	60.3%
522 30 31 01-00 Supplies - FMO	5,794.50	228.14	228.14	5,566.36	96.1%
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

Summary

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001 General Expense Fund: 10-064-0010

Expenditures	Amt Budgeted	August	YTD	Remaining	
530 FIRE MARSHAL					
003 Supplies	6,698.81	228.14	505.00	6,193.81	92.5%
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	0.00	243.00	407.00	62.6%
522 30 49 02-00 Registration-FMO	10,732.50	0.00	1,020.00	9,712.50	90.5%
522 30 49 03-00 Subscriptions- FMO	9,846.20	0.00	0.00	9,846.20	100.0%
004 Services	39,415.16	0.00	5,172.47	34,242.69	86.9%
530 FIRE MARSHAL	1,526,268.75	170,408.67	670,931.57	855,337.18	56.0%
531 COMMUNITY OUTREACH					
522 31 11 01-00 Salaries- PIO <i>Includes MIH Sal & Benefits</i>	62,166.81	66,480.66	108,808.74	(46,641.93)	0.0%
522 31 12 01-00 Community Outreach Overtime	81,484.15	6,082.85	20,967.37	60,516.78	74.3%
001 Salaries & Wages	143,650.96	72,563.51	129,776.11	13,874.85	9.7%
522 31 21 01-00 State Retirement	6,599.50	4,008.38	5,446.01	1,153.49	17.5%
522 31 21 02-00 WA Paid Family & Medical Leave	467.98	190.81	313.26	154.72	33.1%
522 31 22 01-00 Med/Den/HRA VEBA/Life Ins	8,604.66	9,461.85	10,000.80	(1,396.14)	0.0%
522 31 22 02-00 Medicare	2,036.91	1,055.87	1,733.26	303.65	14.9%
522 31 22 03-00 MERP- Med Exp Reimb Plan	100.00	500.00	1,100.00	(1,000.00)	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	1,336.55	(1,514.64)	3,623.19	171.8%
522 31 27 01-00 Clothing Allowance	700.00	0.00	0.00	700.00	100.0%
002 Personnel Benefits	20,617.60	16,553.46	16,703.69	3,913.91	19.0%
522 31 31 01-00 Supplies - PIO	15,466.59	1,955.40	6,925.17	8,541.42	55.2%
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	1,955.40	8,912.37	14,167.02	61.4%
522 31 43 01-00 Travel- PIO	3,550.00	164.86	2,585.60	964.40	27.2%
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	1,364.00	1,914.00	2,536.00	57.0%
522 31 49 05-00 Other Services & Charges	7,800.00	55.00	1,501.15	6,298.85	80.8%
004 Services	16,750.00	1,583.86	6,000.75	10,749.25	64.2%
531 COMMUNITY OUTREACH	204,097.95	92,656.23	161,392.92	42,705.03	20.9%
545 TRAINING					
522 45 11 01-00 Salaries - Chief Officer	153,439.56	17,890.11	71,560.44	81,879.12	53.4%
522 45 11 02-00 Salaries- Company Officer	266,377.64	30,905.59	123,622.36	142,755.28	53.6%
522 45 11 03-00 Salaries-Administrative Asst.	77,670.56	9,332.36	37,329.44	40,341.12	51.9%
522 45 12 01-00 Overtime-Training	204,335.63	(4,050.36)	27,166.28	177,169.35	86.7%
522 45 12 02-00 OT Training Firefighters	0.00	(520.48)	17,591.99	(17,591.99)	0.0%
001 Salaries & Wages	701,823.39	53,557.22	277,270.51	424,552.88	60.5%

2025 BUDGET POSITION

Shoreline Regional Fire Authority

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001 General Expense Fund: 10-064-0010

Expenditures	Amt Budgeted	August	YTD	Remaining	
545 TRAINING					
522 45 21 01-00 State Retirement	51,174.73	5,259.25	16,217.65	34,957.08	68.3%
522 45 21 02-00 WA Paid Family & Medical Leave	1,848.46	254.90	756.96	1,091.50	59.0%
522 45 22 01-00 Med/Den/HRA VEBA/Life Ins	62,699.41	8,722.45	27,479.01	35,220.40	56.2%
522 45 22 02-00 Medicare	11,230.21	1,410.63	4,189.07	7,041.14	62.7%
522 45 22 03-00 MERP- Med Exp Reimb Plan	2,400.00	300.00	1,200.00	1,200.00	50.0%
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	200.00	200.00	50.0%
522 45 24 01-00 Labor & Industries	20,784.63	2,034.22	6,793.41	13,991.22	67.3%
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	18,031.45	56,836.10	97,908.80	63.3%
522 45 31 01-00 Training Supplies <i>Sound Transit - reimbursable</i>	20,530.47	36,953.15	37,582.28	(17,051.81)	0.0%
003 Supplies	20,530.47	36,953.15	37,582.28	(17,051.81)	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	859.26	13,053.70	861.46	6.2%
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	500.00	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	1,359.26	15,936.14	69,236.02	81.3%
545 TRAINING	962,270.92	109,901.08	387,625.03	574,645.89	59.7%
550 FACILITIES					
522 50 11 01-00 Salary	337,439.86	28,520.81	123,563.99	213,875.87	63.4%
522 50 11 02-00 Salary- Maintenance Supervisor	104,905.08	11,549.54	46,216.55	58,688.53	55.9%
522 50 11 03-00 Salaries- Mechanic, Facilities Maintenance	391,995.56	27,718.88	108,683.88	283,311.68	72.3%
522 50 12 01-00 Overtime	9,100.09	9,870.01	22,534.48	(13,434.39)	0.0%
001 Salaries & Wages	843,440.59	77,659.24	300,998.90	542,441.69	64.3%
522 50 21 01-00 State Retirement	86,730.92	4,039.39	18,487.67	68,243.25	78.7%
522 50 21 02-00 WA Paid Family & Medical Leave	2,504.23	202.30	797.14	1,707.09	68.2%
522 50 22 01-00 Med/Den/HRA VEBA/Life Ins	141,954.52	10,578.96	33,418.12	108,536.40	76.5%
522 50 22 02-00 Medicare	12,034.46	1,416.35	6,348.93	5,685.53	47.2%
522 50 22 03-00 MERP- Med Exp Reimb Plan	4,400.00	400.00	1,600.00	2,800.00	63.6%
522 50 22 04-00 Sick Leave Incentive	7,431.38	904.04	3,616.16	3,815.22	51.3%
522 50 23 01-00 Disability Insurance	1,800.00	100.00	400.00	1,400.00	77.8%
522 50 24 01-00 Labor & Industries	15,610.76	1,099.76	4,334.16	11,276.60	72.2%
522 50 27 01-00 Clothing Allowance	4,573.52	0.00	(51.94)	4,625.46	101.1%
002 Personnel Benefits	277,039.79	18,740.80	68,950.24	208,089.55	75.1%
522 50 31 01-00 General Supplies	4,628.40	1,044.01	3,523.53	1,104.87	23.9%
522 50 31 02-00 Cleaning Supplies	24,544.07	136.20	6,554.42	17,989.65	73.3%
522 50 31 03-00 Staff/Support Vehicle Fluid Parts/Supplies	28,729.67	1,245.52	5,103.24	23,626.43	82.2%
522 50 31 04-00 Fire Apparatus Parts & Supplies	95,719.02	21,911.81	81,127.77	14,591.25	15.2%
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	15,684.29	31,181.51	45,851.84	59.5%
522 50 35 01-00 Misc Tools-Fleet	3,120.01	0.00	906.24	2,213.77	71.0%

2025 BUDGET POSITION

Shoreline Regional Fire Authority

Summary

Time: 12:05:39 Date: 09/24/2025

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001 General Expense Fund: 10-064-0010

Expenditures	Amt Budgeted	August	YTD	Remaining	
550 FACILITIES					
522 50 35 02-00 Misc Tools-Facilities	1,944.86	97.82	97.82	1,847.04	95.0%
522 50 35 03-00 Facilities Equipment	15,674.22	0.00	4,818.95	10,855.27	69.3%
003 Supplies	253,893.60	40,119.65	133,313.48	120,580.12	47.5%
522 50 41 01-00 Landscape Professional Services	34,952.25	4,281.19	12,498.56	22,453.69	64.2%
522 50 41 02-00 Janitorial Contract- Sta 61 & 51	24,079.32	1,029.33	7,810.34	16,268.98	67.6%
522 50 41 03-00 HVAC/Boiler Maint Contract	26,998.67	178.85	12,327.21	14,671.46	54.3%
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	2,365.03	8,036.93	5,685.61	41.4%
522 50 43 01-00 Travel	1,000.00	177.87	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	158.02	793.47	1,124.40	58.6%
522 50 47 01-00 Electricity	74,067.06	14,720.02	26,099.28	47,967.78	64.8%
522 50 47 02-00 Garbage	18,053.83	5,767.40	9,725.85	8,327.98	46.1%
522 50 47 03-00 Sewer	22,997.83	4,611.43	11,291.46	11,706.37	50.9%
522 50 47 04-00 Water	29,367.33	4,619.44	6,701.47	22,665.86	77.2%
522 50 47 05-00 Natural Gas	92,169.32	7,171.99	22,548.64	69,620.68	75.5%
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>budget # correction</i>	42,052.64	(16,481.30)	33,561.58	8,491.06	20.2%
522 50 48 02-00 Apparatus/Equipmnt (Rep & Maint)	3,837.77	5,753.31	37,407.47	(33,569.70)	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	1,010.08	2,760.23	2,239.77	44.8%
522 50 48 12-00 Overhead Doors Maintenance <i>St 57 Repair</i>	15,530.82	5,092.80	6,328.85	9,201.97	59.2%
522 50 49 01-00 Registrations	854.62	0.00	(3,713.86)	4,568.48	534.6%
004 Services	465,538.68	40,455.46	210,686.70	254,851.98	54.7%
550 FACILITIES	1,839,912.66	176,975.15	713,949.32	1,125,963.34	61.2%
551 IT					
522 51 31 01-00 Computer Supplies	16,665.74	(175.54)	288.05	16,377.69	98.3%
003 Supplies	16,665.74	(175.54)	288.05	16,377.69	98.3%
522 51 41 01-00 Software License/Maintenance <i>Operative IQ</i>	99,259.76	5,552.17	15,858.31	83,401.45	84.0%
522 51 41 02-00 Website Services <i>Vendor Refund</i>	1,000.00	(12,500.00)	(12,500.00)	13,500.00	*****%
522 51 42 01-00 Voice/Data/Fax Lines	57,163.43	8,628.34	45,828.11	11,335.32	19.8%
522 51 42 02-00 IT Services	111,438.08	14,765.85	41,320.09	70,117.99	62.9%
522 51 42 03-00 Cell Phone Airtime	51,977.75	1,801.91	5,470.10	46,507.65	89.5%
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	1,118.53	3,841.36	3,996.03	51.0%
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

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001 General Expense Fund: 10-064-0010

Expenditures	Amt Budgeted	August	YTD	Remaining	
551 IT					
004 Services	336,678.10	19,366.80	101,355.74	235,322.36	69.9%
551 IT	353,343.84	19,191.26	101,643.79	251,700.05	71.2%
560 OTHER SERVICES					
522 60 12 01-00 Overtime	22,665.57	1,073.62	1,511.68	21,153.89	93.3%
001 Salaries & Wages	22,665.57	1,073.62	1,511.68	21,153.89	93.3%
522 60 22 01-00 Wellness Physicals, Shots, Hearing Tests	13,848.50	141.38	740.38	13,108.12	94.7%
002 Personnel Benefits	13,848.50	141.38	740.38	13,108.12	94.7%
522 60 31 01-00 Safety Officer Supplies	3,920.51	1,613.24	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	1,613.24	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	1,165.82	1,165.82	6,834.18	85.4%
522 60 49 01-00 Registrations	8,400.00	0.00	0.00	8,400.00	100.0%
004 Services	20,154.00	1,165.82	1,165.82	18,988.18	94.2%
560 OTHER SERVICES	61,588.58	3,994.06	5,102.32	56,486.26	91.7%
571 EMS/BLS					
522 71 11 01-00 Salaries- Firefighters	3,103,661.32	298,584.67	1,550,434.88	1,553,226.44	50.0%
522 71 12 01-00 Overtime	345,767.87	94,018.67	299,255.57	46,512.30	13.5%
001 Salaries & Wages	3,449,429.19	392,603.34	1,849,690.45	1,599,738.74	46.4%
522 71 21 01-00 State Retirement	194,374.24	19,282.79	77,131.16	117,243.08	60.3%
522 71 21 02-00 WA Paid Family & Medical Leave	11,033.97	897.73	3,590.92	7,443.05	67.5%
522 71 22 01-00 Med/Den/HRA VEBA/Life Ins.	588,625.00	67,778.70	213,423.60	375,201.40	63.7%
522 71 22 02-00 Medicare	55,402.75	5,558.75	22,235.00	33,167.75	59.9%
522 71 22 03-00 MERP- Med Exp Reimb Plan	27,200.00	3,100.00	12,400.00	14,800.00	54.4%
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	66,600.00	133,800.00	66.8%
002 Personnel Benefits	1,077,535.96	113,267.97	395,380.68	682,155.28	63.3%
522 71 31 01-00 Supplies - EMS/BLS	61,207.01	3,500.56	22,461.88	38,745.13	63.3%
522 71 31 02-00 EMS Apparatus Parts & Supplies	49,520.33	1,070.53	9,311.19	40,209.14	81.2%
522 71 32 01-00 Fuel - BLS	26,745.87	3,142.94	9,230.82	17,515.05	65.5%
003 Supplies	137,473.21	7,714.03	41,003.89	96,469.32	70.2%
522 71 48 01-00 Repair & Maintenance	17,502.48	297.74	910.22	16,592.26	94.8%
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	599.88	18,185.88	55,520.02	75.3%

2025 BUDGET POSITION

Shoreline Regional Fire Authority

Summary

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001 General Expense Fund: 10-064-0010

Expenditures	Amt Budgeted	August	YTD	Remaining	
571 EMS/BLS					
004 Services	102,783.76	897.62	19,096.10	83,687.66	81.4%
571 EMS/BLS	4,767,222.12	514,482.96	2,305,171.12	2,462,051.00	51.6%
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	2,953,146.01	10,919,066.11	14,621,954.30	57.2%
Fund Excess/(Deficit):	(25,541,020.41)	(2,953,146.01)	(10,919,066.11)		

August 2025

Target Percentage Remaining: 50%

Overall Percentage Remaining: 57.2%

Under Budget by: 7.2%

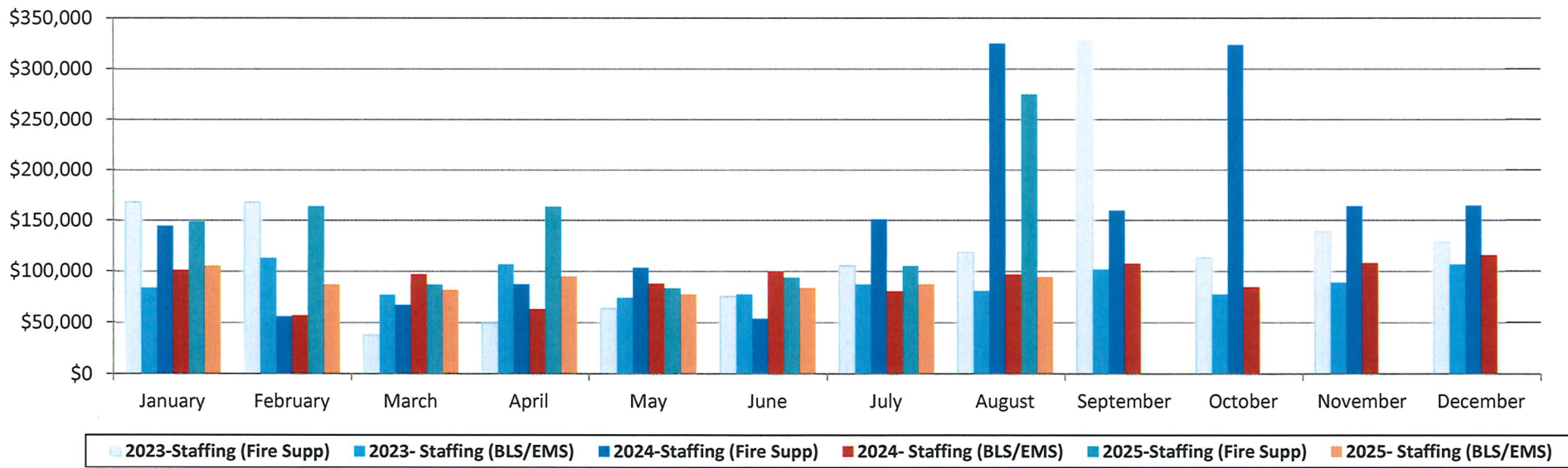
OVERTIME COST (EXP fund)- FIRE SUPPRESSION & BLS/EMS

AUG 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			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	\$ 1,118,232.00	\$ 710,277.52	
Monthly Average	\$ 124,146.33	\$ 89,201.25	\$ 149,707.36	\$ 91,323.91	\$ 139,779.00	\$ 88,784.69	

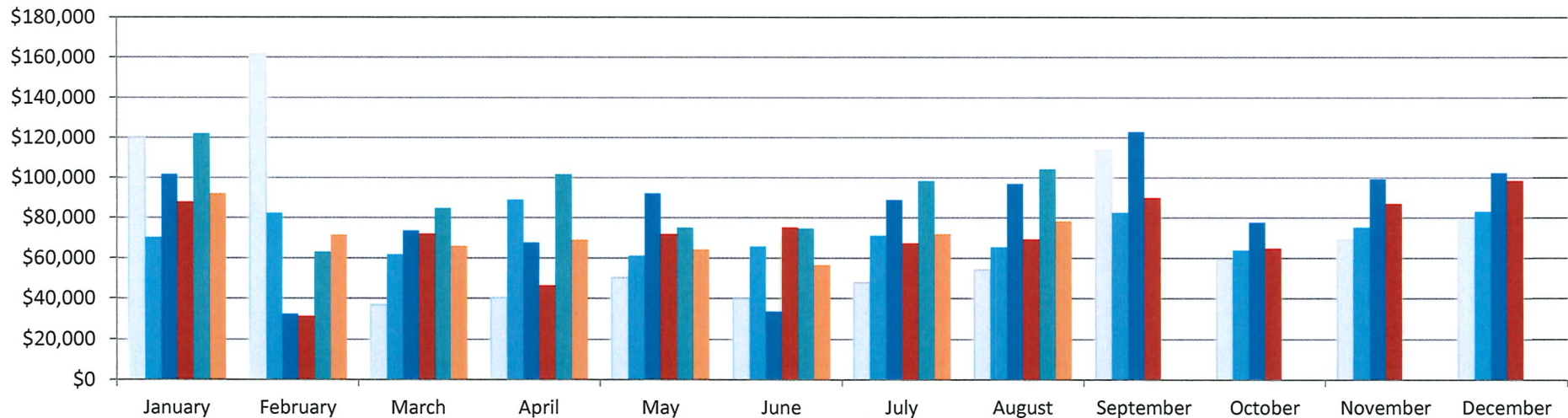
AUG 2025	Year to Date	2025 Budget	Remaining Bal.	% Remaining	Target % remaining	Miscellaneous Note
OT-Staffing (Fire Supp)	\$ 1,118,232.00	\$ 1,483,798.00	\$ 365,566.00	24.64%	33.33%	Inc. in FF staffing, sick leave, deployments
OT-Staffing (BLS/EMS)	\$ 710,277.52	\$ 711,500.00	\$ 1,222.48	0.17%	33.33%	Includes A157 Upstaffing



OVERTIME COST (EXP fund)- FIRE SUPPRESSION & BLS/EMS - STAFFING ONLY**AUG 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			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	\$ 723,415.32	\$ 569,929.18	
<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>\$ 90,426.92</i>	<i>\$ 71,241.15</i>	

AUG 2025	Year to Date	2025 Budget	Remaining Bal.	% Remaining	Target % remaining	Miscellaneous Note
OT-Staffing (Fire Supp)	\$ 723,415.32	\$ 806,000.00	\$ 82,584.68	10.25%	33.33%	FF Staffing/SL, DL
OT-Staffing (BLS/EMS)	\$ 569,929.18	\$ 494,000.00	\$ (75,929.18)	-15.37%	33.33%	includes A157 Upstaffing



■ 2023-Staffing (Fire Supp)
 ■ 2023- Staffing (BLS/EMS)
 ■ 2024-Staffing (Fire Supp)
 ■ 2024- Staffing (BLS/EMS)
 ■ 2025-Staffing (Fire Supp)
 ■ 2025- Staffing (BLS/EMS)

General Expense Fund- CASH ON HAND

Fund Number: 10-064-0010

9/24/2025

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				
October				
November				
December				
Total	\$ -	13,083,208.63	10,919,066.11	2,164,142.52
Monthly Average		3,270,802	2,729,767	

NOTES:

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

Shoreline Fire Department

BOARD MEETING DATE: October 3rd, 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 are now ready to initiate the hiring of a Facilities Technician and a Finance Specialist.
- We are moving closer to approval of administrative positions being added to Union.

Staffing

- We have 9 accepted conditional offers for entry level Firefighter positions.

Negotiations

- Union voted and approved the Uniform CBA.
- We have a tentatively agreed to Chief Officer CBA.

Contracts

- No update on NEMCO status.
- The Bothell City Council and Union have approved adopting applicable CBA and policy language to allow for Vector Solutions management by SFD personnel.

North King County Training Consortium

- Will be coordinating training with KCSO for helicopter and boat operations.

Budget

- Our 2026 budget season is starting, with next meeting on October 16.
- Still continuing to reconcile fire district accounts and transferring funds to the RFA accounts.

Strategic Activity

- Station 57 Generator Replacement is ongoing and working on HVAC options.
- New ladder truck is at Hughes, then to us later this fall for final preparation. Fire engine to follow in early 2026.
- Robust conversation about short and medium-term staffing needs, to be further defined in budget process.

Public Records Requests

- Significant requests at this time.

Noteworthy Meetings/Activities

- September 20 – Open House
 - Good weather and turnout.
- September 23 – LMC Meeting
 - Discussed ongoing issues and concerns.

- September 25 – 2026 Budget Meeting #3
 - Discussed capital projects and started working through line by line expense items.
- September 30 – October 3 – Leadership Summit Conference

Incorporated into the above Board meeting minutes by reference.

Submitted by: Chief, Matt Cowan

RFA Activity Highlights

Shoreline Fire Department RFA

BOARD MEETING DATE: October 2, 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.
- St. 57 HVAC proposals received and evaluated/scored.
- St. 62 and next door property maintenance.
- St. 63 SCBA compressor ventilation system design work underway.

Fleet:

- Ongoing preventative maintenance and repairs of all district apparatus.
- Annual services and PMs are ongoing.
- All 3 mechanics attended WFC Fall Fire Mechanics Conference 9/15 – 9/19.
- Engine final inspection at Pierce.

IT:

- Microsoft Windows updates for September 2025
- New Fire Suppression systems in ST51 and ST61 server room.
- Started replacing computers at all stations. (60+ swaps when completed)
- IT Budget for 2026.
- Ordering software and/or equipment that was approved for 2025.
 - Lots of research into new models of equipment that are different than what was proposed back when budget was done in 2024.
- Repairing and replacing ESO tablets as needed
- Misc tasks around stations.

Near Future:

- 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.

RFA Activity Highlights

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.
- Close of surplus sale.
- Labor Management meeting.
- Bothell BC & LT promotional interview panel.
- Finance Committee Meetings # 2 & 3 for 2026 budget.
- Attend KCFCA Leadership Summit 9/30 – 10/2.

Regional Fire Authority Activity Highlights

Shoreline Fire Department

BOARD MEETING DATE: October 2, 2025

Deputy Chief Andres Orams

The following items of note were completed during the period of September 19 to October 2, 2025:

Deputy Chief Orams – Projects and Meetings

- Weekly Division Chief meetings
- Labor/Management meeting
- BC/LT promotional interviews (Bothell)
- Driver Engineer interviews – promoted Elliot Tanning and Wess Church
- Finance/Budget Committee meeting
- Zone 1 Tech Committee meeting
- Electric Bus Isolation Areas meeting

Fire Suppression (Pitts)

- Weekly Division Chief meetings
- Quarterly Safety Committee Meeting
- NE King County Joint Operations Group meeting
- Monthly Shoreline/Bothell BC/MSO meeting
- South Snohomish County Regional Training meeting
- Driver Engineer interviews
- Finance/Budget Committee budget meeting
- PIA for 187th Way fire
- Tactics/Target Hazards meeting with COs
- Quarterly Eastside Hazmat Consortium meeting
- Meeting with NEMCO Director

EMS and MIH (Kennison):

- Weekly Division Chief meetings
- Ready Rebound meeting
- BLS Working Group meeting
- School safety and security visits
- Driver Engineer interviews
- Finance/Budget Committee Budget meeting
- Tactics/Target Hazards meeting with Cos
- Swedish Stroke/STEMI collaboration meeting
- ALS Training Officers meeting

Training (Majeed):

- Zone 1 Tech Training meeting
- Shoreline/Bothell BC/MSO meeting
- PIA for 16100 Linden Ave. N. fire
- PIA for 187th Way fire
- Tactics/Target Hazards meeting with Cos

Regional Fire Authority Activity Highlights

- Two Training Officer interviews
- Bothell/Shoreline NERIS Training Plan
- Bellevue Training Chief 1:1 meeting
- Bellevue Special Operations Team meeting
- ICS NFA review and team debrief
- SKCFTC 2026 Training Calendar meeting and debrief



Shoreline Fire Department
Dedicated to the Protection of Life and Property
Serving our Communities for Over 85 Years, Since 1939

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:	October 2, 2025
Agenda Title:	BLS Transport Fee Increase – Revised Appendix to Resolution 12-05
Background Information: It is recommended that the BLS Transport Fee rate is reviewed on an annual basis so that the Department remains in line with cost increases as well as other fire departments in King County who bill for transports.	
Recommendation: Increase the base fee for BLS transports from \$1,074.89 to \$1,103.91 and increase the mileage charge from \$20.30 to \$20.85 effective January 1, 2026. A revised Appendix was added to Resolution 12-05 increasing the fee.	
Financial Impact:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
	Increase in cost recovery to the Department
Other Options:	
Attachments:	Revised Appendix to Resolution 12-05

RECOMMENDED MOTION (IF APPLICABLE):

I move to authorize the Shoreline Fire Department to increase the base fee for BLS transports from \$1,074.89 to \$1,103.91 and increase the mileage charge from \$20.30 to \$20.85 effective January 1, 2026.

Follow Up Action(s):	Notify Systems Design of the increase
Follow up Person(s):	Asst. Admin Director, Rachel Garlini
Follow up Date(s):	



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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

BLS TRANSPORT FEE
APPENDIX A to Resolution 12-05

REVISED October 2, 2025
(the revised fee schedule supersedes changes to Appendix A,
dated December 21, 2017, of Resolution 12-05)

At its October 2, 2025, regular Board meeting, the Shoreline Fire Department Governing Board of Commissioners moved to increase the base fee for BLS transports from \$1,074.89 to \$1,103.91, and increase the mileage charge from \$20.30 to \$20.85 effective January 1, 2026.

BLS Transport Base Fee	\$1,103.91
Mileage	\$20.85 per mile

Respectfully submitted,

Attest:

**BOARD OF COMMISSIONER OF THE SHORELINE FIRE
DEPARTMENT REGIONAL FIRE AUTHORITY (RFA)**

Boupha K. Siharath
Secretary to the 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



Shoreline Fire Department
Dedicated to the Protection of Life and Property
Serving our Communities for Over 85 Years, Since 1939

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**

☐ Informational Only

☒ Approval by Motion

Meeting Date:	October 2, 2025
Agenda Title:	Sole Source Purchase of Lifepak Equipment from Stryker
Background Information: Stryker is the sole manufacturer and authorized distributor of Lifepak 15 and Lifepak 35 monitors. No third-party vendor can provide these units or the required warranty and certified maintenance. Field personnel are already trained and certified on Lifepak equipment. Switching vendors would necessitate retraining of all paramedics and EMTs, causing operational delays and additional costs. Standardized devices improve patient safety by reducing the risk of operator error under emergency conditions. For these reasons, no other vendor or manufacturer can meet the Department's needs without significant cost increases, risk and disruption. Therefore, Shoreline Fire Department requests approval to proceed with the sole source purchase of Lifepak 15 and Lifepak 35 units directly from Stryker.	
Recommendation: Approve sole source purchase.	
Financial Impact:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Cost Neutral
Cost Impact:	<i>Purchasing sole source provides economies of scale and is neutral on overall cost of the purchase.</i>
Attachments:	

BOARD OF COMMISSIONERS MOTION

I move to authorize the Fire Chief or his designee to enter into a sole source purchase of Lifepak 15 and Lifepak 35 units directly from Stryker.

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



SHORELINE FIRE DEPARTMENT

Approval Document for Sole Source Vendors

SOLE SOURCE INCLUDES MATERIALS, SUPPLIES OR EQUIPMENT, CLEARLY AND JUSTIFIABLY AVAILABLE FROM ONLY ONE SOURCE OR CONSULTANT, PROVIDING PROFESSIONAL OR TECHNICAL EXPERTISE OF SUCH A UNIQUE NATURE THAT THE CONSULTANT IS CLEARLY AND JUSTIFIABLY THE ONLY PRACTICABLE SOURCE TO PROVIDE THE SERVICE. THIS WOULD INCLUDE TRAINERS, CONSULTANTS, PHYSICIANS, ETC.

SOLE SOURCE VENDOR NAME: Stryker

MATERIAL/SUPPLY/SERVICE TO BE PURCHASED: Automatic External Defibrilators

ESTIMATED OR ACTUAL COST: \$1,096,486.67

JUSTIFICATION FOR USE OF SOLE SOURCE: Only available from one source

REQUESTOR Andres Orams

BUDGET LINE # _____

COMMENTS:

Stryker is the sole manufacturer and authorized distributor of Lifepak 15 and Lifepak 35 monitors. No third-party vendor can provide these units or the required warranty and certified maintenance. Field personnel are already trained and certified on Lifepak equipment. Switching vendors would necessitate retraining of all paramedics and EMTs, causing operational delays and additional costs. Standardized devices improve patient safety by reducing the risk of operator error under emergency conditions. For these reasons, no other vendor or manufacturer can meet the Department's needs without significant cost increases, risk and disruption. Therefore, Shoreline Fire Department requests approval to proceed with the sole source purchase of Lifepak 15 and Lifepak 35 units directly from Stryker.

APPROVAL BY THE CHIEF OR DESIGNEE:

Signature

Date

Approved by a motion of the Board of Commissioners at the

_____ meeting.

(date)



BLS Monitor Only EMS+

Quote Number:

11104132

Version:

1

Prepared For:

SHORELINE FIRE DEPT

Attn:

Quote Date:

09/30/2025

Expiration Date:

12/29/2025

Contract Start:

04/16/2025

Contract End:

04/15/2026

Remit to:

Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Rep:

Warner Edwards

Email:

warner.edwards@stryker.com

Phone Number:

(503) 704-7184

Mobile:

+1 5037047184

Delivery Address		Sold To - Shipping		Bill To Account	
Name:	SHORELINE FIRE DEPT	Name:	SHORELINE FIRE DEPT	Name:	SHORELINE FIRE DEPT
Account #:	20030877	Account #:	20030877	Account #:	20030877
Address:	17525 AURORA AVE N	Address:	17525 AURORA AVE N	Address:	
	SHORELINE		SHORELINE		
	Washington 98133-4812		Washington 98133-4812		

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99577-001939	LIFEPAK 15 V4 Monitor/Defib - Manual & AED, Trending, Noninvasive Pacing BT. Incl at N/C: 2 pr QC Electrodes (11996-000091) & 1 Test Load (21330-001365) per device, 1 Svc Manual CD (26500-003612) per order	24	\$5,935.85	\$142,460.40
2.0	41577-000256	Ship Kit - QUIK-COMBO Therapy Cable (11113-000004); Paper rolls, 100mm (1 pack of 2 rolls) (11240-000016); 3-Lead ECG cable (AHA) (11110-000029); QUIK-COMBO Adult Electrodes, 2 packs per device (11996-000091)	24	\$243.34	\$5,840.16
3.0	11577-000004	Station Battery Charger - For the LP15	24	\$489.92	\$11,758.08
4.0	21330-001176	LP 15 Lithium-ion Battery 5.7 amp hrs	24	\$140.28	\$3,366.72
5.0	11577-000001	LIFEPAK 15 Shoulder strap	24	\$14.81	\$355.44
6.0	11577-000002	LIFEPAK 15 Basic carry case w/right & left pouches; shoulder strap (11577-000001) included at no additional charge when case ordered with a LIFEPAK 15 device	24	\$98.25	\$2,358.00
8.0	11996-000091	Adult QUIK-COMBO pacing/defibrillation/ECG Electrodes With EDGE System Technology	24	\$13.82	\$331.68
9.0	11110-000029	ECG Cable, 3-Lead - For LIFEPAK 15 or 20e	24	\$89.69	\$2,152.56
10.0	11240-000032	Printer Paper, 100 mm (2 per box)	24	\$6.12	\$146.88
Equipment Total:					\$168,769.92

Trade In Credit:



BLS Monitor Only EMS+

Quote Number:

11104132

Version:

1

Prepared For:

SHORELINE FIRE DEPT

Attn:

Quote Date:

09/30/2025

Expiration Date:

12/29/2025

Contract Start:

04/16/2025

Contract End:

04/15/2026

Remit to:

Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Rep:

Warner Edwards

Email:

warner.edwards@stryker.com

Phone Number:

(503) 704-7184

Mobile:

+1 5037047184

Product	Description	Qty	Credit Ea.	Total Credit
---------	-------------	-----	------------	--------------

ProCare Products:

#	Product	Description	Qty	Sell Price	Total
11.1	LIFEPK-FLD-PROCARE	Lifepak 15 for LIFEPAK 15 V4 Monitor/Defib - Manual & AED, Trending, Noninvasive Pacing BT. Incl at N/C: 2 pr QC Electrodes (11996-000091) & 1 Test Load (21330-001365) per device, 1 Svc Manual CD (26500-003612) per order 04/17/2025 - 04/16/2030 √ Parts, Labor, Travel √ Preventative Maintenance √ Batteries Service	24	\$7,413.25	\$177,918.00
ProCare Total:					\$177,918.00

Data Solutions:

#	Product	Description	Qty	Sell Price	Total
7.0	11996-000480	4G Titan III Trio Modem: Verizon or AT&T Wi-Fi/Cellular/ Audio (audio on/off configurable by customer), for use with customer data plan. Customer will obtain SIM card to configure for Verizon or AT&T	24	\$1,467.92	\$35,230.08
Data Solutions Total:					\$35,230.08

Price Totals:

Estimated Sales Tax (10.400%):	\$17,552.07
Shipping and Handling:	\$1,000.00
Grand Total:	\$400,470.07

Prices: In effect for 30 days

Terms: Net 30 Days



BLS Monitor Only EMS+

Quote Number:	11104132	Remit to:	Stryker Sales, LLC 21343 NETWORK PLACE CHICAGO IL 60673-1213 USA
Version:	1	Rep:	Warner Edwards
Prepared For:	SHORELINE FIRE DEPT	Email:	warner.edwards@stryker.com
Attn:		Phone Number:	(503) 704-7184
		Mobile:	+1 5037047184
Quote Date:	09/30/2025		
Expiration Date:	12/29/2025		
Contract Start:	04/16/2025		
Contract End:	04/15/2026		

Shipping & Handling Includes:
Standard freight, special packaging, semi rigging cranes, labor & delivery of equipment to final location, removal of all packaging, pre-delivery site check, education/training

Terms and Conditions:
Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html.



LP35 Monitor

Quote Number:11104143

Version:1

Prepared For:SHORELINE FIRE DEPT

Attn:

GPO:

Quote Date:09/22/2025

Expiration Date:12/29/2025

Contract Start:04/16/2025

Contract End:04/15/2026

Remit to:

Rep:

Email:

Phone Number:

Mobile:

Stryker Sales, LLC

21343 NETWORK PLACE

CHICAGO IL 60673-1213

USA

Warner Edwards

warner.edwards@stryker.com

(503) 704-7184

+1 5037047184

Delivery Address		Sold To - Shipping		Bill To Account	
Name:	SHORELINE FIRE DEPT	Name:	SHORELINE FIRE DEPT	Name:	SHORELINE FIRE DEPT
Account #:	20030877	Account #:	20030877	Account #:	20030877
Address:	17525 AURORA AVE N	Address:	17525 AURORA AVE N	Address:	
	SHORELINE		SHORELINE		
	Washington 98133-4812		Washington 98133-4812		

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	70335-000042	LP35,EN-US,MAS-SP/CO,MED-CO2,SUN-NIBP,12L,WIFI/CELL/LN/CPRIN,STD,BT	9	\$46,265.14	\$416,386.26
2.0	11335-000001	LIFEPAK FLEX Lithium-Ion Battery	9	\$850.00	\$7,650.00
3.0	11140-000102	LIFEPAK FLEX Battery Charger	18	\$2,550.00	\$45,900.00
4.0	11140-000131	AC Power Cord (North America, hospital grade)	9	\$91.80	\$826.20
5.0	11996-000519	LNCS-II Reusable rainbow 8-wavelength Adult Sensor	9	\$644.25	\$5,798.25
6.0	11996-000520	LNCS-II Reusable rainbow 8-wavelength Pediatric Sensor	9	\$708.75	\$6,378.75
7.0	11260-000073	Shoulder Strap	9	\$63.75	\$573.75
8.0	11335-000008	LIFEPAK 35 Storage Bag Kit	9	\$510.00	\$4,590.00
9.0	21300-008210	4-Wire Cable Comb, (10/pack)	1	\$80.00	\$80.00
10.0	21300-008211	6-Wire Cable Comb, (10/pack)	1	\$80.00	\$80.00
11.0	11996-000508	RD SET DBI, Adult Reusable Soft Sensor 1/box	9	\$381.65	\$3,434.85
12.0	11335-000005	LIFEPAK Printer Kit	9	\$2,550.00	\$22,950.00
13.0	11160-000011	Reusable Cuff, Infant, 8-14 cm	9	\$25.50	\$229.50
14.0	11160-000013	Reusable Cuff, Pediatric, 13-20 cm	9	\$28.90	\$260.10
15.0	11160-000021	Reusable Cuff, Small, Adult, 18-26 cm	9	\$34.00	\$306.00
16.0	11160-000015	Reusable Cuff, Adult, 26-35 cm	9	\$34.85	\$313.65



LP35 Monitor

Quote Number:11104143

Version:1

Prepared For:SHORELINE FIRE DEPT

Attn:

GPO:

Quote Date:09/22/2025

Expiration Date:12/29/2025

Contract Start:04/16/2025

Contract End:04/15/2026

Remit to:

Rep:

Email:

Phone Number:

Mobile:

Stryker Sales, LLC

21343 NETWORK PLACE

CHICAGO IL 60673-1213

USA

Warner Edwards

warner.edwards@stryker.com

(503) 704-7184

+1 5037047184

#	Product	Description	Qty	Sell Price	Total
17.0	11160-000019	Reusable Cuff, X-Large, Adult, 35-44 cm	9	\$56.95	\$512.55
20.0	11330-000026	LP35 Docking Station	9	\$2,720.00	\$24,480.00
21.0	41335-000001	LIFEPAK 35 AC Power Adapter Kit	9	\$2,125.00	\$19,125.00
22.0	11140-000131	AC Power Cord (North America, hospital grade)	18	\$91.80	\$1,652.40
Equipment Total:					\$561,527.26

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
TR-LP15V2-LP35	TRADE IN LP15 V2 FOR LP35	9	-\$3,000.00	-\$27,000.00

ProCare Products:

#	Product	Description	Qty	Sell Price	Total
19.1	LIFEPAK35-FLD-PRO	Lifepak35 for LP35,EN-US,MAS-SP/CO,MED-CO2,SUN-NIBP,12L,WIFI/CELL/LN/CPRIN,STD,BT 04/17/2025 - 04/16/2030 √ Parts, Labor, Travel √ Preventative Maintenance √ Batteries Service	9	\$10,191.50	\$91,723.50
ProCare Total:					\$91,723.50

Data Solutions:

#	Product	Description	Qty	Sell Price	Total
18.0	11150-000020	LIFEPAK Cellular Modem, North America	9	\$1,275.00	\$11,475.00
Data Solutions Total:					\$11,475.00



LP35 Monitor

Quote Number:	11104143	Remit to:	Stryker Sales, LLC 21343 NETWORK PLACE CHICAGO IL 60673-1213 USA
Version:	1	Rep:	Warner Edwards
Prepared For:	SHORELINE FIRE DEPT	Email:	warner.edwards@stryker.com
Attn:		Phone Number:	(503) 704-7184
		Mobile:	+1 5037047184
GPO:			
Quote Date:	09/22/2025		
Expiration Date:	12/29/2025		
Contract Start:	04/16/2025		
Contract End:	04/15/2026		

Price Totals:

Estimated Sales Tax (10.400%):	\$55,590.84
Shipping and Handling:	\$2,700.00
Grand Total:	\$696,016.60

Prices: In effect for 30 days

Terms: Net 30 Days

Shipping & Handling Includes:

Standard freight, special packaging, semi rigging cranes, labor & delivery of equipment to final location, removal of all packaging, pre-delivery site check, education/training

Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html.

Purchase Order Form



Account Manager :

Warner Edwards

Purchase Order Date :

09-22-2025 17:16:00 -0400

Cell Phone :

(503) 704-7184

Expected Delivery Date :

Stryker Quote Number :

11104143

Customer PO Number :

Bill To	Customer # : 20030877	Sold To / End User	Customer # : 20030877	Deliver To	Customer # : 20030877
Company Name : Contact or Department : Street Address : Addt'l Address Line : City, ST, ZIP : Phone :	SHORELINE FIRE DEPT 	Company Name : Contact or Department : Street Address : Addt'l Address Line : City, ST, ZIP : Phone :	SHORELINE FIRE DEPT 17525 AURORA AVE N SHORELINE, Washington, 98133-4812	Company Name : Contact or Department : Street Address : Addt'l Address Line : City, ST, ZIP : Phone :	SHORELINE FIRE DEPT 17525 AURORA AVE N SHORELINE, Washington , 98133-4812

Authorized Customer Initials

Authorized Customer Initials

Authorized Customer Initials

Description	Total
	\$696,016.60

Total : \$696,016.60

Purchase Order Form



Accounts Payable Contact Information

Name :

Email :

Phone :

Authorized Customer Signature

Name : Andres Orams

Title :

Signature :

Date :



Shoreline Fire Department
Dedicated to the Protection of Life and Property
Serving our Communities for Over 85 Years, Since 1939

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**

☐ Informational Only

☒ Approval by Motion

Meeting Date:	October 2, 2025
Agenda Title:	Uniformed Collective Bargaining Agreement for January 1, 2025, through December 31, 2027
Background Information: IAFF Local Union 1760 and Management negotiated and finalized the Uniformed Collective Bargaining Agreement for January 1, 2025, through December 21, 2027.	
Recommendation: Recommend that the Board of Fire Commissioners approve the Uniformed 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:	

BOARD OF COMMISSIONERS MOTION

I move to authorize the Shoreline Fire Department RFA Governing Board to approve the Uniformed 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



UNIFORMED Collective Bargaining Agreement

January 1, 2025 through December 31, 2027

COLLECTIVE BARGAINING AGREEMENT CONTENTS:

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ARTICLE 1: Recognition

Section A The Department recognizes the Union as the exclusive bargaining representative for all uniformed employees as listed by position in Article 26, Wage Scale Matrix.

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.

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 downtime.

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

The Department shall maintain a Union Leave Bank. Each year, 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, which will be deducted on January 1 of the following calendar year. For 2025, the transfer amount will be determined by the Union upon approval of the contract. Union leave shall:

1. Only be approved by the Union President or designee.
2. Follow Admin 108 Optional Time off and Trades for scheduling time off.
3. If there are no additional time off positions available, Union Leave shall still be granted; however, the hours will be deducted at one and a half (1.5) times.
4. Unused Union Leave hours will carry over to the following year, with a maximum accumulation cap of 1,000 hours.
5. 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 Department will compensate the employee 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:

1. Determining the mission, budget, and organizational structure of the Department;
2. Managing and directing personnel, facilities, and equipment.
3. Hiring, promoting, retaining, and laying off employees due to lack of work or other legitimate reasons;
4. Suspending, demoting, disciplining, or discharging for just cause;
5. Contracting for goods and services not presently performed by bargaining unit members;
6. Determining whether goods or services should be purchased;
7. 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;
8. Changing or eliminating existing equipment, facilities, or levels of service;
9. 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
10. 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 human-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 is 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 them.

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 due to 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 their 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 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:

1. A general statement explaining the conditions or actions under which the alleged grievance occurred.
2. The specific Article, Policy, and Section of the Agreement, and/or past practice, alleged to have been improperly administered or violated.
3. Remedial action is 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 their 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 recommendations 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: 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.

For seniority purposes, lateral Paramedics who were hired through the Shoreline Fire Department Paramedic testing promotional process, shall have their hire date based on the start date of the Fire Department they were hired from.

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)*.

Section C Reduction in Classification

A *Reduction in Classification* is a reduction in: Paramedics, Driver/Engineers, Fire Prevention employees, or any promoted rank.

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 position with ALS classification 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.

EXAMPLE: If a Paramedic, who was hired from another jurisdiction, is the least senior Paramedic within classification promotion rank, they would have the ability to move to the Suppression classification and use their seniority with the Shoreline Fire Department for seniority ranking.

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 124-1 Promotional Testing Guidelines that participate in Shoreline Fire Department's Paramedic testing shall be notified of this article.

ARTICLE 16: Paramedic Promotion Out of Program/Decertification

Section A The Fire Department recognizes that, from time to time, employees serving within the ALS program may request to leave the program and be reassigned to one of the suppression positions. This request for permanent reassignment is differentiated from when an individual is promoted out of the ALS program into a position within the suppression group.

These requests will be handled on a first-come, first-served basis in conjunction with the needs of the Department. The Department will notify an employee within thirty (30) working days from their request whether the request has been approved and of an anticipated date for reassignment. The ALS personnel requesting decertification must remain certified until reassignment by the Department.

Unless otherwise determined by the Department, the Department will recognize two decertification requests per calendar year. Such requests shall be valid for the balance of the calendar year in which they are submitted. Employees requesting decertification and reassignment may reapply in subsequent calendar years if prior requests were not approved.

Permanent reassignment out of the Medic Program is dependent upon the existence of an appropriate open position. An "appropriate open" position shall be defined as *a vacant authorized position at the rank appropriate for the employee requesting decertification*, which may occur as a result of routine turnover, addition of positions, promotion, or when a Shoreline Firefighter is assigned to Paramedic Training.

Requests for transfer on a permanent basis shall meet the following requirements:

1. The ALS personnel requesting to be permanently reassigned outside of the Medic Program must be made to the Department between January 1 and March 30 of each calendar year. The timing of this notice may be waived at the discretion of the Department.
2. The ALS personnel requesting decertification and reassignment must have served in the position of full-time Paramedic or MSO with Shoreline Fire Department for a minimum of five (5) years at the date of the request.

Section B ALS personnel who are approved for decertification shall suffer no immediate decrease in pay upon reassignment. Reassigned ALS personnel will receive no increase in pay until one of the following conditions occurs:

1. The pay grade for the new job classification meets or exceeds the pay grade earned by the reassigned Paramedic or MSO.

2. The reassigned Paramedic or MSO receives a promotion to a higher pay grade, which cancels the issue.
3. Once the individual's request is granted, the Paramedic certification requirements will be maintained and supported by the Department as outlined in Policy EMS 414 Paramedic Recertification and Renewal Requirements. On the approved date of transfer into a Suppression position, the Paramedic certification requirements are no longer in effect, and the individual will revert back to an EMT certification and function within our system.

Section C Paramedics and Medical Services Officers who fail to recertify shall forfeit Paramedic premium pay.

Section D Upon an opening of a Suppression Lieutenant position, a Medical Services Officer (with a completed Lieutenant Officer workbook) may request to be considered for the open position per Administrative Policy 124.

Section E If a current Paramedic or MSO receives a promotion to a position outside of the ALS program, the following guidelines shall apply.

EXAMPLE: Paramedic to Driver/Engineer
Paramedic to Lieutenant
MSO to Captain or Battalion Chief

Section F When an individual within the ALS program receives a promotion, the Department will support their Paramedic certification requirements as outlined in the Paramedic continuing education policy. This support will be maintained until the employee's current Paramedic certification expires. The employee's certification may be extended for one (1) additional recertification period with mutual agreement between the Union and Department. The Department does not intend to allow an individual to maintain their Paramedic certification "long-term" working in a position outside of the designated ALS program positions. If there is a long-term vacancy (greater than sixty [60] days) in the ALS program while the Department is maintaining the certification of a Paramedic who promoted out of the ALS program, that individual may be temporarily reassigned to the ALS Division to their previously held position (Paramedic or MSO).

If an individual is promoted out of the ALS Division and that individual has completed their probation in the new position, they will be added to the rule of three's interview if they want to transfer back to the ALS program, while the Department is still supporting their Paramedic certification requirements. After the Department ceases to support continuing education, the Paramedic shall go through the promotional process to return to the ALS program.

- Section G The Department recognizes that it is in the best interest of the ALS program to have all ALS personnel working long term within the program positions. The Union and Department agree that any ALS personnel transferred or promoted out of the program will be replaced with full-time employees using the normal Paramedic selection criteria and the University of Washington Paramedic Training program process.
- Section H If a Paramedic is decertified, they shall be considered within the Suppression ranks as it pertains to reduction in force/classification.

ARTICLE 17: 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 18: Paramedic School Assignment / Reimbursement

Section A There are a total of twenty-six (26) paramedics plus five (5) MSOs. There may be one (1) additional paramedic if the position is assigned to Training.

Section B The Union and Department recognize the financial commitment to train and educate new Paramedics for the Medic One Program. Both parties agree that our desire is to offer new ALS program positions to existing employees as defined in our promotional policy. Employees who enter the Medic One program and attend the University of Washington's Paramedic Training program agree to the following:

1. Acceptance into the training program is dependent on passing the pre-course Anatomy and Physiology class as provided by Paramedic Training. This course is provided at no cost to the employee but does require study and occasional classroom time outside of their normally assigned work schedule.
2. Upon successful completion of the Paramedic Training Program, a minimum five-year (5) commitment to remain employed with the Shoreline Fire Department working within the ALS program is required.
3. If an individual voluntarily separates from the ALS program prior to five (5) years, the following will occur:
 - a) A computation of the individual's total salary, benefits, and overtime from the time the individual is assigned to paramedic school up to graduation will be conducted. This calculation will include any additional overtime accrued specifically to the Anatomy and Physiology pre-course requirements.
 - b) The total dollar amount will be divided by sixty (60) months, and this amount will be prorated for the amount of time the individual is not fulfilling the 5-year requirement.
 - c) This dollar amount will be required to be reimbursed back to the Shoreline Fire Department for the costs associated with Paramedic training.

EXAMPLE: An Employee chooses to leave the Shoreline Fire Department 16 months short of five years after receiving certification as a State of Washington Paramedic. If the total employee costs and compensation for Paramedic school was \$125,000, the $\$125,000 \div 60 = \$2,083.3$ and then $\times 16$ months. The employee would be required to repay \$33,332.80 toward their Paramedic training expenses incurred by the Shoreline Fire Department.

4. If the employee is terminated or separates for a career-ending disability, L&I disability, or death, the repayment requirement is waived.
5. If a Paramedic is demoted or reduced in classification, the repayment requirement is waived.

ARTICLE 19: 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 20: 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, including employees hired through the Paramedic promotional process, shall end twelve (12) months following assignment to a Platoon shift, which shall be considered the first day that the new employee is eligible to respond to 911 calls. Successful completion of the probationary period shall include completion of the applicable first-year program. If a probationary employee misses more than 192 hours of 24-hour shift work in their probationary period, the employee's probationary period shall be extended by the time equivalent to the missing shifts. 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 that 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 21: Promotional Positions

Section A All ranks above Firefighter as listed in Article 26, Wage Scale Matrix, 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 22: Conflict of Interest

Section A Employees that fall into the category of relationships 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 23: Contractual Hours

Section A 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:

- 1 day ON
- 1 day OFF
- 1 day ON
- 5 days OFF

Additional "work back days" are scheduled as needed to meet the 2,496-hour obligation, per Administrative Policy 108.

Section B FLSA Compliance:

1. The maximum number of non-overtime hours worked during a 24-day FLSA cycle shall not exceed 182 hours.
2. Trades do not impact the FLSA hour count.
3. Each employee shall have a maximum of one debit day per FLSA work period. If a debit day(s) is scheduled that results in the employee working more than 182 hours in the defined FLSA work period, the employee shall be compensated with an additional ½ time (normal pay plus the additional ½ time, which is equal to their overtime rate). This only applies to the hours exceeding the 182-hour threshold, and only applies to hours actually worked in the FLSA work period; 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.

Section C Day Shift:

1. Employees shall work 2,080 hours per year, averaging 40 hours per week over a 28-day FLSA cycle.
 2. Shifts typically start between 0600–0800 hours, with lunch breaks of 30 or 60 minutes.
- Possible Schedules (at Fire Chief's discretion):
 - Monday–Friday: 8 hours/day.
 - Monday-Thursday and alternating Fridays: 9 hours/day (M-Th), 8 hours every other Friday. (Alternate Mondays off allowed)

- Monday–Thursday or Tuesday–Friday: 10 hours/day.
- Flexibility: Schedule variations may be approved by mutual agreement to meet position-specific needs.

Section D Training Shift:

1. Applies only to employees in training programs exceeding four weeks.
2. Assigned a 2,080-hour annual schedule; no day shift premium is paid.
3. No holiday work per Article 30; employees are not required to work holidays.
4. Mileage: Employees are reimbursed at the IRS mileage rate for travel from Station 61, unless the training location is their assigned "work home." If it is not, mileage from their designated work home will be reimbursed.
5. Leave Accruals: Vacation and sick leave accrue at day shift rates during training assignments.
6. Holiday Pay: If required to work on a holiday (Article 30), employees shall be paid overtime for hours actually worked between 00:00 and 23:59.

Section E Paramedic Training Shift

1. Applies to employees in the University of Washington Paramedic Program.
2. Annual schedule: 2,288 hours, with paramedic training premium per Article 26.
3. A 28-day FLSA work period begins on the first Monday after training starts.
4. Overtime is paid for hours exceeding 176 hours per cycle.
5. Salary will not be reduced due to variable training hours.
- Additional Details:
 - Paramedic students must report weekly hours each Monday to a Deputy Chief or designee.
 - They accrue an additional 20 hours of vacation upon completion of the training.
 - Sick Leave and Vacation Leave shall be accrued at the employee's day shift rate while assigned to Paramedic Training Shift.
7. Mileage: Employees are reimbursed at the IRS mileage rate for travel from Station 61, unless the training location is their assigned "work home." If it is not, mileage from their designated work home will be reimbursed.
-
- Holiday Pay: Employees working on a recognized holiday (Article 30) are paid overtime for all hours worked between 00:00 and 23:59

Section F Operations Day Shift

1. For personnel assigned to response apparatus during peak hours.
2. Annual work schedule: 2,288 hours, using a 28-day FLSA cycle.
3. Holiday Pay: Employees working on a recognized holiday (Article 30) are paid overtime for all hours worked between 00:00 and 23:59.
4. Possible Schedules (adjusted to meet 2,288-hour requirement):
 - Four 14-hour days on / Four days off (2,555 hours originally).
 - Four 12-hour days on / Four days off (2,190 hours originally).
 - Monday–Friday: 9 hours/day with paid lunch (2,348 hours originally).

Section G 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 H General Provisions

Schedule Changes:

The Department shall provide at least 15 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.

Annual Schedule Publication:

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

Trades:

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

ARTICLE 24: Working Out of Classification

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

When an Officer position, Driver/Engineer 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* will attempt to 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 26 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. Employee's 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 (60 days or longer)

When an Officer position, Driver/Engineer position, or other designated Department 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 an 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 at the bottom of the workbook seniority list, below any other employees who have already started a long-term acting position.

EXAMPLE: Sue has the most senior acting Driver workbook and completes a term as a long-term acting Driver. Sue is placed at the bottom of the long-term acting Driver list. A month later Bob completes an acting Driver workbook. Bob will be placed on the long-term acting driver list below Sue.

If a long-term acting position lasts less than eight shifts, not at the employee's request, from the date the employee was offered the long-term acting position, then the employee will stay at the same position on the long-term acting list. Use of sick leave, vacation, comp time, etc., during the long-term acting counts towards the eight shifts. This will be retroactive to long-term acting positions starting after January 1, 2024.

An employee may request not to be appointed to a long-term acting position. If all qualified *actors* turn down the acting position, then the position will be filled in accordance with Policy Admin 136, Scheduling Employee Overtime.

If a Company Officer *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 Captain goes out on Long Term Disability, 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, which causes a Firefighter 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 those replacements based upon the starting pay for the position being replaced, as stated in Article 26, 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 20 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 Firefighter is assigned a long-term acting assignment for an injured Lieutenant. The Lieutenant is off for nine (9) months, triggering the promotion. The Lieutenant returns to work 80 days later. The Firefighter gets promoted after (nine) 9 months, starts their probation and then is reduced in rank back to Firefighter 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, from which they were reduced.

ARTICLE 25: Salary Calculations and Pay Periods

Section A Employees covered by this Agreement shall be compensated in accordance with Article 26, Wage Scale Matrix.

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 26: Wage Scale Matrix

- Section A All percentage amounts listed on the Wage Scale Matrix contained in this Article 26 are based on the top-step Firefighter position pay (100%) unless otherwise stated in the contract article(s).
- Section B Effective January 1, 2025, the top-step Firefighter salary shall increase by four and sixty-eight hundredths' percent (4.68%), resulting in a new monthly salary of \$11,175.11.
- Section C Effective January 1, 2026, the top-step Firefighter salary shall be increased by two and seven-tenths (2.7%), CPI-U June 2024 to June 2025 - All Users Seattle / Tacoma / Bellevue.
- Section D Effective January 1, 2027, the top-step Firefighter 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 the top-step Firefighter salary.

Shoreline Fire Department						
2025 WAGE SCALE CPI-U: January 1, 2025 through December 31, 2027						
Monthly Salary: Uniform CBA						
Rank/Grade:			0 – 12 Months	13 - 24	25 - 36	*Top Step FF 37+ Months
Firefighter			7,822.58	8,940.09	10,057.60	11,175.11
Percentage of Top Step FF			70%	80%	90%	100%
Lateral FF based on previous months of experience						
Hourly Rate			\$37.61	\$42.98	\$48.35	\$53.73
Rescue Firefighter	102.0%	54.80				11,398.61
Driver-Engineer	106.0%	56.95				11,845.62
Driver-Rescue	108.0%	58.02				12,069.12
Tractor Driver	108.0%	58.02				12,069.12
Paramedic	118.0%	63.40				13,186.63
Lieutenant	118.0%	63.40				13,186.63
LCO	120.0%	64.47				13,410.13
Captain	127.0%	68.23				14,192.39
MSO	134.0%	71.99				14,974.65
Deputy Fire Marshal: 0-24 Months	110.0%	59.10				12,292.62
Deputy Fire Marshal: 25-48 Months	115.0%	61.79				12,851.38
Deputy Fire Marshal: 48+ Months	120.0%	64.47				13,410.13
Assistant Fire Marshal	127.0%	68.23				14,192.39
PE / CSO / PIO-SMC: 0-24 Months	108.0%	58.02				12,069.12
PE / CSO / PIO-SMC: 25-36 Months	110.0%	59.10				12,292.62
PE / CSO / PIO-SMC: 37-48 Months	112.0%	60.17				12,516.12
PE / CSO / PIO-SMC: 48+ Months	115.0%	61.79				12,851.38
Company Officer-FMO: 0-12 Months	123.0%	66.08				13,745.39
Company Officer-FMO: 13-24 Months	124.0%	66.62				13,857.14
Company Officer-FMO: 25-36 Months	127.0%	68.23				14,192.39
Incentive Pay:						
Day Shift Premium	4.0%	2.15				447.00
Aid Car Premium	5.0%	2.69				
Training Premium	9.0%	4.84				
Ladder Station - Tiller/tailboard - Seat pay	2.0%	1.07				
Rescue Swimmer - Team Member	1.5%	0.81				167.63
Paramedic School Premium	4.0%	2.15				447.00
Suppression Lieutenant Medic Certification	4.0%	2.15				447.00
Lieutenant/Captain/Actor Instructing at an academy	9.0%	4.84				1,005.76
Fire/EMS Academy Lead Instructor or EMT Instructor / SEI	10.0%	5.37				1,117.51
BLS Run Review QI Assignment	1.5%	0.81				167.63
Education:						
King County ODA Certification or Fire Officer II*	0.5%	0.27				55.88
Associate's Degree*	1.5%	0.81				167.63
Bachelor's Degree*	2.0%	1.07				223.50
Master's Degree or above*	2.5%	1.34				279.38
EMS (R0150) and R0151*	0.5%	0.27				55.88
Seattle Executive Leadership Academy*	0.5%	0.27				55.88
Executive Fire Officer (EFO)*	1.5%	0.81				167.63
Longevity Premiums:						
5 Years	2.0%					223.50
10 Years	4.0%					447.00
15 Years	6.0%					670.51
20 Years	8.0%					894.01
25 Years	10.0%					1,117.51
30 Years	12.0%					1,341.01
35 Years	14.0%					1,564.52
* See Article 43 Education Incentive						

Section E Position Pay

The pay for each position is listed in the wage scale matrix and is based on the top-step firefighter.

Section F 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 G Aid Car Premium

All employees working regular hours on a dedicated aid car shall be paid a 5% hourly aid car premium of the top-step Firefighter hourly rate, when working on an aid car.

Section H 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.

Section I Lieutenant with a Paramedic Certification

A 4% premium shall be applied to Paramedics who, by mutual agreement, make a lateral transfer out of the Medic Program to an Officer's position and maintain their Paramedic certification (subject to Article 16 Paramedic Promotion Out of the Program/Decertification). The premium also applies to a Paramedic who is assigned as a long-term acting Lieutenant.

Section J Lateral Hire Starting Pay

Employees hired as part of a lateral hiring class will receive credit for the number of years of professional, full-time, suppression fire service experience they have as if they were originally hired with the Shoreline Fire Department as an entry level Firefighter.

Section K Note: While in Fire Prevention, Devon Wesenberg is eligible to receive position pay equal to 125%. If Wesenberg leaves Fire Prevention, Wesenberg shall not receive salary increases until the position pay for the new position matches or exceeds the previous position.

DRS Entry Date	DRS Gap in Months	SFD Longevity Date
8/1/2024	2.00	10/1/2024

ARTICLE 27: Longevity Pay

Section A Longevity pay shall be based on the employee's fire department LEOFF2 entry date as follows:

<u>Years of Service</u>	<u>Longevity Pay</u>
5 Years	2% Top-step Firefighter Pay
10 Years	4% Top-step Firefighter Pay
15 Years	6% Top-step Firefighter Pay
20 Years	8% Top-step Firefighter Pay
25 Years	10% Top-step Firefighter Pay
30 Years	12% Top-step Firefighter Pay
35 Years	14% Top-step Firefighter Pay

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 Firefighter Smith's DRS entry date is 8/1/2024 for a total of 8 months of service, but only has 6 service credit months per DRS, then FF Smith's longevity date would be 10/1/2024.

ARTICLE 28: 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 or operational 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.

Qualified employees assigned to the 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.

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

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 the set time amounts shall receive further compensation in increments of fifteen (15) minutes, under the following conditions:

1. When an employee is required to work beyond the employee's regular shift, they shall be compensated for a minimum of thirty (30) minutes at time and a half.
2. When an employee has to provide another employee with early relief so they can change stations, they shall be compensated for a minimum of thirty (30) minutes at time and a half. The amount of time depends on the distance between stations and the time of day.
3. The MSO that is coming onto (default) or leaving shift shall receive fifteen (15) minutes of straight time to follow the controlled drug exchange procedure.
4. 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 who arrived for an overtime shift that has been canceled.
5. 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, run review, special drills, CBT class, 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.

6. When an off-duty Paramedic is required to attend Tuesday Series in person, they shall be compensated for a minimum of four (4) hours of overtime. If attending Tuesday Series virtually then the minimum time is reduced to three (3) hours.
7. When an off-duty employee is assigned to teach a CPR or CBT Class, they shall be compensated for a minimum of four (4) hours of overtime.
8. 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 cleanup time with a two (2) hour minimum.

Section C Compensatory/Debit Compensatory Time

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. 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 with 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:

1. 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).
2. 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 maximum the employee can roll over into the following year. Comp time hours in excess of 96 will be cashed out at the employee's current (regular) rate of pay.
3. 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 December end of the month payroll.

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:

1. 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

2. Transfer the excess to their Debit Compensatory Time Off Bank,

OR

3. 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 roll over into the following year.

Section D Hobo Pay

Hobo pay is authorized for a short-notice move of employees from their previously assigned station to an alternate station. This applies to contractual (regular and debit) shifts. Short notice is defined as *after an employee's last shift worked*.

When the employee is re-directed to another station prior to 0800 hours, the employee will be compensated for thirty (30) minimum minutes of overtime. If the employee or supervisor chooses to wait until 0800 hours to relocate, the employee holding over will be compensated for thirty (30) minutes minimum of overtime or actual time, whichever is greater.

An employee working consecutive shifts at different stations shall remain on the payroll while traveling between stations.

Trades will not create a situation where compensation is required except for employee relocations during the middle of their shift.

Section E Station Transfer Pay

When an employee is required to relocate to a different station while on duty and a Department vehicle is not available, they shall be compensated at a rate of \$10.00 in lieu of mileage allowance. If an employee is moved between stations multiple times the employee will receive Station Transfer Pay each time the employee is moved stations.

Having to move stations due to a trade being at a different station shall not create Station Transfer pay. If the employee is moved while on duty during a trade the employee will qualify for Station Transfer pay.

ARTICLE 29: Specialty Assignments and Pay

Section A Technical Staff Assignments:

Eligibility & Compensation: Technical staff assignments shall be filled by Firefighters or Driver/Engineers who have completed probation with the Shoreline Fire Department.

Each assignment receives 1.5% of the top-step Firefighter base pay.

Annual Review: By December 1 of each year, either the Department or the Union may initiate a reopener of Section A to modify the list or number of technical staff assignments.

2025–2027 Technical Staff Assignment List:

Staff Assignment	Number of Employees
Personal Protective Equipment	3
Respiratory Protection	3
Radios	2
Pagers / Active 911	1
BLS Supply Manager	1
Fitness Coordinator*	1
Cell Phones	1

**Fitness Coordinator will not receive premium pay until the position is filled.*

Vacancies & Duration: Vacancies will be filled per Admin Policy 124.3 – Appointment Guidelines.

Employees retain the assignment unless promoted to an officer position or out of the bargaining unit, the assignment is eliminated, or the employee resigns.

Transition Pay: 2024 peer fitness instructors will receive premium pay until the 2025 contract is signed.

Section B Rescue Station Assignments:

Position	Count
Rescue Captains	4
Rescue Drivers	4
Rescue Firefighters	12

- Rescue Captain: Promoted position
- Rescue Driver: Appointed promoted position
- Rescue Firefighter: Appointed position

Compensation & Conditions: Appointed employees receive their current position pay unless promoted out of the station, appointment is removed, or they resign from the position. Qualified, short-term Acting Officers and Drivers at the Rescue Station will receive the 2% premium.

Annual Assignment Review: The Deputy Chief of Operations shall evaluate all Rescue Station assignments annually, with input from the assigned Battalion Chief, to determine continuation or reassignment.

Assignment Notification: Assignment notifications shall be provided no later than the shift assignment deadline in Article 23 Contractual Hours.

If no notification is given, the employee will remain assigned and continue receiving the Rescue Station premium for the upcoming year.

Transition Pay: The Technical Rescue Team ends on January 2, 2025. All previous members who are not assigned to the Rescue or Ladder Station shall have their pay frozen until their new position pay catches up from promotion or COLA increase.

Section C

Ladder Station Assignments:

Position	Count
Ladder Company Officers (LCO)	4
Tractor Drivers	4
Ladder Firefighters	12

- LCO: Appointed Lieutenant
- Tractor Drivers: Promoted position
- Ladder Firefighters: Appointed

Compensation & Conditions: Appointed employees are paid their current rate unless promoted out of the station, appointment is removed, or they resign from the position. Firefighters operating the tiller seat (or riding tailboard when the Ladder is OOS) receive the tiller seat premium. Qualified, short-term Acting Officers and Drivers at the Ladder Station will receive the 2% premium.

Currently, Captain Eric Zender is the fifth Captain and is assigned to the Ladder Station. When Captain Zender leaves the Ladder Station, either by promotion or separation, Labor and Management agree to negotiate the impact of the reduction in the number of Captains on Platoon Shift.

Annual Assignment Review: The Deputy Chief of Operations shall evaluate all Ladder Station assignments annually, with input from the assigned Battalion Chief, to determine continuation or reassignment.

Assignment Notification: Assignment notifications shall be provided no later than the shift assignment deadline in Article 23 Contractual Hours.

If no notification is given, the employee will remain assigned and continue receiving the Ladder Station premium for the upcoming year.

Transition Pay: The Technical Rescue Team ends on January 2nd, 2025. All previous members who are not assigned to the Rescue or Ladder Station shall have their pay frozen until their new position pay catches up from promotion or COLA increase.

Section D Water Rescue Team (WRT):

1. Composed of 34 employees on Platoon Shift or in Training.
2. Members must meet qualifications outlined in TRNG 618 Qualification of Members for Positions/Duties and Ops 225 Technical Rescue.
3. Compensated at Firefighter-Water Rescue Technician premium pay.
4. Vacancies filled according to Admin Policy 124.3 – Appointment Guidelines.

Section E Wildland Team:

1. Up to 40 positions available.
2. Deployment numbers are determined by Management.
3. The Deputy Chief of Operations shall evaluate all Wildland Team assignments annually, with input from the Team Coordinator, to determine continuation or reassignment.

Section F Hazmat Team:

1. If the Department establishes a Hazmat Team, it shall include a minimum of two (2) Hazmat Technicians assigned per shift.
2. Compensated at Firefighter-Hazmat Technician premium pay (2%).

Section G: Training Division Assignments:

Position	Count
Suppression Training Captains	2
Training Medical Services Officer	1
Training Paramedic	1

1. Personnel assigned to the above positions shall receive the training premium.
2. Typical term: 3 years, staggered, with flexibility by mutual agreement.
3. Premium pay is frozen upon reassignment until the new position pay catches up.

4. Voluntary departure (after 36 months) or involuntary reassignment before 36 months also triggers a pay freeze.
5. Vacancies filled per Admin Policy 124.3 Appointment Guidelines.
6. If there are no applicants, the assignment shall be made based on reverse seniority, provided the employee has a minimum of three years in rank. If no employee within the classification meets the three-year requirement, the position shall be assigned to the most senior employee within the classification who is currently assigned to the position.
7. An employee cannot be assigned if they have just completed a three-year term in training.
8. Training Captain and MSO roles are provisional promotions as a result of their assignment to the Training Division. If either position is filled by a permanent (hard-bar) promotion, the resulting shift vacancy shall be filled through the normal promotional process.
9. The Training Paramedic position may be temporarily vacated if the total number of operational Firefighter-Paramedics on shift falls below twenty-four (24) and the vacancy is expected to last more than ninety (90) days. If the Training Paramedic is reassigned to a platoon shift during this time, the employee shall continue to receive credit toward their time served in the Training Paramedic position.

Section H Fire and EMT Academy Instructors:

1. Primary instructors must be suppression Company Officers off probation.
2. If no volunteers, Acting Officers or the least senior off-probation Officer (not from the last academy) may be assigned once.
3. Promoted DEs (Tractor or Rescue Drivers) may volunteer, if there is a need for a second instructor role, and will receive the training premium.
4. Lead Roles:
 - Lead Academy Instructor: Oversees daily academy operations/logistics.
 - Lead Senior EMS Instructor: Required when Shoreline leads EMT academies.

Section I Suppression Officer Assigned to Fire Prevention:

1. One Captain or Lieutenant assigned annually (extendable by mutual agreement).
2. Reports to the Fire Marshal.
3. Receives premium per Article 26; pay frozen after 12 months and Inspector I qualification.
4. Post-assignment, no increases until the reassigned position pay catches up.
5. Assignment offered to the most senior in grade who applies by Sept 1.

6. If no applicants, the least senior off-probation Suppression Officer assigned.
7. Cannot be reassigned to this role more than once.
8. Must be allowed 2 years on a 24-hour shift before reassignment to another day shift role.

Section J BLS Run Review QI Assignment (BLS/RR):

1. Assigned to Paramedics with at least 1 year in grade. The BLS/RR role during a long-term acting assignment will be reviewed by the DC of Operations on a case-by-case basis.
2. Three per shift.
3. Assigned annually by November 1st for a January 1st thru December 31st term.
4. If not notified of a change by November 1st, the employee has the option to continue in the position for an additional year.
5. The BLS/RR position is an annual assignment made by the Deputy Chief of Operations in coordination with the Division Chief of EMS, Human Resources, and a Labor representative.

Section K Public Information/Education Officer (PIO/PEO):

1. Open to any post-probation member.
2. Reports to Fire Marshal; part of Community Outreach Division.
3. EMT certification required.
4. The PIO/PEO is not required to maintain their firefighting requirements unless they want to maintain eligibility to work in a suppression position.
5. No on-call or residency requirement.
6. Receives 2-hour minimum overtime for incident responses at IC request.
7. Assigned per Admin Policy 124.3 Appointment Guidelines; premium per Article 26 Wage Scale Matrix.
8. Pay is frozen after 36 months until reassigned position pay catches up.
9. If no internal applicants, position may be filled externally.

Section L Community Services Officer (CSO):

1. Reports to the Division Chief of EMS under MIH/CMT program.
2. EMT certification required.
3. The CSO is not required to maintain their firefighting requirements unless they want to maintain eligibility to work in a suppression position.
4. No on-call or residency requirement.
5. Pay frozen after 36 months until reassigned position pay catches up.
6. May be filled externally if no internal candidates apply.

Section M Deputy Fire Marshal / Assistant Fire Marshal:

1. If maintaining operational response eligibility, then they must maintain Firefighter/EMT qualifications.
2. A total of three people within these positions have the option to not maintain their EMT certification (be a Firefighter only) or choose not to maintain any Firefighter/EMT physical requirements.

ARTICLE 30: Holiday Time Off and Holiday Pay

Section A Department Holiday Schedule – Day Shift

The following dates are recognized as 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
President's 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 B 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 C Holiday Pay – 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 31: Sick Leave

Section A Sick Leave Accrual

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

1. 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.
2. 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.
3. 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, and one hundred seventy-four (174) hours for day-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 and hearing 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 and hearing 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 scenarios below 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:
1. For self-care or to care for a family member:
 - Due to a mental or physical illness, injury, or health condition;
 - To obtain medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions; or
 - To receive preventative care.
 2. For absences that qualify for leave under the Domestic Violence Leave Act, RCW 49.76;
 3. 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;
 4. 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
 5. For family and medical leave, available under federal law, state law, or local ordinance.
- For purposes of paid sick leave, a "family member" is:
1. 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);
 2. 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;
 3. Spouse or state registered domestic partner (including care for a pregnant spouse or state registered domestic partner and for prenatal examinations);
 4. Grandparent;
 5. Grandchild; or
 6. 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:

1. Employees who have been out on extended medical leave or job-related injury.
2. When a supervisor has a documented, reasonable basis to believe that an employee may be unable to perform essential job functions safely.
3. 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 or 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 32: Vacation Leave

Section A Vacation Accrual

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.

Monthly Accrual Rates:

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

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 vacation balance: 459 Hours
- Total payout on 6/30/2027: 459 hours

Section F Employees will have the option to cash out up to 96 hours of accrued vacation for Platoon shift employees and 50 hours for Day Shift employees. The employee will need to submit their request for vacation cash out to payroll by June 1 (for pay) and/or October 1 (for contribution to their 401A) of each year. The vacation hours will be cashed out at the employee's normal hourly rate of pay (Platoon shift rate for employees regularly assigned to Platoon shift and Day shift rate for employees regularly assigned to Day shift) as of June 1 and/or October 1 and will be processed in the next full-pay cycle.

ARTICLE 33: 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 34: 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 who expect to return to work at Shoreline Fire Department 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 an LOA result in the permanent appointment/promotion of any employee filling a vacancy for an employee on LOA. Article 24 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 35: Jury Duty

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 is not limited and based on the following criteria:

1. 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.
2. 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.
3. An employee seated on a jury is exempt from returning to work until such time as they have been released from service.
4. An employee assigned to a jury that 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:

1. Jury Summons (turned in prior to service).
2. Compensation documentation.
3. Release from service documentation (provided by the court).

ARTICLE 36 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 37: 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 38: 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 39: 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 automatically 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 optional increase(s), future contributions, or pause contributions at any time.

If the increase to CPI-U/other increase to top step Firefighter is less than 1% on January 1st then there shall be no automatic optional increase to deferred compensation.

ARTICLE 40: 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 41: 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 42: Clothing Allowance

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.

SPECIAL NOTE FOR 2025: Employees needing more than \$660 worth of replacement clothing, or for employees who have two different colors of uniforms \$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 C No payroll deductions will be authorized when making purchases with the exception of Wildland Team members wanting to make PPE/Clothing purchases from the 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 the quartermaster (as long as the damage was not due to negligence). Changes in size will be the employee's responsibility.

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 Uniform Clothing Standard for Uniformed Employees, and 102-E 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 for wearing 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 be provided with 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.

All protective equipment and clothing shall meet the 2005 NFPA 1977 standards or the 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 series policies.

Section J Promotions

An employee promoted 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 43: 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 specific details.

Section B Employees who earn degrees or certifications, as described in this section, shall be granted incentive pay as a percentage increase of top-step Firefighter as described in Article 26 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: 0.5%
- Completion of the Seattle Executive Leadership Academy (ELA): 0.5%
- Completion of the Executive Fire Officer (EFO) program at the NFA: 1.5%

ARTICLE 44: Fire Marshal's Office On-Call Compensation

- Section A Fire Marshal's Office (FMO) employees meeting the requirements of FMO 300 shall be eligible to participate in the on-call program.
- Section B FMO employees electing to participate shall be assigned on-call shifts on a rotating fair and equitable basis by the Fire Marshal or designee.
- Section C FMO employees shall comply with all requirements of FMO 300 while assigned to an on-call shift.
- Section D FMO employees, 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 an employee fail to respond to a call during their assigned on-call shift, they shall forfeit the pay for the entire assigned shift.

ARTICLE 45: 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 reducing fossil fuel emissions, which benefits both the environment and employees.
- Section B Paramedics stationed in neighboring jurisdictions shall be allowed to charge electric and/or electric/hybrid vehicles only if the neighboring jurisdictions allow the charging of personally owned vehicles through a metered charging station.
- Section C 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 E 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 differently from others, but rather a commitment over the long term to build a program that can eventually benefit everyone.

ARTICLE 46: 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.

- During the bonding supplementation period, employees may not:
 - Work in operations.
 - Move work back days into the supplementation period.
 - Do trades within the supplementation period.
- Once the employee returns to operational work, the supplementation period ends.
- Employees may attend meetings and non-operational activities.
- Employees may choose to use, partially use, or not use supplementation.
- Supplementation does not affect an employee's right to take PFML bonding leave as state law allows.
- 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:

- Answering questions about the PFML program.
- Helping resolve issues or complications related to the State PFML program.
- 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 47: 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 _____, 2025.

Shoreline Fire Department Board of Fire Commissioners

Local 1760, IAFF

Kimberly A. Fischer, Chair

Doug Loeser, President, IAFF L-1760

Tyler Byers, Vice Chair

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Eric Adman, Commissioner

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**GOVERNING BOARD OF COMMISSIONERS
REGIONAL FIRE AUTHORITY MEETING
MOTION APPROVAL FORM**

Meeting Date:	October 2, 2025
Agenda Title:	New Hire - Finance Specialist
Background Information: <p>The Department has seen continued growth in both day-to-day operations and financial activity. Our current administrative staff are working at full capacity—and in many cases, beyond it. This includes increasing demands in accounts payable, purchasing, reconciliation, and other financial duties.</p> <p>Adding a Finance Specialist will give the Finance Division much-needed support to keep things running smoothly and efficiently. This position will help manage the current workload and support long-term planning by aligning accounting-related tasks within the appropriate division.</p> <p>Although this position was not included in the 2025 adopted budget, the need has become critical to sustain operational effectiveness and support the long-term financial stability of the organization.</p>	
Recommendation: <p>Recommend that the RFA Governing Board approve the out-of-budget addition of the Finance Specialist position and authorize Human Resources to begin the hiring process, with a proposed start date of November 1, 2025.</p>	
Financial Impact:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
Other Options:	
Attachments:	Draft Finance Specialist Job Description

RECOMMENDED MOTION

I move to authorize the Governing Board of Commissioners to approve the addition of the Accounting Specialist position, outside of the current 2025 budget, and to allow Human Resources to begin the hiring process for a start date in November 1, 2025.	
Follow Up Action(s):	
Follow up Person(s):	Administrative Director / Assistant Administrative Director
Follow up Date(s):	

	<p>POLICY - ADMIN 100 (2.1.54)</p> <p>JOB DESCRIPTION</p> <p><i>Finance Specialist</i></p>		
Approved By:		Original Job Description Date: 03/01/2022	Revision Date: 09/30/25
Supersedes: 10/15/24, 03/01/2022 Admin 124.1 (2.1.54) -Finance Specialist		See Also:	

SUMMARY

This is a full-time, FLSA, non-exempt, non-supervisory position reporting to, and at the direction of, the Assistant Administrative Director in coordination with the Administrative Director. The Finance Specialist plays a critical role in supporting the financial operations of the Fire Department by performing specialized accounting and administrative duties with a focus on payroll and accounts payable. This position ensures accurate, timely, and compliant processing of employee compensation, vendor payments, and financial transactions while maintaining the highest level of confidentiality and attention to detail. Specific assignments are designated based on operational needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities may include, but are not limited to, the following. A detailed breakdown of the specific job responsibilities may be found in the individualized procedures handbook for this position.

Core Administrative Support Duties

These are the minimum expectations for ALL Administrative Support Staff regardless of assignment.

- Provide independent administrative support: arrange meetings and coordinate schedules; prepare confidential correspondence, comprehensive reports, surveys and memorandums; attend meetings and provide accurate meeting minutes. Responsible for compiling, summarizing and reporting findings which may include providing recommendations. May assist with miscellaneous desktop publishing and computer-generated audio/visual production. Provide primary administrative support for an assigned division.
- Receive incoming telephone calls from employees and the public using professional and courteous phone etiquette and with sensitivity to the diversity of a multi-cultural audience. Respond to and answer questions and requests within the realm of authority and forward calls to appropriate personnel.
- Maintain accurate, complete, and easily accessible paper and electronic records and filing systems, including confidential documents. Ensure that the integrity of the information is maintained.
- As assigned, may participate in the Strategic Plan process establishing and tracking annual goals and objectives.
- Serve as liaison to other divisions and departments.
- As dictated by staffing needs, serve as backup support to various administrative positions.
- On a regular basis, exercise administrative judgment and assume responsibility for decisions, consequences and results having an impact on individuals, the organization and the quality of service within the assigned area. Responsible for keeping the supervisor informed of any issues that may have an adverse impact on the division or the Department so that undue escalations can be avoided and proactive solutions considered.
- Know and interpret the formal and informal Department goals, standards, policies and procedures, safety rules, and administrative and financial procedural manuals for the area of assignment.
- As needed, welcome guests and customers in person and over the telephone in the absence of the receptionist due to lunch, breaks, vacations or leaves.
- As an employee of an emergency response organization, may be required to report to work in times of disaster.

- May be required to work outside of job description during times of disaster.
- May be required to work some evenings and/or weekends.
- Miscellaneous other administrative duties as assigned.

General Responsibilities

- Maintain accurate financial records and ensure compliance with laws, policies, and labor agreements.
- Provide timely, professional customer service to staff, management, and external partners.
- Assist with audits, reporting, and financial reconciliations as needed.
- Identify and implement process improvements to support departmental efficiency.
- Perform other duties as assigned in support of Finance operations.

Payroll Specialist Track

- Process the biweekly payroll in coordination with the Lead Finance Specialist, including adjustments for step increases, terminations, status changes, overtime, differential/specialty pay, holiday pay, deferred compensation, and leave payouts.
- Interpret and apply personnel employment and labor contract language.
- Review, reconcile, and enter payroll data; prepare and transmit payroll reports.
- Perform monthly accounts payable function for benefit payments tied to payroll.
- Reconcile leave balances for all employees and communicate discrepancies to supervisors.
- Resolve payroll discrepancies by collecting and analyzing information.
- Coordinate with payroll vendor on annual processes, including year-end and W-2 distribution.
- Ensure compliance with state and federal payroll/tax regulations.
- Maintain knowledge and understanding of electronic payroll processing system including pay codes; troubleshoot issues with internal and external support as needed.
- Provide payroll-related reporting and updates to management.

Accounts Payable Specialist Track

- Process weekly payments and invoices, ensuring accuracy and adherence to department purchasing policies and procedures.
- Prepare vouchers for certification, submit to King County Finance for warrant processing; ensure timely vendor payments.
- Monitor Accounts Payable email account and respond to vendor and employee inquiries in a timely manner.
- Contact vendors and employees to obtain necessary documents needed to process invoices and payments, such as W9s, payment details, or other items.
- Process and issue year-end 1099 forms.
- Provide support to employees initiating and processing purchase orders (POs), ensuring compliance with internal procurement policies. Verify purchase orders for proper approvals and accurate coding; communicate to personnel regarding open POs.
- Troubleshoot any accounting inaccuracies through conclusion.
- Keep management personnel informed of invoice concerns as deemed appropriate.
- Maintain vendor files, payment records, and resolve invoice or payment discrepancies.
- Support month-end closing activities, including journal entries and reporting.
- Notify payees of outstanding warrants, coordinate with King County for reissuance.
- Reconcile petty cash accounts and the Department's credit cards, ensuring timely submission of receipts and compliance with policies.
- Reconcile fuel use and allocate costs to appropriate division budgets.
- Process employee reimbursements and daily cash deposits.
- Ensure adherence to the State of Washington BARS Chart of Accounts and other applicable laws/regulations.
- Assist in monitoring budget expenditures.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty thoroughly and satisfactorily. In compliance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with limited disabilities; however, accommodations may not be available for the essential functions listed above due to bona fide occupational requirements. Individuals must satisfactorily complete a criminal history background check. The requirements listed in this job description are representative of the knowledge, skills and/or abilities required. The employee will strive at all times to excel in the following competencies necessary to accomplish the core and division duties listed:

Knowledge

Must be proficient in:

- Modern office systems and technology including personal computers and related software (at a minimum MS Word, Excel, Outlook, Publisher, SharePoint, and similar programs).
- Standard office equipment, i.e., photocopier, 10-key machine, facsimile machine and electronic postage machine.
- Office administration and bookkeeping procedures.
- Business letter writing, email communications and report preparation.
- Advanced principles and procedures of record keeping and filing to include both hard copy and electronic.
- Customer service and team building techniques.
- At time of hire, or within one month, working knowledge and proficiency with current payroll software being utilized by the Department.

The employee must have proficient knowledge in the following areas after completion of three months:

- Fire Department organizational structure and functioning.
- Policies, regulations and procedures related to personnel of the Fire Department.

Skills and Abilities

Must demonstrate the following skills and abilities:

- Ability to read, write, speak and communicate using the English language.
- Ability to maintain a high level of accuracy and confidentiality concerning financial and personnel matters. Ability to effectively handle confidential, difficult and sensitive issues by using tact, diplomacy, and an understanding of the organizational culture, climate and/or politics.
- Excellent interpersonal skills including the ability to build and maintain effective team relationships with employees, public officials and the public. Consistently respect the individual values of all departmental employees and members of the community. Effectively communicate, build rapport and relate well with diverse populations.
- Ability to anticipate, analyze, diagnose, and problem solve.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Attention to detail and the ability to meet deadlines with constant interruptions.
- Proficient skill and ability to read, comprehend, analyze, balance, and reconcile accounting and payroll records and to prepare accurate and clear accounting records, worksheets, charts, and reports.
- Proficient skill and ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals, and to compute percentage rates and other calculations as applied to basic payroll and accounting functions.
- Computer skills including the ability to utilize spreadsheets, word processing, and other programs being used by the Department.
- Ability to accurately type 50 words per minute, or at an acceptable level of proficiency as required by the position.

- Demonstrate self-control and an ability to manage time, multiple projects and priorities with minimal supervision. Ability to work under stressful conditions with various personality types and expectations.
- Ability to emphasize the concept of customer service in all aspects of interacting with the community by anticipating and meeting customer needs, wants, and expectations whenever possible.
- Decision making skills.

Personal Attributes

Must demonstrate the following personal attributes:

- Be honest and trustworthy.
- Be respectful, professional and courteous.
- Possess cultural awareness and sensitivity.
- Be flexible.
- Possess sound work ethics.

Education and/or Experience

- A High School Diploma or General Education Degree (GED) equivalent and, a minimum of two (2) years of experience in a responsible, independent administrative support position, or
- A two-year degree in an accounting or business-related field is preferred, or any combination of education and experience, which demonstrates competency to perform the duties outlined in this job description.
- Knowledge and understanding of payroll processing system, chart of accounts, general accounting practices and procedures, applicable laws, codes and regulations, general auditing functions, payroll taxes, fire service payroll practices and methods, union wages, labor-management agreements and employment contracts.

Desired Qualifications

- Proficiency with one of the following ADP products: Workforce Now Payroll, Pay eXpert, Workforce Now Expanded HR, HR/B or HR Benefits.
- Two (2) years' work experience in payroll processing for 50 or more employees using an automated payroll system (fire service experience preferred).

Certificates, Licenses, Registrations, Other

- Upon employment, and while employed, must hold and continuously maintain, a valid Washington State driver's license.
- Must be insurable under the Department existing vehicle and umbrella liability insurance carrier and Washington State law.

Physical Demands

The physical demands described are representative of those that must be met to successfully perform the essential functions of this position:

- Regularly required to sit for long periods of time, use hands and fingers to handle or feel objects, tools, or controls, reach with hands and arms, ability to speak and hear, and frequently required to stand, walk, stoop, and kneel.
- Regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

- Work is normally performed indoors in an office environment.
- Emotionally demanding, stressful environment.
- The noise level is usually quiet.

The statements contained herein reflect general details to describe the principle functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or to otherwise balance the workload. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

2025 WAGE SCALE: January 1, 2025 - December 31, 2025

2025 Wages: 3.8% Increase per CPI-U, All Users Seattle/Tacoma/Bellevue

Monthly Salary: Administrative Support Staff

Position		0 – 12 Months	13 – 24 Months	*After 24 Months	*After 24 Months
		80%	90%	100%	Hourly Rate
Lead Finance Specialist	100%	\$ 8,307.95	\$ 9,346.45	\$ 10,384.94	\$ 59.91
Finance Specialist	100%	\$ 7,829.79	\$ 8,808.52	\$ 9,787.24	\$ 56.46
Executive Assistant	100%	\$ 7,638.53	\$ 8,593.34	\$ 9,548.16	\$ 55.09
Human Resources Specialist	100%	\$ 7,638.53	\$ 8,593.34	\$ 9,548.16	\$ 55.09
Administrative Assistant: Training/EMS	100%	\$ 7,448.06	\$ 8,379.07	\$ 9,310.08	\$ 53.71
Administrative Assistant: Fire Prevention	100%	\$ 7,162.63	\$ 8,057.96	\$ 8,953.29	\$ 51.65
Administrative Assistant: NKCTC	100%	\$ 7,162.63	\$ 8,057.96	\$ 8,953.29	\$ 51.65
Administrative Assistant: Admin Spec.- Sta 61	100%	\$ 6,875.06	\$ 7,734.45	\$ 8,593.83	\$ 49.58
Administrative Assistant: FMO/Website Spec.	100%	\$ 7,162.63	\$ 8,057.96	\$ 8,953.29	\$ 51.65
Administrative Assistant: Admin Spec.-Sta 51	100%	\$ 6,875.06	\$ 7,734.45	\$ 8,593.83	\$ 49.58
Receptionist	100%	\$ 5,664.14	\$ 6,372.15	\$ 7,080.17	\$ 40.85
Premiums and Special Pay - BASED OFF OF POSITION SALARY:					
Associate's Degree & Above	1.5%				
Bachelor's Degree	2.0%				
Master's Degree or Higher	2.5%				
Longevity Premiums - BASED OFF OF POSITION SALARY:					
5 Years	2.0%				
10 Years	4.0%				
15 Years	6.0%				
20 Years	8.0%				



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**GOVERNING BOARD OF COMMISSIONERS
REGIONAL FIRE AUTHORITY MEETING
MOTION APPROVAL FORM**

Meeting Date:	October 2, 2025
Agenda Title:	New Hire – Facilities Technician
Background Information: The Department has been short on workload capabilities in addressing facilities issues since a retirement from a year and a half ago. While we continue to pursue a Facilities Manager position, we also have a need for a Facilities Technician position. This position will initially working on lower level items such as landscaping duties, painting, pressure washing, etc..	
Recommendation: Pursue the hiring of a Facilities Technician position as soon as possible. This was originally going to be a 2026 budget item, but we have savings from unfulfilled positions at this time and believe that we should move forward before 2026.	
Financial Impact:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Cost Neutral
	We will be paring down many support services line items, but there will be some impact to cover the S&B package.
Other Options:	
Attachments:	Facilities Technician Job Description

RECOMMENDED MOTION

I move to authorize the Governing Board of Commissioners to approve pursuing the hiring of a Facilities Technician position as soon as possible.	
Follow Up Action(s):	
Follow up Person(s):	Fire Chief Matt Cowan / Deputy Chief Matt Hochstein
Follow up Date(s):	

	POLICY - ADMIN 100 (2.1.57) JOB DESCRIPTION Facilities Technician (FT)		
	Approved By: <i>Wally Gower</i>	Original Job Description Date: 12/01/2022	Revision Date: 10/15/2024
Supersedes: 12/01/2022 Admin 124.1 (2.1.57) – Facilities Technician	See Also:		

SUMMARY

This is a full time, non-exempt position reporting to, and working with, and/or, independently, under the direct supervision of the Deputy Chief of Support Services (DC). The position encompasses a variety of duties and responsibilities that assure that the work being completed supports operational readiness to respond and preserves the value and appearance of the Department's capital assets.

The employee performs landscaping/grounds maintenance, exterior and interior facilities upkeep and repair as directed. A knowledge and experience of numerous maintenance trades, such as minor carpentry, plumbing, electrical, painting, landscape, irrigation systems, and custodial needs are required. The central purpose of this position is to assure that the Department's capital assets receive the necessary care, repair and maintenance to protect and extend the useful life and service of these assets.

This position is represented by the International Association of Fire Fighters (IAFF) Local 1760.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities may include, but are not limited to, the following:

Facilities

- Modification, maintenance or creation of exterior/interior building structures, roofs that support the mission of the Shoreline Fire Department.
- Perform custodial duties as assigned within fire stations to include a wide range of housekeeping responsibilities such as cleaning tile floors, carpet cleaning, window washing, sweeping, and general cleaning as directed.
- Repair of exterior/ interior structural, plumbing, electrical and security systems as assigned.

Site

- Repair and maintenance of impervious surfaces, landscaping and grounds, and irrigation systems for all Fire Department Facilities.

Supplies and Travel

- Assist in ordering and maintaining inventory of building maintenance supplies and equipment.
- Drive Department vehicle to pick up supplies and deliver items to carry out the job, and support other Department personnel as needed.

Miscellaneous

- Move and set up equipment, furniture and other supplies as directed.
- Contribute to creating and maintaining building and equipment maintenance plans.
- Establish day-to-day work plan and priorities after consultation with supervisor.
- Building custodial work such as mopping, dusting, and general household cleaning, etc.
- Other tasks as assigned by the supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES FOR FT

These are additional duties and responsibilities specific to the "FT" position.

- Initiate and maintain records of work performed for facilities maintenance.
- Assist with the building of databases of Department facilities, parts, equipment and repairs.
- Assist DC of Support Services with the development of the annual budget for the division.
- Assist in writing of scope of work, etc. for facilities bid processes as needed.
- Participate in long-range facilities planning.
- Assist DC of Support Services with the development of weekly, monthly, and annual work plan for facilities division.
- Assist with the evaluation of proposals, bids, and quotes as appropriate.
- Participate in daily briefings as appropriate and assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty thoroughly and satisfactorily. Individuals must satisfactorily complete a criminal history background check. The requirements listed in this job description are representative of the knowledge, skill, and/or ability required. The employee will strive at all times to excel in the following competencies necessary to accomplish the skills and abilities listed:

Skills and Abilities

- Read, write, speak, and communicate using the English language.
- Read and comprehend simple instructions, short correspondence, and memos.
- Write simple correspondence, effectively present information in one-on-one and small group situations, to customers, contractors, clients, suppliers, and other employees of the organization.
- Effectively handle difficult and sensitive issues by using tact, diplomacy, and an understanding of the organizational culture, climate and/or politics.
- Excellent interpersonal skills including the ability to build and maintain effective team relationships with employees, public officials and the public. Consistently respect the individual values of all Departmental employees and members of the community. Effectively communicate, build rapport and relate well with diverse populations.
- Communicate clearly and concisely, both verbally and in writing.
- Attention to detail and able to see the bigger picture in accomplishing tasks.
- Modern office systems and technology including personal computers and related software (at a minimum MS Word, Excel, Outlook, and similar programs).
- Ability to anticipate, analyze, diagnose, and problem solve.
- Demonstrate self-control and an ability to manage time, multiple projects and priorities with minimal supervision.
- Ability to work under stressful conditions with various personality types and expectations.
- Ability to emphasize the concept of customer service in all aspects of interacting with the community by anticipating and meeting customer needs, wants, and expectations whenever possible.
- Decision making skills.
- Ability and willingness to obtain certifications necessary to perform job duties.
- Have operational knowledge of power equipment necessary to maintain Department grounds and facilities.

Personal Attributes

Must demonstrate the following personal attributes:

- Be honest and trustworthy.
- Be respectful, professional and courteous.
- Possess cultural awareness and sensitivity.

- Be flexible.
- Possess sound work ethics.
- Enjoy working continuously in a team setting.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions and decimals.
- Able to compute rate, ratio, and percent.
- Able to measure linear distance, calculate square footage, and measure and interpret volume.

Reasoning Ability

- Proficient at reviewing equipment documentation and understanding basic system function.
- Proficient at reviewing building systems and understanding the role of system components, and the relationship between and among components.
- Ability to apply common sense, to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Mechanical Skills/Ability

- Proficient at operating shop equipment, such as, but not limited to, table saw, drill press, sander, drill motor, handsaw, hand tools, carpentry, and plumbing tools.
- Proficient at operating grounds maintenance equipment such as, but not limited to, lawn mowers, edgers, spreaders, shears, shovels, rakes, clippers and blowers.
- Able to troubleshoot problems by doing systematic fault isolation, and determining root cause of failures.
- Understanding of low-voltage wiring operations, 12 VDC wiring, storage and charging systems and 120/208 VAC three phase light commercial power systems.
- May bring their own hand tools or use Department provided tools. Personally owned tools will be replaced by Department if damaged or broken. Both personally and Department owned tools shall be secured and an inventory maintained.

Education and/or Experience

- High School Diploma or General Education Degree (GED) equivalent.
- Two years of recent work experience in any field related to facilities maintenance.
- At the Fire Chief's discretion, any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.

Certificates, Licenses, Registrations

- Valid Washington State Driver's License
- Upon employment, and while employed, must hold and continuously maintain, a valid Washington State Driver's License.
- Must be insurable under the Department's existing vehicle and umbrella liability insurance carrier and Washington State law.

Physical Demands

The physical demands described are representative of those that must be met to successfully perform the essential functions of this position.

- Regularly required to stand, work from ladders or lifts, walk, use hands to handle or feel objects, tools or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, as well have the ability to speak and hear. The employee is frequently required to sit.
- Regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field.
- The employee may be required to work in outside weather conditions, in wet and/or humid conditions, in high, precarious places, near hazardous moving mechanical parts, near fumes, airborne particles and/or toxic or caustic chemicals or near risk of electrical shock and/or vibration.

The statements contained herein reflect general details to describe the principle functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or to otherwise balance the workload. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.



**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

October 2, 2025

Planned Absence: Commissioners Nye and Adman will attend via Zoom or have an excused absence

5:30 PM (**Public Meeting Station 61**)

SUBJECT	RESOLUTION	TYPE	STAFF

October 16, 2025

Planned Absence: _____

5:30 PM (**Public Meeting Station 51**)

SUBJECT	RESOLUTION	TYPE	STAFF
October 22-25 WA Fire Commissioners Conference October 27-29 Department's Leadership Retreat November 3 – Special Meeting to review 2026 budget at 5:30 p.m. at Station 61 October 30 – RFA Special Board Meeting / Public Hearing at 5:30 p.m. at Station 61			

November 6, 2025

Planned Absence: _____

5:30 PM (**Public Meeting Station 61**)

SUBJECT	RESOLUTION	TYPE	STAFF

November 20, 2025

Planned Absence: Commissioner Nye will attend via Zoom or 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

December 18, 2025

Planned Absence: _____

5:30 PM (**Public Meeting Station 51**)

SUBJECT	RESOLUTION	TYPE	STAFF

FUTURE DATES:

- **January 1, 2026, Board meeting – falls on Holiday**